



***Puerto Rico & Virgin Islands Volunteer Frequency Coordinator ,
Inc.***

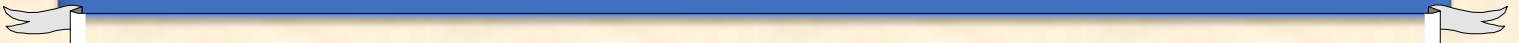
PR/VI VFC

Website: <http://prvi-vfc.org>

Email: vfc@prvi-vfc.org

Operations Guide Standards and Procedures

***DRAFT FOR APPROVAL
2021 - 2026***



2021 – 2026

Operations Guide

The following guide has the main purpose is to have a Board that organizes the Community of Repeater Owners of Puerto Rico and Virgin Islands working rules and procedures endorsed by the owners of coordinated repeaters to ensure non-interference between coordinated frequencies. Here you will find what you as a repeater owner should know when a frequency is coordinated. It is important to study this guide very responsibly because you will find your rights and duties when you assume the responsibility as a trustee.

Chapter I - OFFICIALS

Section I.

A. The board of officers shall consist of a *chairperson*. The Board shall appoint area representatives as required.

- 1. Four Zone Coordinators (North, South, East, West & Virgin Islands).**
- 2. Custodian of Records** shall be responsible for the confidential safekeeping of all records and shall keep the minutes of the meetings.

B. The Board will be selected by vote during a General or Extraordinary Assembly of the community of Trustees (Repeater Owners) representative of the coordination area in Puerto Rico and Virgin Islands. The elected Board shall be responsible for the proper functioning of the organization and shall keep the official records of the "Puerto Rico & Virgin Islands Volunteer Frequency Coordinator", hereinafter "PRVI-VFC, INC.", up to date.

The vote shall be as follows to validate the selection of the board.

- ✓ The owners of repeaters attending the General or Extraordinary Assembly must be present and for the voting of a new Board the parliamentary processes will be followed and to validate or guarantee the vote will be with the owners present in a vote of **half plus 1 (50 % + 1)**.
- ✓ For future votes on new matters requiring the presence of the owners and voting will continue with the parliamentary process and voting **by half plus 1.**



Section II.

Duties of the President.

It will be the President's responsibility:

- A. **To *preside at*** all Assemblies and meetings of the Board of Directors.
- B. Execute all measures adopted by the Trustees in Ordinary and Extraordinary Meetings. Extraordinary meetings, and to follow up on all matters adopted by the Board of Directors so that they are carried out diligently.
- C. To ***ensure the proper functioning of the PRVI/VFC, INC.***
- D. Send to all trustees of coordinated and validated repeaters ***their ID identifying them as trustees for*** Puerto Rico and the Virgin Islands making them members of the PRVI/VFC, INC.

Section III.

Duties of the Records Custodian:

- A. To keep the official seal, all records, minutes, minutes, minutes and other official documents of the "PR/VI-VFC".
- B. Maintain Minutes and Minutes of all Assemblies and Board meetings.
- C. Receive and dispatch all correspondence received and maintain a record of the same.
- D. To sign the coordination and validation certificates together with the Chairman.
- E. Transfer all records in the event of a Board change.

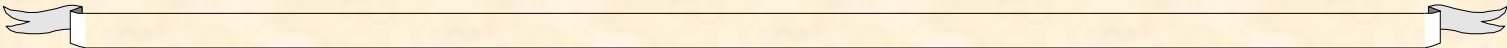
Chapter II - BOARD OF DIRECTORS

Section I.

1. Vacancies and other matters:

- A. If a vacancy arises for a just reason on the Board, the vacancy shall be filled with a suitable candidate chosen by the members of the board to occupy such position until a new member is elected or ratifies the replaced candidate during the next meeting of the trustees.
- B. No officer of the Board shall receive compensation for his or her services.

2. Control and publication of records:

- A. The ***Custodian of Records*** shall maintain an official record of frequency coordinations containing all required information and make it available to the FCC upon request.
 - B. The PRVI-VFC will publish the official database in the available media, for the use of the amateur radio community. It will contain the acronym, coordinated frequency,
- 

town and tone (in those repeaters that are considered open) and status of the coordination and validation of the same.

- C. The PRVI-VFC, INC. shall be governed by the "Procedure for the Coordination of frequencies

D. Chapter III - RIGHTS AND DUTIES OF MEMBERS (TRUSTEES)

Section I.

The trustee is entitled to:

- ✓ **Represent** only one or more current coordinated repeaters.
- ✓ **Attend, participate** in all discussions and debates in all ***Assemblies*** and ***Extraordinary Meetings*** of the organization and to vote on all matters **brought before it.**
voting as long as their validation is up to date.
- ✓ **One vote** for each vote required.
- ✓ Issue your **identification card, your PR/VI VFC coordination and validation certificate.**
INC.
- ✓ Inform you by **e-mail or through the PR/VI VFC web site of the** calls for proposals to assemblies, issues related to their repeater (on an individual and confidential basis).
- ✓ Duplicate your frequency(ies) on other site(s) without causing interference **using the standards and**
new coordination procedures to locate the frequency(ies) on the other site
new authorized by PR/VI VFC INC.

The trustee has the duty to:

- ✓ Comply with all **rules and regulations of FCC Part 97** (communications) and the Act. Communications Act of 1934, as amended, and with any other party as amended. (If there is an FCC order to shut down a repeater, the frequency remains on the same frequency as the repeater.
vacancy).
- ✓ Observe strict compliance **with the Articles of the Operating Guide according to amended.** It will be an indispensable requirement to be a trustee of one or more repeaters coordinated to be part of the PR/VI VFC INC.
- ✓ Provide correct information to PR/VI VFC INC. If the trustee provides information incorrect or incomplete information aimed at misleading coordination or validation requests **(All information will be provided to the company's management and will be confidential).**
- ✓ Make sure to **keep your repeater(s) ON AIR and inform the PR/VI VFC INC.** If for some reason your repeater(s) is off the air will explain the reason(s) for being OFF AIR. The Board will activate the protocol of the repeater validity procedure.
Correct if I will cause any interference with another frequency by following the

Part 97 (Repeater Stations) as soon as possible before the PR/VI VFC INC. to intervene as mediator between the parties to resolve this dispute by interference.

- ✓ Deliver the frequency(ies) to the PR/VI VFC INC when you move **to another country that you understand that you will no longer have control of your repeater(s) or do not wish to continue with the frequency.** It is forbidden to sell a repeater with the frequency, since the frequencies are not belong to you upon delivery. Frequencies **are not for life.**

Note: Violations of the rules and regulations (Part 97) of the Federal Communications Commission that result in temporary or permanent suspension or cancellation of the license or violation of this Guide as amended are considered basic grounds for expulsion from the organization and cancellations issued in its name.

Chapter IV - AMENDMENTS

Section I.

- A. This Guide may be amended by the President or if any trustee entitled to vote submits proposed amendments. The proposed amendments must be submitted in writing and addressed to the Secretary at least thirty (30) days prior to the date of the Assembly where said proposed amendments will be discussed. The Secretary shall circulate by the agreed means at least thirty (15) days prior to the date on which the Assembly is to be convened.
- B. The quorum required for the Assembly where amendments are to be discussed **shall be the number of trustees present at the Assembly.**
- C. All those amendments that receive a ***majority vote (half plus one)*** will be in favor of the amendments submitted and within thirty (30) days of their approval will be published electronically on the PR/VI VFC website. So that all trustees may have access to the amendments to the operations guide, norms and procedures.
- D. In the event **that it is not possible to meet in person for the** following ***reasons; natural disasters, pandemics and other emergencies*** that prevent the board from meeting in person. The board will send to the trustees or publish the amendments to the guide for study for at least 30 days and then take it to a virtual vote on the PR/VI VFC INC. page. Following the same voting protocols.

A declaration by a court of competent jurisdiction that a provision of this Guide is invalid, void, voidable, or unenforceable.

or unconstitutional, shall not affect the remaining provisions of the same, which shall be preserved

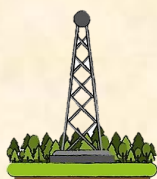
all its validity and effect. We certify that this is a true and exact copy of the same as amended and approved at a meeting convened and quorate on this __ day of _____, 2021.

Frequency Coordination Procedures and Standards

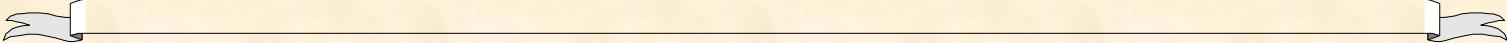
This procedure has been constituted for the purpose of formalizing an effective and fair coordination system for use by the PR/VI VFC INC. All **requests for coordination will be brought to the PRVI-VFC electronically from the petitioner via the official PR/VI VFC INC website** at the following link <http://prvi-vfc.org/index.php/coordinaciones-nuevas/>. All will be treated equally and all petitioners will have an equal opportunity to obtain a coordination as long as they meet the coordination requirements and frequencies are available. New requests for coordination will be answered in or before **(15) days via email**.

PRVI VFC, INC. has the following responsibilities:

- A. Follow the "**Band Plan**" approved by the Coordinating Entity (PR/VI VFC INC.) for Puerto Rico and the Virgin Islands and see that it is complied with.
- B. Prepare and maintain a **document indicating the distribution of villages by zones**.
coordination. The island will be divided into **four (4) zones** (north, south, east and west). west) The Board shall be responsible for representing the Amateur Radio community in forums as required, including hearings before the FCC if necessary.
- C. Prepare and maintain a computerized control database in a **confidential** manner of all the coordinated repeaters it includes:
 1. Full name of the trustee.
 2. Callsigns
 3. Trustee's Mailing or Residential Address
 4. Phone
 5. E-mail address
 6. Coordinated repeater frequency
 7. Whether the repeater is analog or
 8. Data such as ringtones, talk groups, via the Internet (voluntarily)
 9. Coordinates of the location
 10. Exact physical address of the repeater



digital
chains,

- 
11. Antenna height
 12. The power in watts of the repeater
 13. Elevation above sea level
 14. If chained or linked

D. Prepare a standard coordination form that includes all the required information <http://prvi-vfc.org/index.php/coordinaciones-nuevas/> Prepare a validation form that contains the necessary information to validate the coordination.

E. Prepare an **official list of pending applications**.

F. **Receive and analyze** coordination requests to issue a recommendation on the request based on the following parameters:

- The applicant meets the requirements to be a trustee.
- The application contains all the required information.
- An interference-free frequency is available in the requested area.
- The frequency to be assigned is not assigned to another person.
- The requesting trustee has the necessary equipment to operate the repeater plus the site.
- Place and have it on the air properly functioning within the required **sixty (60) day** period.

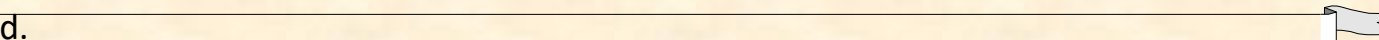
G. Prepare a **Coordination Certificate** to be issued to all radio amateurs who have a frequency coordinated. It must indicate:

- **Coordinated frequency.**
- **The people of coordination.**
- **The "sponsor" if any.**
- **The trustee's name and callsigns**
- **The date of issue must be indicated.**
- **Whether the repeater is analog or digital.**
- **Signature of the secretary and the president.**

TRUSTEE CHANGES AND TRANSFER OF COORDINATIONS

A. Personal coordinations ***are non-transferable and therefore cannot be transferred from one trustee to another trustee.***

B. Repeater coordinations that are issued to **"sponsors" (clubs or groups) (clubs or groups)** can be transferred from one trustee to another trustee within the same group sponsor. The ***requirements are as follows:***

1. The trustee of record must send a letter certifying that he/she is no longer a trustee of
rd.
- 

to be "trustee" of the repeater.

2. The new trustee must send a letter accepting the responsibility of the new trustee. Repeater in question and must include a copy of its license.

The club or group shall send a letter certifying that at a meeting of the board of directors of the club or group, the club or group will

Directors duly convened and with the quorum required by the regulations, it was agreed that

change the trustee. It is suggested that these documents be sent together in order to

facilitate the process of change. (Corporate Resolution)

4. The PRVI-VFC will issue a new Certificate of Coordination reflecting the changes. as soon as the required documents are received and analyzed.

COORDINATION RESPONSIBILITY

- A. The respective trustees of record shall resolve any interference or other issues between the parties, with the understanding that **Part 97 of the Federal Code shall be** used as a **guide**. The PR/VI VFC will try to intercede whenever necessary but the FCC will have the final say if no agreement is reached between the parties after studying the evidence sent by the PR/VI VFC INC.

VALIDITY OF A COORDINATION

- A. Any coordination issued by the PR/VI VFC will be in effect as long as the trustee ***performs its duties as such and maintains the equipment in operation and validates itself as such.***

when required. Trustee independent ***if you die or want to pass on the frequency to another will not be able to do so. The frequency will be entered into the PRVI-VFC, INC. database.***

- B. In case of any inconvenience that ***does not allow the operation of the equipment*** for a period of time.

period of more than ***fifteen (15) days***, the trustee shall be ***responsible for sending a letter of***

explanatory note to the PRVI-VFC, INC. In these cases the coordination will remain in effect for

the next ***sixty (60) days***. Failure ***to comply with this requirement shall be interpreted as a lack of interest in the use of the assigned frequency, so that the coordination is will be cancelled and the frequency will return to the bank of available free frequencies to be assigned.***

to a new trustee.

C. The *following standards* shall be complied with:

- If for any reason the equipment causes any type of ***interference to other similar coordinated equipment, the*** problem must be resolved between the trustee causing the interference and the aggrieved party as both are responsible under ***Part 97.205(c) of the Federal Code***. If one of the conflicting teams is not properly coordinated, the trustee of that team has primary responsibility for resolving the problem. We recommend the use of tone on all repeaters. If not resolved, the uncoordinated or last-installed equipment should be disconnected until the trustee conflict is resolved. The FCC will serve as arbitrator in extreme cases guided by Part 97 of the Federal Code. We recommend that you familiarize yourself with **Subpart "C" Part 97.205**.
- The frequencies are coordinated for the requested site, they are ***not property of the trustee, they belong to the coordinating entity and are not transferable***. Their coordination will remain ***effective as long as the equipment described in the request remains active (ON AIR) at the site coordinated to the requesting entity and the trustee does not change and the coordination remains in force*** through the required validations. If any of these conditions are affected the coordination will be cancelled. If the trustee has any doubts or questions, he/she should contact the PR/VI VFC INC. immediately.
- The equipment must be in operation within ninety **(60) days** from the date on which the Coordination Certificate is issued. If the trustee has any inconvenience for not being able to comply with this term, he/she must contact the PRVI -VFC notifying in **writing the reasons ten (10) days before the expiration of** the term indicated. **Coordinations are not for life**, they must be validated periodically at the request of the coordinating entity. Repeater installations within a 10-mile area around the Arecibo Observatory must obtain a relay from that institution. Trustees must comply with Part 97.205(h) before proceeding with the installation of the equipment. (At this time a relay is not required since our Arecibo Observatory is unavailable due to its collapse).
- If the trustee wishes to **sell his repeater(s)** to another radio amateur with the assigned or coordinated frequency. The trustee who is selling must explain to the radio amateur that when he buys the repeater (electronic equipment) the frequency assigned by rules and procedures **is returned to the coordinating entity** and guide him to request a new coordination to the coordinating entity to assign him the frequency to be programmed with the equipment he bought. The frequencies **do not belong to the trustee and are not for life**. If a trustee does not follow the rules and procedures the coordination will be cancelled. If a trustee buys a repeater and installs it using the programmed and coordinated frequency, the coordinating entity will send a letter explaining that it is in violation of Part 97 and will be asked to shut down the uncoordinated frequency. The **FCC**

will intervene with evidence presented by the Board of the PR/VIVFC INC. if the amateur radio operator does not follow the rules and procedures of the coordinating entity.

**DRAFT FOR APPROVAL
YEARS 2021 - 2026**

