

INTERLOCAL SHARED USE AGREEMENT AMONG
THE TOWNS OF NAGS HEAD, MANTEO, KILL DEVIL HILLS,
SOUTHERN SHORES, KITTY HAWK, DUCK; THE
COUNTY OF DARE; THE DARE COUNTY BOARD OF EDUCATION; COLLEGE OF THE
ALBEMARLE; AND UNC COASTAL STUDIES INSTITUTE
REGARDING THE GOVERNMENT AND EDUCATION
ACCESS CHANNELS

THIS INTERLOCAL AGREEMENT is made and entered into by The Towns of Nags Head, Manteo, Kill Devil Hills, Southern Shores, Kitty Hawk, Duck, North Carolina Municipal Corporations, (the “Municipalities”); The County of Dare (the “County”) by and through their Boards of Commissioners; the Dare County Board of Education (“BOE”); College of The Albemarle (“COA”); and UNC Coastal Studies Institute (“CSI”) effective the ____ day of _____, 2014, pursuant to Article 20, Part 1 of Chapter 160A of the North Carolina General Statutes:

W I T N E S S E T H:

THAT WHEREAS, the Towns of Nags Head, Manteo, and Kill Devil Hills heretofore by a document entitled “Agreement for Shared Use of Government Access Channel Provided by Falcon Cable TV” (the “Agreement”) which became effective April 5, 1995, upon its approval by the Towns of Nags Head, Manteo, and Kill Devil Hills, created a Government Access Channel Committee to operate and oversee the government access channel to be operated on the cable TV system;

Thereafter in or about April 1997, the County became a Participating Entity upon its request of January 1997 which was approved by the Towns of Nags Head, Manteo, and Kill Devil Hills;

Thereafter in or about March 2002, the Town of Southern Shores became a Participating Entity upon its request of February 2002 which was approved by the Towns of Nags Head, Manteo, Kill Devil Hills and the County; and

Thereafter in or about October 2002, the Town of Kitty Hawk became a Participating Entity upon its request of August 2002 which was approved by the Towns of Nags Head, Manteo, Kill Devil Hills, Southern Shores and the County; and

Thereafter in or about September 2004, the Town of Duck became a Participating Entity upon its request of July 2004 which was approved by the Towns of Nags Head, Manteo, Kill Devil Hills, Southern Shores, Kitty Hawk and the County; and

Thereafter in or about December 2008, the Dare County Board of Education became a Participating Entity by approval of the Towns of Nags Head, Manteo, Kill Devil Hills, Southern Shores, Kitty Hawk, Duck and Dare County; and

Thereafter in or about June 2011, College of The Albemarle and UNC Coastal Studies Institute became Participating Entities by approval of the Dare County Board of Education and the Towns of Nags Head, Manteo, Kill Devil Hills, Southern Shores, Kitty Hawk, Duck and Dare County; and

AND, WHEREAS Municipalities and County have operated and utilized the Government Access Channel (“Government Channel”) pursuant to the Agreement and BOE and non-members COA and CSI have operated and utilized the Education Access Channel (“Education Channel”), upon addition of COA and CSI as members, all have recognized the need to more particularly set out the rights, duties, obligations and responsibilities of the Participating Entities, to update the procedures used to allocate usage of the Government and Education Channels, and to define the operations of the Government-Education Access Channels Committee (the “Committee”);

NOW THEREFORE, Municipalities, County, BOE, COA & CSI in consideration of the mutual rights, duties, obligations and responsibilities hereinafter set out; each agrees with the others as follows:

Section 1. Definitions.

- (a) Governmental Access Channel (Government Channel). A channel dedicated by the cable system to present programs of interest to the community on a non-commercial basis.
- (b) Education Channel (Education Channel). A channel dedicated by the cable system to be used by educational institutions to present programs of educational interest to the community on a non-commercial basis.
- (c) Lottery. Any device, scheme, plan, promotion, contest, or other program and/or presentation which involves directly or indirectly the elements of prize, chance, and consideration or any such device, scheme, plan promotion, contest, or any other program and/or presentation which is, has been, or may be declared a lottery under applicable local, state, or federal law.
- (d) Obscene or Indecent Material. Any material in a program and/or presentation which would subject the producer or supplier thereof to prosecution under local, state, or federal law for the production or presentation of obscene or indecent material.
- (e) Governmental Unit. Any body politic and corporate under North Carolina law and any agency of the State of North Carolina or Federal Government that is not eligible to become a Participating Entity.
- (f) Participating Entity. Nags Head, Manteo, Kill Devil Hills, Southern Shores, Kitty Hawk, Duck, Dare County, the BOE, COA, and CSI.
- (g) Local Government Entity. Nags Head, Manteo, Kill Devil Hills, Southern Shores, Kitty Hawk, Duck, and Dare County.

- (h) Educational Entity. The BOE, COA, and CSI.
- (i) Cable TV Operator. Falcon Cable, its successor Charter Communications and any successors thereto,

Section 2. Rights of Participating Entities.

- (a) Each Participating Local Government Entity shall be entitled to equal participation in the operation and use of the Government Channel.
- (b) Each Participating Educational Entity shall be entitled to equal participation in the operation and use of the Education Channel.
- (c) Each Participating Entity shall appoint one member as provided below (the “Member”) to act as its representative on the governing board, which shall be named The Government-Education Access Channels Committee (the “Committee”), and each designated representative to the Committee shall be entitled to one vote on all matters to be decided by the Committee
- (d) In the event of disagreement by Participating Local Government Entities on the operation of the Government Channel, or by Participating Educational Entities on the operation of the Education Channel, the Committee shall resolve any such disputes or disagreements. All decisions of the Committee shall be final.
- (e) All such decisions of the Committee shall be determined by majority vote; provided however that the Committee shall not have the power or authority to impose or create any financial obligation of any kind for any Participating Entity without the express written consent of the Participating Entity, which consent shall be deemed given upon the Participating Entities’ approval of the annual budget of the Committee.
- (f) The Cable Operator may participate in the meetings of the Committee upon its request approved by the Chairperson of the Committee, or at the invitation of the Committee, for the purpose of advising and assisting as needed. The Cable Operator shall not have any voting rights at such meeting.

Section 3. The Government-Education Access Channels Committee (the “Committee”).

- (a) From time to time, each Local Government Entity shall designate one of its elected officials to serve as its representative (the “Member”) on the Committee and shall advise the other Participating Entities of the Member selected. From time to time, each Educational Entity shall designate a representative to serve as its representative on the Committee (the “Member”) and shall advise the other Participating Entities of the member selected.

- (b) The meetings of the Committee shall be scheduled by the Committee but shall be held at least semiannually.
- (c) At the first meeting each calendar year, the Members of the Committee shall elect a Chairperson, who shall be responsible for convening and conducting meetings of the Committee, as well as conducting other actions of the Committee. No Member shall serve as Chairperson twice until all other members have either served as Chairperson or have declined to serve as Chairperson.
- (d) The Committee shall take such steps as it deems necessary and appropriate in order to fulfill its responsibilities and conduct its business, including election or appointment of any other officers or committees, designation of individuals or organizations to perform functions on its behalf, adoption of rules and policies for the conduct of the Committee and operation of the Government Channel and the Education Channel, or other similar actions.
- (e) Subject to the terms and conditions of this Shared Use Agreement, the Committee shall be responsible for supervising and directing the operations of the Government Channel and the Education Channel.

Section 4. Operation and Use of Government and Education Channels.

- (a) In accordance with the Franchise Agreement, the Cable TV Operator agreed to furnish the facilities and equipment for operation of the Government and Education Channels. The Cable TV Operator has agreed to provide space to house the equipment and to provide electricity and local telephone service. The Cable TV Operator has also agreed to provide normal maintenance of the equipment as well as technical and consulting assistance to the Committee in the operation of the Government and Education Channels.
- (b) The Participating Entities shall be responsible for furnishing all support needed for the operation of the Government and Education Channels, or other items necessary for the operation of the Government and Education Channels, which is not provided by the Cable TV Operator. Unless otherwise agreed in writing, all such expenses and obligations shall be shared equally by the Participating Entities and shall be administered in accordance with North Carolina law and in accordance with rules established by the committee in accordance with this Shared Use Agreement. In no event shall any Participating Entity have any financial obligation of any kind without its expressed consent, which consent shall be deemed given by the Participating Entities' approval of the annual budget of the Committee.
- (c) The Committee shall adopt a Standard Operating Procedure (SOP), which will conform and comply with this Agreement and set out guidelines for the channels' day-to-day operations.

- (d) The Committee will maintain complete records in accordance with North Carolina Public Records Law (Chapter 132 of the N. C. General Statutes). Copies of materials in the public file shall be available for reproduction upon request, providing the requesting party pays the cost of reproduction.
- (e) In the event of an activation of the Dare County Emergency Operations Center, all programming on the Government Channel and the Educational Channel may be preempted for emergency programming and information as may be deemed necessary by the Dare County Control Group or the Dare County Director of Emergency Operations.

Section 5. Regulations.

- (a) The Government Channel and/or the Education Channel, respectively, may be available upon approval by the Committee for non-commercial use by Governmental Units who are not Local Government Entities and by educational institutions who are not Educational Entities, upon the filing of an appropriate request in accordance with Section 3 and consistent with the availability of the channel and staff at the time of and for the duration requested. The Committee, or its designated representative, reserves the right to pre-empt programs due to staffing constraints, and adjust these regulations when deemed necessary.
- (b) The presentation of advertising material designed to promote the sale of commercial products or services or the solicitation of funds (including advertising by or on behalf of legally qualified candidates for public office) by users authorized by the Committee is prohibited.
- (c) These channels shall not be used to present any obscene or indecent matter, or content deemed objectionable as judged by community standards.
- (d) These channels shall not be used to present any information, which directly or indirectly concerns a lottery as defined in Section 1c above.
- (e) These channels may not be used for political purposes.

Section 6. Fiscal Procedures.

- (a) On or before the last day of February annually, the Committee shall submit to the governing boards of Participating Entities a recommended annual budget prepared pursuant to N.C.G.S. 160A-462, meeting all applicable requirements of the Local Government Finance Act and in accordance with the following:

1. Proposed budget expenditures, including expenditures from the fund heretofore established (“Gov-Ed TV Fund”) for Government Channel and Education Channel and funded by the parties and by funds received from the State of North Carolina in lieu of franchise fees from the cable provider, shall only be made for and are limited to the acquisition, installation and maintenance of hardware, software and supplies used solely for broadcasting on the Government and Education Channels and for the archiving of broadcast materials and records. Expenditures may be made for production equipment, operating expenses, software, materials, salaries, costs or fees, or anything related to the production of broadcast materials. In addition, expenditures may be made for technological applications including, but not limited to, online streaming video of Government and Education Channel broadcasts. Any expenditures must be approved by the Committee and the governing boards of the Participating Entities, which approval shall be deemed given by the Participating Entities’ approval of the annual budget of the Committee. Notwithstanding the foregoing, Gov-Ed TV Fund revenue may be used to construct, equip, maintain and improve a broadcast studio for use by the Participating Communities. Notwithstanding the foregoing, no expenditures shall be made to pay any direct costs or expenses associated with the recording and/or broadcasting of the Council, Commissioner or Board meetings of any Participating Entity.
2. Committee, at its discretion, may establish a Local Programming Development Initiative (“LPDI”) from Gov-Ed TV Fund to promote additional programming by Participating Entities on Government Channel and Education Channel. Committee or its designated representative(s) will establish LPDI process and criteria for Participating Entities.
3. The unexpended and unobligated surplus of the Gov-Ed TV Fund shall be the primary source of monies with which to fund the proposed budget expenditures. In the event the funds on hand (unexpended and unobligated surplus) are insufficient to meet the budget request, the proposed budget shall allocate the difference among the Participating Entities in the ratio of the usage time of the Channel by each during the next preceding completed fiscal year, i.e. the fiscal year immediately prior to the year in which the budget is being prepared excluding, however, usage of the bulletin board and scrolls from the computation of usage of the channel by the participating communities. Except, however, for any entity that did not use the Channels during the preceding fiscal year due to suspension or not having been a Participating Entity, the allocation for that entity shall be a fraction of the total funding request with no reduction by the amount of the unexpended and unobligated surplus in which the numerator is one (1) and the denominator is the number of participating entities anticipated for the new fiscal year.
4. Each of the Participating Entities shall consider the proposed Government-Education Access Channels Committee budget in its budget process. In the

event any Participating Entity indicates its intent to deny, change, amend, reduce, increase or in any way alter the proposed budget, including its *pro rata* share of the funding request, the Committee shall attempt to reconcile the budget request with and among the Participating Entities.

5. Upon completion of attempts to reconcile the budget, the Committee shall submit an amended budget request to each of the Participating Entities by April 30 of each year. Failure or refusal of any Participating Entity to adopt and ratify the proposed amended budget request, including the requested contribution of funds, shall result in a suspension of that Entity's right to utilize the Channels during the fiscal year for which the budget is requested.
6. If any Participating Entity fails or refuses to adopt the amended budget request, the Committee shall prepare a second amended budget request that reallocates the funding request using the formula in paragraph 3 above among the Participating Entities that adopted the amended budget request. If any Participating Entity has adopted its own budget prior to the receipt of the seconded amended budget request, that Entity shall process the request following its usual procedure for budget amendments.
7. A permanently withdrawn Entity pursuant to Section 10 of the Agreement shall not be entitled to any portion of the unobligated and unexpended funds remaining on deposit in the Gov-Ed TV Fund.
8. All funds received for use by the Committee in the operation of the Government Channel and the Education Channel shall be deposited in an Gov-Ed TV Fund account held and administered by Dare County solely for the purposes and upon the terms set forth in this agreement. Any Participating Entity shall have the right at any time to request a copy of the account, including a record of all receipts and expenditures.
9. All funds received by a Participating Entity from the State of North Carolina as a part of the franchise fee reimbursement program shall be deposited into the Gov-Ed TV Fund account set forth in Paragraph 8 above to be used solely for the purposes and upon the terms set forth in this agreement or as may be required by the State of North Carolina.
10. No employees shall be hired without the consent of the Committee and the Participating Entities' approval of the budget which includes the costs associated with such employee or employees. Applicants for any position to be hired shall be through the Dare County Human Resources Department and shall comply with all requirements thereof. The Dare County Manager shall hire the employee with the advice and consent of the Committee and shall not hire a person that both the Committee and the Manager have not approved. A subcommittee designated by the Committee shall be appointed to participate in the interviews and hiring process. In the event the Dare County Manager

and the Committee cannot agree on the person to be hired, no person shall be hired. In the event that an employee is hired, the employee shall be an employee of Dare County. Dare County shall be reimbursed all costs and expenses associated with such employee or employees by the Committee. As an employee of Dare County such employees shall be governed by all rules of employment as from time to time may be established by Dare County, shall be supervised by Dare County as directed by the County Manager, and may be disciplined and/ or terminated by the Dare County Manager as provided in the Dare County employment policies in effect at the time of such discipline or termination.

Section 7. Content and Indemnification.

- (a) Content. The Participating Entities shall have complete responsibility for the content of the programming on the Government Channel and Education Channel. The programming shall comply with all applicable laws, rules and regulations of the FCC. The programming shall not contain any material which is libelous, slanderous, obscene, or otherwise unprotected by the United States Constitution, and will not, when transmitted by the Cable Operator, subject the cable Operator to any liability of any kind or violate any legal requirement, or infringe upon or give rise to any adverse claim with respect to any right of any person or entity.
- (b) Indemnification. Each Participating Entity and/or any governmental or educational unit will at all times indemnify and hold harmless Committee and its members; all Government Channel and Educational Channel employees and volunteers; and other Participating Entities, their elected officials, employees, agenda and licensees from and against any and all claims, judgments, damages, losses, costs and expenses, including programming of the Government and Education Channels arising ~~as a result of the~~ **from their** use of the Government and Education Channels.

Section 8. Programming

- (a) **The Local Government Entities may use the Government Channel and the Educational Entities may use the Education Channel for any lawful, nonprofit purpose for the benefit of the citizens in this area, including distribution of educational, governmental, informational, or other public interest programming by units of government. No commercial activity, commercial advertising or other programming for which payment is made shall be permitted. It is further agreed that the Government Channel and the Education Channel cannot be used for political advertising, for programming supporting or opposing any candidate for office, or for other political programming or political purpose with the exception that each Participating Entity may use the Government Channel to air twice a candidate forum sponsored by the Participating Entity and held during the Participating Entity's election cycle. Notwithstanding the foregoing, elected officials and employees of the parties to this Agreement may appear on the Government and Education Channels in the performance of their duties in the normal course of business.**

- (b) Programming shall be determined by the Committee, or its designated representative(s), in accordance with its rules, Standard Operating Procedures, and this Shared Use Agreement, and may include meetings of government boards and governmental units, and other governmental and educational programming from outside sources, including but not limited to The Open Public Events Network (OpenNet), the Department of Travel and Tourism, and other governmental and educational units.
- (c) The Government Channel and Education Channel programming will include the Bulletin Board as a regular feature, which may carry information:
 - (1) Government or Educational Events
 - (2) Scheduling announcements for Government or Education Channel
 - (3) Announcements by Participating Entities
 - (4) Announcements for other communities that become participants in this Shared Use Agreement.
 - (5) Announcements for other Governmental or Educational Units

Section 9. Scheduling.

- (a) Each Local Governmental Entity shall be entitled to an equal share of the time available for programming on the Government Channel and the Committee shall establish rules and procedures for scheduling programming to guarantee equal opportunity and access for each Local Governmental Entity, which shall include a fair and equitable rotation of the most desirable time periods. Any disputes or conflicts regarding scheduling may be brought before the Committee by any Participating Entity for resolution. The decision of the Committee on such matters shall be final.
- (b) Each Educational Entity shall be entitled to an equal share of the time available for programming on the Educational Channel and the Committee shall establish rules and procedures for scheduling programming to guarantee equal opportunity and access for each Educational Entity, which shall include a fair and equitable rotation of the most desirable time periods. Any disputes or conflicts regarding scheduling may be brought before the Committee by any Participating Entity for resolution. The decision of the Committee on such matters shall be final.
- (c) The Committee, or its designated representative(s), shall have the power to establish a comprehensive general schedule for the Government Channel and Education Channel, specifying the time for Bulletin Board announcements, programming by the Participating Entities, programming from other governmental and educational units and the amounts of time to be allotted to each. The Committee, or its designated

representative(s), shall be responsible for ensuring the maximum use of the Government Channel and Education Channel for their intended purposes and shall have the authority to make rules allowing unused time allotted to a Participating Entity to be used for other appropriate purposes. Any disputes or conflicts regarding scheduling may be brought before the Committee by any Participating Entity for resolution. The decision of the Committee on such matters shall be final.

Section 10. Addition and Withdrawal of Participating Entities

Other Dare County incorporated towns or other educational institutions served by the Cable Operator may be permitted to become participants in this Shared Use Agreement on such terms and conditions as may be negotiated between the Participating Entities and the requesting party. At any time, any Participating Entity may withdraw and shall be relieved of any further obligations under this agreement; provided however that a withdrawing Participating Entity shall remain obligated in all respects for the period of its participation prior to the effective date of withdrawal and for the budgeted obligations of the Committee for the remainder of the fiscal year of withdrawal. In the event this Shared Use Agreement is terminated by all parties, any funds on deposit for operation of the Government and Education Channels shall be first used to pay all existing expenses and obligations, then to pay all obligated budget items. Upon payment of such sums, the remaining balance will revert to the Participating Entities equally. In the event that any party or parties (but not all parties) shall withdraw from the terms of this agreement, such withdrawing entity shall not be entitled to reimbursement or return of any funds and all such funds on deposit with the Committee shall be deemed forfeited to the Committee by the withdrawing entity. Similarly, a withdrawing entity shall have no claim or right to any equipment or other assets of the Committee or any share thereof.

Section 11. Amendments, Modifications and Notices.

This Shared Use Agreement may be amended, modified or terminated at any time by affirmative vote equal to or greater than two thirds of the Participating Entities. Further, any party may withdraw from this agreement by the giving of a ninety (90) day notice, in writing, by the terminating party and addressed to the non-withdrawing parties. Said notice shall designate the effective date of withdrawal.

Section 12. Effective Date.

This Shared Use Agreement shall become effective on the latest date that all parties hereto ratify this agreement by a resolution of the governing board of each and the resolution is spread upon the minutes of each of said boards. Upon ratification, this agreement shall continue and be effective for ten (10) calendar years, expiring on the last day of the one hundred twenty first (121st) month following ratification unless extended by written agreement of the then participating governments.

IN TESTIMONY WHEREOF The Participating Entities have caused this instrument to be executed in their names and behalf by their Mayors, attested by their Clerks, and their corporate seal affixed hereto, all as the acts and deeds of the Municipalities pursuant to a resolution of their Boards of Commissioners adopted at duly assembled meetings thereof as indicated below; and The County of Dare has caused this instrument to be executed in its name and behalf by its Chairperson, attested by the Clerk to the Board and its seal affixed hereto, all as the act and deed of its Board of Commissioners, pursuant to a resolution adopted as indicated below, all effective the day and year of the latest ratification by a party hereto; The Dare County Board of Education has caused this instrument to be executed in its name and behalf by its Chairperson, attested by the Secretary to the Board and its seal affixed hereto, all as the act and deed of its Board, pursuant to a resolution adopted as indicated below, all effective the day and year of the latest ratification by a party hereto; College of The Albemarle has caused this instrument to be executed in its name and behalf by its Chairperson, attested by the Secretary to the Board and its seal affixed hereto, all as the act and deed of its Board, pursuant to a resolution adopted as indicated below, all effective the day and year of the latest ratification by a party hereto; and UNC Coastal Studies Institute has caused this instrument to be executed in its name and behalf by its President, and its seal affixed hereto, all as the act and deed of its institution, pursuant to a resolution adopted as indicated below, all effective the day and year of the latest ratification by a party hereto.

Adopted by the Town Council of the Town of Duck, North Carolina, this the ____day of _____, 2014

Town of Duck, North Carolina

(Corporate Seal)

By: _____
Mayor

Attest:

Town Clerk

Adopted by the Town Council of the Town of Southern Shores, North Carolina, this the _____ day of _____, 2014.

Town of Southern Shores, North Carolina

(Corporate Seal)

By: _____
Mayor

Attest:

Town Clerk

Adopted by the Town Council of the Town of Kitty Hawk, North Carolina, this the _____ day of _____, 2014.

Town of Kitty Hawk, North Carolina

(Corporate Seal)

By: _____
Mayor

Attest:

Town Clerk

Adopted by the Board of Commissioners of the Town of Kill Devil Hills, North Carolina, this the _____ day of _____, 2014.

Town of Kill Devil Hills, North Carolina

(Corporate Seal)

By: _____
Mayor

Attest:

Town Clerk

Adopted by the Board of Commissioners of the Town of Nags Head, North Carolina, this the _____ day of _____, 2014.

Town of Nags Head, North Carolina

(Corporate Seal)

By: _____
Mayor

Attest:

Town Clerk

Adopted by the Board of Commissioners of the Town of Manteo, North Carolina, this the _____ day of _____, 2014.

Town of Manteo, North Carolina

(Corporate Seal)

By: _____
Mayor

Attest:

Town Clerk

Adopted by the Board of Commissioners of the County of Dare, North Carolina, this the _____ day of _____, 2014.

County of Dare, North Carolina

(Corporate Seal)

By: _____
Warren Judge, Chairperson

Attest:

Gary L. Gross, Clerk to the Board

Adopted by the Dare County Board of Education, this the ____ day of _____, 2014.

Dare County Board of Education

(Corporate Seal)

By: _____
Chairperson

Attest:

Secretary to the Board

Adopted by College of The Albemarle, this the ____ day of _____, 2014.

College of The Albemarle

(Corporate Seal)

By: _____

Attest:

Secretary to the Board

Adopted by the UNC Coastal Studies Institute, this the ____ day of _____, 2014.

UNC Coastal Studies Institute

(Corporate Seal)

By: _____

Attest:

STANDARD OPERATING PROCEDURES
GOVERNMENT ACCESS CHANNEL AND EDUCATIONAL ACCESS CHANNEL

ADDENDUM

Purpose: The purpose of this SOP Addendum is to provide guidelines and standards for Government Channel and Education Channel programming which may be inconsistent with the Interlocal Shared Use Agreement’s prohibition against political programming, and public perception that certain types of programs may be aired for political purposes, regardless of content, and which may provide an unfair advantage to certain candidates for political office. Notwithstanding any of the provisions of Section 1 or 2 below, elected officials and employees of the parties to this Agreement may appear on the Government and Education Channels in the performance of their duties in the normal course of business. To this end, the following policy and procedures are hereby adopted as an Addendum to the Standard Operating Procedures by the Government-Education Access Channels Committee (“Committee”):

Section 1. Government Employee Candidate programming prohibited.

If an employee of a unit of local Governmental Unit within Dare County or employee of any Education Unit becomes a declared candidate for any public office, that employee may not be featured in any program aired on the Government Channel and/or Education Channel for so long as the employee is a declared candidate.

Section 2. Definitions

For purposes of the SOP Addendum, the following definitions shall apply:

- (a) Administrator. Administrator shall include the Dare County Public Information Officer or any other employee or individual so designated by the Committee as being responsible for ensuring operations of the Government Channel and Education Channel consistent with the Interlocal Shared Use Agreement, the SOP, and all other applicable laws and regulations
- (b) Employee. Employee shall include any part-time or full-time employee of a unit of local government in Dare County, (including, but not limited to, any incorporated municipality within Dare County, Dare County Government), the Dare County Public School System, College of The Albemarle, and/or the UNC Coastal Studies Institute.
- (c) Featured. Featured shall be defined as the employee’s name, likeness, or visual image being displayed or incorporated as a prominent part or characteristic of the program. This definition shall not apply to:
 - i. An audio reproduction of the employee’s voice as long as the employee is not identified by name, title or position;

- ii. Video replays of regularly scheduled meetings of a governing body during which an employee may appear in the normal course of the employee's official duties.
- (d) Program. Program shall include any programs aired on the Government Channel and/or Education Channel, regardless of the particular mode, medium, or format in which the program is produced (i.e. still presentation, video, interview, etc.), and regardless of the content of the program.

Section 3. Enforcement; administration

If the Administrator has reason to believe, or if a complaint is received alleging that a program airing on the Government Channel and/or Education Channel violates this SOP Addendum, the following procedure shall be utilized to ensure full compliance with this SOP Addendum:

- (a) The Administrator shall contact by phone and email the designated representative of the Participating Entity which sponsored the program to advise the Participating Entity of the potential violation and request that a determination be made and appropriate action be taken by the Participating Entity.
- (b) The Participating Entity shall respond by phone and email to the Administrator, or take action on the request, within twenty-four (24) hours of being contacted by the Administrator.
- (c) If the Participating Entity does not remove the program within twenty-four (24) hours of being advised of the potential violation, or otherwise does not respond within this same time to the Administrator, the Administrator shall contact the Committee Chairperson (or Vice-Chairperson if the Chairperson is not available) by phone and email and advise him/her of the matter.
- (d) Upon being so advised by the Administrator, the Committee Chairperson (or, in his/her absence, the Vice-Chairperson) shall review the potentially violating program within forty-eight (48) hours and determine whether he/she is of the opinion that the program violates this SOP Addendum.
 - i. If the Chairperson (or, in his/her absence, the Vice-Chairperson) determines that the program does not violate this SOP Addendum, the Participating Entity shall be so notified by phone and email, and the program shall remain airing on the Government Channel and/or Education Channel during the Participating Entity's normal program time.
 - ii. If the Chairperson (or, in his/her absence, the Vice-Chairperson) determines that the program does violate this SOP Addendum, the program shall be temporarily removed from the Government Channel and/or Education

Channel, and the Chairperson (or, in his/her absence, the Vice-Chairperson) shall convene an emergency meeting of the Committee within ten (10) days of the date on which the violating program was removed from the Government Channel and/or Education Channel. If the Committee determines that the program violates this SOP Addendum, the program shall not be replayed on the Government Channel and/or Education Channel for so long as the featured employee is a candidate for public office. If the Committee determines that the program does not violate this SOP Addendum, the program shall be immediately reinstated on the Government Channel and/or Education Channel during the Participating Entity's normal program time. Votes by the Committee on the question of whether a program violates this SOP Addendum made during emergency meetings called pursuant to this provision shall be determined by a 2/3 majority of those present at the meeting.

IN TESTIMONY WHEREOF The Participating Entities have caused this instrument to be executed in their names and behalf by their Mayors, attested by their Clerks, and their corporate seal affixed hereto, all as the acts and deeds of the Municipalities pursuant to a resolution of their Boards of Commissioners adopted at duly assembled meetings thereof as indicated below; and The County of Dare has caused this instrument to be executed in its name and behalf by its Chairperson, attested by the Clerk to the Board and its seal affixed hereto, all as the act and deed of its Board of Commissioners, pursuant to a resolution adopted as indicated below, all effective the day and year of the latest ratification by a party hereto; The Dare County Board of Education has caused this instrument to be executed in its name and behalf by its Chairperson, attested by the Secretary to the Board and its seal affixed hereto, all as the act and deed of its Board, pursuant to a resolution adopted as indicated below, all effective the day and year of the latest ratification by a party hereto; College of The Albemarle has caused this instrument to be executed in its name and behalf by its Chairperson, attested by the Secretary to the Board and its seal affixed hereto, all as the act and deed of its Board, pursuant to a resolution adopted as indicated below, all effective the day and year of the latest ratification by a party hereto; and UNC Coastal Studies Institute has caused this instrument to be executed in its name and behalf by its President, and its seal affixed hereto, all as the act and deed of its institution, pursuant to a resolution adopted as indicated below, all effective the day and year of the latest ratification by a party hereto.

Adopted by the Town Council of the Town of Duck, North Carolina, this the ____ day of _____, 2014

Town of Duck, North Carolina

(Corporate Seal)

By: _____
Mayor

Attest:

Town Clerk

Adopted by the Town Council of the Town of Southern Shores, North Carolina, this the _____ day of _____, 2014.

Town of Southern Shores, North Carolina

(Corporate Seal)

By: _____
Mayor

Attest:

Town Clerk

Adopted by the Town Council of the Town of Kitty Hawk, North Carolina, this the _____ day of _____, 2014.

Town of Kitty Hawk, North Carolina

(Corporate Seal)

By: _____
Mayor

Attest:

Town Clerk

Adopted by the Board of Commissioners of the Town of Kill Devil Hills, North Carolina, this the _____ day of _____, 2014.

Town of Kill Devil Hills, North Carolina

(Corporate Seal)

By: _____
Mayor

Attest:

Town Clerk

Adopted by the Board of Commissioners of the Town of Nags Head, North Carolina, this the ____ day of _____, 2014.

Town of Nags Head, North Carolina

(Corporate Seal)

By: _____
Mayor

Attest:

Town Clerk

Adopted by the Board of Commissioners of the Town of Manteo, North Carolina, this the ____ day of _____, 2014.

Town of Manteo, North Carolina

(Corporate Seal)

By: _____
Mayor

Attest:

Town Clerk

Adopted by the Board of Commissioners of the County of Dare, North Carolina, this the ____ day of _____, 2014.

County of Dare, North Carolina

(Corporate Seal)

By: _____
Warren Judge, Chairperson

Attest:

Gary L. Gross, Clerk to the Board

Adopted by the Dare County Board of Education, this the ____ day of _____, 2014.

Dare County Board of Education

(Corporate Seal)

By: _____
Chairperson

Attest:

Secretary to the Board

Adopted by College of The Albemarle, this the ____ day of _____, 2014.

College of The Albemarle

(Corporate Seal)

By: _____

Attest:

Secretary to the Board

Adopted by the UNC Coastal Studies Institute, this the ____ day of _____, 2014.

UNC Coastal Studies Institute

(Corporate Seal)

By: _____

Attest:
