

## **Hudson/North Hudson Cable Board Governmental Channel (2001)**

### **Mission**

The Governmental Channel is operated by the Hudson/North Hudson Cable Board. The mission of the Governmental Channel is to make local government more accessible to the citizens of Hudson, North Hudson and surrounding communities. By providing a direct link between local government and the cable network, the Governmental Channel will promote citizen access and exposure to local government and further government accountability. The Governmental Channel will also provide local government with access to the cable network for training, data transmission, and other valuable exchanges of public information.

### **Priorities**

In order to meet this mission, the Governmental Channel's activities will include the following prioritized programming and services:

1. Local governmental meetings.
2. Programs regarding local government services.
3. Character generated information regarding meeting schedules of local governmental boards, committees, commissions, etc.
4. Character generated information regarding important community events sponsored by governmental or non-profit groups.
5. Character generated information regarding employment opportunities.
6. Reports to the citizens from elected or appointed public officials (e.g. Legislative Update).
7. Member productions that feature community services, issues and/or special governmental meetings.
8. Member productions concerning current events or particular community issues (e.g. Know Your Candidates).
9. Member productions with a cultural or educational element.
10. State government meetings of special local interest.
11. Programming obtained from outside sources which further the Governmental Channel's mission.

12. Providing video production training for other agencies.

Programming fulfilling the mission of the Governmental Channel shall be primarily informational in nature but this does not preclude the cable casting of events where some advocacy may take place. The Cable Board's staff, resources and facilities are for the use of: 1) the City of Hudson, the Village of North Hudson, the Hudson/North Hudson Cable Board, and elected officials; 2) other government and non-profit agencies, and; 3) Members.

### **Costs**

The Cable Board may recover the cost of productions through billings or Member fees for overhead used on a production. Other organizations may apply for the use of facilities and staff on a fee basis.

### **Responsibility for Programming**

Organizations utilizing the Governmental Channel's facilities and resources bear sole responsibility for the contents and materials used in all programs produced by or for them. This responsibility includes obtaining all necessary releases from program participants, obtaining any required copyright clearances, and complying with all other policies and guidelines established for programming to be cablecast on the Governmental Channel. Such users shall sign a liability release form prior to the cable casting of any information or program for that user. The liability release shall hold harmless the Cable Board for any breach of copyright or other liabilities due to the negligence or error of the user agency. All programming with the exception of meetings will carry a disclaimer of responsibility for their content.

Written information submitted to the Cable Board for inclusion in the character generator program sequence (Community Bulletin Board) will be edited where necessary by staff to maximize the impact, clarity, and efficiency of the message.

Selection and scheduling of character generated sequences, programs, and live events for cable casting are solely the responsibility of Cable Board staff as per the priorities outlined above.

All video programming whether live or on tape shall be identified by producer or source of programming credits at the end of the program.

### **Retention of Tapes**

The Governmental Channel will retain the videotapes of recorded meetings for at least three months. Requests for copies of such tapes will be granted and the Governmental Channel has the right to require compensation for such as per the Governmental Channel's rate structure. The Governmental Channel will permanently retain the master

copy of all programming it produces, or aids substantially in producing, or which must be retained pursuant to applicable law. Copies of masters will be used for cable casting and may be purchased from the Governmental Channel.

Nothing in the above is intended to excuse the Governmental Channel from the requirements of the State of Wisconsin's Open Records Act. All requests for video copies of such meetings will be granted, and the Governmental Channel has the right to require compensation for expenses involved in creation of those copies as per the Governmental Channel's rate structure. **(Check Wisc. Open Records Requirements).**

All regular Governmental Channel productions (i.e., regular meeting coverage) and all special video works produced by the Governmental Channel will be under the copyright control of the Hudson/North Hudson Cable Board unless one or more of the following apply:

1. Language in a grant, or other funding source which pre-exists the production of the work, establishes a different, related entity as the copyright holder.
2. An agreement is signed, prior to production of the work, granting ownership of copyright to a different, related entity, such as the funding source or the host or moderator of the program.

### **Limitations**

The facilities and resources of the Governmental Channel shall not be used for the following:

1. Any advertisements on behalf of a political candidate or measure of a ballot. Note: this does not preclude the production by the Governmental Channel of programming which includes the opportunity for all candidates for a particular elective post or proponents of all sides of an issue to appear in a fair and equitable fashion, i.e., Know Your Candidates.
2. Any advertisements including specific messages on behalf of or opposing any measure under consideration by the City or Village. Note: This will not preclude the production of programming that provides information on such issues if all sides of the issue are presented, or the production of programs where all sides of an issue are debated/discussed by their proponents/opponents.
3. Any promotional material concerning products or services presented for the purpose of any solicitation of funds or items of value by other than government or non-profit groups.
4. Any information concerning gambling, lotteries, gift enterprises, or the like.

5. Any material which constitutes libel, slander, pornography, violation of trademark or copyright, or which might violate any local, state, or federal laws, including FCC regulations.

6. Any programming which advocates a particular religious belief or beliefs.

### **Coverage**

Public Meetings: All public meetings will be covered gavel-to-gavel. No editing of any sort shall be performed, save: 1) addition of title and credit pages for cable casting of taped replays; and 2) coverage lost due to technical considerations.

Special Programs: Any programming prepared by or provided by a government department may be modified or edited as appropriate, or as dictated by scheduling and personnel resource requirements.

Community Bulletin Board: Informational messages for use on the character generator bulletin board (Community Bulletin Board) shall be edited for clarity and to maximize the capacity of the system.

### **Scheduling**

Scheduling the use of Governmental Channel time shall be the sole responsibility of the Station Manager of the Governmental Channel. Scheduling will be in accordance with the Mission Statement set forth by the Hudson/North Hudson Community Access Board and the availability of equipment and staff resources.