



Mayor & Village Board Standard Operating Procedure – No. 016

Date Adopted: September 9, 2020

Date Revised: N/A

Mayor and Village Board Standard Operating Procedure No. 016, having been first adopted by the Mayor and Village Board on September 9, 2020, shall:

1. Be updated on at least an annual basis;
2. Be administered by the Mayor and Village Manger;
3. Serves as the Village's Guidelines pertaining to the Village's Public Access Channel 6.

Signed: _____

Date: September 9, 2020

Public Access Channel 6

Channel 6 is a public access channel available on basic cable, provided as part of the franchise agreement between the Village of Homer Glen and Comcast.

General Guidelines:

The purpose of Channel 6 is:

1. To inform Village of Homer Glen residents about the local government and the services it provides.
2. To make local government more accessible to the residents of the Village.
3. To share information from our intergovernmental partners and local non-profits with the residents of Homer Glen.

User Conduct:

In all instances, preference for broadcast time will be given to the Village of Homer Glen information and activities. Secondly preference will be given to the information and activities of the Village's intergovernmental partners.

Criteria for Programming:

1. The organization must be a Homer Glen-based organization (within the boundaries of Homer Glen) or be publicizing an event to take place within the Village.

2. Organization must be a non-profit organization established under the laws of the United States. Non-profit organizations include local churches. Organizations are required to submit proof of non-profit status.
3. A Village of Homer Glen application for public access programming must be completed and submitted a minimum of 5 days prior to the date the organization wishes the information to be placed on Channel 6.
4. The Village may promote businesses within the Village that have recently opened (ribbon cuttings). Businesses within the Village may submit advertisements that are informational in nature. Advertisements may not make any definitive claims for a business ("Best burgers in town!") nor may it advertise any specific sales or promotional deals ("2 burgers for the price of 1!"). Sponsors can be recognized on the station. Programming will not advertise any fees required to participate in an activity or program, unless it is a program or event being offered by the Village.
5. The programming shall not include be used for political purposes. Candidates for elected office may not use the channel as part of a campaign effort. This exclusion does not apply to persons who receive air time as part of official public meeting coverage, and coverage of incumbents performing official Village duties. The exclusion also does not apply to candidate forums or debates.
6. The programming shall not include slanderous, lewd, obscene, indecent, or violent material or language.
7. The programming cannot promote a lottery or any information concerning a lottery.
8. Opinions expressed on the channel may not necessarily reflect those of the Village government, Mayor, Village Board, and/or Village staff.
9. The Village shall strive to ensure the accuracy of broadcast information; however, the Village cannot warrant the accuracy of any information that is broadcast on the channel and shall not be liable for the broadcast of any inaccurate information on the channel.
10. Applications submitted for programming on Channel 6 will be reviewed and approved by the Village Manager or their designee prior to being broadcast.
11. The programming shall meet minimum technical quality standards as determined by the Village Manager or their designee.
12. Screens for cablecast of information submitted by applicants according to the above rules will be developed as time allows by the staff of the Village of Homer Glen. Approval of an application by the Village does not guarantee that the information will be broadcast, although the Village will make a good faith effort to ensure timely broadcast of the information submitted.
13. The Village of Homer Glen reserves the right to make changes to the above rules as warranted without notice.
14. These policies and procedures will be posted on the Village's website at homerglenil.org.