



LCATV POLICIES

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MISSION

Lake Champlain Access Television, a not-for-profit public, education and government access television facility, is committed to serving the needs of our member communities by providing a free forum for the expression and exchange of ideas and information, a link to local government and schools, and a resource for education and training.

POLICY #1: ADOPTION AND AMENDMENT OF POLICIES

ADOPTION OF NEW POLICIES.

Proposal of New Policies. Any member of the Lake Champlain Access Television Board of Directors may, at any meeting of the LCATV Board, propose such new policy or policies as they feel is warranted. The Executive Director of LCATV may also propose new policies under these same conditions. In either case, the Board may then take any of, but is not limited to, the following actions:

- 1) Warn a public reading for the adoption of the policy, in accordance with the Adoption of Amendments to Existing Policies section of this policy.
- 2) Instruct the Executive Director to undertake whatever research, review, or rewriting of the policy the Board deems necessary and proceed according to step one of this process.
- 3) Move that no action be taken, in effect nullifying the proposed policy.

Any member of Lake Champlain Access Television as defined by the LCATV By-Laws may also petition the LCATV Board to take action on a proposed policy. In the case of individual petitions to the LCATV Board, the Board may, at that same meeting, move that no action be taken on the proposed policy, in effect nullifying the proposed policy. In the event that ten (10) or more members of Lake Champlain Access Television submit, in writing, a petition to the LCATV Board requesting the adoption of a proposed policy, the LCATV Board shall be required to warn and hold a Public Hearing on the proposed policy in accordance with the Adoption of Amendments to Existing Policies section of this policy.

Adoption of New Policies. All proposed policies shall first be reviewed by the Lake Champlain Access Television Board of Directors during a First Reading in open session of a Regular Board Meeting. After review, the LCATV Board shall warn a Second Reading during open session of a subsequent Regular Board Meeting to review any revisions and to accept input from members on the proposed policy. Provided that no substantive changes are made at that Public Hearing, the Board may then formally act on the policy by a majority vote of the Board members in attendance, provided a quorum exists. If significant changes are made to the policy, the LCATV Board must then warn a Third Reading during open session of a subsequent Regular Board Meeting, and so on, and follow the same procedure for adoption as described in this section until action on the policy is taken.

ADOPTION OF AMENDMENTS TO EXISTING POLICIES.

Proposal of Amendments to Existing Policies. Any member of the Lake Champlain Access Television Board of Directors may, at any meeting of the LCATV Board, propose such policy amendment or amendments as they feel is warranted. The Executive Director of LCATV may also propose new amendments under these same conditions. In either case, the Board may then take any of, but is not limited to, the following actions:

- 1) Warn a public reading for the adoption of the policy, in accordance with the Adoption of Amendments to Existing Policies section of this policy.
- 2) Instruct the Executive Director to undertake whatever research, review, or rewriting of the policy the Board deems necessary and proceed according to step one of this process.
- 3) Move that no action be taken, in effect nullifying the proposed policy.

Any member of Lake Champlain Access Television as defined by the LCATV By-Laws may also petition the LCATV Board to take action on a proposed amendment. In the case of individual petitions to the LCATV Board, the Board may, at that same meeting, move that no action be taken on the proposed policy, in effect nullifying the proposed policy. In the event that ten (10) or more members of Lake Champlain Access Television submit, in writing, a petition to the LCATV Board requesting the adoption of a proposed amendment, the LCATV Board shall be required to warn and hold a Public Hearing on the proposed amendment in accordance with the Adoption of Amendments to Existing Policies section of this policy.

Adoption of New Policies. All proposed amendments shall first be reviewed by the Lake Champlain Access Television Board of Directors during a First Reading in open session of a Regular Board Meeting. After review, the LCATV Board shall warn a Second Reading during open session of a subsequent Regular Board Meeting to review any revisions and to accept input from members on the proposed amendments. Provided that no substantive changes are made at that Public Hearing, the Board may then formally act on the amendments by a majority vote of the Board members in attendance, provided a quorum exists. If significant changes are made, the LCATV Board must then warn a Third Reading during open session of a subsequent Regular Board Meeting, and so on, and follow the same procedure for adoption as described in this section until action on the amendments is taken.

Original Policy: April 12, 1995.
Revisions Adopted: February 23, 2009.
Revisions Adopted: September 28, 2020.

POLICY #2: USE OF FIELD PRODUCTION EQUIPMENT

Lake Champlain Access Television's field production equipment is available free-of-charge to any group or individual who lives, works or attends school in our service territory and wishes to use the equipment expressly for the purpose of producing non-commercial content for LCATV's distribution platforms, including but not limited to channels and website.

SIGNING OUT EQUIPMENT.

Priorities for Equipment Use. Lake Champlain Access Television has priority over all others to reserve the equipment in order to fulfill its obligations as an Access Center. Their obligations include, but are not limited to, training volunteers, producing the member municipalities' monthly entitlements and producing special events. Under the following conditions LCATV may preempt other equipment reservations:

- i. The producer being preempted is provided at least 48 hours' notice.
- ii. The production being preempted is not a one-time-only event.
- iii. The production can be rescheduled at a time convenient for all involved with the program within one week or prior to the first scheduled airing, whichever comes first.

After LCATV reserves the equipment for its needs, all trained volunteers will then have equal access to the equipment on a first come, first served basis.

Equipment Sign-Out. The sign-out of equipment may be denied under any of the following conditions:

- i. The Equipment Sign-Out Form is not complete.
- ii. The equipment being requested is already reserved.
- iii. The volunteer has not yet completed training on the equipment.
- iv. The volunteer's access privileges have been revoked or are under suspension.

CARING FOR EQUIPMENT.

Care of Equipment. All producers must take appropriate steps to ensure that the equipment is not damaged, lost, or stolen while in their possession. Failure to comply in letter or in spirit with the equipment care guidelines set forth in the LCATV Procedures may result in charges of neglect and/or abuse, as outlined in this policy.

Neglect and Abuse of Equipment. All individuals who sign equipment out are responsible for the safekeeping of that equipment until it has been checked back in by the LCATV staff. The following are situations in which an individual may be charged with neglect (defined as a situation in which damage to or theft or loss of equipment occurred or could have occurred as a result of a producer's error in judgment) or abuse (defined as a situation in which damage to or theft or loss of equipment occurred or could have occurred as a result of a producer's conscious action or failure to take action):

- i. **Damage to Equipment:** If the guidelines outlined in the LCATV Procedures have not been followed.
- ii. **Loss of Equipment:** In all circumstances.
- iii. **Theft or Vandalism of Equipment:** In all circumstances.

The penalties for neglect, theft and abuse/vandalism are as follow:

1st Offense- One year suspension of access privileges.

2nd Offense- Permanent revocation of access privileges.

Additional Penalties- Any individual guilty of abuse, theft or vandalism will be required to pay all expenses for repair or replacement of that equipment, including but not limited to parts, labor, shipping and legal fees. In instances of theft and vandalism, notification of local authorities shall occur.

Clean Slate- The first violation of this policy will be removed from the record five years after the date of the offense. Reinstatement of access privileges following a second violation is possible after five years, subject to review. If user is found guilty of theft and/or vandalism of equipment, a permanent revocation of access privileges shall result.

RETURNING EQUIPMENT. The equipment must be returned by the time stated on the Equipment Sign-Out Form or otherwise arranged with the LCATV Staff. If the producer has not returned the equipment within 30 minutes of the stated time and has not contacted the staff with the reason for the tardiness, then the producer shall be in violation of this policy and subject to the following penalty procedure:

1. Verbal or email warning of the violation with 24 hours to return the equipment.

2. Written warning of the violation, 1-month suspension of access privileges and 24 hours to return the equipment.

3. Written warning of the violation, 1-year suspension of access privileges and 24 hours to return the equipment.

4. Written warning of the violation, permanent revocation of access privileges and notification of theft of equipment to local authorities.

Clean Slate- Reinstatement of access privileges after revocation is subject to case review and approval by the LCATV Staff and/or Board of Directors.

USE OF EQUIPMENT BY MINORS AGES OF 14 TO 17. Minors ages 14 to 17 must have their legal guardian(s) complete and sign a Minor Equipment Sign-Out Form each time the equipment is used. Provided the minor has undergone an amount of training deemed sufficient by LCATV Staff, a standing approval may be issued if permission is obtained from the minor's legal guardian(s) and staff. This approval will be subject to all conditions agreed upon by the legal guardian(s) and staff. Additional approval will be necessary for all uses not covered in the standing approval. Once standing approval is issued, the minor may use the standard Equipment Sign-Out Form for subsequent sign-outs and use the equipment in accordance with standard LCATV policies and procedures.

USE OF EQUIPMENT BY MINORS UNDER THE AGE OF 14. Minors who have not yet reached the age of 14 must obtain the permission of their legal guardian(s) as outlined in this policy. Minors in this category are also eligible for standing approvals as outlined in this policy. Additionally, all minors in this category must have, at all times during production, the immediate supervision of an adult who has completed LCATV training or by an adult who has the assistance of a qualified producer. Adult supervision of a minor who is performing/producing a shoot does not represent supervision by LCATV staff and liability for such adult supervision is the sole responsibility of the supervisor.

Once the Minor Equipment Sign-Out Form has been completed and supervision has been arranged, the minor may sign the equipment in and out in accordance with this policy.

Original Policy: April 12, 1995.
Revisions Adopted: February 23, 2009.
Revisions Adopted: November 23, 2020.

POLICY #3: ELECTION PROGRAMMING

LCATV Policy #3: Election Coverage applies only to programming airing on LCATV's Educational and Government Access channels and will not apply to programming airing on LCATV's Public Access channel(s). However, all programming airing on all LCATV channels is still subject to the restrictions contained within *LCATV Policy #9: Program Content*. This policy is applicable to candidates and ballot items during election season and will be made available, in written and/or electronic form, to the public and LCATV producers. For purposes of this policy, election season begins on the date of the final petition deadline for general, special, and Town Meeting elections and ends on the closing of polling places on the day of voting.

PROHIBITIONS ON USE.

i. Once election season begins, no candidate will appear on LCATV unless they appear in the context of a sanctioned election forum or announcement, with the following exceptions:

a. Candidates and incumbents may appear as part of council/board meetings and/or events which are routinely aired by LCATV as part of its municipal coverage, and- in the case of national or statewide- officials, within the context of their national or statewide duties.

b. Candidates may produce a general information Public Access program, provided that this program complies with these prohibitions.

ii. No program may contain any advertisement on behalf of or opposing a particular political candidate or candidates or ballot items.

LCATV FORUMS & CANDIDATE STATEMENTS. LCATV may organize live election forums and/or pre-taped candidate statements during election season. The guidelines for this coverage are as follows:

i. **Notice.** Programming will be organized with as much lead time as possible, but will give a minimum of one week notice to candidates.

ii. **Moderators.** Candidate forums will be conducted with moderators appointed by the LCATV Board of Directors.

iii. **Format.** Forums and statements will be conducted so that each candidate is given equal time and this will be reflected in the format of the event.

PRE-PRODUCED PROGRAMS. Pre-produced programs submitted on behalf of a candidate will not be accepted for cablecasting on LCATV's Educational or Government Access channels. This prohibition extends to citizens or volunteers who produce a regular program on LCATV and are running for public office. Their regular schedule will resume after election season is completed.

DEADLINE FOR PROGRAMMING AND SUBMISSION. So that it may be scheduled in a timely manner, LCATV-produced election programming and submitted election programming must be completed and/or receive a minimum of ten (10) days prior to the opening of the polls on election day.

TERMINATION OF CANDIDATE COVERAGE. Election coverage, whether produced by LCATV or submitted, will cease to be carried on LCATV's cable channels twenty-four hours prior to the opening of polling places.

PENALTIES.

i. If a candidate or sponsor of a ballot item believes that the LCATV guidelines have been violated, they will contact the LCATV staff and proceed in the manner outlined within LCATV's policy on complaints and the related procedures. If the dispute falls outside of the guidelines detailed in this policy or the complaint policy, the LCATV Board of Directors will consider the matter at the first Board meeting scheduled to occur after election season is completed.

ii. To the extent that the LCATV staff is aware that the guidelines have been violated by a current producer, the staff is authorized and obligated to discontinue airing the program without notice.

Original Policy: April 12, 1995.
Revisions Adopted: March 30, 2009.
Revisions Adopted: October 26, 2020.

POLICY #4: LCATV PROGRAM PRIORITIES

As a local subscriber-supported access television facility, LCATV's first priority is content produced by and for our service territory. The LCATV Board of Directors recognizes, however, that many access television programs have local interest outside of the region in which they are produced. LCATV accommodates this non-locally produced programming in accordance with the following guidelines.

PUBLIC ACCESS TELEVISION PROGRAM PRIORITIES.

- 1) Live regular series and special event programming.
- 2) Programs produced by LCATV members using LCATV equipment and facilities or their own equipment.
- 3) Non-locally produced programs sponsored by a LCATV member.

EDUCATIONAL ACCESS TELEVISION PROGRAM PRIORITIES.

- 1) Live gavel-to-gavel meeting coverage, regular series and special event programming within our service territory.
- 2) Gavel-to-gavel coverage of school board meetings and community forums on school district issues.
- 3) Programs related to educational issues produced by LCATV or by school administrators, teachers, school board members and/or students who are LCATV members.
- 4) Election coverage of school board candidates, school budgets, and special bond issues.
- 5) Programs produced by LCATV members from other educational institutions (i.e. colleges and universities, Adult Basic Education, pre-school) or by members interested in producing educational programming.
- 6) Non-locally produced programming related to educational issues sponsored by a LCATV member.

GOVERNMENT ACCESS TELEVISION PROGRAM PRIORITIES.

- 1) Live gavel-to-gavel meeting coverage, regular series and special event programming within our service territory.
- 2) Gavel-to-gavel coverage of municipal meetings from LCATV's service territory.
- 3) Special programs or current events, especially pertaining to the electoral process and public policy issues (i.e. town meeting coverage, election results, candidate forums).
- 4) Programs regarding municipal services (i.e. municipal department updates, profiles of the legislative process, reports from elected or appointed public officials).
- 5) Regional or state government meetings of local interest.
- 6) Programming obtained from outside sources pertinent to local government issues and citizen interest.

ONLINE PROGRAM PRIORITIES.

- 1) LCATV-produced programming, in perpetuity if archival space allows.
- 2) LCATV member-produced programming, for a length of time to be at the discretion of the LCATV staff and based upon archival space, available staff maintenance time, frequency and currency the program's production and other labor and technological considerations.

LOCAL SPONSOR. All programs produced by individuals who do not live, work, or attend school in LCATV's member communities must have a local sponsor who is a LCATV member and who has indicated their desire to have the program cablecast on LCATV by completing and signing Part V of LCATV's *Request to Cablecast*. A local sponsor may sponsor an individual program or a program series. The local sponsor's identity will be considered public information and the name of the local sponsor shall be included in the end titles of the program as part of LCATV's Disclaimer. Upon receipt of a non-locally produced program, the LCATV staff will send a written copy of this policy and the Request to Cablecast Form to the producer. The producer must complete the form and obtain the signature of the local sponsor. Non-locally produced programming will not be included for viewing on www.lcatv.org or any other LCATV website. However, LCATV will include information about where to view said programs online, if available, in those programs' online profiles on LCATV's website(s).

LIVE PROGRAMMING. Due to its immediate nature, live programming shall be given priority over all other programming provided that such priority does not conflict with LCATV's Policy #7: Program Scheduling. The production and live cablecasting and/or online streaming of programming shall also be subject to the following criteria:

Volunteer-Produced Programming. Live programming produced by qualified LCATV volunteers shall only be originated from the LCATV studio unless said producer provides the technical capacity (equipment, connectivity, staffing, etc.) to produce and supply that programming from another site.

Special Events. LCATV shall provide live coverage of special community events on a first come-first served basis with such coverage dependent upon the availability of remote origination capability at the site of the event (see *Remote Origination Sites* below) and/or upon the availability of sufficient equipment and connectivity for cablecast-quality online streaming at the site. This coverage may include but is not be limited to: graduation events, concerts and recitals, town meetings or special municipal meetings, etc. When request for live event coverage conflicts with the coverage of a previously-scheduled regular live meeting, LCATV shall make every effort to honor said request though whatever technical means and channel or online capacity is available but can make no guarantees that live coverage will be available and will give priority to the regular meeting.

Regular Meetings. The live coverage of regular municipal and school meetings shall be dependent upon the availability of remote origination capability at the site of the event (see *Remote Origination Sites* below) and/or upon the availability of sufficient equipment and connectivity for cablecast-quality online streaming at the site. Given that a particular meeting site meets these criteria, LCATV shall provide regular live coverage of one or more meetings per month on a first come-first served basis. In instances where two or more municipal or school bodies request live coverage of their meetings and those meeting occur at the same times, LCATV shall make every effort to honor said request though whatever technical means and channel or online capacity is available but can make no guarantees that live coverage will be available for any but the first-requested meeting. Two-way interaction between a governing body and its constituency shall be the sole responsibility of the governing body.

Remote Origination Sites. When a municipality, school, library or other entity wishes to have remote origination capability installed at a particular site- whether it be via a traditional two-way cable connection, high-speed Internet connection or some other means- it is the sole responsibility of the entity to request such capability of the existing cable operator and to demonstrate need and provide supporting information if requested. LCATV may assist the entity with and facilitate this request if it deems appropriate.

All live cablecast programming is subject to any and all LCATV policies and procedures on program content, priorities and scheduling.

MEETING & EVENT COVERAGE

Regular Meeting Coverage. For meetings for which LCATV has not previously provided coverage, LCATV will commence coverage for a board's regular (twice-monthly) meetings upon request from a sitting civic board member, town/school administrator or community member. LCATV resources, including channel capacity, staffing and equipment availability, will dictate the start of coverage. Once coverage is established, LCATV will cover a board's regular (twice-monthly) meetings on an ongoing basis.

Special Meeting Coverage. Special meetings, including annual budget meetings, will not be covered unless so requested by a sitting civic board member, town/school administrator or community member. Requests for coverage of special meeting shall be subject to the availability of LCATV resources as outlined above.

Other Meetings. LCATV will also cover non-regular meetings upon request from a sitting civic board member, town/school administrator or community member and subject to the availability of LCATV resources as outlined above. LCATV will cover each of its member communities' annual Town/School Meetings subject to the availability of LCATV resources as outlined above.

All meetings shall air on one of LCATV's cable channels and be made available for streaming on LCATV's website and shall be made available for purchase.

Community Events. When requested or determined by LCATV staff, LCATV may cover events occurring in one of its member communities, presented by an organization from one of those communities or including significant participants from and/or interest for a member community. LCATV may also cover an event outside of one of its member communities provided that said event meets the aforementioned criteria. When covering an event outside of a member community, LCATV will first contact that community's Access Management Organization to see if they are willing to cover and share the event or, alternately, if they wish to collaborate on coverage. All events must air on one of LCATV's cable channels and, except in special cases, be made available for streaming on LCATV's website. Permission to capture images and/or audio of minors is the responsibility of the event producers/presenters and must be confirmed with LCATV prior to the event. Events will be made available for purchase according to the wishes of the event producers/presenters.

**Original Policy: April 12, 1995.
Revisions Adopted: April 11, 2012.
Revisions Adopted: March 31, 2014.
Revisions Adopted December 14, 2020.**

POLICY #5: SPONSORSHIP, ADVERTISING AND PAID SERVICES

While Federal guidelines prohibit commercial advertising typically found on network and cable television channels, some indirect forms of advertising are permissible on community access television. LCATV's Board of Directors has adopted the following policy regarding these forms of advertising (sponsorships, non-profit promotion, sponsor identification, etc.). LCATV will neither charge nor accept compensation for channel time.

PROGRAM SPONSORSHIP. Individual and organizational producers may solicit sponsorship support for their production costs in the form of materials, services, and/or cash donations. Producers may solicit one or more private businesses for materials, services, and/or cash donations, and these businesses may be credited for their support within the program so long as that credit is for informational purposes only and does not contain a call to action on behalf of the business. No individual or organization may receive financial compensation for production using LCATV equipment and resources.

ADVERTISING. LCATV allows advertising of products and services offered by not-for-profit organizations but prohibits traditional advertising by for-profit businesses. Programs which report on the development or expansion of new or existing for-profit businesses or which provide an overview of the nature or operations of a particular for-profit business shall not be restricted on LCATV, provided that the program does not promote the purchase of products or services, does not promote any sales event(s), and does not contain a call to action on behalf of a business.

PAID SERVICES. Content produced by LCATV will be made available for purchase with proceeds benefitting LCATV. Content produced by LCATV members will only be made available for purchase if permission is so granted on the Request to Cablecast. LCATV grants the organizational resale of LCATV-produced programming with proceeds benefitting that organization provided that LCATV first airs the content and that initial duplication charges apply, with those proceeds benefitting LCATV.

**Original policy: May 25, 1996.
Revisions Adopted: May 11, 2009.
Revisions Adopted: February 8, 2021.**

POLICY #6: PROGRAM SCHEDULING

In order to ensure that all eligible producers have equal access to LCATV airtime, the LCATV Board of Directors has established the following guidelines to address program scheduling.

PUBLIC ACCESS

Program Type	Production Frequency	Airing Frequency¹	Regularity of Airings	Air Times²
Regular Series	monthly/ bimonthly/ weekly/	at least 3 per week	consistent weekly air times	at least one airing between 6 p.m. and 10 p.m.
One Time/Sporadic	once/ quarterly or less frequently	at least 4 within one month of the receipt of program	subject to schedule availability	at least two airings between 7 p.m. and 10 p.m.

EDUCATIONAL/GOVERNMENT ACCESS

Program Type	Production Frequency	Airing Frequency¹	Regularity of Airings	Air Times²
Regular Program	monthly/ bimonthly/ weekly/	at least 3 per week	consistent weekly air times	at least one airing between 5 p.m. and 10 p.m.
Meeting Coverage	bimonthly/ weekly/	at least 3 within 14 days of the meeting's taping	consistent air times weekly, biweekly, or monthly	at least two airings between 7 p.m. and 11 p.m.
One Time/Sporadic	once/ quarterly or less frequently	at least 3 within one month of the receipt of program	subject to schedule availability	at least two airings between 5 p.m. and 10 p.m.

¹A live program's first live airing will be counted toward the total minimum number of airings regardless of production frequency.

²All programs produced on at least a monthly basis will be scheduled for a regular weekly time slots. This schedule is subject to review and rotation on a quarterly basis (January 1, April 1, July 1, October 1). LCATV Staff may determine appropriate airdates for individual programs. All programs will receive at least one airing between the hours of 6 p.m. and 10 p.m., unless the content of the program dictates otherwise (refer to policies on program content).

WATERSHED HOURS. As outlined in Policy #9: Program Content, any programming containing indecent or profane material shall only be scheduled in the watershed hours of between 1 am and 6 pm. This requirement shall supersede the Air Times guidelines listed above.

COMPLETION DEADLINE. All pre-produced programming must be submitted, with post-production completed, no later than 9 am on the Monday of the week during which it is desired to air. This applies to both series and one-time or sporadic programming. Certain exceptions might be made at the discretion of the LCATV staff member in charge of program scheduling.

SERIES PROGRAMS. Any series program which is not submitted in accordance with this policy for three consecutive episodes or a total of five episodes will forfeit its airings and will not be reinstated until the beginning of the next quarterly rotation period and until new programs are submitted. Producers who are aware of planned absences, such as vacations, will be afforded the opportunity to either a) miss two installments of their series entirely, or b) provide up to four repeats to be shown in place of a new program. Absences beyond this limit will count as a failure to submit the program.

MULTIPLE SERIES PROGRAMS. Any member may produce or sponsor up to three (3) series programs simultaneously. However, no individual may sponsor more than two non-locally produced series programs. Sponsorship or production shall in no way prohibit the member from producing occasional special events.

Original policy: May 25, 1996.
Revisions Adopted: October 28, 2009.
Revisions Adopted: February 8, 2021.

POLICY #7: USE OF FACILITIES

As with the use of LCATV's field production equipment, reservation's for LCATV's facilities are available on a first-come, first-served basis. Please refer to LCATV Procedures for reservation information.

STUDIO FACILITIES.

Usage. Producers are solely responsible for their studio production's preparation, execution and restoration. Within reason, producers may control access to studio, post-production and dubbing facilities until their production is completed. Conflicts will be resolved by LCATV staff with impunity. LCATV is not responsible for maintenance, storage or for set-up/strike of props/sets not owned by LCATV or damage thereof. LCATV may provide storage space for regular studio productions' sets/props provided that space is available and with the understanding that items must be removed upon notice from LCATV staff.

Live Shows Involving Minors. Minors may produce live studio programming using LCATV facilities provided that they have completed Access Orientation training and that they are supervised by an adult. Any adult who produces a live studio programming for LCATV in which a minor is scheduled to appear must have prior written permission from the minor's parent(s)/legal guardian(s) in the form of LCATV's Talent Release Form.

EDITING FACILITIES.

Usage. Volunteers who are producing programming for cablecast on LCATV shall have first priority with regards to the usage of LCATV's editing facilities. Further priorities for use of LCATV's editing facilities shall correspond to LCATV Policy #7: Program Priorities. No individual will be allowed to use LCATV's editing facilities if they are either 1) being paid for labor by a for-profit business or 2) producing a program that will not be cablecast on LCATV.

DUPLICATION.

LCATV-produced programming may be duplicated and sold at rates consistent with the LCATV Price List. Volunteers may also duplicate programming which they produce at rates consistent with the LCATV Price List. Programming not produced by LCATV may not be duplicated unless the producer has granted such permission in the Request to Cablecast for their program. Viewers requesting a copy of programming produced by another PEG Access facility will be directed to that facility.

VERMONT MEDIA EXCHANGE.

Uploading Content. LCATV will provide member producers with the ability to share their programming via the statewide VMX (Vermont Media Exchange) network provided that at least one other Access Management Organization has requested said programming. Producers should be made aware that various AMOs may have policies different from LCATV's and that the uploading of a program does not guarantee its airing. Producers should contact individual AMOs for their specific procedures.

Downloading Content. Regular series programming will be downloaded from the VMX for air only after the producer has completed and supplied the Request to Cablecast form and made arrangements with

LCATV staff to begin capturing content from the system. At the discretion of the LCATV staff, special programming produced by other AMOs and non-profit organizations, educational institutions, and government entities may be downloaded and aired if deemed to possess local interest.

COMMUNITY BULLETIN BOARD

Program Schedule. LCATV staff will provide regular updates of the LCATV program schedules so that programming information is available as far in advance of the airdate as is possible. All listings on this part of the Bulletin Board are subject to the completion of programming as per LCATV Policy #6: Program Scheduling.

Program Promotions. LCATV staff assume responsibility for the promotion of LCATV-produced programming. Promotion for member-produced or sponsored programming is the responsibility of the member producers/sponsors. LCATV staff will facilitate this promotion.

Community Notices. Any organization or individual submitting notices to LCATV should allow for a maximum of one week for the notice to be placed on the Community Bulletin Board and should deliver notices to LCATV at least two weeks before the date of the event to insure timely posting. Notices received with less than one week notice will be posted subject to available staff time. Notices will be removed upon the completion of the event, etc.

Advertising. All notices sent to LCATV should comply with LCATV policies on advertising and fundraising. Any event that requires fee for participation must comply with one of the following conditions: 1) The event is hosted or sponsored by a not-for-profit organization, or 2) the event is hosted by a for-profit organization with all proceeds going to benefit a not-for-profit organization.

Maximum Size. No notice may require the use of more than two pages of the Community Bulletin Board and no single organization may use more than three pages of the Community Bulletin Board at one time. LCATV reserves the right to edit, as necessary, all notices received for posting.

USE OF FACILITIES DURING BUSINESS OR NON-BUSINESS HOURS.

Use of the facility shall always require supervision of a LCATV staff member.

LCATV SERVICES PRICING.

A Price List of goods and services (including dubbing and new blank media) provided by LCATV and their fees shall be displayed within the LCATV offices for public reference. The Executive Director shall review these fees from time to time and make appropriate revisions to the list. An invoice shall be completed for each transaction, one copy of which will go to the purchaser and one copy of which shall be kept on file at LCATV or with an appointed financial agent (i.e. accountant).

Original policies: February 15, 1996, and June 19, 1997.

Revisions Adopted: October 28, 2009.

Revisions Adopted: March 22, 2021.

POLICY #8: USE OF MINORS IN LCATV PROGRAMS

STATEMENT OF PURPOSE. The LCATV Board of Directors has drafted this policy in order to make LCATV producers aware of some of the concerns regarding the appearance of minors on access programs. There are at least three issues to be aware of when producing content which includes minors: 1) In many cases, minors cannot be held liable for the content of their speech, leaving that burden on either their parents or the producer; 2) Minors with disabilities may not have their disabilities presented inappropriately; 3) Minors involved in situations containing abuse, custody issues, etc. may not benefit from such exposure.

TALENT RELEASE FORM. Though the content of access television programming is ultimately the responsibility of the producer, LCATV suggests greater oversight in the use of minors as on-camera talent. Therefore, LCATV will require the completion of a Talent Release Form for each minor appear on camera. In addition, it is strongly recommended that a Talent Release Form be complete for each person appearing on camera regardless of age. To facilitate the process of obtaining the permission of a minor's parent(s) or legal guardian(s), LCATV will provide this form.

SCHOOLS. In order to facilitate and encourage Educational Access productions within the school systems of LCATV's service territories, LCATV staff will work with the school administration to ensure that LCATV's work with students includes appropriate release documents, whether provided by LCATV or by the school. In addition, LCATV strongly advises independent producers to consult with school administration if using students as on-camera talent.

CROWD RELEASES. When recording community events and other content in public spaces where minors may be present, LCATV will encourage the event organizers- and provide if needed- to use a Crowd Release notice. This notice shall indicate that, by entering an area where recording is to occur, individuals consent to be photographed, filmed and/or otherwise recorded by LCATV and that the resulting media may be used in perpetuity.

**Original policy: June 19, 1997.
Revisions Adopted: October 28, 2009.
Revisions Adopted: March 22, 2021.**

POLICY #9: PROGRAM CONTENT

STATEMENT OF PURPOSE. It is the policy of Lake Champlain Access Television to comply with regulations regarding access television while ensuring members' right to a free speech forum. It is also policy that individual producers are responsible for the content of their programs and that LCATV will only exercise editorial control over staff-produced content and will exercise no editorial control over the content of volunteer member-produced or sponsored programming provided it adheres to the following guidelines.

CONSTITUENCY. LCATV considers all access television content to be classifiable as Public, Educational or Government Access and recognizes unique constituency for each type of access.

Public Access. This includes all content produced by LCATV membership or staff or sponsored by LCATV membership which cannot be classified as Educational or Government Access. Public Access serves the general public and includes, but is not limited to, religious/spiritual programming, performing arts programming, programming on civil and social affairs, political programming produced by entities or individuals other than LCATV during election seasons, etc. Public Access content is subject to the prohibitions, restrictions, and penalties set forth in this policy.

Educational Access. This type of access programming serves schools, teachers, students, administrators, boards and districts within LCATV's service area. It includes content produced by educational entities, LCATV in conjunction with those entities, LCATV, and individual producers. Educational Access programming includes school and district meetings, student projects developed during classes or camps, graduations, school-based performing arts programming, programming produced for a student audience, etc. Educational Access content is subject to the prohibitions, restrictions, and penalties set forth in this policy. LCATV will exercise no editorial control of Education Access programming except that which is produced by LCATV itself or produced in conjunction with an educational entity. In the case of the latter, the educational entity will be considered co-producer and be permitted editorial control. In the case of publicly-warned school meetings, LCATV will provide gavel-to-gavel coverage with no editing for content. Please refer to *Policy #3: Election Coverage* for specific information on educational election programming.

Government Access. This type of access programming serves the municipal bodies and employees, elected officials and residents within LCATV's viewing area. It includes content produced by local, state and national government entities, LCATV in conjunction with those entities, LCATV and individual producers. Governmental Access programming includes municipal meetings, programming developed with government entities, election forums and informational programming and other election coverage, programming produced by governmental bodies, etc. Governmental Access content is subject to the prohibitions, restrictions, and penalties set forth in this policy. LCATV will exercise no editorial control of Governmental Access programming except that which is produced by LCATV itself or produced in conjunction with a government entity. In the case of the latter, the government entity will be considered co-producer and be permitted editorial control. In the case of publicly-warned municipal meetings, LCATV will provide gavel-to-gavel coverage with no editing for content. Please refer to *Policy #3: Election Coverage* for specific information on governmental election programming.

OBSCENITY. The United States Supreme Court states that obscenity in speech or expression can be determined by a three-pronged obscenity test, or the Miller Test. To determine if content is obscene, all of the following criteria must be met:

1. Whether "the average person, applying contemporary community standards", would find that the work, taken as a whole, appeals to the prurient interest,
2. Whether the work depicts or describes, in a patently offensive way, sexual conduct or excretory functions specifically defined by applicable state law,
3. Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

The first two criteria are held to the standards of the community, and the last criteria is held to what is reasonable to a person of the United States as a whole. All LCATV producers will be obligated to decide if the content of their program is obscene as defined by this standard and accept full liability for this decision. Material determined to be obscene is prohibited from airing on LCATV.

RESTRICTIONS. As either permitted or required by law, the LCATV Board of Directors has set forth the following restrictions on the content of LCATV programming:

Use of Copyrighted Material. Producers using copyrighted material of any kind must obtain the permission of the copyright holder for that usage and must acknowledge the fact that they have obtained said permission within their programming.

Indecent or Profane Material. While indecency and profanity remains constitutionally-protected content, LCATV will adhere to a similar daily watershed viewing hours as the Federal Communications Commission regulates for television broadcasters. It shall remain the judgment of the producer as to whether their programming is indecent or profane by "contemporary community standards" (see LCATV Procedures). If the producer decides that this is the case, the hours during which the program will run will be limited by this policy to between 1 am and 6 am. This restriction shall not affect the number of repeats of any program.

Programming Produced by Minors. As minors cannot be held legally liable for the content of their programs, all minors who wish to cablecast programs on LCATV must first obtain the permission of at least one parent or guardian. This parent/guardian must declare by signing of the Request to Cablecast form that they have reviewed the content of the program and that they will be held responsible and liable for the content of the minor's program.

Advertising. Producers with questions concerning advertising and the content of their program should refer to LCATV Policy #6: Sponsorship, Advertising and Paid Services. Producers must be in compliance with this policy.

VIEWER ADVISORY. It is possible for programs to contain adult material (nudity, obscenity, violence, etc.) without being either obscene or indecent. It is the policy of LCATV that viewers should be advised of this type of content. All producers must attest as to whether their program(s) contain any of the following: nudity, obscenity, profanity, violence, adult language, adult content, illegal activity. LCATV will make available a Viewer Advisory for every combination of the above. Producers must identify any of these items and the appropriate advisory will be placed at the beginning of the program. Unless the producer has indicated that the program is indecent, said advisory shall not affect either the hours during which the program is cablecast nor the number of repeats of the program.

DETERMINING VIOLATIONS AND PENALTIES.

Copyright Infringement/Obscene Material/Indecent or Profane Material. Federal, state and local laws define these violations. LCATV has no authority to enforce these ordinances or even to determine whether or not a violation has occurred. Therefore, LCATV will take no action regarding alleged violations in these areas until a court of law has made a determination of guilt or innocence. In

the event of a determination of guilt, LCATV will take action as outlined in Penalties for Violation (see below).

Penalties for Violations. In the event that a producer is determined to have violated/violates any of the above prohibitions or restrictions, the program will immediately be removed from the program schedule. Additionally, the producer of the program shall be penalized as follows:

First Offense: A one-month suspension of all access privileges.

Second Offense: A one-year suspension of all access privileges.

Third Offense: Permanent revocation of all access privileges.

Once a producer's access privileges have been reinstated, the producer may re-edit the program to remove the portion that violated this policy. They may then resubmit the content and it will run the remainder of its cycle.

Use of LCATV-Produced Content. Any individual, group, or organization wishing to use LCATV-produced content for non-commercial purposes must first receive permission to do so from LCATV. Permission for commercial rebroadcast of LCATV-produced content shall only be granted upon the execution of a licensing agreement and receipt of licensing fee, to be decided upon by LCATV and the licensee. LCATV prohibits the use of its content for financial compensation by a third party.

Disclaimer. Lake Champlain Access Television firmly believes in its value as a free speech forum and in the rights of its members and their right to utilize LCATV's resources to produce and distribute access television programming. Subject to its policies on program content, LCATV exercises no editorial control over the content of these programs. Accordingly, all programs produced for cablecast on LCATV will include the following disclaimer at the end of the program:

The images, statements and/or opinions expressed in this program are those of the producer(s) and are not necessarily those of LCATV, its employees or affiliates.

Lake Champlain Access Television will take no action regarding program content provided that producers abide by LCATV program content policy.

Original policy: May 25, 1996.
Revisions Adopted: November 22, 2011.
Revisions Adopted: March 22, 2021.

POLICY #10: FINANCIAL MANAGEMENT

BUDGETED EXPENDITURES. LCATV's fiscal year shall begin on January 1 and end on December 31. The Executive Director will draft Operating and Capital Budgets each year and present them to the Board of Directors in a timely manner. Once the budget is approved by the Board, expenditures within the budget are also considered to be approved invoices for these expenditures shall not require monthly Board approval. Operating expenses shall include but not be limited to: facilities rent, insurance and maintenance; personnel expense; professional fees; utilities; office supplies; printing and postage; advertising; educational development; discretionary expense. Capital expenses shall include but not be limited to: automobile insurance and maintenance; equipment maintenance and repairs; equipment and software purchases and upgrades with a depreciable value. LCATV shall also maintain a Temporarily Restricted Fund Balance plan to include an operating reserve equal to fifty percent of the average of the last three years of operating funding and any special capital or operating projects for which funds have been earmarked.

The Executive Director will report operating and capital billing information to an authorized financial representative (accountant, bookkeeper, etc.) on a weekly basis. This information will include hours worked for non-salaried Staff and Field Producers, changes in salaried staff compensation, raises in pay rates, and any other information necessary for direct deposit and/or drafting of checks. Staff members are required to complete weekly labor reports which include the dates, times, and duration of their work and which are to be filed at LCATV and with the financial representative. The Executive Director is responsible for the distribution of checks and/or statement of payment to Staff and checks for invoiced expenses to vendors, and is authorized to sign checks for approved expenses drafted on LCATV's primary checking account.

REPORTS. The Executive Director will supply the Board of Directors with monthly financial statements, including a balance sheet, income statement, and cash flow summary. The Board may also direct the Executive Director or other authorized financial representative to provide other reports of an ongoing basis, including but not limited to check registers and general ledgers.

NON-BUDGETED EXPENDITURES. Any non-budgeted expenditures will be presented to the Board of Directors, who will determine if the expenditure is to be approved or if a bidding process should be initiated. In the event of a bidding process, the Executive Director must obtain bids, estimates, or purchase prices and present these figures to the Board of Directors for review and possible approval. The Board will set a maximum spending amount for the expenditure and, once payment is made it is the responsibility of the check signer to insure the payment amount does not exceed that which was previously presented to the Board for approval. If not acceptable for payment, it will be returned to the Executive Director for correction and/or Board review, approval or other consideration.

PETTY CASH AND SALES CHANGE. A petty cash fund and a sales change fund are to be maintained at the LCATV offices and to be used by Staff for daily operating and emergency expenses and to provide change for cash purchases. The balance of these funds will be determined and periodically reviewed by the Board of Directors and will not exceed their recommendation. Petty cash receipts are to be submitted with an expense record to an authorized financial representative at the end of each month and a check will then be drafted to replenish the fund.

AUTHORIZED FINANCIAL REPRESENTATIVE. LCATV may contract one or more firms or individuals to provide bookkeeping, accounting and tax preparation services on an ongoing basis. This representative shall provide LCATV balance sheet and financial statement prior to the scheduled meeting of the Board of Directors. Any financial problems or concerns are to be reported in writing to the Treasurer with a copy to the entire Board and Executive Director

PRE-APPROVED EXPENDITURES.

Contracted Services. The Executive Director shall ensure that monthly payment for all contracted services (i.e.: rent, channel operations, utilities, etc.) are made in a prompt manner, provided that a billing statement has been received.

Budgeted Line Items. LCATV may disperse as needed the funds of the corporation to cover any and all costs approved in the current fiscal year's Operating and/or Capital Budget, provided that no individual line item may exceed its preapproved, budgeted amount without prior consent of the Board. The Treasurer and Executive Director are expected to monitor the records and to advise the Board in advance of any anticipated problems.

Bid Packages. LCATV may pay in full the total cost of any bid package, even if individual line items in the package are higher than budgeted, provided that the sum of the entire bid package is equal to or less than the budgeted amount. If the package as a whole is higher than budgeted, only those items which have been bid on at equal to or less than the amount budgeted may be purchased, or board approval for the additional amount may be sought.

PAYMENTS REQUIRING AUTHORIZATION.

Executive Committee. In an urgent or emergency situation, the Executive Committee of the Board may act on the Board's behalf to authorize the Treasurer to make payment(s) as necessary. A report of any such expenditure of funds shall be made to the Board at their next regularly scheduled meeting.

President of the Board. The President of the Board may act on behalf of the Treasurer in any situation where the Treasurer is unable to perform his/her duties. The President shall, like the Treasurer, be bound by the stipulation outlined in this policy.

MINIMUM SAFE RESERVE AND FUND BALANCE. The Board shall maintain in LCATV various accounts a minimum safe reserve of funds equal to 50% of an average of the company's previous three years of operating funding. Reserve funds or a fund balance beyond this amount may be maintained provided that LCATV has a fund plan for the reserve/balance and that the entirety of company assets is divided among financial institutions so that no one institution contains an amount greater than the federally insured maximum. Amounts not immediately required for operations expenditures or capital purchases should be held in interest-bearing accounts until such time as they are needed as deemed most beneficial by the LCATV Board.

CHARGE CARDS. The Board of Directors may authorize the application for and usage of credit cards and/or other charge cards by LCATV staff. The Board will determine initial requested credit limits and revisit those as operational changes necessitate. Cards can only be used by authorized staff members for approved expenditures and shall not be used to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers. Card charges must be submitted with original receipts to LCATV's authorized financial representative and reconciled monthly, with the card's balance being paid in full as to not incur interest charges. Lost or stolen cards must be reported immediately to the Executive Director. Misuse of a card may result in cancellation of the card and disciplinary action.

Original policies: October 16, 1997, and June 9, 1999.
Revisions Adopted: September 29, 2011.
Revisions Adopted: October 26, 2020.