

OPERATING GUIDELINES

&

POLICIES

TOWN OF HAMPTON
CHANNEL 22

EDUCATION & GOVERNMENT
ACCESS CHANNEL

SEPTEMBER 2002

HAMPTON CABLE ADVISORY BOARD

Revised September 2005

Revised November 2006

Background

- The Federal Communications Commission (FCC) allows franchising authorities to require of cable operators the designation & activation of three access channels – Public, Education and Government (PEG). Each type of channel serves a distinct purpose, and therefore the type of programming for and regulations over each differs. For example, a public access channel must allow a full gamut of programming to be run if citizen producers request airtime as public access channel is subject to by First Amendment rights of free speech.
- Pursuant to its Franchise agreement with AT&T Broadband (formerly Continental Cablevision of NE, Inc.) on April 17, 1995, the Town of Hampton activated only an Educational/Government Access Channel (EG - Channel 22), for the purpose of cablecasting town meetings and other government and education related information of interest to the citizens of the Town of Hampton. Use of an Educational/Government Access Channel shall be for non-commercial purposes.

Objectives

EG - Channel 22 has the following objectives:

- To make public proceedings more accessible to Town of Hampton residents by providing live and or videotaped coverage of town meetings and of the various boards via cable television.
- To increase community awareness of the Town and schools providing information on projects, developmental goals and services.
- To promote special events in the community sponsored by the town, school and civic organizations.
- To provide more extensive information on selected town topics and activities not fully covered by existing communications media.
- To supplement public safety and disaster preparedness activities/info pertaining to the Town of Hampton and surrounding communities.

Programming Priorities

Programming priorities for EG – Channel 22 are as defined below:

- Emergency programming involving public safety or health.
- Programming of Town Meeting, Selectmen’s meeting and other various boards.
- Programming of School Board Meetings
- Programming approved by WHS appointed faculty.
- Programming of town and school events.
- Programming of community events.

Programming Policies

A. Live Cablecast

1. Town and other board meetings will be cablecast gavel-to-gavel, excluding non-public agenda items.
2. Unless, otherwise agreed to in advance, the control room technician(s) will not continue to provide coverage after 11:00 p.m.
3. Public meeting coverage will not be edited or subject to editorial comment. Editing of technical difficulties is permitted.
4. Coverage will be focused on the officially recognized speaker, group of presenters or any visual information that may be displayed as part of a presentation.
5. A character generated message may indicate the name of the officially recognized speaker, identification of the matter being considered and the date of the meeting.
6. Public meetings taped for cablecast will be re- cablecast at least once, if possible.
7. Video coverage will be subject to availability of technician(s).

8. Requested video coverage of a special meeting or event by the Board of Selectmen/Town Manager needs to be communicated & confirmed via e-mail, letter or telephone to the Chairman/ Vice-Chairman of the Cable Advisory Board.
9. Individual boards are responsible of informing the Chairman/and or Vice-Chairman of any time, date, or location changes to their normally scheduled board meetings.
10. The cable advisory board and volunteers will not be held responsible for problems in the live cable-cast and or recording of meetings, events, etc. due to human error, equipment and/or power failure.
11. A program log will be retained to record all programming cablecast.
12. All recorded media shall be the property of the Town of Hampton. DVDs or other media shall not be considered an official record of any meeting and there shall be no liability for inadvertent erasure, omissions, loss or damage.
13. A DVD copy of any recorded meeting may be requested for \$10.00. Shipping & handling costs will be added as appropriate.

B. Bulletin Board

Character generated messages will appear relating to Town's activities, programs, services, schools and civic organizations. This service will operate 24 hours a day when other programming is not scheduled.

C. Programming Guidelines

In addition to meetings, special events, etc. recorded by the Cable Committee - a DVD can be submitted/sponsored from town departments and schools for replay on Channel 22 by filling out a Cablecast request form and conforming to the guidelines below and the policies of an Education/Government Access Channel.

1. Programming content will not contain any obscene, indecent, libelous or slanderous matter.
2. Programming will contain nothing, which is subject to copyright, except where applicant demonstrates compliance with applicable laws.

3. Programming will contain no commercial matter.
4. (i) Channel 22 will not provide airtime for political programming by individual candidates, or supporters of any candidate or issue, except as otherwise stated in this paragraph.
 - (ii). Political programming related to political candidate forums (where all candidates for a particular office have equal opportunity to participate) or public forums on a ballot issue (where all sides have an equal opportunity to participate) may be cablecast.
 - (iii). Factual information on any ballot issue directly affecting Hampton voters will be permitted.

Any resident of the Town of Hampton may directly appeal to the Board of Selectmen for any request to cablecast that is denied by the Cable Advisory Board.

D. Equipment

The Cable Advisory Board will retain an inventory list of all equipment purchased.

E. Medium Retention

The Cable Advisory Board will retain their copy of recorded meetings for forty eight (48) months.