

# Austin Community Access Center (ACAC) Rules and Procedures

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Fall 2003

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# **Austin Community Access Center (ACAC) Rules and Procedures**

## **Section 1-Resources & Procedures**

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### **Using ACAC's Resources**

#### **Eligibility**

Only certified producers with current ACAC identification cards may use the facilities and resources. Certified producers can be either an adult or authorized minor who meet the following criteria:

- Reside in Austin or the Time Warner Cable service area, or
- Represent a nonprofit organization located within Austin or the Time Warner Cable service area.

#### **Producer ID cards**

Producers must do the following to obtain ID cards:

- Provide a current street address, telephone number, and two identification documents, one of which must be either a Texas driver's license or Texas identification card.
- Successfully complete an access-production workshop or pass a proficiency test conducted by the ACAC staff to become certified.
- Pay an annual or semiannual fee set by the ACAC Board of Directors, for resource use. Fees are located in the ACAC centers.

\*Note: Producers who reside in Time Warner Cable service area, but not in Austin must pay an additional fee. Those who represent nonprofit organizations, but do not reside in Austin must pay an additional fee.

- Sign the ACAC Program Agreement.
- Remain in good standing to use ACAC facilities and resources.

### **Programming Procedures**

#### **Preparing Programs**

The following procedures apply to preparing programs:

- Programs may be prepared or developed independently or with ACAC resources and facilities.
- Programs must then be submitted to the programming department.
- All programs must conform to ACAC's technical standards and production requirements, which are available at the ACAC centers.

## **Scheduling Program Broadcasts**

Producers may request specific broadcast times. The programming department will match channel space with requested times whenever possible. Producers should make channel space reservations no more than three months ahead.

### **Scheduling Guidelines**

All non-series and recurring series programs should be scheduled at least 21 days before broadcast. First-time series should be scheduled at least 30 days before first planned broadcast.

\*Note: ACAC may change broadcast times for individual episodes of a series up to one week before broadcast.

### **Scheduling Priority**

Local programs receive first priority, followed by locally sponsored programs. New programs have priority over repeat broadcasts.

### **Preempting Programs**

ACAC may preempt scheduled programs for the following reasons:

- A time-slot holder voluntarily relinquishes it.
- A producer requests a program be preempted at least 21 days in advance. In this case, the producer must contact the time-slot holder.
- The programming department needs a Community Bulletin Board time.
- The programming department needs to accommodate time-sensitive community programs, which may be done without notice.
- ACAC deems it necessary.

## **Reserving ACAC's Resources and Facilities**

### **General**

ACAC staff grants reservations on a first-come, first-served basis. Only producers can make reservations. They should be made in advance, but not over 21 days in advance and in person or by telephone. They may be made only at the designated reservation periods.

### **Studios, Editing Facilities, and Equipment Reservations**

Producers can reserve ACAC's studios and editing facilities for ten hours total a week and are allowed only one reservation at a time. Equipment may be reserved for 48 total hours a week for use away from the ACAC center, but within the Austin city limits or Time Warner Cable service area.

### **Series and Satellite Reservations**

ACAC establishes series reservations annually. Satellites should be reserved no fewer than 60 days in advance.

**Priority**

Producers with scheduled series programs may receive priority for production time in a studio.

**Production Time Limits**

ACAC grants each producer four hours of studio time and four hours of editing time for each hour of completed programming.

**Exceptions to Reservation Rules**

Producers may request to use ACAC’s equipment, studios, or facilities in excess of any limitations stated in the rules section. To obtain an exception to the rules, producers must submit a request in writing and a production plan. Exceptions are limited and the following guidelines are considered when granting them:

- Affect on other users,
- Amount of programming being produced, and
- Producer’s record of equipment safety and care.

**Cancellations**

Producers may make two cancellations per calendar month. They should make cancellations at least 48 hours ahead for live-show and satellite reservations, 24 hours ahead for studio reservations, and 12 hours ahead for equipment or non-studio reservations.

**Mass Tape Production**

Producers may not use the resources and facilities to duplicate videotapes for distribution or sale.

**Section 2-Program Rules**

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**All Programs**

**General**

ACAC does not broadcast any program that used ACAC resources if that program has been previously broadcast by another forum.

**Public Review**

ACAC keeps a taped record of each program at the center for seven days after broadcast. The public can review these tapes during normal business hours by prior arrangement only. The tapes may not be copied.

**Program Content**

Producers are responsible for all of their programs’ content. They must conform to the Program Warranties (see Appendix for complete statement) in the Program Contract. Programs may not include the following:

- Commercial content, including advertising and promotion.
- Libelous, slanderous, or defamatory material or that which is an invasion of privacy.
- Material that violates Subchapter B: Obscenity, of Chapter 43 of the Texas Penal Code.
- Material that is illegal under local, state, or federal law.
- Solicitations or appeals for funds.
- Improper use of copyrighted material.
- Material that can create an immediate danger, cause property damage, injure a person, or cause a public nuisance.

### **Program Categories**

Producers must designate programs to one or more of the following categories:

- Religious/inspirational (Channel 11).
- General (Channels 10 & 16).
- Acceptable for children (Priority for play weekdays from 3:00 pm to 7:00 pm).  
\*Note: If ACAC receives substantiated complaints that a program broadcast during this time is not suitable for children, that program will be removed from this timeframe.
- Adult programming (Priority for play from 12:00 am to 3:00 am).
- Sexually explicit (Priority for play from 3:00 am to 4:00am).

### **Promotion and Credits**

Producers may recognize in appreciation or acknowledgement ACAC, the City of Austin, or Time Warner Cable. Producers may select program credits, but they may not include the following:

- ACAC, City of Austin, and Time Warner Cable telephone numbers as contacts without permission.
- Any individual's private phone number or address without that individual's consent.
- ACAC, the City of Austin, or Time Warner Cable as sponsors without written permission.

### **Channel Identification**

During any program that exceeds two hours, the producer must run ACAC channel identification once for every two hours of programming. The Programming Coordinator may run periodic announcements identifying the channel as a public access channel with the following:

- Direct quotes from the First Amendment to the United States Constitution,
- Suggestions for viewer involvement as producers, or
- The content-neutral policy of ACAC.

### **Quarterly Review**

ACAC reviews all programs and their channel space every three months for the Program Warrant compliance, and their effect on ACAC's services as well as other producers.

## **Series Programs**

### **Allotment**

ACAC allows producers one series program of 30 minutes, 60 minutes, or 90 minutes. Ninety-minute programs are broadcast during midnight and 5:59 AM.

### **Producers' Responsibilities**

Series program producers are responsible for the program's entire content. They must be physically present during the program's broadcast and control the program, whether it is live or taped.

### **Original Programming Requirement**

ACAC adheres to the following guidelines for original programming:

- Twenty percent of a series' programming must be locally produced, original, first-run programming.
- \*Note: Producers may request, in writing, an exemption from the 20% requirement.
- Producers must identify repeat broadcasts to ACAC.
- Each series is reviewed every three months for compliance with the 20% requirement.
- If a series is not complying with this requirement, the producer is given a chance to comply within 30 days. If the series still fails to comply after 30 days, ACAC will pull the series from its time slot.

### **Additional Broadcast Requests**

Producers may request additional broadcasts of a series program. These are granted at the Programming Coordinator's discretion.

### **First-time Series Rules**

Producers should submit three complying programs for broadcast to apply for a series time slot. If a program has been previously broadcast more than four times, it may not be submitted as part of this three-program requirement.

### **Series Renewal Scheduling**

Producers with series time slots must request renewal annually. ACAC grants renewals according to channel space availability. For granting renewal, ACAC does the following:

- Processes renewals or new series requests by holding a random drawing after a month-long application process.
- Renews with priority for 30-minute shows, then 60-minute shows, next 90-minute shows.
- Grants all requests until all available times are taken.
- Considers a producer's other choice(s) if that producer's first choice for a time slot conflicts with a request already granted.
- Keeps all applications on file if it cannot grant a request.

### **Changing a Time Slot**

Producers may request a change in their series time slot 30 days before the planned broadcast. The Programming Coordinator approves or denies these requests.

## **Taped Series Programs**

### **Submitting Tapes**

Taped programs should be submitted for broadcast no later than noon, seven days before the planned broadcast. If the programming department receives a tape in fewer than seven days, it cannot guarantee the planned broadcast time. ACAC may grant exceptions, subject to resources and staff availability.

### **Editing Tapes**

Before submitting a tape for broadcast, producers should make any needed dubs of a series program. They may not withdraw the tape during the week before its planned broadcast.

## **Live Series Programs**

### **First-time Producers**

ACAC adheres to the following guidelines for first-time producers:

- First-time live program producers may produce only 30 or 60-minute programs until they complete three live broadcasts.
- A series is canceled if one of the first three scheduled programs is not broadcast as scheduled.
- After the first three shows are broadcast in compliance with the Program Warranties and ACAC Rules, ACAC may grant requests for a longer live series.

### **Cancellation**

The following guidelines concern canceling live programs:

- All live programs must be cancelled at least 48 hours in advance.
- Without a granted exception from the Programming Coordinator, producers are not allowed to reserve live series times if they fail to cancel within this time frame
- Producers must always keep an emergency back-up tape in the programming department in the event of a cancellation. All tapes must comply with all ACAC rules and tape requirements.
- Producers may still reserve non-series live broadcasts if they lose their live-program privileges.

### **Re-broadcast Rules**

ACAC does not re-broadcast a live program tape if it contains a call-in number for the show, unless the number has been removed or obscured by editing.

### **Review Copies**

ACAC keeps review copies of live program tapes at the Television Center for seven days after broadcasting the program. Producers must make their own copies for personal use or a later broadcast.

## **Showcase Programs**

### **Definition**

A Showcase Program is a collection of ten or more programs scheduled and promoted around a particular theme or topic. It plays throughout a day, week, or month and reflects a Producer's diverse work. The same Warranty Agreement protecting any other program covers showcase programs as well.

### **Community Involvement**

ACAC organizes and sponsors the following showcase programs: Black Heritage Month, Older Americans Month, International Women's Day, and others. Community members may schedule and promote their own showcases according to the following guidelines:

- They must pay a minimal fee.
- They must request showcase program broadcasts in writing to the Program Coordinator.
- They should submit requests and tapes no fewer than 30 days before the desired broadcast.
- Producers may also request channel space for showcase programs, but no fewer than 21 days in advance.

\*Note: The programming department holds additional guidelines.

## **Live Satellite Programs**

### **No Commercials**

Satellite Programs may not contain commercials or space for commercials.

### **Satellite Series**

Producers must execute a Program Contract for each satellite series, including one that is carried within a block of channels. The Program Contract must comply with the Program Warranties. Producers must also execute a Satellite Series Agreement that warrants the following:

- Satellite signal delivery meets all required technical aspects.
- Producer sponsor is solely responsible for costs of signal delivery to the designated point, which is designated by Time Warner Cable. The signal delivery must also meet Time Warner's technical standards.
- Producer notifies ACAC 24 hours in advance of any technical problems that may cause failure of satellite signal delivery.
- Programs carried by the satellite are original programming.

- Program is broadcast no more than twice within 48 hours.
- Program logs containing actual programs broadcast, broadcast time and length, and total number of programs broadcast are provided on request.

\*Note: Failure to meet these prerequisites results in the denial of satellite programming request and will cause the cancellation of existing satellite series programs.

### **Program Interruption**

ACAC may pre-empt or interrupt any satellite program for failing to deliver the signal properly or for violating the Program Warranties or these rules.

### **Channel Space Allocation**

If another producer requests equal satellite service access, ACAC fairly allocates channel space according to the following procedures:

- Divide available satellite programming time equally among applicants meeting all requirements. New applicants requesting less time than that granted equally receive the lesser time.
- Divide various time blocks and day parts equally among applicants allowing them to reach various segments of the viewing public.

## **Section 3-Violations of Policies**

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### **Program Suspension**

#### **Censorship Policy**

ACAC does not review or censor programs before broadcast; however, ACAC will not knowingly permit a producer to use its resources, facilities, or channels for material in violation of the Program Warranties.

#### **Program Warranties Violations**

If the Executive Director feels that a program, after its broadcast, violates any of the Program Warranties, he or she may suspend the program for up to 90 days. In that event, the following procedures will take place:

- Executive Director immediately informs, in writing, the producer, Office of Cable and Regulatory Affairs, and ACAC Board of Directors of the action.
- Within five working days of a program's suspension, the Executive Director holds a conference with the producer to seek voluntary compliance with the Program Warranties. The producer may also present any evidence concerning this compliance.

- Executive Director immediately reports on the conference to the ACAC Board of Directors and the Office of Cable and Regulatory Affairs.
- If the above parties reach a consensus that the program be removed from broadcast, be edited before re-broadcast, or be re-broadcast without any editing, no further action is necessary.
- If the parties reach no consensus, the program suspension continues for ten days from the conference, while the producer files an appeal with the ACAC Board of Directors.
- If the producer fails to file an appeal within 72 hours of the conference, the Executive Director's decision becomes final.
- If an appeal is filed within the allocated time frame, the Board reviews the appeal at its next regularly scheduled meeting.
- The Board may overturn the Executive Director's decision, resulting in the program's re-broadcast. They Board may uphold the decision, resulting in no re-broadcast of the program.

## **Producers' Loss of Privileges**

### **Material in Violation of Law**

ACAC suspends any producer who submits program material in violation of the law. This includes the right to submit programs for broadcast. The following rules apply to suspensions:

- For a first violation, suspension is indefinite. Producer may apply for reinstatement after one year. Producer must undergo training in programming responsibilities and review applicable law, community standards, or other material designated by ACAC staff.
- For a second violation, suspension is indefinite. Producer may apply for reinstatement after two years.
- For any further violations, suspension is indefinite.

### **Producers in Litigation**

ACAC may indefinitely suspend any producer who is a party to litigation, criminal or civil, for actions related to the following: public access resources and facilities, or materials submitted for broadcast on public, educational, or governmental access stations.

### **Major Violations**

The following are considered major violations:

- Harassing or threatening a producer of ACAC staff member.
- Violating posted ACAC resources and facilities standards.
- Abusing, vandalizing, or failing to safeguard ACAC resources and facilities, including equipment.
- Returning equipment in damaged or unused condition.
- Failing to return equipment.
- Returning equipment late or after another producer has scheduled to use it.

- Using equipment and facilities for any purpose not related to programs produced or broadcast on ACAC.
- Removing or using equipment from the equipment storage area, post-production equipment area, or studio without checking out properly or signing an equipment contract.
- Checking out equipment for a person who is not allowed to use it, including a producer whose name is not on the contract or a suspended producer.
- Failing to pay for equipment damage.
- Submitting an insufficient funds check.
- Failing to conform to requirements for initial broadcast of public access programs on ACAC.
- Receiving three minor violations within three-month period.
- Breaching the Program Warranties.
- Failing to begin a live program at its scheduled time.
- Attempting equipment maintenance or disassembly.
- Listing someone's private phone numbers or addresses on a program without that person's consent.

### **Disciplinary Actions for Major Violations**

The following procedures apply after a major violation:

- ACAC immediately notifies a producer in writing of suspension from all privileges. The notice explains the appeal process and the possibility of offering voluntary service to ACAC as compensation.
- A producer is suspended for 90 days after a first violation.
- All subsequent violations result in suspension for one year.
- If damage to ACAC resources and facilities or loss of equipment occurs, producer remains suspended until compensation for damages is made.
- Executive Director or Board of Directors interviews anyone suspended for one year. The interview reviews the reason(s) for suspension, steps producer and ACAC can take to prevent recurrence of violation, and further actions necessary to ensure compliance with generally accepted business principles and/or conduct.
- If producer does not agree to comply with rules and other policies, he or she remains suspended.
- ACAC indefinitely expels any non-producer who violates the posted Facility Standards.

### **Minor Violations**

The following are considered minor violations:

- Failing to cancel or claim a reservation of equipment or facilities.
- Arriving more than 15 minutes late for editing time or equipment checkouts without approval.
- Returning equipment late without an extension.
- Failing to leave editing facilities by end of reservation time without a granted extension.
- Causing slight cosmetic damage to equipment or making equipment dirty.

- Operating equipment or using facilities in an incorrect, unsafe, reckless, or inappropriate manner.
  - Packing equipment for transport improperly.
  - Failing to submit a program for broadcast within production schedule limits.
  - Phoning or visiting Time Warner Cable’s Master Control (“Playback”) facility.
- \*Note: Only ACAC staff may contact Playback. Producers may not do so.
- Misrepresenting oneself as ACAC representative.
  - Acting in any other way that disrupts the normal operation of ACAC. Executive Director, along with an ACAC Board member’s approval, determines what disruption is.

### **Disciplinary Action for Minor Violations**

ACAC notifies the producer and explains the violation and appeal process. The producer may, at the staff’s discretion, pay a fine or volunteer four hours to ACAC as discipline for the violation.

### **Appeal of Disciplinary Actions**

Producers may appeal any disciplinary action, major or minor, by delivering a written statement to Executive Director or designated staff representative. Any restrictions remain in effect through appeal process.

The following procedures take place for appeals:

- Executive Director investigates the circumstances surrounding the disciplinary action and writes a report and decision to producer within ten working days.
- He or she may then do any of the following: grant the appeal and reinstate the producer’s privileges, deny the appeal and reinstate the producer after a term of training or volunteer services of no less than 15 hours, or deny the appeal with no reinstatement of producer’s privileges.
- The producer may, within ten working days of Executive Director’s decision, appeal to ACAC Board of Directors in writing.
- The Board makes its decision at its next regularly scheduled meeting.

## **Section 4-Comments and Archives**

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### **Program Comments**

#### **General Comment Policies**

ACAC periodically carries announcements advising viewers with questions or comments to call or write ACAC. The following are the policies:

- Anyone may comment by telephone or in person. Feedback forms are located at the ACAC Center.
- The staff communicates viewer comments, positive and negative, to a program’s producer.
- Comments are recorded and maintained at the ACAC Center.

- Records are submitted to Office of Cable & Regulatory Affairs and Cable Commission.

### **Litigation Threats**

If a commenting party threatens litigation against ACAC, the staff suspends the program in question and immediately reviews it for compliance with the Program Warranties.

## **Archives**

### **Exemplary Programs**

ACAC maintains an archive of exemplary programs. Producers may offer their programs for the archive by checking the appropriate statement on the program application. The following are types of programs that may be selected:

- Programs funded by the City of Austin through cash and in-kind technical assistance. (These are usually automatically funded.)
- Programs that have won legitimate awards.
- Programs from theme night or special events.
- Promotional, informational, historical, or model programs within a format selected by the staff. The producer must make these available through written permission or abandonment.

### **Archive Use**

ACAC uses archives for replay and promotion of its resources and facilities. ACAC may make copies of archived programs available for viewing in its centers.

## **Section 5-Community Involvement**

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### **Program Funding and Sponsorship**

#### **Community Groups**

ACAC encourages community groups to work with it and its producers to develop access programming expressing the group's achievements and viewpoints. Community groups may sponsor their own producers or pay for ACAC to produce a program for them.

#### **Approved Funding**

The following rules apply for approved funding:

- Producers may obtain funding and sponsors for their programs, but may not use ACAC resources and facilities for commercial purposes or personal gain.
- No product, facility, or commercial service may, intentionally or unintentionally, be sold or promoted.
- ACAC allows sponsorship by financial or in-kind support of a producer to facilitate expression and channel use. However, the sponsorship must clearly constitute a donation to support the producer's work. It may not be in exchange for promotion, broadcast time, or ACC resources and facilities usage.
- There are **no commercial contracts allowed**.

## **Crediting Sources**

Producers may credit funding sources within the following guidelines:

- Place credit at the start, logical mid-break, or end of a program with a two-credit sequence maximum per program.
- For every 30-minute program, total credit time may not exceed 60 seconds.
- Producers should use the following audio or video language as a guideline:

*“The (following) (preceding) community program has been made possible in part by a grant from (name and address).”*

- A video credit may include two slides, pictures, or signs with character-generated graphics or logo, but no product representations.
- An audio credit may include music if used with written permission.

## **Community Bulletin Board**

### **Rules**

The following apply to the Community Bulletin Board:

- It is available, for a fee set by ACAC, for public service announcements (PSAs) and program promotions (including series programs) scheduled on ACAC channels.
- Announcements are subject to the Program Warranties.
- All PSAs must be for non-profit purposes and are limited to City of Austin citizens and organizations within the city limits or Time Warner Cable service area.
- ACAC limits all messages to one page and may edit messages to fit the limited screen space.

### **Procedures**

Community Bulletin Board submission forms are available at the ACAC centers.

Interested individuals should mail completed forms to ACAC or deliver them to the office. The following are guidelines for submitting announcements:

- ACAC should receive announcements one week in advance of desired play date. If not, there is no guarantee they will be broadcast before the event.
- Announcements are not be accepted for events more than 60 days in advance.
- Individuals must submit announcements with a contact name, phone number, and if applicable, organization or program name.
- Each individual or organization is limited to a maximum of four Community Bulletin Board messages running at a time.

### **Content Requirements**

The announcement text should include the following:

- Organization or individual’s name,
- Type, location, and date(s) of event, and
- Phone number “for more information” (unless promoting ACAC program)

\*Note: Individuals submitting ongoing announcements should resubmit them monthly.

### **Content Restrictions**

Announcements may not do the following:

- Include prices,
- Solicit funds,
- Use ACAC phone number, or
- Contain the words “ACAC” or “Austin Community Access Center,” unless the announcement is generated by ACAC.

## **Access Center Bulletin Boards**

### **General**

ACAC staff provides information about its services and activities on bulletin boards in the ACAC centers. Austin residents may submit items with staff approval for posting on the bulletin boards. Posted items are under the same warranty as broadcast material. A section of the bulletin board in each access center is reserved for access-related messages to and from producers.

## **Section 6-Amendments**

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### **Amendments to Rules & Procedures**

#### **Approval**

The following rules apply to approval of amendments:

- ACAC Board of Directors must approve all amendments.
- Proposed amendments must be submitted in writing to the Executive Director or Board.
- Board may consider amendments at any meeting with the entire Board.
- Board must hold a public hearing before voting on amendments.
- Amendments take effect 30 days after approval unless otherwise voted on by the Board.
- Amendments to items in the Appendix may be made independently of these rules.

## **Glossary**

**ACAC Board of Directors** – A body of volunteers from the community that sets policies and gives ACAC direction. The Board contracts with the City of Austin to provide community access television.

**ACAC centers** – The main facility is located at 1143 Northwestern Avenue and a neighborhood branch is located at Carver Library, 1161 Angelina Street.

**ACAC Executive Director** – Employee appointed by the Board of Directors to manage and direct operation of the organization and its employees.

**ACAC Programming Department** – Department that schedules all program broadcasts including taped, live, satellite, series, and non-series programs. The Programming Coordinator heads it.

**ACAC resources and facilities** – All equipment, staff support, channel space and physical facilities designed to facilitate and complete video production and television broadcasting. They include, but are not limited to: cameras, audio boards, microphones, videotape decks, video and audio cables, lights, electrical power cords, dub rack, tape evaluator, edit bays, mini studio, man studio, conference room, broadcast time, technical training and support, and cable channel space.

**ACAC staff** – Employees hired by the Executive Director to assist ACAC to meet the organization's contractual goals and mandates.

**Fiscal Year** – Begins October 1 and ends September 30.

**Live Program** – A scheduled production shown on the access channel while it is being produced at an ACAC center or a location with an institutional network (I-Net) hookup to Time Warner Cable.

**Local Program** – A program produced by an organization housed within the City of Austin or a producer who resides in Austin or within the Time Warner Cable service area. Local programs are not defined by program content. A program with substantial local production work is considered locally produced.

**Prime Time** – From 5 PM until 11 PM each evening, and all day Sunday on the channel dedicated to religious programming.

**Producer ID Fee** - A semi-annual or annual fee required for obtaining or renewing a Producer identification card.

**Producers:**

**Individual Producer (Producer ID)** - An individual who upon having paid required fees and completed required training, provides programming shown on ACAC. The tag at the end of the program must bear the same name or pseudonym

of the producer, including a valid address and/or phone number. Name, pseudonym, phone and address must be the same as listed in the Producer Application.

**Organizational Identification Card (Organizational ID)** - An organization with one producer who produces information about the organization. The tag at the end of the program must bear the name of the organization, with a valid address and/or phone number. The organization, if tax-exempt from the Internal Revenue Service, is eligible to make purchases without paying sales tax.

**Program Contract** - A required and binding agreement from a producer in which the producer makes a legally binding commitment to abide by ACAC Rules & Procedures and Program Warranties. It also includes submission instructions.

**Program Warranties** - A legally binding agreement by a producer, found in the Program Contract that guarantees the program to be free from any of the listed restrictions regarding content.

**Repeat Program** - A program which was previously aired on any ACAC channel.

**Satellite Program** - A program that is received through prior arrangement by satellite feed via Time Warner.

**Series** - A program cablecast under the same name, at the same time and channel on a weekly basis. There are two types of series:

**Taped series** - A videotaped program that is taped, edited, and submitted in advance of its airdate.

**Live series** - A program that originates live from one of ACAC's origination studios on a weekly basis.

**Series Annual Renewal Period** - A period beginning in July during which all who wish to request a series, both new and existing, for the coming fiscal year must submit an application. Information on series applications is available from the Programming Department.

**Showcase** - A program or programs that feature subject matter of particular interest to a part of the Austin Community tied to a date or an event (i.e., Fourth of July, Cinco de Mayo, etc.)

**Taped Program** - A videotaped production, which after taping, is subsequently shown on the access channels.

**Satellite Program** - A program picked up from a satellite downlink and carried live on the ACAC channels. Programs taped earlier from a satellite feed are not considered satellite programs.

**Satellite Series** - Satellite programs that are granted a regular day and time-slot on the channels.

**Channels** - These are the cable network channels on which programs are broadcast. ACAC uses three channels separated into two types: (1) Religious/inspirational programs are allocated one channel; (2) Non-religious/inspirational programs are allocated two channels.

## **General Program Agreement**

### **Instructions for Program Submission:**

1. The program must be accompanied by a signed Program Agreement and should be delivered to the Programming Department office no later than noon, three weeks before the first desired broadcast date, unless special arrangements are made with the ACAC Staff.
2. The program must meet or exceed technical requirements and be properly labeled.
3. Final decisions regarding specific broadcast times are made by the ACAC Staff.
4. The program may be retrieved by the Producer two business days after the broadcast. A copy of the program will be available for viewing for a period of seven days after the broadcast upon request by members of the general public.
5. In the event that ACAC receives a complaint that indicates that this program agreement has been violated, the Producer agrees to postpone broadcast until ACAC can verify contract compliance.

### **Program Warranties**

I, the undersigned, warrant and represent to ACAC that the program I am submitting contains none of the following:

- (1) commercial content, including advertising and promotion.
- (2) material that is libelous, slanderous, defamatory, or that is an unlawful invasion of privacy.

- (3) material that violates Subchapter B: Obscenity, of Chapter 43 of the Texas Penal Code.
- (4) material that is illegal under local, state, or federal law.
- (5) solicitations or appeals for funds.
- (6) improper use of copyrighted material.
- (7) material that has a reasonable probability of creating an immediate danger, causing damage to property, injuring a person, or causing a public nuisance.

I make these warranties and representations in order that this program be broadcast free of charge on Austin's public access channel(s). I agree to indemnify and save harmless ACAC, the City of Austin, Austin Time Warner Cable, and any of their employees, officers, Board of Directors, and stockholders from all claims and liabilities that may arise out of the broadcast of the program I am submitting, whether or not ACAC reviewed the program before broadcast. I am aware that Section 639 of the Federal Cable Communications Policy Act of 1984 provides that:

"Whomever transmits over any cable system any matter which is obscene or otherwise unprotected by the Constitution of the United States shall be fined not more than \$10,000 or imprisoned not more than 2 years, or both."

Signature \_\_\_\_\_ Date \_\_\_\_\_