



Arlington Community Media Inc.

OPERATING POLICIES & PROCEDURES

Approved by the Board of ACMi on January 18, 2018

Arlington Community Media, Inc.
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FOREWARD

Arlington Community Media, Inc. (ACMi) is a nonprofit, 501(c)(3), membership-based corporation established in 2003 to manage production facilities for community access programming on the Public, Educational, and Governmental (PEG) access channels of the Arlington, Massachusetts cable television system and certain Internet services that it maintains for community nonprofit use.

The Arlington Cable Television Renewal Licenses detail how ACMi is responsible for the management and operation of these channels and services, and designates ACMi to receive annual funding from cable providers to foster the development of PEG Access programming in Arlington.

With studios and offices located at 85 Park Avenue, 892 Massachusetts Avenue, and other facilities in the town of Arlington, Massachusetts, ACMi is a public forum for electronic free expression, providing its services on a first-come, first-served, nondiscriminatory basis. Those services include training in television production, preparation of material for the Internet, and related technologies, providing the equipment necessary for producing cable television and Internet programming, and administering the programming of the PEG Access channels carried on each cable system.

The following Operational Policies and Procedures provide guidelines for ACMi Members to participate in ACMi activities and services. This is a living document, subject to periodic review and adjustment. As such, member input in evaluating these guidelines is appreciated. Members are encouraged to address their comments and criticism to the Executive Director of ACMi, who has the administrative responsibility for operating the facility, and meeting Members' needs.



Arlington Community Media, Inc. is a nonprofit, membership-based organization dedicated to providing an electronic forum for the free exchange of information and ideas which reflect the talents, skills, interests, concerns and diversity of the Arlington community.
(Approved by the ACMi Board of Directors on April 2, 2007)

In pursuit of this mission, ACMi:

- Manages facilities for community TV programming on the Public, Educational, and Governmental (PEG) access channels on the Arlington Cable telecommunications systems;
- Provides access to, and training in, telecommunications technology (video, audio, and other media), as well as computer communications;
- Serves as a catalyst to facilitate and stimulate community discourse and to provide leadership in the uses of telecommunications technology.



All persons, firms, corporations, businesses, organizations, institutions, and other entities in the Town of Arlington who subscribe to the purpose of Arlington Community Media, Inc. (ACMi), shall be eligible for membership in the Corporation.

A. Types of Membership

1. Individual Members shall have the following privileges:
 - a. Receipt of emailed newsletters and programming information;
 - b. Ability to cablecast programs at no charge;
 - c. Access to training and use of equipment;
 - d. Eligibility to receive technical advice from the ACMi staff for program production; and
 - e. Eligibility to vote at ACMi General Membership meetings (one vote per individual member).

2. Group Memberships shall be issued to:
 - a. Up to four persons within the same household (at one address), or within a single group that apply together for membership.

Additional Members may join the group for an additional fee. Persons joining ACMi in this category shall have all the privileges of Individual Membership, except that only one vote may be exercised per Group Membership, regardless of its number of Members.

- b. Nonprofit Organization Membership shall be available for any Arlington-based firms, corporations, organizations, or other Arlington entities recognized as not-for-profit, tax-exempt by the IRS. Groups joining ACMi under nonprofit membership shall have all the privileges of Individual Membership, except that only one vote may be exercised per Nonprofit Membership, regardless of its number of Members. Nonprofit organizations are eligible to receive customized individual or group training for their Members, up to the number of Members for which they have paid when joining or renewing.
- c. Business Memberships shall be available for any Arlington-based, for-profit firms, corporations, organizations, institutions or other entities. Businesses joining ACMi under Business Membership shall have all the privileges of Individual Membership, except that only one vote may be exercised per Business Membership, regardless of its number of Members. Business Members are eligible to receive training for up to the number of Members for which they have paid when joining or renewing.
- d. Town Agency Memberships shall be available without fee for any Town of Arlington Department, and any Arlington Public School students, as well as other publicly funded departments or bodies. Such Members are eligible to receive training for up to ten (10) people per Membership year with training for additional people by arrangement. In addition, such Members may receive specialized group training by contacting the ACMi Executive Director. Finally, Memberships within a department (such as a school or class) may be passed on from one class Member to a succeeding class Member, so long as the institution's Membership is current, and the individual completes all necessary training and other requirements of use.
- e. Student Memberships shall be available without fee to individuals who are Arlington residents and/or attending a school in Arlington.

B. Membership Fees

ACMi may establish Membership fees, which shall be published periodically. These fees are posted on the Membership form and online at the ACMi website.

C. Requirements of Membership

In order to become a Member of ACMi, a person or organization must meet all of the following conditions:

1. Provide proof of home residence, business, or Town Agency address in Arlington, or current school enrollment in Arlington;
2. Complete a Membership Application Form;
3. Sign the Membership Agreement and its acknowledgment of consent to these Operating Policies and Procedures; and
4. Pay the required annual Membership fee if applicable.

D. ACMi Orientation

Orientation sessions are held regularly. Attendance at an Orientation session is a prerequisite for participation in any ACMi training or facilities privileges, as well as for voting rights at the ACMi Annual Meeting. Orientation sessions can be scheduled by appointment.

E. Term of Membership

All Memberships are recognized as active for a one-year period from the date of initiation or renewal.

F. Representation

ACMi staff members are the only individuals empowered to present themselves as employees or representatives of ACMi. Members, interns, and volunteers should refrain from implying such representation, and should make their status with ACMi explicit whenever they are interfacing with the public.

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TRAINING AND PRODUCER CERTIFICATION

- A.** Any individual, family, group or organizational Member that meets the conditions set forth in Section I is eligible for training. The prerequisites for all uses of ACMi facilities and equipment are the basic video production workshops given under the direction of the ACMi staff, as well as other training, as stipulated.
- B.** A Member is eligible for certification when they have satisfied all the prerequisites for use of ACMi facilities and equipment. Certification is granted at the discretion of ACMi staff. Staff may require further training with regard to specific equipment or production techniques.
- C.** Experienced videographers or editors may be certified and bypass workshops and other training by:
 1. Providing a demo reel or letter of reference; and
 2. Demonstrating proficiency with the equipment.



- A.** Agreement with these Policies and Procedures is a prerequisite to using ACMi equipment.
- B.** Community Producers are responsible for the ACMi facilities and equipment signed out to them, as well as for the actions of their talent, crew, guests, and any others involved with their production.
- C.** ACMi has an insurance policy for the equipment while it is in use by Members. Premiums are paid by ACMi and the policy is in ACMi's name. In the event equipment is damaged, destroyed, lost or stolen, the Community Producer must cooperate fully with the ACMi Insurance Carrier. The Community Producer is responsible for the deductible, which is 20% of the amount of the claim with \$250 as a minimum and \$2500 as a maximum. If the equipment has been stolen, in order for the insurance company to honor the claim, the Community Producer is responsible for the following:
 - 1. A police report must be filed, and ACMi informed, immediately;
 - 2. Equipment cannot have been left unattended;
 - 3. Equipment cannot have been left in a car overnight; and
 - 4. There must be proof of unauthorized or forcible entry.

In the event ACMi's claim is not honored by its carrier, and the Community Producer is found to have failed to take reasonable precautions to protect the loaned equipment, it is the responsibility of the Community Producer to reimburse ACMi for the full replacement value as determined by ACMi.



ALL ACMi EQUIPMENT AND FACILITIES ARE TO BE USED EXCLUSIVELY FOR PRODUCING LIVE OR RECORDED NONCOMMERCIAL PROGRAMMING FOR CABLECAST ON THE ARLINGTON ACCESS CHANNELS OR PRESENTATION ON ACMi WEB SITES AND SOCIAL MEDIA PAGES.

ACMi Community Producers may use portable production, post-production, and studio production equipment on a first-come, first-served basis. Equipment may not be used in hazardous locations or situations. Specific equipment for Community Producers’ use will be determined by ACMi staff.

A. ACMi Production Requirements

- 1. Project Proposal Conference and Preproduction Meeting

No reservations for equipment or facilities can be made without a completed Project Proposal Conference and a completed Project Proposal Form for each program. Complete a Project Proposal Form prior to having a conference with the appropriate staff member, preferably a minimum of 24 hours BEFORE the first reservation under this project.

PLEASE NOTE: The purpose of this conference is to ensure that you have everything you need to execute your shoot, and that you are using the methods and materials best suited to your production. Nothing in this conference concerns the content of your program, subject matter, etc. Program content is strictly yours to control. But we may need to know a few things about what the program will contain (for example, will slides be shown, is it a team sport shoot, will a public audience be involved, etc.) in order to provide the appropriate resources.

During this conference, you will be asked to provide the following information:

- a. Title or Working Title of the Program you intend to produce;
- b. A brief description of the type of production you are proposing (i.e. studio talk show, field documentary, *LIVE* event coverage, etc.;
- c. The expected length of your final program;
- d. Whether it is a single program or a series;
- e. Whether it is to be aired as a *LIVE* production;
- f. Whether a studio audience is expected;
- g. The date you expect to finish your project/production ("Planned End Date"); and
- h. Your estimate of equipment and facility time needed to complete your project.

B. Field Production Resources

1. Availability of Equipment - The amount of equipment available for an approved project will be determined by ACMi staff, based on the needs of the project and the equipment available at the proposed time of the project production. Members may borrow equipment in 4-day periods, i.e. Thursday to Monday or Monday to Friday. Requests to keep equipment for longer periods must be cleared by ACMi staff.

2. **Advanced Reservations** - Equipment must be reserved no more than 8 weeks in advance. Availability of equipment requested with less than 48 hours' notice is not guaranteed. In either case, confirmation from a staff member is required.
3. **Equipment Checkout** - Equipment must be checked out at the ACMi office by the Community Producer named in the project proposal as Producer or Co-producer. The staff will enter the checkout data into the equipment management information system. An equipment reservation is not complete until the Community Producer has confirmed the assignment of an Editor for the project's post-production phase.

Approximately 30 minutes should be allowed for checking equipment in or out, and should be scheduled in advance with ACMi staff.

4. **Cancellation of reserved equipment** should be reported as soon as possible, in order to make it available to other members.

Failure to pick up and/or return equipment on time will lead to suspension of equipment privileges.

5. **Return of Equipment** - Equipment must be returned in the same condition it was picked up, and on the agreed-upon date and time stipulated in the equipment management information system.
6. **Media Management** - All ACMi storage media (i.e. SD cards) must be returned at time of equipment drop-off. ACMi is not responsible for footage captured on media – Community Producers should make arrangements for offloading footage prior to the agreed-upon equipment return time.
7. **Damaged Equipment** – Community Producers are responsible for notifying the staff if there are any problems with the equipment. Community Producers may not attempt repair of damage to equipment, and may not borrow additional equipment until all items have been returned in good working order (normal wear and tear excepted).

8. Completion - Producers are expected to deliver a completed video file for cablecast no later than the "Planned End Date" previously mentioned. Seasonal program completion and playback dates are to be determined by the ACMi staff.

C. Editing

1. Advance Reservations & Time Allocation - Edit suites must be reserved no more than 4 weeks in advance. Community Producers may reserve edit suites of up to two four-hour blocks per day in advance. Edit suites may be extended, depending on equipment availability.
2. Check in – Community Producers coming in to edit must check in with the staff member on duty. If a Community Producer fails to check, they may be listed as a "No Show," and their edit suite reservation reassigned. (See also, "Cancellations" on next page.)
3. Configuration Integrity - No one may reconfigure the equipment (hardware or software) without staff approval. Exception: external storage devices and cameras may be connected to aid in editing. Violation of this rule will result in loss of privileges.
4. Data Files – ACMi is not responsible for files remaining on desktops, in download folders, or elsewhere on the computers' local hard drives; they are periodically deleted without notification.
5. Edit Servers - Edit server space is allocated to Community Producers by ACMi staff. ACMi edit servers are used for active projects only, and are not intended for archival purposes. It is recommended that Community Producers obtain their own storage media for the footage they produce, and the programs and assets they create.

D. Studio Facilities

1. At least one ACMi staff person will be available when needed to provide technical assistance during a studio production, but is not to be considered part of the crew. This staff person will remain in charge of the facility and security. ACMi may make requests of the

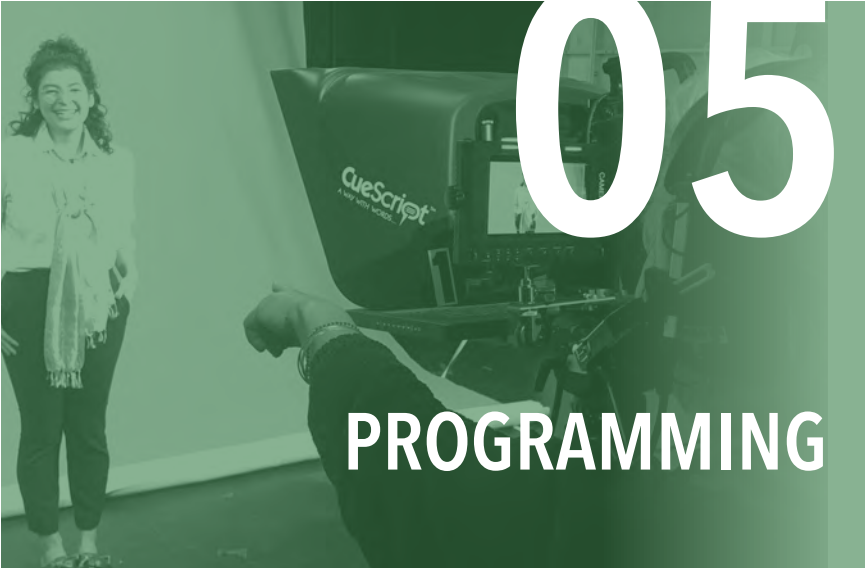
ACMi membership for crew assistance with productions, but such requests do not guarantee a response.

2. Crew position assignments are the responsibility of the ACMi Community Producer. All studio crew must be certified or approved by the ACMi staff.
3. A studio reservation is not confirmed until the Community Producer has confirmed, at minimum, the assignment of a Director and Editor for the production.
4. Community Producers must consult with the staff before adding accessories to the control room. No one may reconfigure any studio, control room or master control wiring without staff approval. Violation of this rule will result in the loss of privileges. Reconfiguration refers to wiring, system settings, network configurations, or the adjustment of installed equipment. Members may attach and/or reposition wires connected to basic production needs, as necessary, when setting up or taking down a studio production. All questions concerning what equipment or wires fall into this category should be referred to ACMi staff.
5. Studio time must be reserved no less than one (1) week and no more than eight (8) weeks in advance outside of regularly scheduled reservations. A studio production block of up to six (6) hours may be reserved in advance. The studio reservation may be extended on the day of production if time is available. Hours of studio use are firm; therefore, all Community Producers should allow time to strike sets and clean up before their time is up. Any equipment, flats or sets that were moved should be returned to their original positions or configuration by the Producer.
6. All storage media from ACMi studio productions must be offloaded within one (1) business day after completion of the shoot. Any exception to this must be arranged with ACMi staff prior to the shoot.

E. Cancellations

Community Producers must give at least 24 hours' notice when canceling any reserved use of ACMi equipment, facilities,

channels or classes. If a Community Producer is more than 30 minutes late without notification, the reservation may be canceled as a "No Show." After two "No Shows," the Community Producer will receive a written warning, and ACMi staff reserves the right to deny future reservation requests. Three "No Shows" constitute a Major Violation, and will result in a suspension of Member privileges.



ALL PROGRAMMING PRODUCED FOR CABLECAST ON ACMi'S CHANNELS SHALL BE OF A NON-COMMERCIAL NATURE.

ACMi is responsible for the administration of three cable channels on the cable TV systems in Arlington. By becoming an ACMi member, any resident or nonprofit organization in Arlington may request airtime for the presentation of programming they produce at ACMi, or imported programming produced elsewhere. The term “Community Producer” indicates a local resident producing programs with ACMi equipment or facilities. The term “Local Sponsor” refers to an Arlington resident who is taking legal responsibility for the cablecasting of either a locally produced program or a program produced elsewhere.

Community Producers must complete the Content Submission Form, which provides information for social media distribution and On-Demand playback options.

ACMi retains the right to preempt imported or bicycled programming (see Section M below for definitions) at any time in order to provide timely local programming, such as live or recorded special municipal events, important local debates/forums, election-related programming, satellite down-linking, or other local events of general interest to the Arlington community for which timely cablecasting is essential. (Example: The unscheduled appearance of a local school team

in a championship final match.) Furthermore, ACMi may place a higher priority on access to limited channel cablecast time for programming for and about Arlington or by an Arlington resident, against programming on more general or wider topics, or programming that is produced outside of Arlington.

Community Producers and Local Sponsor members must agree to comply with all applicable sections of these Policies and Procedures and abide by the following conditions. Any exceptions shall be determined solely by the Executive Director on a case-by-case basis.

Syndication to regional and national distribution networks is available, provided:

At least 4 episodes of a series have already been broadcast on ACMi channels; and

Final approval has been given by a staff member, once appropriate additional written information is provided.

Stand-alone content will be evaluated for syndication on a case-by-case basis.

A. Technical Requirements and Standards

1. Recordings may be submitted for cablecast in a broadcast-quality digital file.
2. When produced in ACMi facilities and/or with ACMi equipment, all programs must include:
 - a. Opening title;
 - b. Crew credits; and
 - c. ACMi facilities and equipment credits.
3. Technical Standards
 - a. Programs to be cablecast must meet ACMi minimum technical standards. Programs having poor audio and video signal quality may be withheld from cablecast at the staff's discretion. The producer must remedy the problem prior to cablecast.

- b. If a problem with the audio and/or visual signal is identified during actual cablecast, the ACMi staff will attempt to correct the problem. ACMi will terminate the cablecast prior to the scheduled end of the cablecast if the poor signal quality persists. The recording will then be returned to the producer, who will work with the staff to solve the technical problems. The program will not be repeated until the technical problems are solved.

B. Requests for Cablecast Time and Required Clearances

In order to cablecast any programming, one must be an ACMi member in good standing and submit the completed, labeled recording for which appropriate releases and clearances have been obtained. ACMi Community Producers/Sponsors of programming cablecast on ACMi access channels are fully responsible for the content of their program material, and must have signed an acknowledgment of responsibility.

C. Prohibited Content

1. Any commercial programming or advertising.
2. Any material which constitutes libel or slander, hate speech, or contains obscene material or pornography.
3. Any unauthorized use of copyrighted material or publicity rights, and invasion of privacy.
4. Any material in violation of FCC regulations.
5. Any material, which violates local, state, or federal laws.

NOTE: While Members may produce programs for the benefit of charitable and nonprofit organizations, telethon-style programming is not permitted.

D. Ownership of Locally Produced Programs

1. ACMi Community Producers own their program and hold the copyright.

2. ACMi has the right to maintain a copy of any program in its archives to:
 - Stream, cablecast and subsequently re-cablecast an unlimited number of times;
 - Fulfill requests for duplicate copies; and
 - Use for any ACMi promotional purposes as determined by ACMi's Exec Director.
3. ACMi has the right to use programs for any ACMi promotional purpose.
4. Only the Community Producer, as holder of the copyright, may authorize any use of a recorded program not already covered in the previous stipulations.
5. A for-fee or commercial use of a program produced using ACMi facilities shall be required to remit to ACMi 20% of all royalties resulting from the sale of said program in addition to all ACMi studio and equipment rental fees.

E. Disclaimers

Depending on content, programming cablecasts from ACMi facilities may require a disclaimer provided by ACMi and edited into the Community Producer's master video file before the program is cablecast.

F. Adult Programming

ACMi Community Producers are expected to alert ACMi staff to programming that may be inappropriate for younger viewers. ACMi reserves the right to cablecast programming with excessively violent material, offensive language, nudity, or sexually explicit material after 10:00 pm, and before 6:00 am, in order to preserve a safe haven for viewing by "all audience members." ACMi believes that when it comes to controversial content in programming, the response should be to encourage more speech, as opposed to enforcing silence. Furthermore, ACMi is forbidden by law from censorship, or content control. ACMi encourages anyone who disagrees with a program to

provide other programming that presents an opposing point of view, in order to respond to the program in question. ACMi reserves the right to inform the public of a local Producer-of-Record's intent to cablecast a particular program to which the community may wish to respond.

G. Underwriting and Grants

1. Acknowledgment of underwriting and grants by businesses, organizations or grantors providing monetary or other assistance to the making of the program may be included in the program credits. Such acknowledgment should meet the standards of the Public Broadcasting System, and may include the underwriter's name, business name, logo, and an up-to-15-second statement of the nature of the underwriter's contribution or product. Prohibited are direct sales talk, marketing, or "calls-to-action" which disclose specific products on sale. Arlington-based firms may identify the section of town in which they are located.
2. All underwriting and grant agreements must be cleared by the ACMi Executive Director.
3. Any Community Producer soliciting underwriters for financial support must make it clear to that potential underwriter that no commercial content is allowed on Public Access programs.

H. Access to Time Slots - Single Programs

1. Program time slots for the access channels are scheduled by the staff when a recording has been submitted and time slots are available on a first-come, first-served basis.
2. Programs are scheduled in 30-minute increments. For a program to fill a 30-minute time slot, it must be at least 15 minutes long. For a program to fill a 60-minute time slot, it must be at least 45 minutes long. Programs under 15 minutes in length will be scheduled at the discretion of ACMi programming staff.
3. Locally produced programming will take precedence over imported or bicycled programming in program scheduling. The staff will schedule program playback with the goal of presenting a coherent schedule.

4. Anyone wishing to place programming on the access channels must be an ACMi member and submit programming in accordance with the Program Submission Form. This includes residents who wish to cablecast programs recorded outside of ACMi facilities.
5. Recordings for cablecast must be submitted no later than ONE WEEK prior to the anticipated date of cablecast.
7. Requests for a specific program playback time will be honored within the constraints of scheduling. Each program will have a minimum of one playback, with additional playbacks added at the programming staff's discretion.
8. Prime time shall be defined as any time between the hours of 6:00 pm and 10:00 pm daily. An individual may be limited to one (1) prime time opportunity, per show, per week, depending on scheduling demands.
9. Exceptions to this policy may be made at the discretion of the programming staff.

I. Access to Recurring Time Slots - Series

1. Requests for recurring time slots for a series will be honored on a first-come, first-served basis.
2. A Producer who wants to produce a new series must have completed at least four programs of similar length that have a standard title and content.
3. Programs are scheduled in 30-minute increments. For a program to fill a 30-minute time slot, it must be at least 15 minutes long. For a program to fill a 60-minute time slot, it must be at least 45 minutes long. Programs under 15 minutes in length will be scheduled at the discretion of ACMi programming staff.
4. All repeat times and requests for additional repeats may be granted at the discretion of the programming staff.
5. Series Producers must make consistent use of their recurring time slot with new material or the time slot will be used for other

programming. Exceptions to this will be evaluated at the discretion of the programming staff.

6. Every effort will be made by the programming staff to schedule repeats in time-slots other than prime time.

J. Live Show Policy

1. Requests for live on-air programs must be made four (4) weeks prior to the production date in consultation with an ACMi staff member.
2. The Community Producer is responsible for all program content.
3. Requests for live streaming only must be made two (2) weeks prior to the production date in consultation with an ACMi staff member.
4. If viewer call-ins and/or social media interactions are to be included, all calls must be answered "off-air" so that the producer may obtain the caller's name and contact information.
5. Caller names and contact information will remain confidential, except as may be required by a court order or legal action.
6. ACMi is concerned about "anonymous" or unidentified callers, especially regarding issues of libel, slander, obscenity, or threats to public and personal safety. Nothing in this policy is designed to censor or thwart commentary, even anonymous commentary, but rather is a precaution should any actual instance of FCC-prohibited content occur.

K. Live Remote Programming

1. Requests for live programs must be made - subject to ACMi program schedule, staff and equipment availability, and broadcast capability - at least six (6) weeks prior to the production date in consultation with an ACMi staff member.
2. Producers of live remote programs are responsible for coordinating with ACMi staff, on-location proprietor, and all other parties involved.

3. A Community Producer who cancels a live time slot that has been scheduled with less than two (2) weeks' notice may be denied other such live program requests.

L. Campaign and Election Programming

1. Campaign Programming

Candidates for election to town-wide public office, and representatives of ballot question advocacy organizations, who would be eligible for use of the channels, have the same rights of channel use as other eligible users.

However, the following channel restrictions for such candidates and ballot question organizations will apply during the six (6) weeks before the polls open on any election day:

- a. The minimum length of any program in which a candidate or ballot question representative appears is five (5) minutes.
 - b. The total amount of time allotted to any one candidate or ballot question representative in any and all programs on ACMi shall not exceed one hour per week. This time limitation does not include appearances within ACMi-produced coverage of governmental bodies' meetings, or election forums where all candidates and issues have equal opportunities to be presented.
 - c. No candidates or ballot position representatives may appear on ACMi's channels in any format other than a debate-style program or a five-minute *Candidate Profile* wherein all candidates have an equal opportunity to participate.
- ### **2. Elections and Debates**
- a. ACMi will at all times strive to be consistent, fair and impartial.
 - b. A candidate for election will not appear in any programming six (6) weeks prior to the election (other than public debates or formal board meetings).
 - c. Debates dealing with local elected offices will be conducted at the complete discretion of the Executive Director. Candidates who are unopposed shall not participate. The maximum opportunity (i.e. flexibility of dates/times and advance notice)

for all candidates to participate will be a top priority. If any candidate declines to participate, the debate may continue in a modified format if the remaining participants so desire.

- d. At the discretion of the Executive Director, *Candidate Profiles* of 3-5 minutes' duration can be substituted for a debate. These profiles shall be produced by ACMi staff.

3. Equal-Opportunity Election Programming

- a. A sufficient block of time will be reserved during each political season to enable a wide selection of political programs to be cablecast.
- b. ACMi retains the right to preempt programming at any time in order to provide timely local programming, such as live or recorded special municipal events, important local debates/forums, election-related programming, satellite down-linking, etc.
- c. ACMi maintains the right to limit length and frequency of programming. Such limits when imposed shall apply to all programs on the channel and to all Community Producers.

4. Community Bulletin Board

Committees to elect candidates for Arlington's elected offices, and Arlington-based ballot initiative advocacy groups may only submit messages announcing events that are open to the public. These messages may only contain the name of the organization, the event name and description, the date, time, and location of the event, and a contact name, number, website and email address. Any such organizations, and any such candidates or positions represented, may only have one message posted at a time. All other requirements and considerations listed above apply.

M. "Imported" or "Bicycled" Programming

1. Programming produced by non-members may be cablecast on ACMi channels at the discretion of the ACMi staff, or if there is an Arlington resident who shall be held accountable for the content and who has obtained all the requisite permissions for broadcast of that content.

2. Requests for cablecast time-slots will be honored on a first-come, first-served basis. Locally produced programming will take precedence as ACMi's top priority in scheduling. ACMi staff may determine appropriate playback periods for outside programming to ensure program continuity. When all time-slots in a playback period are full, approval for cablecast of new programs will be withheld until time becomes available.
3. An ACMi Community Producer may produce programming with non-ACMi equipment and facilities, and that content may still be considered "locally produced programming." Videos produced by Community Producers using their own equipment must meet the minimum technical standards for cablecast. All video submissions must include a program description.

N. Community Bulletin Board - CBB

ACMi may cycle community announcements on the access channels throughout the program day when there is no other programming being cablecast. Messages of a non-personal nature that are of interest to Arlington residents may be submitted by Arlington-based nonprofit organizations and Arlington residents. No commercial announcements, advertising, or direct appeals for funds will be accepted.

Fund-raising events or projects may be announced, with only contact information allowed. ACMi staff reserves the right to schedule announcements at ACMi's discretion. ACMi is not responsible for mistakes made on the CBB. ACMi reserves the right, as producer of the CBB, to reject or edit any message.

O. Publicity

ACMi encourages all Community Producers to publicize their programs in a variety of ways. All publicity notices must be reviewed by the ACMi Communications Manager for content accuracy and consistency with other ACMi promotional materials.

1. ACMi requires at least two weeks' notice in order to promote a show within ACMi's published programming schedule.
2. ACMi will assist Community Producers in promoting their

programs in local media, including through our social media platforms.

3. The ACMi Community Bulletin Board will be available for programming-related announcements. Producers are expected to prepare 30- or 60-second promos for cross promotions by other Producers or staff.
4. Producers must remember, when promoting their programs, to identify themselves as ACMi Community Producers, not as employees of ACMi.

P. Producer-for-Hire Policy

Members may **NOT** pay another eligible ACMi member to perform production services or tasks on a program to be cablecast on ACMi channels. Appeals may be made to the ACMi Executive Director.



In order for these Policies and Procedures to be effective and to keep operations running smoothly, a penalty system has been instituted. There are two types of rules which, if violated, can result in restrictions on a Community Producer. The Executive Director or a designee is authorized to issue warnings and suspensions. Membership fees will not be refunded to a Member whose privileges have been suspended or revoked.

A. Major Violations

1. Major violations will result in an immediate 90-day suspension of membership. Reinstatement of membership privileges will be considered at the end of the 90-day suspension period.

Major violations may include, but are not limited to:

- a. Commercial or profit-making use of ACMi facilities and equipment.
- b. Verbal or physical abuse of staff or other members.
- c. Misrepresentation of members' affiliation with ACMi to others.
- d. Falsifying forms.
- e. Taking and/or moving equipment without staff permission.
- f. Abuse of equipment, including attempted repair, facility

- reconfiguration, or improper transport.
 - g. Tampering with, copying or deleting ACMi software or data.
 - h. Failure to follow any requirement of the station's Live Call-In Screening Policy.
 - i. Three "No Shows" in any one-year period.
2. Any subsequent major violation will result in the permanent loss of ACMi equipment and facilities privileges.

B. Minor Violations

1. These may include, but are not limited to:
- a. Failure to cancel a reservation, which shall constitute a "No Show."
 - b. Late pickup or return of equipment without notification and approval.
 - c. Mishandling or unsafe use of equipment.
 - d. Eating, drinking or smoking in non-designated areas of ACMi facilities or on location.
 - e. Failure to clean up after using in-house or remote facilities.
 - f. Handling equipment or being present in off-limits areas (i.e. Master Control, staff offices, or any staff storage area).
 - g. Rowdiness or bad language while at ACMi or on location, or creating any disturbance to other ACMi members, staff, affiliated producers, guests, or the public.
2. Minor violations that take place within a one-year period will result in the following series of actions:
- a. First violation - verbal warning
 - b. Second violation – written warning
 - c. Third violation - 90-day suspension
 - d. Fourth violation - permanent loss of ACMi privileges



ACMi relies heavily on the services of volunteers. ACMi members are encouraged to volunteer during and after their training and certification. Students who are receiving high school or college credit are eligible to intern. All volunteers and interns must become ACMi members and sign the Agreement included in the ACMi Membership Application.



- A.** The ACMi facility is a public building with substantial electronic equipment. Therefore, it is a strictly enforced, non-smoking environment. ACMi is also a fragrance-free facility for the health of those who have breathing difficulties or who are sensitive to chemicals. Please refrain from wearing cosmetic or personal care products containing scents or fragrances.
- B.** Community Producers are expected to properly power down equipment and clean up after each use of the ACMi facility. This includes striking sets, replacing all equipment and cables to their default position, sweeping floors, and removing trash and recycling.
- C.** No animals are allowed in the building except for medically authorized service animals, or animals that are an integral part of a particular program. Any producer wishing to bring an animal into the facility for a production must have prior approval of the Executive Director in order to alert persons with known allergies.
- D.** Eating and drinking are allowed only in designated areas, which must be kept clean by users of those areas.
- E.** Community Producers must remove all set materials from the facility at the conclusion of their scheduled program production time. ACMi

has limited storage space for sets that may be used at the discretion of the Executive Director.

- F.** ACMi office equipment and supplies may not be used for sets. No one may use another producer's set without permission.
- G.** ACMi is not responsible for sets, props or personal items left on the premises. The program producer is responsible for any damage to ACMi equipment or facilities caused during the production.
- H.** No open flames or smoke machines are allowed in the building at any time.

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RIGHT TO REFUSE

ACMi reserves the right to refuse the use of its facilities to any individual who appears to be under the influence of alcohol or drugs or who interferes with the orderly conduct of business.



Users of the access channels shall indemnify the Town of Arlington, Comcast, RCN, Verizon, ACMi, their employees, and the ACMi Board of Directors against any and all liabilities arising out of use of facilities and resources, or out of breach of the Agreement with these Policies.



Where the implementation of these policies is subject to interpretation, decisions shall be at the discretion of the ACMI Executive Director or a designee.



Community Producers and ACMi Members are encouraged to resolve difficulties on the staff level. Any Community Producer or Member wishing to appeal an action of the staff, or to communicate a problem or complaint, should appeal to the Executive Director in writing. After receipt, the Executive Director will provide a written response in 15 days or less. If the Member should be dissatisfied with the response, he or she may request a hearing before the ACMi Board of Directors, by contacting the President of ACMi.