

**Colorado General Assembly Video Project --
Colorado Channel Operations Guidelines**

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Operations Guidelines Overview

These operations guidelines describe how the Colorado General Assembly video production system, called The Colorado Channel, will implement the scheduling, recording, broadcast, and playback of content generated by the House and Senate proceedings and other broadcasts as may be added.

The system's goal is to provide coverage of the proceedings that are broadcast to the citizens of Colorado that reflects the daily business of the General Assembly, other state public policy making entities, and judicial proceedings that may be added. The Control Room Operator will manage all production activity. This person will be contracted by the Colorado Channel Authority to produce the broadcasts and to operate the switching hardware.

The signal for broadcasts will be provided unedited to designated cable channels so that any broadcast entity may pick up the signal and use, in part, the broadcast for its news programming. The signals will also be delivered live to the Internet and archived daily.

All content broadcast will follow the policies and guidelines adopted by the Executive Committee (Speaker of the House of Representatives, President of the Senate, Senate and House Majority Leaders, Senate and House Minority Leaders) and the Colorado Channel Authority Board (CCAB).

Mission Statement

The mission of The Colorado Channel is:

- 1) to provide Coloradans with the opportunity to watch the Colorado General Assembly at work;
- 2) to provide House and Senate members with a direct and unfiltered conduit to Coloradans through high quality non-commercial television coverage and the Internet;
- 3) to educate a new generation of civic leaders and voting citizens, and thus play a leading role in creating a civic culture in Colorado; and
- 4) to adhere to broadcast production values that accurately convey the business of House and Senate proceedings without editing, interpreting, or distorting the proceedings.
- 5) to broadcast select state public policy making entity and judicial proceedings using production values that accurately convey their business without editing, interpreting, or distorting the proceedings.

It is the intent of the Executive Committee and the Colorado Channel Authority Board that video coverage of House and Senate activities or other state public policy making entity and judicial activities not change or modify any entities' procedures.

Changes to Operations Guidelines

These operations guidelines are a "living document" and are subject to change as unforeseen conditions and unexpected circumstances dictate the need for changes. Any changes to the document must be approved by the Executive Committee.

General Programming Policy Guidelines

All broadcasts will provide Coloradans access to legislative and other policy making proceedings in order to invigorate Colorado's tradition of civic education and participation.

The broadcast programming will be committed to reflecting the House and Senate proceedings as its first priority. Other state public policy making entities and judicial programming may be added after the first priority is completed. The Colorado Channel is not a statewide public access channel where anyone can demand coverage and get it.

The Control Room Operator (CRO) is responsible for rebroadcasting the entirety of the legislative day's events in the evenings and the entirety of the week's events on weekends as time allows.

Legislative coverage will adhere to the established Broadcast Guidelines approved by the Executive Committee and the Colorado Channel Authority Board.

The Colorado Channel Authority Board

Membership and purpose. The CCAB makes all broadcast decisions for legislative television coverage. The CCAB is established by HB 09-1307 and has 9 members. The mission and purpose are defined in HB 09-1307.

The Colorado Channel Authority Board shall determine a method to determine which chamber should be broadcast live on Comcast Channel 165 (see Appendix A).

Television Advisory Group

Membership and purpose. The Television Advisory Group shall meet upon the request of the CCAB. The Television Advisory Group is composed of a representative from each of the following offices: the Speaker of the House, House Minority Leader, Senate President, Senate Minority Leader, the Chief Clerk of the House, and the Secretary of the Senate.

The Television Advisory Group may provide the CCAB with advice and recommendations on issues that may include but are not limited to the following: future broadcast growth; ensuring coverage is fair, balanced, and objective; ensuring that coverage is consistent with the General Assembly's mission to provide public access to the legislative and other public policy making entity's processes.

Control Room Operators

The Colorado Channel control room will be staffed by control room operators provided by the CCAB. Control room personnel will provide operational management and functional staffing that will oversee and implement video coverage of House and Senate sessions and other broadcasts as may be added.

Control Room Operator Tasks

The Control Room Operator (CRO) is responsible for coordinating all House and Senate broadcast operations. In general, the CRO will be stationed in the control room whenever a House or Senate session is in progress and will be responsible for the following tasks.

The CRO will coordinate daily with the Chief Clerk of the House and the Secretary of the Senate regarding daily calendars.

The CRO is responsible for programming calendars, recording sessions, and managing media files stored on the hard drives. The CRO is also responsible for building transition elements between each session, and ensuring that each session is properly named so that on-screen text information, program guides, and Internet calendars are accurate.

The CRO will make last-minute calendar changes at the direction of the Chief Clerk of the House and the Secretary of the Senate in order to account for the unpredictable nature of legislative events.

The CRO is responsible for operating the web-stream broadcast encoding equipment and for tagging the encoded files by bill number.

At the end of each day, the CRO will obtain the next day's calendar from the Chief Clerk of the House and Secretary of the Senate so that the next day's calendar can be broadcast that evening. When not broadcasting floor sessions, the next day's calendar will be among the items broadcast.

Whenever possible, the CRO will trim the content of legislative rebroadcasts to remove lengthy recesses and other periods of inactivity where no business is being conducted. The CRO is also responsible for editing legislative content to correct errors and omissions where possible. However, editing for other content is only upon the direction of the CCAB.

On weekends, the CRO is responsible for rebroadcasting legislative sessions from the prior week sequentially and in their entirety as time allows, as well as the calendar for the next business day.

Programming Format

All House and Senate proceedings will be presented in an unedited format. When possible, a program guide or "coming up next..." graphic will be displayed over the filler footage to show viewers the next few bills scheduled for legislative action.

Graphics and Other Production Elements

On-screen text. The CRO will insert text on all broadcast content consisting of the date, chamber status, bill short title, bill number, and person speaking including party affiliation and district number. The text will either crawl across or rotate on the lower third of the screen. Abbreviations may be used for common words and phrases.

Abbreviations will be used at the CRO's discretion from an approved list prepared by the Chief Clerk of the House and the Secretary of the Senate in order to fit information within the available space. The CRO will make every effort to keep the use of abbreviations to a minimum so viewers will be able to clearly identify the members speaking.

Channel identifier. A logo will be used as the primary graphic identifier for all broadcasts.

Contingencies

Emergencies. In the case of emergencies, as determined by the Speaker of the House, the President of the Senate, or the presiding officer, programming may be temporarily suspended and alternate programming inserted. The Chief Clerk of the House and the Secretary of the Senate will work with the Control Room Operator to establish a procedure for temporarily suspending programming in the case of an emergency. Additionally, programming may be temporarily suspended and alternate programming inserted if the House or the Senate go into executive session.

System failure. If the primary broadcast playback system fails, the CRO will use its back-up playback system, other alternative playback devices, or broadcast directly from that chamber's main switcher.

In the event that any of the cable interconnections between the control room and the partners are temporarily lost, damaged, or severed, the CRO will follow the protocol contained in the contingency plan developed by CCAB.

If a problem with the system arises after hours (or on weekends), the CCAB staff members who can access the system remotely should be contacted:

*Contact: Laura Graves, Chief Control Room Operator
Office: Room 326 State Capitol Building
Cell: 303 842-2199
Home: 303 477-5660
Email: laura@openmediafoundation.org*

Programming Schedule

In-session programming. Live programming of House and Senate proceedings will begin when they are called to order and will not end until the members have completed their official business for the day at the determination of the Chief Clerk of the House and the Secretary of the Senate. Live coverage will continue during brief recesses; live coverage will terminate when the chamber has recessed to a time certain.

Out-of-session programming. When the live broadcasts of the day's business have concluded, the following will be broadcast:

- the entirety of the day's floor session (on weekends, the prior week's floor sessions will be broadcast sequentially and in their entirety);
- educational material explaining floor procedures and terminology;
- educational material explaining the legislative process;
- information on members of the body, including contact information, in order of legislative district number;
- any other educational information as determined by the Chief Clerk, the Secretary, or the CCAB; and
- other state public policy making entities hearings as may be added or judicial proceedings approved by the Chief Justice of the Colorado Supreme Court.

Programming transitions. Transitions between programs will consist of Colorado Channel identification spots and a program guide.

Broadcast Archiving

The files of broadcasts will be stored for viewing online. Such files will be archived on the Colorado Channel website for eighteen months. A copy of these files will be delivered to the Division of Information/Archival Services in the Department of Personnel and Administration for permanent archiving and the Legislative Council Library. A copy shall also be kept in the control room.

Video broadcasts may be available for on-demand viewing to Comcast customers pursuant to Comcast policies.

Appendix A — Guidelines for Television Coverage of House and Senate Broadcasts

1. Video coverage should be as unfiltered as possible. The selected camera shots must not dramatize or editorialize in any way.
2. The proceedings in each chamber or committee will be broadcast and recorded beginning with the call to order. The broadcasts will end either upon adjournment or recess as determined by the committee chairperson, the Chief Clerk of the House or the Secretary of the Senate.
3. The presiding officer will be framed at the podium when conducting the business of the chamber.
4. For House and Senate floor proceedings, only the members recognized by the presiding officer and in the well will be covered by the cameras. A wider establishing shot that includes the front desk, of a speaker in the well may be selected before cutting to a framed shot. The operator will make every attempt to compose similar images of each speaker.
5. On second reading, shots of the members' seats are not allowed. Only shots of the presiding officer at the podium and speakers in the well are allowed during second reading.

Wide angle shots of the members in their seats are allowed, at the discretion of the Speaker, President, or presiding officer, only during third reading and adoption of the report of the Committee of the Whole.
6. The only other type of activities that will be shown from the chamber, gallery, or side aisles are:
 - performances by and introductions of guests from the galleries;
 - introductions of guests from the side aisles and the back of the chambers; and
 - the escorting of guests down the center aisle during joint sessions of the House and Senate.
7. In the House Chamber, the vote board and the overhead projector will be wired to the control room so that information displayed on each can be broadcast
8. When there is a recess to a time certain, a pre-selected photographic image of the chamber will be broadcast until the body is called back to order.
9. The Senate Chamber shall be broadcast live on Channel 165 on opening day in 2010 and 2011. Thereafter, each chamber shall alternate live opening day broadcasts on Channel 165 every two consecutive years so a chamber begins with the opening day of a 2nd Regular Session and the 2nd year is a 1st Regular Session.
10. The chamber not broadcast live on Channel 165 on opening day of a session shall be broadcast live on the second day of the session. Thereafter, each chamber shall alternate live broadcasts on Channel 165 every other day until the end of the session.

Appendix B — Web Site

The Colorado Channel website will provide viewers with an additional medium for watching House and Senate broadcasts and an opportunity to provide feedback to help evaluate the broadcasts.

The primary domain name for the website will be www.Coloradochannel.net. The website will consist of the following elements:

- home page with basic information about the channels;
- links to the calendars for the House and Senate;
- links to web pages and/or home pages for the members of the General Assembly;
- streaming audio-only feeds of all legislative floor sessions and committee hearings (Windows Media format);
- video streams of the House and Senate broadcasts;
- Colorado Channel Board member page;
- a page for meeting notices, agendas, and meeting summaries;
- "How to Watch" feature with a state map tied to specific viewing information;
- appropriate information about other state entity broadcasts made;
- online feedback option about the broadcasts;
- contact information for, and links to, each partner organization's website; and
- contact information to report broadcast problems.

Legislative Information Services responsibilities. The Colorado Channel website, pursuant to the terms of the contract with the vendor, will not interfere with the operation of the General Assembly's computer network that is operated and maintained by the Legislative Information Services staff. When legislative members and staff have problems with the Colorado Channel website, Legislative Information Services staff will refer these calls to the CCAB staff.

Appendix C — Training Standards for Control Room Operator and Control Room Staff

All control room staff will receive training in the legislative process from legislative staff to be coordinated by the Chief Clerk of the House and the Secretary of the Senate. The training will include, but not be limited to, instruction on the following topics under the following headings.

The Legislative Process

Instruction on the legislative process will include, but not be limited to, the following:

- how a bill becomes a law; and
- the daily legislative process including but not limited to:
- call to order;
- pledge of allegiance;
- roll call;
- announcements and introductions;
- introduction of bills, 2nd reading, 3rd reading, resolutions;
- Committee of the Whole;
- voting protocol including voice votes, roll call votes, and machine votes.
- rulings of the chair, "Senatorial Five," and "Brief Recess;"
- reading of committee reports, messages, appointments, and confirmations (Senate only) across the desk, and
- standing and interim committee hearings as may be added.

Chamber Protocol

Instruction on chamber protocol will include, but not be limited to, the following:

- identification of front desk personnel, sergeant-at-arms, legislative staff, press, assignables, aides, and visitors; and
- when it is appropriate and not appropriate to enter the chambers.

Other

Instruction on other topics will include, but not be limited to, the following:

- reading and understanding the calendars, journals, and status sheets;
- learning the identities of members of the General Assembly; and
- the procedure for temporarily suspending programming in the case of an emergency.

