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Houston MediaSource is a 501(c)(3) nonprofit organization that provides public access cable television programming for the Houston area and receives funding through the City of Houston cable franchise agreement.

ABOUT HOUSTON MEDIASOURCE

WHO: Established in 1987, Houston MediaSource (HMS) is a non-profit 501(c)(3) educational organization that is home to Houston's public-access cable TV channel, **HMS TV**, and internet radio station, **HMS Net Radio**.

Houston MediaSource provides Houston-area residents with media production training, access to equipment such as cameras, lights, microphones, and studios, as well as a cable TV channel and an online radio station on which they air their programs.

WHAT: Houston MediaSource airs original programming that is produced by the community and for the community. Houston MediaSource provides Houston area residents with the education and resources needed to produce and showcase their unique programming.

WHY: Houston MediaSource gives local residents access to the mass media by offering people from all walks of life and all parts of Houston an opportunity to enlighten their fellow community members through their artistic expressions.

WHERE: Houston MediaSource is located at 410 Roberts Street, 77003. Office hours are Monday through Friday from 9 a.m. to 6 p.m. HMS Net Radio studio hours are 10 a.m. – 6 p.m.

HMS TV is broadcast on Comcast 17, AT&T U-Verse 99, Sudden Link 99, Phonoscope 96, and streams live at www.hmstv.org/HMSlive. HMS Net Radio is available at www.hmsnetradio.org.

More information about Houston MediaSource is available at www.hmstv.org, [Facebook.com/HoustonMediaSource](https://www.facebook.com/HoustonMediaSource), on Twitter [@HouMediaSource](https://twitter.com/HouMediaSource) and at (713) 524-7700.

HOW: The first step towards becoming a producer with HMS Net Radio is to attend a free orientation session. To arrange a radio orientation, call 713-524-7700 x121. The next step is to register as an HMS producer and enroll in the appropriate courses that certify producers for the use of HMS equipment, studios, and editing suites.

Orientation

Those with an interest in becoming producers at HMS Net Radio must attend a free orientation session. These are held by appointment and last approximately one hour. Information regarding the use of HMS Net Radio resources will be provided to attendees, along with all necessary forms and documents.

Programming Requirements

All programs aired on HMS Net Radio must be produced or sponsored by a local resident.

Enrollment

To enroll as a producer, an individual must pay the required annual fees and provide a current Texas Driver's License (or picture ID issued by the state of Texas) and proof of residency within the Houston city limits or any of its contiguous counties.

Eligibility

HMS Net Radio resources may be used by any adult resident (or authorized minor) living in the city of Houston or its contiguous counties or any authorized representative of a Houston or Houston-area organization, provided that:

1. The individual uses HMS resources to produce and air programs on HMS Net Radio.
2. HMS resources will not be used to produce programs that are commercial in content.
3. The individual has provided a local street residence address and a local contact telephone number, along with two valid identification documents, one to establish personal identity and the other to establish residency.
4. Resources will be used only within the Houston area, unless special permission is obtained from HMS.
5. The individual who operates the equipment is certified in its use by virtue of having completed the proper course at HMS or having been certified by HMS staff.
6. The individual has attended an orientation session prior to enrollment as a producer.
7. The producer is in good standing (e.g. all fees paid with no unpaid fines) and not otherwise barred from utilizing HMS resources.
8. Individuals residing outside the City of Houston pay an additional user fee.
9. The producer has taken the required course in Media Literacy prior to scheduling the first program to play on HMS Net Radio.

Note: Producers may not use a post office box as an address for purposes of registration.

- Standard** A person residing inside the City of Houston city limits who produces or provides programming for HMS Net Radio.

- Regional** A person living outside of the City of Houston but within Harris County or any contiguous county, who produces or provides programming for HMS Net Radio.

- Organizational** A person representing and acting as an agent for a certified organization located within the Houston city limits who is engaged in producing or providing programming for HMS Net Radio. Organizational certification is transferable to another member of that same organization – in the case of job change or other similar circumstances – without an additional fee.

- Regional Organizational** A person representing a certified organization within Harris County or any contiguous county who is engaged in producing or providing programming for HMS Net Radio. Organizational certification is transferable to another member of that same organization – in the case of job change or other similar circumstances – without an additional fee.

Producer Fee Schedule for HMS Net Radio

**All fees are for a period of one year.*

Producer

Standard	\$100
Organizational	\$150
*additional producer	\$100

The use of HMS Net Radio equipment and access to the studios and editing suites is available to producers who have an active membership and who are certified to access the respective gear / facility by completing the related classes.

All producers are required to complete the Media Literacy course in order to submit programming to air on HMS Net Radio. Other radio courses certify a producer for the use of gear such as studios and editing suites.

Class reservations are made upon payment of each class. Payment for basic courses is required at least 24 hours prior to the scheduled class date. Payment for advanced courses is required at least 48 hours prior to the scheduled class date.

To schedule a radio class, call 713-524-7700 x121 or email ronnier@hmstv.org.

Radio Orientation	No Charge
Organizational Producer Fee	\$150 (annual)
Additional Organizational Producer Fee	\$100 (annual)
Individual Producer Fee	\$100 (annual)
Media Literacy - Radio (Required)	\$20
Radio Engineering	\$50
Audio Editing	\$50
Radio Bundle	\$100
(includes Media Literacy, Radio Engineering, Audio Editing)	

SERIES OPTIONS at HMS Net Radio

A program series secures a specific time slot for a six-month period. There are two series seasons per year, running December through May and June through November. Series applications are accepted in September and March. Producers may apply for a weekly, bi-weekly series. Series programs may be 30 or 60 minutes in length. Requests for specific times will be accommodated if possible, depending upon availability. Program repeats will be at the discretion of the HMS Net Radio program director. HMS Net Radio reserves the right to pre-empt or move series programs when the need arises.

HMS Net Radio producers will be notified of the series application season by mail, e-mail, and through the HMS website. Series applications will be available online and at the equipment desk. Questions about HMS Net Radio series programming may be directed to HMS Net Radio Program Director Ronnie Renfrow at ronnier@hmstv.org or at (713) 524-7700 x121.

Houston MediaSource is a 501(c)(3) nonprofit organization that provides public access internet radio programming and cable television programming for the Houston area and receives funding through the City of Houston cable franchise agreement. The rules and procedures listed are designed to ensure compliance with Houston MediaSource's agreement with the City of Houston and to provide for equitable use of HMS resources. HMS services are for the sole purpose of providing internet radio and television public-access programming for the citizens of Houston.

I. Equipment & Facility Use

A. Eligibility

Individuals meeting all of the requirements listed on page 2 are eligible to use HMS resources.

B. Reservation Procedures

1. Reservations for HMS Net Radio resources are on a first come, first served basis. All reservations are taken without favoritism, based on availability.
2. Reservations may be made or canceled only by the certified producer of record.
3. Reservations may be made in person or by telephone during regular business hours. Requests for reservations may be made by voicemail, email, or U.S. mail, but the reservation is not considered confirmed until the producer contacts by e-mail or in person with an HMS Net Radio staff member.
4. Reservations for all resources and programming space may be made up to 21 days in advance of actual use.
5. A reservation to check out radio equipment may be made for up to two days. Three day checkouts may be available on weekends, based on availability.
6. In order to provide equipment for all producers on an equitable basis, the following guidelines are observed:
 - a. Each producer may make up to six equipment reservations (totaling 12 days) per month.
 - b. Series producers may make up to eight equipment reservations (totaling 16 days) per month.
 - c. Producers using HMS Net Radio resources are required to submit a minimum of one 30 minute program to be played on HMS Net Radio every 90 days.
7. A producer may hold only one equipment reservation at any given time. Once a reservation is claimed or canceled, that reservation is considered used, and another reservation may be made.

RULES & PROCEDURES (CONTINUED)

8. Special requests for reservations may be submitted in writing for the following:
 - a. Use of equipment outside the Houston area.
 - b. Equipment use longer than the standard check out periods.
 - c. Reservations made over 21 days in advance.
 - d. Use of more than one resource at a time.
 - e. Use of any other resource exceeding stated limits. Special requests may be granted according to the following criteria:
 - i. Impact on other producers.
 - ii. Amount of programming to be produced.
 - iii. Safety and care of the equipment.

Special request forms are available from the Equipment Department.

9. HMS staff will attempt to notify the holder of a reservation should the equipment malfunction or if any other availability issues might occur.
 10. Reservations for use of editing facilities may be made for up to 4 hours at a time.
 11. A producer may reserve editing equipment for a maximum of 12 hours per week.
 12. HMS reserves the right to reserve any equipment for maintenance, training, production, or outreach purposes.
 13. Producers are requested to notify HMS staff of any cancellation of reserved equipment at least 24 hours prior to the time requested. Producers are requested to notify HMS staff at least 48 hours in advance in the event of a cancellation of a studio reservation or a live show.
 14. Because frequent cancellations place a burden on daily operations and may limit other producers' access to HMS resources, a producer may cancel only two reservations within any 30 day period.
- C. Reservations by Series Producers
1. Producers with series programs scheduled on HMS Net Radio may request and be given priority with regard to reservations for any HMS Net Radio resources.

II. Station Programming

A. Procedures

1. Programs submitted for airing on HMS Net Radio are scheduled as Single Play programs or Series programs. Series programs are assigned a regular weekly or bi-weekly time slot. Producers must apply for series time slots, and these are awarded in as equitable a manner as possible, based on available station space. Priority will be given to first-time applicants. Total series time will be less than 50% of total play time on HMS Net Radio.
2. The producer must be identified at least once at the end of the program. This tag must include two points of contact information: the producer's name or a pseudonym and a local street address, post office box, or local phone number.
3. Each producer may have only one series running at any one time. A certified producer may act as the technical director for one series in addition to the certified producer's one individual series.
4. Producers may request individual broadcast times, which will be scheduled based on availability.
5. In order to submit a program, the producer must complete and sign a Programming Contract. In signing the contract, the producer warrants that the program does not include:
 - a. Any material that is in violation of Subchapter B: Obscenity, of Chapter 43 of the Texas Penal Code.

The Texas Penal Code, Title 9 "Offenses against Public Order and Decency," Chapter 43 "Public Indecency," Subchapter B "Obscenity" defines "obscenity" as material or a performance that:

- the average person, applying contemporary community standards, would find that, taken as a whole, appeals to a prurient interest in sex;
- depicts or describes patently offensive representations or descriptions of sexual acts; and
- taken as a whole lacks serious literary, artistic, political, and scientific value.

RULES & PROCEDURES (CONTINUED)

For material or a performance to be considered obscene, all three conditions must be met. HMS Net Radio producers are advised to seek legal counsel if there are any questions or concerns regarding this topic.

- b. Any material that violates local, state, or federal law.
 - c. Any material that is libelous, slanderous, defamatory, or that constitutes an unlawful invasion of privacy.
 - d. Any material that promotes any commercial product of service.
 - e. Any solicitation or appeals for funds.
 - f. Any unlawful use of copyrighted material.
6. Producers will be asked to designate program categories to facilitate scheduling on the station. Additionally, producers will be asked to represent and warrant whether the programming contains adult, sexually explicit, and / or indecent material. Subject to the review procedure set forth in Section II(B)(1), programs containing any adult, sexually explicit, or indecent material will play only between 12:01am and 5:59am and shall contain appropriate advisories or warnings. HMS Net Radio may choose to reduce the lengths of these time periods.
 7. Through the programming contract, the producer will agree in writing to indemnify and hold harmless Houston MediaSource, its staff and board of directors, the City of Houston, and Houston's franchised cable companies from all claims, demands, damages, or other liabilities, including legal fees and expenses that may arise as a result of airing the program.

B. Rules Violations and Loss of Privileges

1. HMS Net Radio will not censor, judge, or review programs prior to aired, except in cases of programming which have been represented by the producer to contain adult, sexually explicit, and / or indecent content. In these cases, HMS Net Radio will seek appropriate legal counsel and guidance in order to prevent any of the resources under its control to be used for the production or cablecasting of any material that is in violation of Subchapter B: Obscenity, of Chapter 43 of the Texas Penal Code. HMS Net Radio shall prohibit the airing of obscene material or shall suspend such programming in progress at the time when HMS Net Radio receives actual knowledge of the content and character of said programming.
2. The executive director of HMS may suspend from play any material that appears to be in violation of the Texas Penal Code or other local, state, or federal laws. If such material is suspended from play prior to or during the original cablecast, HMS Net Radio will promptly advise the producer in writing and give the producer the opportunity to edit and to resubmit the program for review. If the producer chooses to forgo this opportunity and indicates that s/he wants the program to be

RULES & PROCEDURES (CONTINUED)

aired as originally submitted, HMS will file a declaratory judgment action in the district courts of Harris County, Texas in order to resolve the matter.

3. If a producer submits a program that, after broadcast, appears to have violated any terms of the programming contract, the HMS executive director may require that the program be suspended from play on the station for a period not to exceed 60 days. The executive director shall notify, in writing, the producer, the City of Houston Administration and Regulatory Affairs Department, and the HMS board of directors of this action within 24 hours.
4. Within three days following the suspension of a program, the executive director shall confer with the responsible producer to seek voluntary compliance with the program warranties stipulated in the programming contract. The executive director shall review any evidence that the producer may wish to present concerning the compliance and / or legality of the program in question. The executive director shall immediately report the results of the conference to City of Houston Finance and Administration Department and the HMS board of directors.
5. If there is an agreement between the parties that the program will be removed from play, that the program will be reedited prior to replay, or that no violation has occurred, then no further action will be necessary.
6. If there is no agreement, then the program suspension shall be continued for a period of 15 days from the date of the conference in order to allow sufficient time for an appeal to be filed with the HMS board of directors. If no appeal is filed within the 15-day period, the executive director's decision regarding the program suspension will become final.
7. If an appeal is filed with the HMS board of directors, a committee representing the board will convene within one week to consider the appeal. If the committee overturns the decision of the executive director, then no further action will be necessary, and the program may be replayed. If the decision of the executive director is upheld, the program will not be replayed.
8. If the program producer is found to have submitted material in violation of the law, s/he shall be immediately suspended for a period of one year and barred from using HMS resources, including the right to submit programs for broadcast.
9. A producer who has been suspended may apply for reinstatement after one year. Such a reinstatement may be granted following training in programming responsibilities, applicable laws and community standards, and any other topics designated by HMS. A subsequent similar violation by the same producer will result in a suspension of at least two year, with the option for indefinite suspension, as determined by the HMS board of directors.

RULES & PROCEDURES (CONTINUED)

10. A producer who is involved in litigation (including criminal indictment or civil litigation) that is in any way related to the use of HMS resource or materials submitted for broadcast on HMS Net Radio may be placed on indefinite suspension during the process of litigation. This suspension will prohibit the producer from using HMS resources and from submitting programming for cablecast.
11. Other violations of program warranties will be treated as major violations, and producers who violate these warranties will be subject to disciplinary action as defined in Section III of the HMS Rules and Procedures.

C. Scheduling Priorities

1. All programs that air on HMS Net Radio must be submitted by an active producer. With regard to the scheduling of these programs, first priority will be given to locally produced programs. A minimum of 20% of the content must be produced by the local active producer in order for the program to be considered local programming.

D. Series Programs

1. Active producers may apply for a series designation, which will ensure that their programs are broadcast on the same day and time on a weekly or bi-weekly basis. Only one series will be permitted per producer. Series time slots are limited to one hour per week.
2. Series producers must maintain a 2:1 ration of total to new programs, i.e. 50% of the programming for the series must be first-run. Periodic reviews will be conducted to ensure that all series maintain this ratio. If, after notification of noncompliance, producers fail to provide sufficient new programming, their series will be canceled.
3. Series program replays will be at the discretion of the program director. Series applications will be granted to producers meeting all requirements until all available time slots are filled. The time slot chosen by the producer will be granted unless there is a conflict with a request already granted. In those cases, attempts will be made to grant the applicant's alternate time slot choice. In cases where requests cannot be accommodated, applicants will be notified, and they may reapply during the next series application period.

RULES & PROCEDURES (CONTINUED)

4. Series producers must submit programs no later than 5 days prior to the scheduled broadcast. Programs received after this deadline will be broadcast in the following week's time slot.
5. Series producers whose programs do not meet HMS Net Radio technical requirements will be notified, and, if time permits, producers may submit a replacement or corrected program for cablecast in their series time slot.

E. Live and Non-Series Programs

1. All live programs must be accompanied by a completed HMS Net Radio programming contract.
2. The producer of a live program must provide a prerecorded emergency backup program to be played in the event of a show cancelation.
3. A live program will not be replayed if the program contains a call-in phone number and does not specify the live broadcast date.

F. Picking Up Programs

1. Programs should be picked up from HMS Net Radio within four weeks of the last scheduled broadcast. HMS is not responsible for material not picked up after this time.
2. Programs may only be picked up by the producer who submitted them for broadcast. Signature and identification will be required for pickup.

G. Subsequent Sale or Distribution of Programs

1. Producers are required to file a report with HMS Net Radio staff regarding all compensation received from the subsequent sale or rental of public access programs within 10 business days after receiving such compensation.

RULES & PROCEDURES (CONTINUED)

H. Program Content Feedback

1. Periodic announcements will be broadcast inviting listeners with questions or comments regarding public access programming to contact HMS Net Radio. Listener comments will be forwarded to the appropriate program producer, and copies of these comments will be maintained at the HMS facility.

I. Program Content Complaints

1. HMS Net Radio staff will document program content complaints in writing. In the event that the complaining party threatens litigation, the program will be reviewed to ascertain compliance with the programming contract.

J. Technical Standards and Production Requirements

1. Programs submitted for broadcast on HMS Net Radio must conform to commonly accepted technical standards.

K. Credits

1. HMS and / or City of Houston telephone numbers may not be used in program credits without permission. Nor may they be given as contact information for the producer of the program, unless the aforementioned is the program provider, or in circumstances where a grant requires such a listing.

L. Archives

1. An archive of exemplary community programming will be maintained at the HMS Net Radio facility for subsequent playback on HMS Net Radio.
2. Criteria for inclusion in the archives:
 - a. Producers may offer their programs for archive use by checking the appropriate item on the programming contract.
 - b. Programs funded by HMS or other city-related organizations will automatically be available for use in the archives.
3. The archives will be used to provide material for broadcast on HMS Net Radio. Use of archival material for any other purpose requires the permission of the applicable copyright holder.

M. Sponsorship of Access Programs

Producers at Houston MediaSource are permitted to seek funding *in order to cover reasonable production costs*. The providers of this funding may be credited during programs, with the clear understanding that any underwriting announcements are for the purposes of identifying the underwriters and are not intended to promote or sell their products or services. No HMS resources may be used for commercial purposes or for personal gain.

1. Sponsor Guidelines & Policy

Sponsorship is defined as financial or in-kind support given to a producer by a business, institution, or individual to facilitate use of HMS Net Radio. Sponsorship is permitted with the understanding that this type of support constitutes a donation to support the producer's work and is not compensation for use of broadcast time or HMS resources.

Funding sources may be credited with programs broadcast on HMS Net Radio, according to the following sponsorship guidelines:

Duration and Number of Sponsorship Announcements

- Sponsorship announcements may be placed at the beginning, mid-point, and / or conclusion of the program.
- There is a limit of 2 credit sequences totaling 60 seconds per half hour of programming.
- No more than six underwriters may be credited per half hour of programming.
- Houston MediaSource, the City of Houston, and any franchise cable companies may not be listed as a producer or co-producer of a program, except in cases where one of these entities is in fact the program producer.

Audio/ Copy Guidelines

- Neutral descriptions of products, services, and target markets are permitted.
- Information regarding an underwriter's location, phone number or website is permitted, but must be provided as informational in nature and not as a call to action.
e.g. "More information is available at www.cardealer.com." is permitted. "Visit www.cardealer.com for more information." is not permitted.
- Music and sound effects are permitted.
- Jingles are not permitted.
- Comparative language is not permitted.
e.g. "With more assets than any other bank in Houston."
- Qualitative claims are not permitted.
e.g. "The best food in Houston."
- Solicitations / calls to action are not permitted.
e.g. "Come see us today."

- Pricing information is not permitted.
e.g. "Auto parts at discount prices."

III. Rules Violations and Loss of Privileges

A. Definitions and Limitations

1. Any activity that is not in compliance with HMS rules and procedures is considered a violation. No one may use another person or agent to circumvent any rules and procedures governing content, resources, or channel / station time. All violations remain part of a producer's permanent record.
2. Upon verification that a violation has occurred, HMS staff will issue a written statement regarding disciplinary action, including an explanation of the appeals process. Such notification will be made within 15 days of the finding of a violation.
3. Premises Conduct Policy: No person utilizing HMS facilities may direct toward HMS employees, officers, directors, producers, or members of the public on HMS premises obscene or insulting language. Any person who threatens or harasses any HMS employee, officer, or director or damages or threatens to damage HMS property will be asked to leave the premises. No person utilizing HMS facilities may resort to epithets, personal insults, or threats which, by their utterance, inflict injury or tend to incite a breach of the peace. This behavior will be considered a violation of HMS rules, and individuals making such statements may be removed from the HMS premises. HMS will treat violence, physical assaults, and other abusive behaviors which breach the peace on its premises as criminal acts requiring an appropriate response. HMS reserves the right to seek assistance from law enforcement agencies in maintaining order and decorum at its facility.

B. Disciplinary Action

1. Major Violations

- a. A major violation will result in an immediate suspension from the use of HMS equipment, facilities, and station time. If the suspended producer has a series program, the series program will be canceled, and he cannot regain series status until the next series application period. If equipment is lost or damaged,

or if there is damage to the HMS facility, the suspension will remain in effect until HMS has been fully compensated for the loss and / or damage.

- b. The length of an initial suspension is 30 days. A suspension for a second major violation will be issued for 90 days, and a suspension for a third major violation will be issued for one year. After that time, recertification may be required for the suspended producer.

2. Minor Violations

- a. Some minor violations involve the assessment of fines. In these cases, the fines must be paid before the producer is allowed to use HMS resources or station time.

C. Violations of Rules and Procedures

1. The following are considered major violations:
 - a. Abuse, vandalism, or failure to safeguard HMS equipment and facilities.
 - b. Any action or statement that violates HMS' Premises Conduct Policy stipulated in Section II (A) (3)
 - c. Use of HMS resources to produce programming that is commercial in content.
 - d. Receiving financial compensation for work done while utilizing HMS resources.
 - e. Violation of sponsorship announcements stipulated in Section II (M).
 - f. Violation of programming warranties contained in the HMS Programming Contract.
 - g. Failure to return equipment for any reason.
 - h. Equipment returns that are over 24 hours late.
 - i. Use of equipment and / or facilities for any purpose not related to the production of programs for cablecast on the HMS Net Radio.
 - j. Removal or use of HMS equipment without proper check-out procedures and/ or without signing an equipment contract.
 - k. Checking out or returning equipment by a non-certified individual, (one whose name does not appear on the contract), or for a producer who has been suspended.
 - l. Failure to satisfy the provision requiring initial airing of programming produced with HMS resources on HMS Net Radio.

m. Accumulation of three minor violations within a 12-month period.

2. The following are considered minor violations:

- a. Failure to cancel or claim a reservation of equipment and / or facilities.
- b. Arriving more than 15 minutes late for editing sessions, equipment check-outs, or equipment returns without prior notice and approval by HMS staff.
- c. Failure to vacate editing facilities by the end of a reserved session without an authorized extension.
- d. Causing slight cosmetic damage to equipment while it is checked out.
- e. Returning equipment in an unclean or soiled state.
- f. Operating equipment or using facilities in an unsafe or inappropriate manner.
- g. Improper packing and / or casing of equipment.
- h. Disassembly of equipment.
- i. Attempts to repair or modify equipment.
- j. Failure to submit a program for broadcast on HMS Net Radio within production schedule limits.
- k. Failure to arrive in a timely manner for a live broadcast.
- l. Listing private phone numbers or addresses within a program without the consent of the individual(s).

The following fines will be charged for these violations:

Late Return of Equipment	\$50 per day
No-show or Late Cancellation – Equipment Pickup	\$25
No-show or Late Cancellation – Edit Suite	\$25
No-show or Late Cancellation – Studio	\$25

3. Any other violations of HMS Net Radio rules and procedures will be addressed with an informal oral or written notification.

D. General Appeal Process

1. A producer may appeal disciplinary action by making a written statement to the HMS executive director. Any restrictions in equipment or facilities use resulting from a disciplinary action remain in effect throughout the appeal process.

2. The executive director will investigate the circumstances surrounding the incident in question and return a written report and judgment to the producer within 10 business days.
3. The producer may, within 10 business days following the judgment of the executive director, continue the appeal process by submitting a written statement to the HMS board of directors.

IV. Amendments to the Rules and Procedures

- A. The HMS Executive Director is responsible for the implementation of the HMS rules and procedures. Recommended amendments to the rules and procedures may be submitted in writing to the executive director. The executive director may consider changes to the rules in cases where such amendments are deemed necessary to maintain the availability of HMS resources for all desiring to use them.
- B. The HMS board of directors monitors the operation of HMS and makes recommendations for changes only in circumstances where existing rules and procedures do not maintain the availability of HMS resources for all desiring to use them.
- C. Rule changes will take effect 30 days after notification to producers, unless the change requires immediate action.