

CULPEPER, VIRGINIA CABLE COMMISSION
Mission Statement and Programming Policies

Adopted by the Culpeper Cable Commission

Effective May 15, 2017

**CULPEPER CABLE COMMISSION POLICY
ON EVENT SCHEDULING PRIORITIES
AND CULPEPER MEDIA NETWORK PROGRAMMING**

**MISSION STATEMENT
OF
CULPEPER CABLE COMMISSION**

It is the mission of the Culpeper Cable Commission (Commission) to serve the public interest of the citizens of the County and Town of Culpeper by managing and administering Culpeper Media Network (CMN), the educational and governmental channel, to inform and educate the citizens of Culpeper by:

1. Showing the public meetings of legislative bodies, as well as from time to time, their appointed Boards, Committees, and Commissions;
2. Providing information about local elections;
3. Providing locally produced educational shows;
4. Providing schedules of governmental, educational, and civic events in Culpeper; and,
5. Covering civic events of importance and interest to Culpeper's citizens.
6. The Commission does not permit public access to Culpeper Media Network.

In order to meet this Mission, the Commission establishes the following event scheduling priority:

1. Emergency information of critical importance to the citizens of the County and Town of Culpeper, Virginia.
2. Board of Supervisor meetings, Town Council meetings, and School Board meetings.
3. Election coverage of any elections for public office in the County or Town of Culpeper or any State of Virginia legislative office which includes representation of the citizens of the County or Town of Culpeper. This also includes coverage of candidates for election to any of the above offices.
4. Meetings of Boards, Commissions, and Committees of, or created by, the agencies specified in number 2 above.

5. Character generated information regarding:
 - A. The schedule of events in 1-4 above;
 - B. The schedule of other educational or civic events; and
 - C. Other CMN information.
6. Educational events scheduled in accordance with the Commission’s Event Scheduling Procedures.
7. Other civic events within the County and Town of Culpeper scheduled in accordance with the Commission’s Event Scheduling Procedures.
8. National or State events of particular importance to the citizens of the County and Town of Culpeper, Virginia.
9. Other civic and educational productions (not of an emergency nature) of importance and interest to the citizens of the County and Town of Culpeper, Virginia.

On recommendation of CMN employees and verbal approval by the Commission Chairperson (or in the Chairperson’s absence, the Vice-Chairperson), any event may be produced and telecast out of the above priority order. Such approval shall subsequently be confirmed in writing which shall be made part of the minutes of the Commission’s next regular meeting.

The Culpeper Cable Commission
Culpeper Media Network Programming Policies

1. Programming fulfilling the mission of the Culpeper Cable Commission (the “Commission”) shall be civic, educational, and informational in nature.
2. In the event that programming produced by an organization, or individual, other than CMN Staff, is accepted for showing on CMN pursuant to this policy, the producer of the program shall bear sole responsibility for obtaining all necessary releases from program participants, obtaining any required copyright clearances, and complying with all federal, state and local laws, and policies and guidelines established for programming to be cablecast on CMN. Such program producers shall sign an indemnification and liability release form prior to the cablecasting of any program submitted by the producer. The indemnification and liability release form shall provide that the producer shall hold harmless and indemnify the Commission, CMN, CMN employees, the County and Town of Culpeper, Virginia, and any of their officials and employees for any claim of copyright infringement or other civil or criminal liability. The Commission, CMN, and its employees may, in their sole discretion consistent with the event priorities articulated above, elect to show such programming. No organization or individual can require CMN to show programming materials submitted for consideration. Programming time and space is limited, and there is no public forum established.

3. Written information submitted to the Commission for inclusion in the character generator program sequence (Community Bulletin Board) may be edited where necessary by the Commission staff to maximize the impact, clarity, and efficiency of the message.
4. Selection and scheduling of character generated sequences, programs, and live events for cablecasting are solely the responsibility of the Commission as per the priorities outlined in the Commission's mission statement.
5. All video programming whether live or on tape shall be identified by producer or source of programming credits at the end of the program. These credits shall identify the programmer without symbols, phrases, or other potentially identifying material or other information.
6. Any foreign language programming submitted for consideration to be shown on CMN must contemporaneously submit a complete transcript of the programming in English and an affidavit that the English transcript exactly duplicates the oral part of the programming. English subtitles must appear on such programming. Parties submitting such programming shall be responsible for bearing all costs resulting from this requirement. The Commission reserves the right to independently review and evaluate each program for compliance.
7. The Commission and its staff shall continue, subject to funding and technological constraints, to seek ways to improve CMN programming and program dissemination, such as video streaming and other technological alternatives and improvements.
8. Programming generated by or contributed to CMN may be simulcast online (in multiple formats) and archived for future use.

Copyright Issues

All regular Commission productions (i.e., meeting coverage and public affairs programs) and all special video works produced by the Commission will be under the copyright control of the Commission unless one or more of the following apply:

1. The work is produced as strictly a "work for hire" for, and funding is provided by an entity other than the County or Town.
2. 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.
3. 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.

For productions copyrighted by the Commission, the practical exercise of copyright control shall belong to the Commission.

Nothing in the above paragraph as regards to public meetings is intended to excuse the Commission from the requirements of the Virginia Freedom of Information Act. All requests for video copies of public meetings and other programming will be processed in accordance with law. The Commission has the right to charge a reasonable fee, not to exceed the actual expense incurred in producing copies.

Prohibitions on Use

The facilities and resources of the Commission shall **not** be used, as provided below:

1. No political advertisements.
2. No commercial/sales advertisements.
3. No third party monetary solicitation.
4. No advertisement for lotteries 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, applicable to cable programming is prohibited and shall be excluded from consideration.

Editing Policies for Programs and Informational Messages

Public Meetings: All public meetings, specified by the County Board of Supervisors, Town Council, or School Board, will be covered gavel-to-gavel. No editing of any sort shall be performed, save: 1) addition of title and credit pages for cablecasting of taped replay; 2) coverage lost due to technical considerations; and 3) Combining parts of the same meeting or daily sessions in light of any recess or break.

Special Programs: Any programming prepared by or provided to CMN may be modified or edited as appropriate to the policies governing channel use, the priorities listed above, and/or as dictated by scheduling priorities and limitations, and personnel and other resource requirements and limitations.

Community Bulletin Board: Informational messages for use on the character generator bulletin board (Community Bulletin Board) may be edited for clarity and to maximize the capacity of the system. Time and space limitations must be considered.

Programming Sources

The Commission programming will come from the following sources, subject to the limitations and availability of Commission staff and resources:

Live Cablecasts: Live coverage of Commission-specified public meetings produced by CMN Staff.

Videotaped Cablecasts of Events: Public meetings, County and Town functions, and special events produced by CMN Staff may be videotaped for cablecasting at a later date. Repeat cablecasts of meetings at times more convenient to the public will also be included in this category.

Public Affairs and Informational Programming: Programs will be produced by the Commission staff. Such programs may illustrate the functions or operations of some unit of County or Town government, communicate valuable civic information to the citizens from the County or Town, or discuss particular community events.

Local Civic, Educational, and Governmental Events – Footage of local civic, educational, and governmental events generated by third parties may be considered for programming consistent with this Mission Statement and the priorities articulated above.

Character Generator (Community Bulletin Board) Programming: Governmental and/or civic information, messages and press releases from County, Town, and State agencies, and other organizations may be included on the Bulletin Board. Such materials will be edited consistent with the as needed to conform to the space and technical limitations of the character generator system.

Qualification

Only announcements consistent with this Mission Statement and the event priorities articulated above should be submitted by County and Town of Culpeper, departments and agencies of the Commonwealth of Virginia, departments and agencies of the United States, and others.

Design

Backgrounds for announcements will be chosen at random and design of the announcement is at the discretion of CMN staff.

Outside Programming Acquisitions: The Commission's program schedule may include programming produced by organizations, entities, or individuals other than the Commission Staff, selected by and subject entirely to the discretion of the Commission consistent with the Mission Statement programming priorities listed above. Such programming may be considered for cablecasting, provided it meets the following criteria:

1. Must meet appropriate technical standards, production values and standards, as determined by CMN staff.
2. Must comply with the mission of CMN.
3. Must be consistent with CMN programming, resources, and scheduling, as determined by the Commission on recommendation of the CMN Staff.

Program Priorities and Scheduling

Scheduling shall be the sole responsibility of the CMN Staff. Scheduling will be in accordance with the Mission Statement set forth by the Commission, the programming priorities listed above, and the availability of equipment and staff resources.

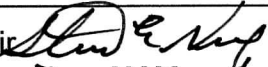
Retention and Ownership of Tapes

All videotapes and associated records and media shall be the property of the Town and County of Culpeper. Records are maintained consistent with state and federal law.

Station Equipment Rental

CMN shall not rent its equipment to any individual or organization.

Effective May 15, 2017

Culpeper Cable Commission Chair  Printed Name STEVEN E. NIXON Date 6-5-17
Voting Date: 5/17/17 AYE: 7 NAY: 0 ABSTAIN: 0 ABSENT: 1