



Arlington Community Media Inc.

Operating Policies & Procedures

Approved by the Board of ACMi on June 22, 2011

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FOREWORD

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 an annual funding from cable providers to foster the development of PEG Access programming in Arlington.

With studios and offices located at 85 Park Avenue in 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 three subscriber channels carried on each cable system.

The following Operational Policies and Procedures were generated to provide guidelines for ACMi members to participate in ACMi activities and services. While this document may seem rather cumbersome, the spirit behind it is well-intentioned. ACMi's mission is to providing training for Arlington residents in the uses of electronic media. Such uses have corresponding responsibilities, especially within a very active facility like ACMi where basic guidelines will ensure efficient and fair operations. ACMi views these Policies and Procedures as working guidelines which will be periodically reviewed and adjusted. 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.

ACMi STATEMENT OF MISSION AND PURPOSE

In pursuit of this mission, ACMi . . .

- manages facilities for community access 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, including video, audio, and other media production, and computer communications;
- serves as a catalyst to facilitate and stimulate community discourse and to provide leadership in the uses of telecommunications technology.

(Approved by the ACMi Board of Directors on April 2, 2007)

I. MEMBERSHIP

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), and who support ACMi by means of participation, or with a contribution of money, service or equipment, shall be eligible for membership in the Corporation. The Board of Directors may extend membership privileges to others.

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 workshops and use of equipment;
 - d.* eligibility to receive technical advice from the ACMi staff for program production;
 - 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 a 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 for each Group Membership, regardless of its quantity 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 quantity of members. Nonprofit organizations are eligible to receive training for their members, up to the number of members for which they have paid when joining or renewing. In addition, Nonprofit Organization Members may receive specialized group training by contacting the ACMi staff.

- c. Business Membership 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 quantity 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, 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.

B. Membership Fees

ACMi may establish membership fees, which shall be published periodically. These fees are on the membership form and on-line 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.
2. complete a Membership Application Form;
3. sign the Membership Agreement and its acknowledgment of your consent to these Operating Policies and Procedures;
4. pay the required annual membership fee.

D. ACMi Orientation

Orientation Sessions are held regularly. Attendance at an Orientation Session is a prerequisite for voting rights at the ACMi Annual Meeting as well as and for participation in any ACMi training or facilities privileges.

E. Term of Membership

All memberships are recognized as active for a one-year period, beginning on July 01 and expiring on the following June 30 unless renewed.

F. Representation

Members do not represent ACMi and should refrain from implying such representation. Falsely representing ACMi may result in suspension of membership privileges. Such false representation, in person or on camera, might include (but not be limited to) statements such as “I am producing for ACMi...” or “I work at ACMi...”. A Member-Producer may inform interested persons that he or she is “a volunteer community producer, working on my own production which I am producing at Arlington’s PEG access facility, ACMi. I am responsible for the entire production...”, or words to that effect.

II. 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. Experienced videographers or editors may be certified and by-pass workshops and other training by:

1. providing a demo reel or letter of reference; and...
2. demonstrating proficiency with each piece of equipment requested, by passing the same certification test required of all community producers.

C. Annual re-certification of Member-Producers will, at ACMi staff discretion, automatically take place with renewal of membership, provided that the community producer has been involved in an ACMi-based production during the previous six months of their membership.

III. RESPONSIBILITIES AND INSURANCE

A. Agreement with these Policies and Procedures is a prerequisite to using ACMi equipment.

B. Member-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 used 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. In case of theft, 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 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 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 to be determined by ACMi.

IV. EQUIPMENT RESOURCES

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 Member-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 member use will be determined by ACMi staff.

A. Steps to Follow for an ACMi Production

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 assure that you have everything you need to do 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 length of your final program;
- d.* Whether it is a series or not;
- e.* Whether it is to be LIVE;
- f.* The date you expect to complete your project/production (“Planned End date”);
- g.* 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 Thursday. 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. We cannot guarantee availability of equipment requested with less than 48 hours notice.
3. Equipment Check-out - 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 check-out information into the computer and a hard copy will be signed by the community producer. An equipment reservation is not complete unless and until the Member-Producer has confirmed, at minimum, 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 during official pick-up and drop-off times in advance with ACMi staff.

4. Exceptions - If there are compelling reasons to get equipment at other times than the regularly scheduled check-out times, a staff person must approve such a request. That staff person is responsible for following through with the check-out and must also be responsible for setting up the check-in time with that user.
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 on the Equipment Reservation Form and/or the Facil database. If equipment that has been taken out for longer periods is required for another member or by ACMi staff, the return of that equipment will be required within 24 hours. Cancellation of reserved equipment should be reported as soon as possible so as to make it available to other members.

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

6. Member-Producers are responsible for notifying the staff if there are any problems with the equipment. Member-Producers may not attempt repair of damage to equipment. Member-Producers may not borrow additional equipment until all items have been returned in good working order (normal wear and tear excepted).
7. Completion - All projects are given an initial 8 weeks for completion from the date of the first reservation. Producers are expected to deliver a video recording for cablecast no later than the "Planned End" date previously mentioned. Seasonal program completion and playback dates are to be determined by the appropriate staff member.

C. Editing

1. Check in - Member-Producers coming in to Edit must check in with the staff member on duty. If a producer fails to check in through the facilities management computer system, the producer may be listed as a "No Show", and his or her edit time given away. (See also, "Cancellations" on next page.)
2. Accessories - ACMi Member-Producers must consult with the staff before bringing in accessories. All accessories must be scanned by the producer prior to making any connections to ACMi equipment to avoid any virus corruption of ACMi equipment. Unauthorized connection of external devices is a major violation and grounds for suspension of privileges.
3. Advance Reservations & Time Allocation - Edit times must be reserved no more than 4 weeks in advance. Producers may reserve edit sessions of up to one four-hour block per day in advance. However, on the day of an edit session a producer may extend this edit time if equipment is available.
4. Configuration Integrity - No one may reconfigure the equipment without staff approval. The only exception is the connection of external hard drives. Violation of this rule will result in loss of privileges.

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 must remain in charge of the facility and security. ACMi may provide requests to the ACMi membership for assistants to help with productions. A positive response to these these requests is not guaranteed.
2. Crew position assignments are the responsibility of the ACMi Member-Producer. All studio crew must be certified or approved by the ACMi staff.
3. A studio reservation is not confirmed until the Member-Producer has confirmed, at minimum, the assignment of a Director and Editor for the production.
4. Member-Producers must consult with the staff before adding additional

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 the wiring or adjustments of installed equipment. Members may attach and/or reposition wires connected to microphones, telephones, earpieces for talent, and lighting equipment, etc., 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 week and no more than 8 weeks in advance outside of regularly scheduled reservations. A studio production block of up to 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 Member-Producers should allow time to strike sets and clean up before their time is up. Any equipment, flats or sets that were moved must be returned to their original positions or configuration by the producer.

6. If additional equipment is required, it must be approved and reserved in advance by ACMi staff.

E. Cancellations

Member-Producers must give at least 24 hour notice when canceling any reserved use of ACMi equipment, facilities, channels or classes. If a community producer is more than 20 minutes late without notification, the reservation may be canceled. Repeated instances of failure to make a timely notice of cancellation may result in a suspension of privileges.

The facilities management computer software permits three types of cancellation designations. Reservations canceled at least 24 hours in advance will be designated as "Normal Cancel." Reservations canceled with less than 24-hours notice will be designated as "Late Cancel." If a community producer is more than 20 minutes late, the cancellation will be designated as "No Show." After three "Late Cancels", producer will be notified and that a minor violation has been noted and that his or her membership privileges are at risk.

Three "No Shows" constitute a Major Violation, and may result in a suspension of member privileges.

V. PROGRAMMING

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 air time for the presentation of programming they produce at ACMi, or imported programming produced elsewhere. Reference to a Community Producer is to indicate a local resident producing programs with ACMi equipment or facilities. Reference to a 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.

ACMi retains the right to preempt bicycled 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, 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 a Arlington resident, against programming on more general or wider topics, or that is produced outside of Arlington.

Member-Producers and local sponsors 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.

A. 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 Member-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.

B. Prohibitions:

1. Any commercial programming or advertising;
2. Any material which constitutes libel or slander, 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; and,
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

C. Ownership of Locally Produced Programs

1. ACMi Member-Producers own their program and hold the copyright, provided it is cablecast at least once on any of ACMi's access channels. If an ACMi video recording is used for the master, the producer may have one free

copy.

2. ACMi has the right to maintain a copy of any program in its library to: cablecast and subsequently re-cablecast an unlimited number of times; fulfill requests for duplicate copies, and use for any ACMi promotional purposes deemed appropriate by the ACMi Executive 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 other use of a recorded program.
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.

D. Disclaimer/Acknowledgment

Depending on content, programming cablecast from ACMi facilities may include a disclaimer provided by ACMi and edited into the member-producer's master video file before the program is cablecast.

E. Adult Programming

ACMi member-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.

F. 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 up to a 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.

G. 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. A program time slot must be filled with video programming for 28:30 minutes, or 58:30, or hour-long increments thereafter (e.g. 1:58:30, 2:58:30, etc.)
3. Locally produced programming will take precedence in program scheduling. The staff will schedule program playback with the goal of presenting a coherent schedule.
4. Those 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 TWO WEEKS PRIOR TO 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 Coordinator'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 will be made at the discretion of the Programming Coordinator.

H. Access to a Regular Time Slots -- Regular Series

1. Requests for regular 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. A program time slot must be filled with video programming for 28:30 minutes, or 58:30, or hour-long increments thereafter (e.g. 1:58:30, 2:58:30, etc.)
4. All repeat times and requests for additional repeats may be granted at the discretion of the Programming Coordinator
5. Series Producers must make consistent use of their 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 Coordinator.

6. ACMi retains the right to allocate series time slots to ensure programming continuity.
7. Series Producers must make consistent use of their time slot with new material or the time slot will be used for other programming.
8. All recorded programs must meet ACMi timing requirements and technical standards. Overtime will be cut off. It is the responsibility of the producer to fulfill these requirements.

I. Live Show Policy

1. Requests for live programs must be made four (4) weeks prior to the show.
2. The community producer is responsible for all program content.
3. If viewer call-ins and/or multimedia interactions are to be included (e.g. via video conferencing, Voice-Over-I.P., instant messaging, and any other current or future communication protocols), all calls must be answered “off-air” so that the producer may obtain the caller’s name and contact information.
4. Caller names and contact information will remain confidential, except as may be required by a court order or legal action.

The Board of Directors of ACMi has clearly stated its concern regarding “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.

J. Live Remote Programming

1. Requests for live programs must be made--subject to ACMi program schedule, and staff and equipment availability-- at least 6 weeks prior to the production date.
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 fails to use a live time slot that has been scheduled, or who cancels a live remote production with less than two weeks notice, must submit a written explanation to the Executive Director. Such cancellation may be reason to deny other such live program requests.

K. Election/Campaign Programming

1. Community Bulletin Board Restrictions
 - a. The Community Bulletin Board may not contain any commercial announcements, advertising, or direct appeals for funds (although it may contain announcements for fund-raising events).

- b.* 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.

2. Election Campaign Restrictions

Candidates for election to Townwide 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 30 days 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 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.

3. In order to ensure equal opportunities for political programming time on ACMi channels, the following rules apply.

- a.* 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 program producers.
- 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.* A sufficient block of time will be reserved during each political season to enable a wide selection of political programs to be cablecast.

L. Outside (“Imported” or “Bicycled”) Programming

1. Programming produced by non-members may be allowed cablecasting on ACMi channels, if appropriately sponsored. Program sponsors, whether individuals or groups, must be ACMi members.

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. Outside programming may be excluded from Prime Time cablecast when locally produced, Arlington-based programming fills all of these time slots.

3. An ACMi Member-Producer may produce programming with non-ACMi equipment, and facilities and still be considered "locally produced programming". Community Producers wishing to use their own equipment must be ACMi Members, must meet the minimum technical standards for cablecast of their final product, and must complete an ACMi Project Proposal indicating that no ACMi equipment is requested.

M. Community Bulletin Board - CBB

ACMi may cycle community announcements on the access channels 24 hours per day when there is no other programming being cablecast. Messages of a non-personal nature, 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. However, fund-raising events or projects may be announced. 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. A follow-up contact method (phone, email, website) is permitted.

N. Technical Requirements and Standards

1. Recordings may be submitted for cablecast in the following formats: DVD and broadcast-quality digital file.

2. All programs must be timed by the producer, "from black to black." The media and case must be clearly labeled with this time. The time must be accurate to the second, in the following format: "hour: minute: second - 00:00:00". The ACMi closing credit will be provided by the staff for inclusion into the total timing.

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.

O. Publicity

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

1. Two weeks' notice should be allowed for promoting a show within ACMi's publicized programming schedule.
2. ACMi will assist Member-Producers in announcing their programs in local media.
3. The ACMi Community Bulletin Board will be available for programming-related announcements. Producers are encouraged 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 individuals and volunteer members of ACMi, not as employees of ACMi.

P. "Checkbook Access" or 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.

VI. VIOLATIONS

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.

These may include, but are not limited to:

- a.* Commercial or profit-making use of ACMi facilities.
- b.* Abuse of staff or other members.
- c.* Misrepresentation of members' affiliation with ACMi to others.

- d.* Falsifying forms.
- e.* Taking or reserving 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 stations' Live Call-In Screening Policy.
- j.* Three "No Show" cancellations 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.
- 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 off-limits equipment or being in off-limits areas.
- g.* Rowdiness, bad language or horseplay while at ACMi or on location, or creating any disturbance to other ACMi members, affiliated producers, guests, or the public.
- h.* Three "Late Cancels" in any six-month period.

2. Minor violations that take place within a one year period will result in the following series of actions :

- a.* First violation - written warning
- b.* Second violation - 30-day suspension
- c.* Third violation - 90-day suspension
- d.* Fourth violation - permanent loss of ACMi privileges

VII. VOLUNTEERS AND INTERNS

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 encouraged to intern. All volunteers and interns must become ACMi members and sign the Agreement included in the Policies and Procedures and on the ACMi Membership Application.

VIII. FACILITY UPKEEP

A. The ACMi facility is a public building with substantial electronic equipment. Therefore, it is a strictly enforced, non-smoking environment. No smoke or fog machines are permitted in the studio. 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 scents or fragrances.

B. Member-Producers are expected to properly power down equipment and clean up each use of the ACMi facility. This includes striking sets, replacing all equipment and cables to their default position, sweeping floors, and removing trash.

C. No animals are allowed in the building except for seeing-eye dogs and similar service animals, or animals which 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. Member-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'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.

IX. 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.

X. INDEMNIFICATION

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.

XI. INTERPRETATION

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

XII. APPEALS

Member-Producers and ACMi members are encouraged to resolve difficulties on the staff level. Any member-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.

