



The City of Morgantown

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Government Access Channel 15 Policies

Policy Statement

The City of Morgantown will maintain the Government Access Channel, Channel 15 on Comcast, for Municipal, County, and Board of Education sanctioned events. Channel 15 is not considered a Public Access Channel. Public Access will continue to be available on Channel 4, on the Comcast System, which is maintained by Comcast Communication.

The programming policy for Channel 15 shall be to provide City and County residents with direct, non-editorial information concerning government deliberations, services, programs, and activities. Programming will also include educational material sponsored by the City of Morgantown and the Monongalia County Board of Education.

Government Access Channel 15 will be limited to only specific events, meetings, or activities that are sanctioned by the City of Morgantown, Monongalia County, Monongalia County Board of Education, or other designated municipal government bodies. It is not intended as a political forum nor as a mechanism for building support for a particular policy program, or issue not supported by the majority of City Council.

Objectives

To expand community awareness of local government and its decision-making policies.

To widen the dissemination of information on the activities of the legislative and advisory bodies of the City of Morgantown.

To provide comprehensive information about programs and services offered to Morgantown and residents by City Departments.

To provide information pertinent to Morgantown residents from other local, state, and federal governmental entities.

Types of Programs

Live Broadcast – Live broadcast coverage of selected meetings and events will be provided. This will consist of City Council and advisory board, Authority, or Commission meetings, and other special programmed events. The City of Morgantown is not responsible or liable for words uttered by the public during live broadcasts. Also, the City of Morgantown cannot suppress vulgar or inappropriate words aired during live broadcasts.

Taped-delayed Broadcast – Taped meetings, shows, and other special events will be scheduled into open times between live broadcasts. The City of Morgantown reserves the right to determine if the event will be aired live or taped for replay at a later date and time. Taped-broadcast times will be determined by

the Deputy City Manager and managed by the Public Communications Manager. The City of Morgantown cannot suppress vulgar or inappropriate words to be aired during taped-live broadcasts.

Staff-originated Programming – Programs produced by the City Manager’s Office or the Public Communications Department to include programs for City Departments, issues related to City government or about groups/committees/boards, etc., that are affiliated with City government or which use public dollars.

Bulletin-board Information – Character-generated messages related to City government activities, programs, services, and events sponsored by the City of Morgantown, County Board of Education or other government unit affecting Morgantown and Monongalia County citizens. This service will operate 24 hours a day while other programming is not scheduled.

Access Policy

All programming over Channel 15 must be government or Board of Education related. Programs may include meetings, activities, programs, services, and events of City departments and services, or other government entities.

Final approval of all requests will be made by the City Managers’ Office and the Public Communications Department, which administers the video programming for the City of Morgantown.

The Government Access Channel is not to be utilized for announcements from the general public. Access to the Channel shall be limited to City or County Government, and County Board of Education, functions and operations. Utilization of the Channel for personal gain will not be permitted.

Political Programming

No political programming will be permitted on the Government Access Channel with the exception of providing factual information on any ballot issue directly affecting Morgantown voters.

Editing Policy

City Meetings – Any City meeting broadcast shall not be edited nor subject to editorial comment. Meeting coverage shall be from gavel-to-gavel.

Department Programs – Any program videotaped by the City of Morgantown or on City equipment may be modified or edited as appropriate except as discussed in City meeting section.

Bulletin Board – Messages programmed into the bulletin board portion of Channel 15 may be submitted by appropriate Government departments or agencies. Editing by the City Manager’s Office to provide clarity and maximum utilization of pages available may be required. The City of Morgantown shall not be held responsible for the accuracy of any information over the channel that was submitted by outside sources.

Use of City-Owned Equipment

City-owned video and audio equipment shall be restricted to authorized City activities, and its use shall be restricted to employees of the City of Morgantown, or trained personnel under direction of the City



Managers' Office and the Public Communications Department. Loaning of equipment for personal or outside use shall not be permitted.

The City of Morgantown will provide a professional video camera and lighting system for other City of County Government agencies to be loaned out through the Morgantown Library.

Retention and Ownership of Tapes

All videotapes, CDs and DVDs shall be the property of the City of Morgantown. It shall be a general policy to not retain all videotapes of staff produced programs, meetings, and events. At any times, tapes may be reused and the original material erased, at the discretion of the City Managers' Office and the Public Communications Department. Videotapes may be copied to a digital media, but shall not be considered an official record of any meeting and there shall be not liability for inadvertent erasure or omissions. Copies requested by the public will cost \$5.00 per meeting or event that is contained on one (1) DVD.

