



Brattleboro Community Television
Policies and Procedures

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I. Introduction

A. Purpose of BCTV – Mission and Vision

To promote civic engagement and transparency, and to empower community members to share their knowledge, views, and creativity, without prejudice. We envision BCTV as an indispensable connector of our community: a vital and respected source of local stories and information and a widely-accessible resource for current media tools and technology.

BCTV operates two PEG channels: Channel 1078 is public access and Channel 1079 carries education and governmental programming. BCTV is funded primarily by a percentage of the cable subscription fees paid to cable companies by subscribers in BCTV's viewing area.

B. Purpose of this document

The Policies and Procedures stated below are designed to ensure that BCTV's resources are used only for intended purposes and that all who wish to participate have an opportunity to do so on a fair and non-discriminatory basis.

C. Role of BCTV Staff

The primary role of BCTV staff is to train community producers, maintain equipment and facilities, schedule programming and equipment, and bring community members together in an environment that will foster the best use of public, educational and governmental (PEG) access television on Channels 8 and 10.

BCTV is staffed by an executive director, operations manager, production manager, content manager, and several field production staff. The staff is supported by volunteers and interns.

BCTV is governed by a board of directors which meets monthly and whose meetings are open to the public.

D. Definitions

The following definitions apply throughout this document:

1. "BCTV" refers to Brattleboro Community Television, Inc.
2. "BCTV viewing area" refers to any municipality served by a cable system which carries BCTV.
3. "Certified Community Producer" refers to a BCTV member who has been certified by BCTV staff to use BCTV's equipment.
4. "BCTV staff" refers to the Executive Director or any staff member under the direction of the Executive Director.

II. Membership

A. Access to Facilities:

1. Non-discrimination: No individual or group will be denied access to BCTV facilities or equipment on the basis of race, sex, age, disability, religious or political beliefs, or sexual orientation.
2. Any member of the public, regardless of residency, may:
 - a. Submit a Public Service Announcement for the Community Bulletin Board, in accordance with BCTV's requirements.
 - b. Participate in those BCTV events which are open to the public.
 - c. Be a guest in the Studio and Edit Room under the supervision of a Certified Community Producer or BCTV staff member.
3. Without becoming a BCTV member, any member of the public residing in the BCTV viewing area is eligible to make use of the following services in addition to those listed above:
 - a. Submit a complaint about transmission quality, programming content or scheduling.

B. BCTV Membership Qualifications

1. Eligibility: Membership is open to:
 - a. Any person who is a resident of Windham County or a town which is served by a cable company which carries BCTV.
 - b. Any person who is enrolled in a diploma or degree program at an educational institution in Windham County.
 - c. Any person who is employed by a business located in Windham County.
 - d. Any duly formed non-profit organization may be an Organizational Member if it: (1) has an office located in Windham County; and (2) serves residents of Windham County.
 - e. Any person who is an employee, member, or volunteer of such non-profit organization.
2. Such persons or organizations shall be eligible for membership upon completion of a membership application and upon payment of the membership fee.
3. Eligible persons under the age of 18 may become members if a parent or guardian signs the membership form, assuming all legal and financial responsibility for the actions of the minor.
4. Benefits: Individual members are eligible to:
 - a. Vote at any regular or special meeting of the membership, if registered as a member at least 30 days prior to that meeting.
 - b. Run for election to the BCTV Board of Directors, if 18 years or older.

- c. Attend video production trainings and workshops in order to become certified to use BCTV equipment and facilities as a Certified Community Producer.
 - d. Sponsor programming for cablecast in accordance with Program Content Rules.
 - e. Receive notice of production and crew opportunities.
5. Current membership Fees: see <https://www.brattleborotv.org/join>

III. Training

- A. BCTV offers workshops in basic video production, multi-camera remote production, studio production and editing, as well as training in other related topics. Training sessions will be scheduled by staff on a first-come, first-served, non-discriminatory basis.
- B. Experienced producers may demonstrate technical proficiency to be exempt from training classes at the discretion of a BCTV staff member.

IV. Video Submission Standards & Procedures

- A. Technical Standards for Submission: BCTV reserves the right to reject any program that does not meet minimum technical standards outlined below.
 - 1. Digital files must meet the following minimum standards:
 - a. HD video resolution (minimum 720 x 480)
 - b. .mp4 or .mov file format
 - c. Normalize audio levels at -6 db
 - 2. BCTV accepts the following methods of submission:
 - a. YouTube or Vimeo link
 - b. Physical delivery to the office on portable storage device
 - c. BCTV's online media portal: <https://www.brattleborotv.org/send-your-video>
- D. How to Submit your Video:
 - 1. Confirm that your BCTV membership is current by emailing info@brattleborotv.org or join at <https://www.brattleborotv.org/join>.
 - 2. Follow current submission guidelines at <https://www.brattleborotv.org/submit-video>
 - 3. A Request for Cablecast and Statement of Compliance is required to be filled out either online by submitting through your producer account, or on a hard copy in the office.
- E. Additional Distribution

1. BCTV staff will email you a link to your show's website page. You can also find your show on BCTV's YouTube channel
<https://www.youtube.com/c/BrattleboroCommunityTV>
2. BCTV will request permission from the producer for the distribution of the program to other cable access stations through the Vermont Media Exchange (VMX) and national media exchange.
3. BCTV reserves the right to retain a copy in BCTV's digital archives and to air submitted programs in the future. Programs may be used in whole or in part in promotional videos created by BCTV staff.

F. Copies of finished programs

1. Community producers are entitled to copy their finished, edited program onto a BCTV flash drive for their use. For additional flash drives, producers will pay the current BCTV rate.
2. BCTV may request permission from the producer to keep a copy of the program for the archives.

V. Program Scheduling

- A. Producers must submit a program's title, episode, and approximate runtime to a BCTV staff member for cataloging and scheduling by Wednesday 12 PM (noon) in order to be scheduled for cablecast the following week.
- B. The final exported file is due to be delivered to the Production Manager according to the following schedule:
 1. If delivered by 5 PM on Friday, the program will be scheduled starting Monday of the following week.
 2. With express permission of the Content Manager, delivery of the final file may be delayed until Tuesday by 5 PM, in which case the first payout will be delayed until Wednesday.
- C. All requests for channel time on BCTV will be processed on a fair and equitable basis. Locally-produced programs will take precedence in scheduling over imported programming.
- D. Scheduled programs may be preempted for time-sensitive programs.
- E. Frequency of Scheduling:
 1. BCTV will use the following table as a guideline for scheduling playback frequency, based on program length. BCTV reserves the right to supersede scheduled programs for cablecasting of timely material. Additional playback times may be scheduled to compensate for such an occurrence.

Program Length	Frequency Guideline	Times Aired
Up to 30 minutes	4 x per week for 2 weeks	8
30-60 minutes	3-4 x per week for 2 weeks	6-8
1-1.5 hours	2 x per week for 2 weeks	4
2+ hours	1 x per week for 2 weeks	2

2. Public Service Announcements: For video PSAs, the following guidelines will determine playout frequency and scheduling:

- a. Time-sensitive PSAs will be scheduled one month prior to the event or deadline, with an unlimited number of playouts.
- b. Non-time-sensitive PSAs will have fewer and less frequent playouts, but will remain in the PSA Library up to a year.
- c. When possible, the PSA will be scheduled at a time geared to reach its intended audience.

F. Programs produced outside of BCTV may be cablecast on BCTV if they meet the technical standards outlined below and legal standards specified in the Statement of Compliance on the back of the Request for Cablecast Form. These programs must be sponsored and submitted by a BCTV member or staff.

G. Series:

1. Regularly scheduled series time slots will be allocated at the discretion of the Content Manager, provided ample time remains available for other community programming requests. Locally-produced series will be given precedence in scheduling.
2. An imported series will be allocated a maximum of one year of play, after which reapplication will be required. Reapplication will be considered in the light of other scheduling demands.
3. If a series producer regularly fails to have his or her program ready for scheduled cablecast, the time slot may be reassigned to other users.

VI. Policies for Equipment Use

A. Producer Rights and Obligations - General

1. BCTV's production equipment and facilities are available to certified community producers, under these conditions:
 - a. All programs produced with BCTV equipment are to be aired on BCTV's cable channels and posted online at brattleborotv.org in perpetuity.
 - b. All persons operating the equipment are certified to use the equipment.
 - c. The community producer has notified staff of the project purpose and title.

2. Use of production equipment and studio facilities is scheduled by staff on a first-come, first serve, non-discriminatory basis.
3. Cancellation of equipment and facility reservations should be made 24 hours in advance, except in cases of emergency.
4. If a producer is later than 30 minutes for a scheduled reservation time, the reserved equipment or facilities may be reassigned to by any waiting, certified individual.
5. All programs must adhere to copyright regulations. The producer or sponsor must secure all releases of copyright, talent releases, etc. BCTV has appearance release forms available at the office and at <https://www.brattleborotv.org/forms-and-docs>
6. Anyone producing a program using BCTV equipment retains ownership of the copyright to that program, as well as responsibility for any copyright disputes that might arise.
7. Producers who are not staff must identify themselves as public access community producers, not as staff or employees of BCTV, or as in any way representing BCTV.
8. BCTV's community bulletin board is to be used for non-profit and community groups to publicize activities and events in the BCTV viewing area.
9. See section VIII if the production will be income-producing to the producer.
10. Access users under the age of 18 must have a signed consent form from a parent or guardian. Minors must also have adult supervision by a certified community producer or approval from the executive director or access coordinator for taking equipment on their own.

B. Care of equipment and facilities:

1. Individuals using BCTV equipment and facilities will not tamper or change any wiring or components. No attempt should be made to repair or work on equipment.
2. Any damage costs caused by unauthorized tampering will be charged to the user. These costs include any attorney fees, replacement fees or court costs related to the damage done by the user. Loss of equipment and facilities privileges will result from such abuse.
3. All equipment defects, damages and problems must be reported to BCTV staff upon check-in.
4. No food, drink, or smoking is allowed near equipment at any time, either on BCTV premises or in the field.
5. Equipment must not be kept in a car overnight or in the sun for long periods of time.
6. Facilities must be returned in a clean and neat condition, ready for the next user.

C. Field Equipment: Check-out & Check-In

1. All equipment must be checked out and in by a BCTV staff person or someone designated by the Executive Director.
2. An equipment checkout form must be filled out, signed and dated by the user.
3. It is suggested that community producers set up and test equipment before removing it from BCTV. Failure to do so will be the community producer's responsibility and the return of damaged or broken equipment will be the responsibility of that person.

4. Community producers must report any problems or breakage when returning equipment.
5. Community producers are responsible for loss or damage due to negligence or abuse while the equipment is checked out to them. All fees in connection with repair or replacement must be paid in full or a payment schedule agreed upon with the executive director before any further equipment use will be allowed.
6. Equipment should be reserved as early as possible, using the appropriate sign-up system.
7. Out of consideration for others, community producers are expected to notify BCTV staff in a timely way if they will be late dropping off equipment or to use the edit suite.
8. Return camera settings to their original settings (when you received the camera).

D . Memory storage cards

1. Community producers may check out memory cards to capture raw footage, or they may provide their own. Memory cards from BCTV remain the property of the station and must be returned with the equipment.
2. BCTV staff will clear the memory card of all media upon its return. Producers are required to copy their media onto their own device before returning the card.
3. BCTV is not responsible for memory cards left at the facility.

E. Studio Use

1. To use the studio and control room, the community producer must be certified for studio production.
2. A minimum of two weeks notification for scheduling of the studio is recommended.
3. Live studio production may require staff supervision.
4. Studio productions may not be scheduled outside of regular BCTV hours or on days when BCTV is closed. Exceptions may be granted by BCTV staff.
5. Community producers are responsible for the behavior and actions of their guests, talent and others in attendance.

F. Editing and Post-Production

1. In order to schedule edit time, a community producer must be certified by a BCTV staff member.
2. Cancellations of edit time should be made 24 hours in advance of scheduled time.
3. Editing times are scheduled for regular station business hours. Other times may be allowed at the discretion of the BCTV staff.
4. If a community producer is more than 30 minutes late arriving for his/her scheduled edit time, both the reserved edit suite and the staff support may be canceled or reassigned to another volunteer.

5. It is prohibited to download any programs, applications, or plugins without express permission of BCTV Production Manager.
6. Producers may store up to 500 Gigabytes of project-related data on BCTV's shared external hard drives at one time. Producers whose storage needs exceed this amount must use a personal hard drive for file storage.
7. BCTV's external hard drives may be assigned to more than one community producer. BCTV cannot be responsible for data loss due to the actions of community producers. Producers are encouraged to purchase and utilize their own personal hard drives to assure their content is secure and available to them at all times. BCTV will allow producers to lock their hard drives in the Equipment Room, but cannot be responsible for any damage or theft that may occur.
8. Shared drives may be wiped with advance notice from staff to producers. Producers are required to copy their files to personal drives at least one time per year.

G. Policies for Editing Laptops

1. To check out an editing laptop, the community producer must be trained on Adobe Premiere, either by BCTV or another source.
2. Use of laptop:
 - a. It must be transported in its case, not left in the car or exposed to extreme temperatures.
 - b. No food or drink nearby.
 - c. Restricted to editing projects that will air on BCTV.
 - d. It is prohibited to download any programs, applications, or plugins without express permission of BCTV Production Manager prior to use.
 - e. Project files must be saved to your own external hard drive. There is a dock provided.
3. Returning the laptop:
 - a. Save all project files and media to producer's external drive.
 - b. Confirm the case contains: the laptop, power supply, dock, and mouse so the next producer has everything they need.
 - c. Anything downloaded to or stored on the computer will be DELETED immediately when returned to the station.

VII. Program Content Rules

A. Presentation of the following material on the community access channel is prohibited:

1. Any material that is commercial in nature, including:
 - a. Qualitative or comparative claims
 - b. Direct inducements or calls to action
 - c. Overly promotional material
2. Any material which is intended to defraud the viewer.

3. Any program that promotes or conducts a lottery, raffle, contest or game involving prizes awarded wholly or in part by lottery or chance.
 4. Any material that is libelous or slanderous, or material that is an unlawful invasion of privacy.
 5. Any material that violates state or federal law relating to obscenity.
 6. BCTV requests that any program which contains violent material, adult language, nudity, or sexually explicit material carry a disclaimer at the beginning of the program to read: "This program contains material which may not be suitable for all viewers. Parental discretion advised".
 7. BCTV requires that the producer/submitter of programs which contain excessively violent material, excessive adult language, nudity or sexually explicit material agree to have their programs cable cast after 11 p.m.
- B. Political or election-related programming
1. Community producers may produce partisan programming, as long as it adheres to BCTV's Program Content Rules.
 2. BCTV encourages community producers to produce:
 - a. Political presentations which are informative in nature, showing who a candidate is and what he or she represents in terms of specific ideas, issues and policies.
 - b. Candidate forums
- C. BCTV staff may produce or co-sponsor political programming as long as all candidates for a given seat or election are invited to participate.
- D. Because of BCTV scheduling requirements, any imported or locally produced political program must be submitted to BCTV staff 13 days before the election in order to be shown for the full week before the election, on the Monday before election day and on election day. Programs handed in after that will only be guaranteed to be aired the Monday before election day and on election day.

E. BCTV Public Meeting Coverage Policy

(Adopted by the BCTV Board of Directors 10/18/19, updated 8/19/20)

In accordance with Vermont Open Meeting Law and BCTV's mission to promote civic engagement and transparency, BCTV's policy is to provide gavel-to-gavel coverage of the public meetings we record. Anyone who speaks at a public meeting which is recorded by BCTV will be included in the video. Requests for exceptions to this policy will be referred to the Executive Director.

Meetings held by online videoconference are subject to malicious disruption by hackers whose identity cannot be determined. Under such circumstances, if the business of the meeting is fully interrupted, the disrupted portion may be blocked and muted on the live video and deleted from the broadcast video. A full version of the meeting will be archived.

VIII. Underwriting, Grants and Profit-making

- A. If a producer is paid for content produced with BCTV equipment and the content will air on BCTV:
1. The producer must be a BCTV member.
 2. Producer pays 2% of Total Asset Cost* for the equipment they check out, with a minimum of \$10 per reservation.
 3. Producer pays the replacement cost for any lost or broken equipment.
- B. For use of BCTV equipment to create content that will not air on BCTV, whether the producer receives payment or not, producer must:
1. Join BCTV as a member
 2. Pay a fee for training if needed
 3. Pay 8% of Total Asset Cost* of the equipment checked out.
 4. Pay a late fee if equipment is not returned by due date.
 5. Pay for replacement cost for any lost or broken equipment.

*As calculated by RueShare - on equipment check-out agreement

- C. If footage produced with BCTV equipment is used by a 501(c)(3) nonprofit organization for fundraising, unless the nonprofit is a BCTV member, BCTV shall be entitled to 15% of gross monies received. For a single-day fundraising event such as a telethon, payment shall be made to BCTV within 60 days of the event.
- D. BCTV reserves the right to seek and/or approve underwriting/sponsorship/grants, and collect funds or in-kind contributions, for any programming produced with BCTV equipment. Any acknowledgement of underwriters/sponsors/grantors must be prepared or approved by the executive director. BCTV may thank underwriters through programming with voiceover as well as with graphics, either at the beginning or end of a program. Acknowledgements may include factual information about a company or business, but must be noncommercial.
- E. Grant-writing under BCTV's 501(c)(3) status is limited to BCTV projects and initiatives consistent with BCTV's mission. Exceptions may be granted by the executive director. If granted, an administrative fee of 7% will be charged.
- F. Credit for underwriting should be as follows: "This program was made possible by a grant from..." or "Goods and services used in this program were contributed by..." or as otherwise specified by the grantor in accordance with BCTV's 501(c)(3) status.
8. BCTV credit must still be included, i.e. "This program was produced at Brattleboro Community Television."
- G. Payment of crew by a producer for any program must be reported to the executive director.

IX. BCTV Code of Conduct; Violations and Consequences

A. BCTV Code of Conduct

1. The BCTV Code of Conduct applies to anyone entering BCTV facilities for any reason. Individuals found in violation of BCTV's Code of Conduct shall be subject to disciplinary action as outlined below in Section III B.
2. The purpose of BCTV's Code of Conduct is to uphold the following standards:
 - a. Prohibit criminal behavior;
 - b. Respect the rights and property of others;
 - c. Provide for personal health and safety; and
 - d. Protect BCTV's equipment and facility from abuse and damage.
3. The following behaviors or actions are prohibited:
 - a. Smoking on the premises.
 - b. Eating or drinking in the Edit Room, Control Room or Studio. Eating or drinking in the Studio may be authorized by BCTV staff for special events.
 - c. Language that disparages others because of race, religion, origin, gender, age, lifestyle, sexual orientation, or disabilities.
 - d. Loitering.
 - e. Rearranging or reconfiguring of BCTV equipment without staff approval.
 - f. Using another's property, time or workspace without expressed permission.
 - g. Being under the influence of alcohol or drugs.
 - h. Abuse or willful damage of BCTV equipment and property. Proper respect and care for the equipment must be maintained at all times.
 - i. Abusive, threatening, disruptive or violent behavior, or direct harassment or intimidation of personnel, volunteers and/or guests.
 - j. Possession or use of any illegal substance or weapon in or on BCTV premises is strictly forbidden.
 - k. Any action or behavior that adversely affects the safety of others or security of BCTV.
 - l. Neglect of BCTV Policies and Procedures, including but not limited to:
 - 1) Falsifying forms;
 - 2) Taking or reserving equipment without staff permission;
 - 3) Use of equipment or facilities for unauthorized profit-making, personal, or solely recreational use;
 - 4) Late pick-up or return of equipment without notification and approval;

5) Failure to clean up after use of facilities.

4. Qualifications

- a. BCTV reserves the right to require that children under the age of 12 must be supervised by and remain in the company of their parent or guardian while on BCTV premises.
- b. Personal property shall not be the responsibility of BCTV.
- c. If any behavior is in violation of public laws, any such violations will be reported to the proper authorities.

B. Violations and Consequences

1. Violations of BCTV Policies and Procedures shall result in Consequences as outlined below. Violations of BCTV Program Content Rules may result in suspension from channel use. Violations of Code of Conduct may result in suspension from BCTV facilities. If a violation results in suspension from the facilities only, that member retains access to channel use and may submit programs through a proxy. Similarly, if a violation results in suspension from channel use only, that member retains access to the facilities.

2. Consequences of Violations

- a. First offense: A first violation of BCTV Policies and Procedures shall result in the following consequences. BCTV staff shall:
 - 1) Advise that the behavior or action is in violation of BCTV's Policies and Procedures.
 - 2) Direct that the inappropriate behavior or action be discontinued or corrected immediately.
 - 3) Warn that additional violations shall result in suspension of privileges.
 - 4) If the behavior or action ceases, no further staff action will be necessary. If the behavior or action continues, the person may be asked to leave the BCTV premises and a written warning will be issued.
- b. Second offense
 - 1) A second violation of BCTV's Policies and Procedures shall result in a 30-day suspension; either from channel use or facilities use, or both if the violation is of a severity to warrant complete suspension of BCTV privileges.
 - 2) Notice of the suspension shall be issued in writing by the Executive Director. Suspension will become effective immediately as of the date of the violation.
- c. Third offense
 - 1) A third violation of BCTV's Policies and Procedures shall result in a suspension of at least 90 days and up to one year, either from channel use or facilities use, or both if the violation is of a severity to warrant complete

suspension of BCTV privileges. The length of the suspension shall be determined by the Executive Director according to the severity of the violation.

- d. Exceptions: Some violations are more serious than others and may result in immediate suspension of access to facilities and/or channel use.
- e. Appeal of Disciplinary Action
 - 1) A member may appeal any warning or suspension by submitting a written statement to the Executive Director. All appeals must be submitted within 10 calendar days of the date of the disciplinary action. The disciplinary action will remain in effect throughout the appeals process. The Executive Director will investigate the circumstances surrounding the disciplinary action and return to the member a written decision within 14 calendar days from receipt of the written statement by the member.
 - 2) A suspended member may appeal the Executive Director's decision to the Personnel Committee of the Board of Directors by filing a notice of appeal to the Executive Director within 30 days of receipt of the Executive Director's decision. The disciplinary action will remain in effect throughout the appeals process. The Personnel Committee of the Board of Directors shall hold a hearing on the appeal within 30 days of the filing of the notice of appeal and shall render its decision immediately following the hearing.

X. Grievance Procedure

For any grievance that cannot be satisfied by appeal to the Executive Director, the following procedure shall be followed:

A. Upon receipt of a written complaint, the Executive Director shall:

- 1. Notify the complainant of the receipt of complaint.
- 2. Forward the complaint to the BCTV Board of Directors for review at the next regular board meeting. The board shall determine at that meeting whether to accept the Executive Director's action as the end of the matter, or to review the matter further by scheduling a hearing.
- 3. If the board desires a hearing, it shall set a date for a hearing to occur within 60 days of the board meeting. The Executive Director shall mail a copy of the complaint and a notification of the hearing date to all concerned parties. The concerned parties shall be notified of their right to attend this hearing to speak to the matter.

B. Upon conclusion of the hearing, the board may take any of the following actions to resolve the matter:

- 1. Suspension, either from BCTV channel use or access to facilities or both, for a period of 30 days to one year, depending on the severity of the action;

2. Other action appropriate to the conclusions reached by the board and within its discretion and authority;
3. Referral to the appropriate authorities if the matter is shown to be outside the purview of the BCTV board.
4. The board decision shall be final.

XI. Amendments

BCTV's staff reserves the right to amend these Policies and Procedures at any time.