

## Public Access Corporation of DC

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### Board of Directors

#### Amendments to Producers Manual Operating Rules and Procedures

January 25, 2016

#### **New Section Added 575:**

#### **575 FREE EQUIPMENT FOR DC RESIDENTS**

*In order to increase the amount of locally produced content for DCTV's channels, reduce financial obstacles for certified producers, and increase volunteer opportunities for technicians, DCTV offers free equipment and facility use to certified DC residents who are volunteering to create content for DCTV's channels. The Free Equipment Program is an additional "grant" of resources to a DCTV member that may be suspended or revoked by DCTV.*

**575.1** The Free Equipment Program will apply only to D. C residents who are currently certified members (Individual or Organization) who are *volunteering* while using DCTV's equipment to produce or to participate in producing content for DCTV channels, and the *entire* production project is produced by volunteers. It does not apply to equipment used during Creative Services, including custom training. It does not apply when members hire DCTV to work in any capacity, whether hired for the whole project or as part of any project.

**575.2** It is mandatory for continued participation in the Free Equipment Program that from time-to-time, Free Equipment Program producers will be required to participate in DCTV activities, marketing, research and data collection activities.

**575.3** DCTV will schedule up to four (4) free equipment/facility reservations to be active at one time per project. As soon as a reservation is used, another reservation may be immediately scheduled as may be allowed by the approved Program Proposal.

**575.4** If a producer fails to timely cancel or reschedule any reservation in accordance with the allowable time frame detailed in section 550.14 they must wait two (2) weeks before rescheduling the cancelled reservation or to schedule any other reservation for that project. Thus, untimely cancellation will have the effect of reducing the number of equipment/facility reservations that may be

active at one time on the project to less than four. Additionally, violation of the timely cancellation rules will result in disciplinary actions described in Section 550.14 and 975.5.

**575.5** Failure to submit a program for telecasting within the timeframe in the Program Proposal for the project is a Major Violation and will also result in loss of free equipment privileges for one year.

**575.6** A producer who is sanctioned for any Major Violation will also lose free equipment privileges under the Free Equipment Program for one year from the date of the violation.

**575.7** All other rules and provisions in this Producers Manual apply. Unforeseen circumstances not addressed in these Rules for the Free Equipment Program, or any questions of interpretation regarding this Program and application of other rules in relation to this Program will be resolved by DCTV Senior Management. Any such decisions are not appealable.

#### **Changes made to include the Free Equipment Program:**

**600.2** Requests for equipment or facilities, by appropriately certified producers, needed for any project must be submitted in a written program proposal after consultation with staff. The Program Proposal must be approved and signed by appropriate DCTV staff before any equipment use is authorized. All equipment and facilities needed for a project (a series, a single program, a studio program or a field one) may be reserved (with payment of associated fees, unless Section 575 applies) at one time for the life of a project, or may be scheduled as the project progresses. Producers negotiate a timeline for their projects with DCTV staff and a date for submitting programming.

**600.4** Failure to produce a program within the agreed timeline is a major violation of the rules and may result in immediate suspension of member privileges. DCTV reserves the right to collect from producers a sum equal to the market rate of services rendered on a failed project, less all project related payments.

**600.6** Approved program proposals become “active” upon completion of the consultation with the assigned DCTV staff. Unless a project timeline stipulates otherwise, all projects must yield programming that is submitted within **90 days** after initial equipment or facilities use. Exceptions may be made by the assigned DCTV manager in special extenuating circumstances.

**New section added 525:**

**525 PAYMENT EXCHANGE RESTRICTIONS**

**525.1** DCTV members cannot utilize DCTV facilities or equipment for any private purpose, commercial purpose, or for monetary gain. This is a serious violation and will result in the permanent suspension of member privileges.

**525.2** DCTV members cannot accept payment as crewmembers or producers volunteering on member productions. This is a major violation.

**525.3** Guests on programs are not required under any circumstances to pay fees to appear, nor are they required to make donations or contributions in connection with any program. These are commercial practices. Failure to observe this policy is a serious violation of the rules and will result in the permanent suspension of member privileges.

**975.4** A **serious** violation of the rules, including the following and all others referenced in this Manual, will result in the permanent revocation of all member privileges at DCTV:

- a. injury or threat of injury to any person (including staff, members and others)
- b. theft, unauthorized removal, vandalism or willful damage of DCTV equipment of facilities; or theft of the personal property of any DCTV staff, user or visitor
- c. consumes, sells or dispenses illegal substances, or illegally possessing or brandishing a weapon on DCTV property or while using DCTV facilities or equipment or while participating in DCTV activities in any other location
- d. false representation by user of herself or himself as a DCTV or cable provider employee
- e. use of facilities or equipment for a private purpose, for commercial purposes, or for monetary gain.
- f. sponsoring any program on the public access channels that contains unlawful materials
- g. Multiple Rule Violations: previously cited and disciplined twice for major rules violations (i.e., any third Major Violation is also a Serious violation under this section that results in permanent suspension).

**Major Violations, is clarified (h) and a new provision added as follows:**

**975.5** A **major** violation of the rules, including the following and all others referenced in this Manual, may result in the immediate suspension of all member privileges with DCTV for 90 days from the date when the violation occurs or becomes apparent (first offense) or 180 days from the

date when the violation occurs or becomes apparent (second offense). Any Major Violation by a member receiving Free Equipment Privileges under Section 575 will also result in loss of those Privileges for the period of one year from the date of the violation.

- h. failure to submit a program for telecasting within the program proposal timeframe.

**Clarify existing policy that producers cannot hire themselves out for monetary compensation using DCTV equipment as follows:**

**Statement of Compliance**

I shall not use DCTV channels, equipment or facilities for monetary gain or for any commercial or private purpose. I understand that programming produced with DCTV equipment and facilities, in whole or in part, must premiere on DCTV channels.