



## **VCAM Channel 15 Policies and Procedures**

### **I. INTRODUCTION**

#### **A. VCAM Mission Statement**

VCAM seeks to foster free speech and public dialog by providing easy access to the electronic media to all citizens of the VCAM service area on a nondiscriminatory basis for nonprofit and noncommercial purposes.

#### **B. Access Basics**

Cable Access grew out of concern that because cable companies act as monopolies in our communities, they need to put something back into the community, thus the concept of cable access was born.

Vermont Community Access Media provides an opportunity for people living in Burlington, South Burlington, Winooski, Essex, Williston, St. George, Shelburne, Hinesburg, Charlotte, Ferrisburgh, Vergennes and some areas of Colchester and other towns served by VCAM to create a community dialogue in which they communicate their interests and concerns as producers and receivers of television programs.

Individuals that produce or provide shows determine the content of the material carried on the Public Access channel. Other than the guidelines established in this document, VCAM remains "content neutral" in determining what is cablecast on the Public Access channel.

Both the Cable Acts of 1984 and 1992, and the Telecommunications Act of 1996 permit local governments to include and enforce requirements for Cable Access equipment, facilities, service and support. The Acts explain the purposes of access this way -

"Public Access channels are often the video equivalent of the speaker's soap box or the electronic parallel to the printed leaflet. They provide groups and individuals who generally have not had access to the electronic media with the opportunity to become sources of information in the electronic marketplace of ideas."

Vermont Community Access Media is an independent, not-for-profit corporation that operates pursuant to private agreements with the cable operator and guidelines established by the Public Service Board. As such, it is not a state actor. Public access is made available by the Certificate of Public Good between the State of Vermont and the cable company. Whether or not those provisions are in the Certificate is at the discretion of the government and its citizens. Many local governments opt not to have Public Access because of the problems associated with First Amendment rights and the conflicts that occur with community interests. It is up to the citizens to guarantee Public Access by producing responsible programming and expressing their support to their local representatives.

#### **C. Access User Responsibilities**

- Take full responsibility for the content of their program and the actions of their crew.
- Comply with these Policies and Procedures.
- Treat the equipment and facilities with respect and care.
- Respect the rights of others to use the access resources.
- Make and cancel reservations in a timely manner.
- Treat access staff with courtesy.

### **II. ELIGIBILITY**

#### **A. Training Equipment and Facilities**

Public access training, equipment and facilities will be made available on a first-come, first-served basis to anybody who is a resident or works/volunteers in the areas served by Vermont Community Access Media. Eligible people must provide a valid ID as well as a current residential/business address and phone number. If the person is a minor without a valid ID, then their parent/guardian's ID will suffice. Use of some equipment and facilities may require certification, usually through completion of a particular seminar or proof of adequate knowledge.

#### **B. Channel Time**

Public access channel time shall be made available free of charge to any eligible person. The procedures for submitting a program for playout on the public access channel and scheduling priorities are presented in Section V.

#### **C. Nondiscrimination**

No person will be denied training, equipment, facilities or channel time on the basis of race, sex, age, physical disability, religious or political belief or affiliation, sexual orientation or the nature of their programming interest.

#### **D. Right to Refuse Service**

The staff reserves the right to refuse services to any person whose actions hinder the activities of access users or staff members. Persons hindering producers or staff will be asked to leave the access facility and will be subject to a three-month suspension of facilities use. Suspension may be appealed in writing to VCAM Board of Directors.

Proof of eligibility and competence on equipment may be required at any time. VCAM may refuse to air any program or provide any service if proof, satisfactory to VCAM, cannot be provided.

### **III. PROGRAM OWNERSHIP/DISTRIBUTION**

## **A. Ownership/Copyright**

Access producers retain ownership of the creative rights to the programs they produce, and may register and establish a copyright at their discretion.

## **B. Intention**

Programs produced with VCAM equipment and facilities must be intended for cablecast on a VCAM channel. Such programs may not be used for commercial purposes or the solicitation of funds.

## **C. First Use**

Any program in which the access producer has made use of VCAM's facility and/or equipment must be cablecast at least once on the access channel prior to, or concurrent with, cablecast on any other cable system, and prior to any other form of distribution. VCAM may choose to not run programming that is currently (i.e. programming having a standard run of cablecasts within the last three months) playing on another access channel in the VCAM service area. Once a program is submitted for scheduling, it may not be removed from the premises without the permission of the Station Manager.

## **D. In-House Distribution**

By requesting access to equipment and facilities, access producers agree that VCAM may use portions of their programs for non-commercial, promotional purposes.

# **IV. USE OF COMMUNITY ACCESS EQUIPMENT AND FACILITIES**

## **A. Orientation Workshops**

To make newcomers aware of VCAM's mission and to acquaint them with our policies and procedures and what production equipment and facilities are available to them, VCAM conducts access orientation workshops. The access orientation workshop is a prerequisite for any use of VCAM facilities.

## **B. Television Production Training Seminars**

VCAM may provide additional Training Seminars and may require completion of seminar as a prerequisite for use of particular equipment or facilities.

## **C. Certification**

The following certifications are available to eligible persons. Certification expires after one year of non-use or user moves from area served by VCAM.

### **1) Access User**

Certification as an Access User requires -

- Registration of name, valid ID, current residential/business address and phone number
- Signed Statement of Compliance form
- Completion of Orientation Workshop. Workshop requirement may be waived by VCAM staff.
- Minors must have parent/guardian's written release before use of facilities.

### **2) Producer**

Certification as a Producer requires -

- Registration of name, valid ID, current residential/business address and phone number
- Signed Statement of Compliance form
- Minors must have a parent/guardian co-sign stating that they take responsibility for minor's use of facility and content of programs so long as they remain a minor.

### **3) Live Show Producer**

Certification as a Live Show Producer requires -

- Must be a certified producer.
- Producer must have produced three live-to-tape programs in the studio of at least 25 minutes each.

## **D. Equipment and Facilities Available**

Access users are authorized to use any public access equipment and facilities for which they are certified. The use of VCAM equipment and facilities MUST be for the purpose of producing programming on VCAM channels. Access Users may not use VCAM equipment and facilities for any other purpose, either personal or commercial, without the express consent of the station manager. The following types of production equipment and facilities are available:

### **1) Remote Equipment**

Used for location shoots, i.e. camcorders, lighting kits, microphones, etc

### **2) Studio**

Used for in house production, for interviews, special effects, live programs, etc

### **3) Editing Suites**

Used to edit videotapes into a finished program for cablecast.

### **4) Dubbing Station**

Used for making copies or transferring video formats.

### **5) Public Computer**

Used for internet research or word processing.

## **E. Scheduling Equipment and Facilities**

### **1) Equipment and Facilities Reservations**

The Access User may make equipment and facilities reservations after receiving certification card. Reservations may be made by phone or in person, at least 24 hours in advance. An Access User who is more than 30 minutes late in claiming the studio, editing suite or equipment without notification of tardiness, forfeits the equipment or facilities. Equipment and facilities in common VCAM areas may not be used for production of an adult content nature (Section V.A.). Equipment and facilities are available to certified users on a first-come, first-served basis.

Access users should limit their presence in the VCAM facility to the times they have specifically reserved. For example, if an access user has a reservation in the studio for 4:00pm, the access user should not arrive at 3:00 or 3:30, but as close to 4:00pm as possible. If additional time is needed for set-up, that time should be scheduled in advance in the form of a reservation. Likewise, access users should vacate the facility when their reservation time is up. Sometimes a production may need a few minutes to put away sets, gather belongings, etc. This time should be factored into the reservation as well.

#### *a. Remote Equipment*

Remote equipment may be reserved for a period not to exceed 3 days. Exceptions may be made with staff. A user is limited to four field equipment uses within any thirty day period unless otherwise authorized by staff. Remote equipment may be reserved up to three months in advance.

b. *Studio*

Unless otherwise authorized by staff, a maximum of one studio session may be scheduled per week with each session not to exceed four hours. The studio may be reserved up to three months in advance. A member of the staff will be on-hand during all studio productions and available for a minimal level of production support. Staff may also need to attend to other duties and may not be at the user's complete disposal. It is the user's responsibility to contact appropriate staff member in a timely manner for any particular production needs. VCAM encourages producers to provide a crew for studio shoots.

Staff reserves the right to ask any crew to leave the premises if behaving in a way that adversely affects facilities operation. Producer or a staff approved designee must be at the studio shoot at all times.

Live Shows must schedule studio for each use not to exceed one hour prior to show and one half hour after show unless approved of staff. It is not assumed that a producer has studio time scheduled because there is programming time scheduled for the show.

c. *Editing Suites*

Editing sessions may be scheduled a maximum of twice a week and shall not exceed eight hours unless otherwise authorized by staff. Editing time may be reserved up to three months in advance. There is a limit of three people at each editing station unless prior permission is obtained from staff.

d. *Dubbing Station*

Dubs of access programs may not be made without the expressed permission of the producer of the program. Fees for dubbing are \$5.00 for each tape or DVD dubbed. The person requesting the dub should provide blank tapes or DVDs. If a tape is not provided a fee of \$10.00 will be added to the dubbing fee for the price of the tape. The dubbing fee of \$5.00 will be waived for the producer of a program for the first two dubs. Staff will make dubs as the production schedule permits, but access users are encouraged to come in and make their own dubs. Access Users may sign up for time on the dubbing station as they would for any other VCAM equipment.

Dubbing sessions may be scheduled a maximum of twice a week and shall not exceed four hours unless otherwise authorized by staff. Dubbing time may be reserved up to three months in advance.

Please be aware that VCAM is not a dubbing house capable of producing large runs of tapes and DVDs and that access users should not plan on doing large runs with VCAM facilities.

e. *Public Computer*

A computer is available for public use in VCAM's common area. Access Users may sign up for time on this machine for simple computing related to the production of their programs (email, web searches, etc.) More sophisticated multi-media computing (video editing, DVD burning) is available on this machine under special circumstances. Access Users must get permission from the staff to use the computer for this type of work.

Public computing sessions may be scheduled a maximum of twice a week and shall not exceed two hours unless otherwise authorized by staff. Public computing time may be reserved up to three months in advance.

**3) Eating/Drinking/Smoking in Facilities**

Smoking, alcoholic beverages and controlled substances are absolutely not allowed within any of the access facilities. No food and drink is allowed in control room, or in editing suites. Food and drink is allowed in the studio only with prior approval of staff (e.g. where it is pertinent to the topic of a studio show). Feeding of crew must be done directly outside of studio in a quiet and courteous manner.

**4) Remote Equipment Sign Out Form**

The Access User is required to complete a Remote Equipment Sign Out Form before using VCAM equipment for remote shoots. In signing the form, the user agrees to indemnify and reimburse Vermont Community Access Media for all damage to or loss of any access equipment caused by neglect, abuse, theft or other causes that occur while the equipment is assigned to the user. Exceptions will be made for normal wear and tear or regular maintenance issues. Determination as to liability is at the sole discretion of the Studio Manager.

**5) Equipment Check-Out**

Access users are required to arrive at the appointed checkout time. The staff will inform the producer of the check-in time and indicate the time on the Remote Equipment Sign Out Form. The Access User is responsible for determining that remote equipment is in good working order at the time of checkout. VCAM suggests that the access user set up and tests all equipment before leaving the access facility.

**6) Canceling a Reservation**

Access users who have reserved equipment or facilities they cannot use, are asked to notify staff as soon as possible so that those resources may be reassigned to other access users. Notification of any cancellation is required prior to the reservation time. A producer who makes more than three cancellations within a month period without providing at least three days advance notice is subject to three month suspension of privileges.

**7) Equipment Check-In**

The access user is required to return all equipment at the check-in time specified on the Remote Equipment Sign Out Form. The access user is required to report any equipment malfunction to staff. A member of the VCAM staff must sign the Remote Equipment Sign Out form to complete the equipment check-in

**8) Equipment Malfunctions/Unavailability**

If equipment malfunctions and becomes unavailable, access users with active reservations for that equipment will be notified as soon as possible.

**F. Videotape Provisions**

**1) Producer-Provided Videotapes**

The access producer shall assure VCAM that videotape provided is either new or of a quality sufficient to prevent damage or excessive clogging to players. Tapes must be able to playback relatively free of "drop-outs" and "glitches". Inadequate tapes will be rejected.

**2) VCAM Provided Tapes**

VCAM shall upon request provide adequate production tapes for use during the period of production. Tapes must be returned to VCAM after production is complete. New SVHS tapes are available for purchase at a price of \$15 per tape.

**3) Removing Videotapes**

Producers must have permission from the Station Manager in order to remove from the access center videotapes that have been scheduled for cablecast.

**G. Payment for Labor/Production Costs**

A Public Access User may be paid by a third party for labor and/or production costs associated with a public access program provided that the Access User submits a Third Party Agreement to Vermont Community Access Media prior to receiving any payment for labor and/or production costs. The Agreement, which must be signed by the third party, warrants that the third party understands that:

- 1) Programs produced with Vermont Community Access Media equipment and/or facilities are intended for cablecast on the access channels and may not be used for commercial purposes
- 2) Access equipment and facilities are available to all eligible people at no cost for use in the production of programs for the public access channel
- 3) Access channel time is free of charge

## V. SUBMITTING YOUR PROGRAM FOR PLAYOUT

Public Access producers must submit completed access programs for playout at least 24 hours in advance. Only an eligible certified producer may submit programs for playout. Any program submitted for scheduling must be accompanied by signed Program Information form. Minors must have an adult co-signer. The party signing the form assumes liability for program content. The producer takes full responsibility for the content of the program and agrees to permit VCAM to provide his/her name and contact information as included on the Program Information form to viewers who wish to respond directly to views expressed in the program. VCAM requires producers to provide contact information in one of the following three methods to members of the public who request it: telephone #, address, or email address.

### A. Restricted Content

Programs submitted for playout are subject to the following restrictions:

**IMPORTANT—PLEASE NOTE: VCAM does not pre-screen programs. It is the responsibility of the producer to notify VCAM in the event that a program submitted for playout contains content which may be restricted by the sections listed below.**

#### 1. Commercial Content

Due to the fact that access to VCAM facilities and channels is free and is supported by public funds, commercial content is not allowed. Commercial content is defined as material directly promoting the sale of products or services that are offered by any participating member of the given program. Non profit corporations are exempt from this policy. This policy does not prevent producers from recouping production costs through underwriting partnerships (see Section F, Underwriting Partnerships).

#### Soliciting Funds

As a rule, VCAM does not permit its access channels to be used for the solicitation of funds. However, permission may be granted to certified access users on a case-by-case basis. Any certified access user may submit a request in writing to the board of directors, asking for permission to use VCAM channel time for fund-soliciting purposes. The full board will consider the request at its next general meeting.

#### 2. Adult Content

*Adult content* is defined as content of a sexually explicit or graphically violent nature. Adult content may include but is not limited to: representations or descriptions of sexual acts, actual or simulated; masturbation; excretory functions; and lewd exhibition of the genitals. Shows determined to have adult content will be scheduled for playout between midnight and 5:00am. If there is a question as to whether a program includes adult content, a determination will be made by the Station Manager. Any program which contains adult content must include a viewer advisory immediately prior to the beginning of the program and immediately after the end of the program stating:

*"The (following/preceding) program contains material which some viewers may find objectionable or inappropriate for viewing, particularly by children. Adult content is defined as content of a sexually explicit or graphically violent nature. The content is the responsibility of the access producer and not VCAM"*

The viewer advisory must be read aloud and/or displayed on screen for 20 seconds. Responsibility for including the viewer advisory rests with the program's producer.

Obscene content is not allowed on VCAM. Determination as to whether a program is obscene will be made by the Executive Director (or their designate) and will be pulled from playout. The access producer may appeal to the VCAM Board of Directors

#### 3. Hate Speech

Programs that contain "hate speech" will be scheduled for playout between 11:00pm and 5:00am. Hate speech is defined as content that incites hatred and violence against a particular class of people because of their race, color, religion, national origin, sex, ancestry, age, service in the armed forces, disability, sexual orientation, or gender identity. If there is a question as to whether a program includes hate speech, a determination will be made by the Station Manager. Any program which contains hate speech must include a viewer advisory immediately prior to the beginning of the program stating:

*"The following program contains material which some viewers may find objectionable or inappropriate for viewing, particularly by children."*

The viewer advisory must be read aloud and/or displayed on screen for 20 seconds. Responsibility for including the viewer advisory rests with the program's producer.

#### 4. Illegal Content

VCAM will not knowingly cablecast illegal content. Illegal content is any content that is not protected by the Constitution of the United States. Unprotected content may include slander, sedition, copyright infringement and obscenity, as defined by applicable laws.

VCAM reserves the right to refuse to cablecast any program that it reasonably determines may contain obscene or otherwise unprotected content. VCAM and cable operators (including but not limited to Comcast and Burlington Telecom) are prohibited by statute from cablecasting obscene or otherwise unprotected programming. Consequently, VCAM may consult with the cable operators as needed when it believes a program may contain obscenity or otherwise unprotected content.

VCAM will not knowingly cablecast "indecent" speech (as defined in 13 V.S.A. § 2801) unless safe harbor time restrictions, parental advisories, and/or other methods adequate to protect such programming from being viewed by minors are applied.

VCAM expects producers to be aware of applicable laws and also be aware that producers are legally responsible for the content of their own programming. VCAM strongly suggests that producers who think their programming might contain illegal content consult with legal counsel before submitting their programs for playout.

### B. Technical Requirements

Programs submitted to VCAM for playout must meet VCAM's minimum technical requirements. If you are unsure whether your program meets our technical requirements, you may ask VCAM staff for assistance. VCAM's minimum technical requirements are as follows:

#### 1. Format

Programming submitted to VCAM for playout must be in one of the following video formats:

- VHS
- S-VHS
- DVD (playable, not a data disk)
- Mini DV
- DVCAM

#### 2. Labeling

All programming submitted to VCAM for playout must be **clearly** labeled with the following information:

- Title of the program
- Title/number of the episode (if applicable)
- Name of the producer (and local sponsor, if applicable)
- Total running time (accurate to the nearest second)
- Date of first playout (ask VCAM staff if unsure)

Note: in-house productions will be labeled by VCAM staff but the relevant information must be provided by the program's producer.

### 3. Video signal

Programs submitted on videotape **must include 30 seconds of clean, blank video** prior to and following the program and **must be free of control track breaks and glitches**. A title slate and "academy leader" countdown/2-pop are suggested, but not required.

VCAM reserves the right to refuse broadcast of any programming that does not meet these minimum technical standards (until the program has been amended to meet them). Ask VCAM staff to help you if you are not sure how to comply with any of these specifications.

## C. VCAM Credit

All programming produced with VCAM facilities and submitted for playout must include the following credit:

***"This program was produced with facilities provided by Vermont Community Access Media in Burlington, Vermont."***

This title must be displayed following each program for at least 10 seconds. It is the responsibility of the producers to ensure the title is included at the end of each of their programs.

## D. Scheduling

The station manager is responsible for scheduling the public access channel in a fair and equitable manner. Channel time will be divided equally amongst all requests for playout, subject to the priorities listed below. Each program scheduled for playout will have a designated (by the producer) primary timeslot. All subsequent playouts shall be designated as secondary timeslots. All live programs must use their live timeslots as their primary timeslots. The station manager will make a reasonable effort to notify the producer of any scheduling changes that affect the producer's primary playout. Secondary timeslots are subject to change without notification. The access producer may request specific cablecast dates and times and a reasonable effort will be made to accommodate the request but it is not guaranteed. The station manager will schedule programs a minimum of two weeks in advance of cablecast in order to include them in TV listings. The station manager may change the schedule as he/she sees fit.

When scheduling programs, the station manager will make every effort to use the following priority list as a guide. The list is from highest to lowest priority. All other factors being equal, the station manager will give preference to seniority (defined by the length of time a program has been in a given time slot) when a scheduling conflict arises. The particulars of how timeslots are distributed may change as demand for timeslots increases or decreases.

1. **Live Programs** - Due to scheduling demands of live programs, they will have the highest scheduling priority. A live timeslot will automatically serve as the producer's primary timeslot.
2. **VCAM Presentations** - Shows that are produced by local citizens for which the VCAM public access channel is the primary venue.
3. **Sponsored Programs** - Shows that are produced outside of the VCAM Service area or for which the VCAM public access channel is not the primary venue.
4. **Repeated Programs** - Shows that repeat episodes in a cyclical manner after the original cablecast.

Producers should be aware that this list is only a guide, and that situations may occur when the station manager must make a judgment call regarding scheduling. Any producer who feels that he/she has been treated unfairly may bring their grievance to the VCAM Board of Directors.

## E. Live Programs

A live-show certified producer may request a time slot for a live program no less than two weeks and no more than three months in advance of the date of the live broadcast. Live shows will be approved only if it is absolutely necessary for the program to be live (i.e. interactivity with community like taking phone calls, etc.). All live program timeslots will be considered that producer's primary timeslot when addressing scheduling issues. A live show can not have adult content unless the time of the cablecast falls within the adult content block of 11:00pm-5:00am.

## F. Videotape Retention/Pickup

Videotapes that belong to VCAM will be recycled six months after their first scheduled cablecast. Videotapes that belong to access producers will be retained at VCAM's tape storage area for a period of six months following their first scheduled cablecast. Producers are responsible for making arrangements for the return of tapes. Tapes left in the access facility for more than one year following their first cablecast become the property of VCAM.

## G. Underwriting Partnerships

An access producer may give credit to an individual, company, or organization that underwrites any of their production costs and/or materials. Credit may be given through the use of a title at the beginning and/or end of the program that identifies the contributor. Each display shall be no longer than 15 seconds, and may include the contributor's name, address and telephone number. A corporate logo or shot of business may be used. The contributions may also be acknowledged verbally, provided such acknowledgement occurs during the opening or closing of the show and that it runs no longer than 15 seconds.

## G. Repeating Old Programming

A producer who wishes to repeat programming that has previously aired on VCAM Channel 15 may do so within the following guidelines.

Active producers who maintain a timeslot for a currently running program may submit old episodes of that program to run in the program's existing time slot. The old episodes will be treated the same as new episodes for the purposes of maintaining an active status and time slot, however, producers should be aware that repeated episodes have a lower scheduling priority than new programming (see Section V-C, "Scheduling").

Producers who no longer maintain a timeslot or active status may re-submit episodes of an old VCAM production for playout. Old episodes that are submitted in this way will be given a new time slot and are subject to all the same scheduling and playout policies specified in this document.

# VI. RULE VIOLATIONS/SANCTIONS/LOSS OF PRIVILEGES

To ensure that the public access equipment and facilities remain available and in good working order, the following rules have been established. Any access user or staff member may report rule violations to the Station Manager. Upon verifying that a rule violation has occurred, the Station Manager will issue a written statement to the producer describing the rule violation and sanctions. Sanctions will become effective immediately upon receipt of that statement.

## A. Rule Violations

### 1) Major Violations

- a. Failure to submit a program produced with public access equipment and/or facilities for initial cablecast on a VCAM channel;
- b. Abuse or vandalism of equipment and facilities;
- c. Return of equipment in damaged or unworkable condition, beyond normal wear and tear,
- d. Failure to return equipment through intent, negligence, loss or theft;
- e. Use of equipment and facilities for a purpose not related to production of a program for public access cablecast;
- f. Removal of equipment from the access center without proper checkout procedures and/or without signing a Remote Equipment Sign Out form;
- g. Reserving or checking out equipment or facilities for use by a non-certified producer or a producer on suspension;

- h. Repeated breach of any of the Statement of Compliance warranties;
- i. Failure to submit a signed Third Party Agreement before receiving payment for labor or production costs associated with a public access production in which VCAM equipment and/or facilities were used;

Attempted equipment maintenance or disassembly.

**2) Minor Violations**

- a. Failure to cancel equipment or facilities prior to the reservation time,
- b. Late return of equipment without an extension authorized by a staff member;
- c. Failure to vacate studio or editing facilities when the next scheduled producer has arrived;
- d. Return of dirty equipment;
- e. Leaving trash or debris in studio or editing facilities;
- f. Operation of equipment or use of facilities in an incorrect, unsafe, or inappropriate manner, which might result in damage;
- g. Improper packaging of equipment for transport;
- h. Tardiness in excess of 30 minutes in claiming reserved equipment or facilities without an extension authorized by a staff member;
- i. Reserving or checking out equipment for another producer unless specified and approved in advance;
- j. Canceling equipment or facilities reservations three times within a 30 day period.
- k. Submitting a program with potentially objectionable content without a viewer advisory.
- l. Submitting a program without proper disclaimers.
- m. Breach of any of the Statement of Compliance warranties;
- n. Any other infraction of these Policies and Procedures.

**B. Sanctions**

**1) Major Violations**

A major rule violation results in immediate suspension from use of equipment, facilities for a period of one year. Where damage to or loss of equipment and/or facilities has occurred, suspension is in effect until full compensation is made. There are no written warnings prior to suspension in cases of Major Violations.

**2) Minor Violations**

A Minor Violation will result in the following actions:

- Written warning for the first Minor violation
- Suspension from equipment and facilities for the second Minor Violation within a 90 day period

An initial suspension from equipment and facilities is for 90 days; subsequent suspensions are for one year each and require re-certification. Staff will file a written report on any suspension.

**C. Equipment Damage and Lose**

If equipment is damaged or lost while under contract to a public access user, the user will have equipment privileges suspended until full compensation is made or until an installment payment contract is signed with VCAM. In the event that a producer fails to meet the terms of repayment, the producer shall be suspended from all equipment and facilities privileges and the case will be submitted to the Board of Directors for resolution.

**D. Producer Appeal Of Sanctions**

An access producer may appeal any sanctions by making a written statement to the Station Manager. If suspension from equipment and facilities is imposed, the suspension will remain in effect throughout the appeal process. The Studio Manager will investigate the circumstances surrounding the sanction and will return a written report to the producer within two weeks. The producer may continue the appeal process by submitting a written statement to the Board of Directors within the next two weeks. The Board of Directors will consider the appeal at its next regularly scheduled meeting.

**VII. AMENDMENT OF THE PUBLIC ACCESS POLICIES AND PROCEDURES**

The Public Access Policies and Procedures may be amended at any meeting of the Directors of VCAM where a quorum is present. Interim Policies and Procedures may be implemented at the discretion of the Station Manager subject to the approval of the full board at the next general board meeting.

*Updated 11-13-06*