

## Plaistow Cable Access Committee (PCAC)

### Roles & Responsibilities

1. The Plaistow Cable committee (PCAC) will insure that a policy of non-discrimination is followed such that no individual or group will be denied access to training, or cable casting time on any Plaistow Cable Channel on the basis of national origin, gender, age, religious or political belief, marital status, pregnancy or sexual orientation.
2. PCAC will assist the Town of Plaistow Cable Coordinator in formulating, implementing and updating PCAC Policies and Procedures for public and government access channels. These PCAC Policies and Procedures will be a separate document.
3. It is the sole responsibility of PCAC to choose broadcast materials for the public channel (s). All local programming (local origination) must be pre approved by PCAC before broadcast. These local programs can be defined as, but not limited to live, staged, taped and edited, produced in studio or pre-recorded at remote site for the community access. A PCAC Program Request Form for Cable channel programming (local origination) must be submitted to the PCAC chair and reviewed before program broadcast. This form will be available at the Cable office or on line on the Town of Plaistow website.
4. Waiver to PCAC Program Request form: PCAC policy regarding “scroll”: Messages deemed of an emergency nature by the Plaistow Town Manager or Plaistow Board of Selectmen (BOS) may be posted to the cable scroll without PCAC pre-approval. Upon conclusion of the emergency or when appropriate, PCAC will review such notices for removal from the scroll. Messages deemed of a non- emergency nature may be posted at the direction of the Town Manager without PCAC pre-approval and will be removed when appropriate by direction of PCAC. PCAC reserves the right to restrict messages on the scroll such as those promoting profit making enterprises.
5. Waiver to PCAC Program Request form: PCAC will also waive the need for pre-approval for broadcasting and re-broadcasting of Town of Plaistow committee meetings, such as , but not limited to BOS, Budget committee, Planning Board , Zoning Board
6. PCAC will prepare with the Cable Coordinator an annual budget to be submitted to the Town Manager, Board of Selectmen and the Budget Committee. PCAC will further assist the Town of Plaistow Cable Coordinator with development of a CIP (Capital Improvement Plan) for submittance to the Town of Plaistow CIP committee.
7. The chair of PCAC will submit an annual report for inclusion in the Town of Plaistow Town report and coordinate its content with the annual report submitted by the Town of Plaistow Cable Coordinator.
8. PCAC will take a lead role in the long term planning for all aspects of Plaistow Public access broadcasting and will serve in an advisory capacity to the Town of Plaistow Cable

- Coordinator and Board of Selectmen on all cable related matters. PCAC will frequently make recommendations to the BOS (at least annually) regarding such matters.**
- 9. PCAC will establish bylaws on a separate document. Policies and Procedures for programming will also be a separate document prepared by PCAC and the Town of Plaistow Cable Coordinator.**
  - 10. PCAC members will actively seek volunteers and public access programming ideas through their efforts, such as open houses, advertising, and positive promotions.**

**Adopted by PCAC on July 20, 2011.**