



*Puerto Rico & Virgin Islands Volunteer
Frequency Coordinator , Inc
PR/VI VFC*



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Operational Guidelines Standards and Procedures



2021 – 2026

Operations Guide

The following guide has the main purpose of having 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 responsibility as a trustee.

Chapter I - OFFICIALS

Section I.

The board of officers shall consist of a chairman. The board shall appoint area representatives as required.

Four Zone Coordinators (North, South, East, West & Virgin Islands).

- ✓ A Custodian of Records shall be responsible for the safekeeping of all records in confidence and shall keep the record of the minutes of the meetings.

The current Board may be ratified, or a new Board elected every 10 years by ballot for the purpose of continuing its work for the organization of the repeater frequencies. In General, or Extraordinary Assembly of the community of Trustees (Owners of Repeaters) representative of the coordination area in Puerto Rico and the Virgin Islands. The elected Board will be responsible for the good functioning of the organization and will keep the official records of the "Puerto Rico & Virgin Islands Volunteer Frequency Coordinator", hereinafter "PRVI-VFC, INC.", up to date. If the trustee community understands that the elected board is not performing the correct procedures according to the operations guide and presenting strong evidence they may send a letter addressed to the Board presenting evidence of their arguments to request a special election. The Board will send such letter to the trustees within 5 days and will issue a reply within 15 days to the community of repeater owners. If the special election proceeds, an Extraordinary Assembly will be called, setting a specific date no later than 30 days.

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

Repeater owners attending the General or Special Meeting must be present and voting for a new Board will follow parliamentary processes 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 that require the presence of the owners the vote will continue with the parliamentary process and the vote of half plus 1.

Section II.

Duties of the President.

It shall be the responsibility of the President:

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

Section III.

Duties of the Custodian of Records:

- ✓ Custodian of the official seal, all records, minutes, and other official documents of the PR/VI-VFC.
- ✓ Maintain Minutes of all Assemblies and meetings of the Board.
- ✓ Receive and dispatch all correspondence received and maintain a record of the same.
- ✓ Sign with the President the certificates of coordination and validation.
- ✓ Transfer all records in the event of a change of Board.

Chapter II - BOARD OF DIRECTORS

Section I.

Vacancies and Other Matters:

- ✓ If a vacancy arises for a just reason on the Board, the vacancy shall be filled by a suitable candidate selected by the Board members. If a vacancy arises for a just reason on the Board, the vacancy shall be filled by a qualified candidate chosen by the members of the Board to fill the position until a new member is elected. Until a new member is elected, or the replaced candidate is ratified at the next meeting of the trustees. The next meeting of the trustees. No officer of the Board shall receive compensation for his or her services.

Control and publication of records:

- ✓ The Custodian of Records shall maintain an official record of frequency coordination's which shall contain all such information as may be required and shall make it available to the FCC upon request by that agency.
- ✓ The PRVI-VFC shall 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.
- ✓ The PRVI-VFC, INC. shall be governed by the "Procedure for the Coordination of Frequencies". Coordination

Chapter III - RIGHTS AND DUTIES OF MEMBERS (TRUSTEES)

Section I.

The trustee has the right to:

- ✓ Represent only one or two current coordinated repeaters (maximum 2 frequencies).
- ✓ To attend, participate in all discussions and debates in all Ordinary and Extraordinary Assemblies of the Association and Extraordinary Assemblies of the organization and to vote on all matters brought to a vote if their validation is up to date vote if their validation is up to date.
- ✓ One vote for each required vote.
- ✓ To issue his identification card, his certificate of coordination and validation of the PR/VI VFC. INC.
- ✓ Inform you by e-mail or through the PR/VI VFC web site of meetings, matters related to the to meetings, issues related to your repeater (individually and confidentially).
- ✓ Duplicate your frequency(ices) at other site(s) without causing interference using the new coordination rules and procedures to locate your repeater(s) new coordination procedures to locate the frequency(s) at the other new site(s) authorized by PR/VI VFC. site(s) authorized by PR/VI VFC INC.

The trustee has the duty to:

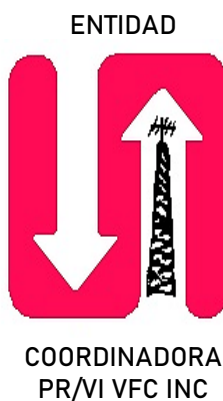
- ✓ Comply with all rules and regulations of FCC Part 97 (Communications) and the Communications Act of 1934, as amended Act of 1934, as amended and with any other party as required by law (If there is an order to shut down a repeater by the FCC, the frequency becomes vacant).
- ✓ Observe strict compliance with the Operating Guide Articles as amended as amended. It will be an indispensable requirement to be a "trustee" of one or more coordinated repeaters to be part of the PR/Coordinated Repeater to be part of the PR/VI VFC INC.
- ✓ Provide correct information to the PR/VI VFC INC. If the trustee provides incorrect or incomplete incorrect or incomplete information intended to mislead in the coordination or validation requests, it will be sufficient reason to cancel any coordination (All information will be kept confidential).
- ✓ Ensure to keep your repeater(s) ON AIR and inform the PR/VI VFC INC. If for any reason your repeater(s) is off the air you will explain the reasons for being OFF AIR. The Board will activate the repeater's on-air procedure protocol. Correct if I will cause any interference with another frequency by following the regulations of Part 97 (Repeater Stations). Part 97 (Repeater Stations) as soon as possible before the PR/VI VFC INC intervene to mediate between the parties to resolve the interference dispute. interference.
- ✓ Surrender the frequency(s) to the PR/VI VFC INC. when you move to another country that you understand will not have the frequency(s) of your choice understand that you will not 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 as the frequencies do not belong to you when it is delivered. belong to you when you turn it in. The 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.

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



Frequency Coordination Policies and Procedures

These standards and procedures have been constituted for the purpose of formalizing an effective and equitable 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 coordination if they meet the established coordination requirements and frequencies are available. New requests for coordination will be answered on 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. The Band Plan in Puerto Rico is the one recommended by the IARU REGION 2 and so far, it has given good results avoiding interferences between frequencies. Remember that our island is small and the IARU REGION 2 BAND PLANS supported by ARRL was adopted.

B. Prepare and maintain a document indicating the distribution of villages by coordination zones. The island will be divided into four (4) zones (North, South, West, East and Virgin Islands). The Board shall be responsible for representing the Amateur Radio community in the required forums including hearings before the FCC if necessary.

C. Prepare and maintain a confidential computerized database of all coordinated repeaters that includes:

1. Full name of the trustee.
2. Callsigns
3. Trustee's Mailing or Residential Address
4. Telephone
5. E-mail address
6. Coordinated repeater frequency
7. Whether the repeater is analog or digital
8. Data such as tones, talk groups, chains, over the Internet (voluntarily)
9. Coordinates of the location
10. Exact physical address of the repeater
11. Antenna height
12. The power in watts of the repeater
13. Elevation above sea level
14. Whether it is chained or linked

D. Prepare a standard form for coordination's that includes all required information NEW COORDINATIONS The Board will each year validate the coordination's by conducting a survey and prepare a validations form that contains the necessary information to validate the coordination's ON AIR VALIDATIONS.

E. Prepare an official list of applications on hold.

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

- ✓ The applicant meets the requirements to be a trustee.
- ✓ The request contains all required information.
- ✓ There is a frequency available free of possible interference 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 and will have it on the air the requesting trustee has the necessary equipment to operate the repeater plus the site.
- ✓ Site and will have it on the air operating properly within the required sixty (60) day period.

G. Prepare a Coordination Certificate to be issued to any amateur radio operator who is coordinated on a frequency. It shall indicate:

- ✓ The frequency coordinated.
- ✓ The people of the coordination.
- ✓ The "sponsor" if any.
- ✓ The name and callsign of the "trustee.
- ✓ The town where it is located.
- ✓ The date it is issued.
- ✓ Whether the repeater is analog or digital.
- ✓ Signature of the secretary and chairman.

H. Prepare a Certificate of Validation (ON AIR) to be issued to all trustees who have their frequency(ies) on the air. It shall state:

- ✓ Name of the trustee
- ✓ The callsign of the trustee
- ✓ Coordinated frequency(ies)
- ✓ The town it is located in.
- ✓ The study performed (The order of the study examples: first, second, third, ect....). The date issued.
- ✓ Date issued.
- ✓ Signature of the secretary and the president.

TRUSTEE CHANGES AND COORDINATION TRANSFERS

Personal coordination's are non-transferable and therefore cannot be transferred from one trustee to another trustee from one trustee to another trustee.

The coordination's of repeaters that are issued to sponsors (clubs or groups) can be transferred from one trustee to another trustee within the same sponsoring group sponsoring group. The requirements are as follows:

- ✓ The trustee of record must send a letter certifying that he/she is no longer a trustee of the repeater. The new trustee must send a letter accepting responsibility for the repeater in question and must include a copy of his or her license. The new trustee must send a letter accepting responsibility for the repeater in question and must include a copy of his license. The club or group shall send a letter certifying that at a duly called meeting of the Board of Board of Directors meeting duly convened and with the quorum of the by-laws agreed to change the trustee to change the trustee. It is suggested that these documents be sent together to facilitate the change facilitate the change process. (Corporate Resolution)
- ✓ The PRVI-VFC will issue a new Certificate of Coordination reflecting the changes as soon as the required documents are received and analyzed as soon as it receives and analyzes the required documents.

COORDINATION RESPONSIBILITY

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 last word if no agreement is reached between the parties after studying the evidence sent by the PR/VI VFC INC.

VALIDITY OF A COORDINATION

Any coordination issued by the PR/VI VFC will be in effect if the trustee fulfills its duties as such and maintains the equipment in operation and is validated when required. If the independent trustee dies or wants to pass the frequency to another trustee, he/she will not be able to another trustee will not be able to do so. The frequency will pass to the PRVI-VFC, INC. database.

In case of any inconvenience that does not allow the operation of the equipment for a period of more than fifteen (15) days, the trustee will be responsible for sending a letter of explanation to PRVI-VFC, INC. In these cases, the coordination will remain in effect for the next sixty (60) days. Failure to comply with this requirement will be interpreted as lack of interest in the use of the assigned frequency and the coordination will be cancelled and the frequency will be returned to the bank the coordination will be cancelled and the frequency will return to the bank of free available frequencies to be assigned to a new trustee.

The following rules shall be complied with:

If for any reason equipment should cause any type of interference to other similar equipment already coordinated, such problem shall be resolved between the causing trustee 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 location, are not the property of the trustee, are owned by the coordinating entity and cannot be transferred. Their coordination will remain in effect if the equipment described in the request remains active (ON AIR) at the site coordinated to the requesting entity and does not change trustee and the coordination remains in effect through the required validations. If any of these conditions are affected the coordination will be cancelled. If the trustee has any questions or concerns, he/she should contact PR/VI VFC INC. immediately.

The equipment must be operational within (60) days from the date the Certificate of Coordination is issued. If the trustee has any inconvenience for not being able to comply with this term of time, he/she must contact PRVI-VFC notifying in writing the reasons ten (10) days before the expiration of the term indicated. Coordination's 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 equipment installation.

If the trustee wishes to sell its repeater(s) to another amateur radio operator with the assigned or coordinated frequency. The trustee who is selling should explain to the radio amateur that when the repeater (electronic equipment) is purchased, the frequency assigned by rules and procedures is returned to the coordinating entity and guide him/her to request a new coordination from the coordinating entity to assign the frequency to be programmed with the equipment purchased. 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 purchases 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.

LIMIT OF COORDINATIONS

Over the years some radio amateurs have several coordinated frequencies limiting that other radio amateurs could request new coordinates. The following point is established to solve the limit of coordinates:

- ✓ As of **June 1, 2021**, will be effective each trustee will have a limit up to **two frequencies** to coordinate and encourage duplication of their frequencies.

Explanatory Note: The Board of the PR/VI VFC INC. recognizes that prior to the effective date of limiting the number of repeaters there are several trustees with more than the limit. These trustees will be guaranteed their number unless they fail to comply with the coordination on some of their frequencies.

DUPLICATION OF COORDINATION

Trustees may duplicate their two coordinated frequencies.

They will be able to duplicate the two frequencies making a study to avoid interference with another trustee with the due authorization of the PR/VI VFC INC. (It is indispensable that you send a new coordination indicating that you are going to duplicate one of your frequencies filling all the required fields so that the board of the PR/VI VFC INC. can analyze it and give you the authorization to duplicate your frequencies). They cannot duplicate without the authorization of the PR/VI VFC INC. and must have the certificates (coordination and validation) for the new location of the duplicated frequency.

Note: Failure to follow these rules may be interpreted as un coordination of your duplicated frequencies.

COORDINATION SHARING

Frequencies may be shared if they meet the following criteria:

The PR/VI VFC INC. board will cordially converse with the primary trustee that his frequency coordinated to him intending to share it with another trustee giving him full details of its location. The primary trustee will have all the right to approve or not to approve the sharing of his frequency (Except for Virgin Islands frequencies).

The frequencies must be at the ends of the island at a distance that does not interfere with each other. The second trustee must be aware that the frequency is shared with the primary trustee and that if there is any dispute, the regulations of Part 97.c will be followed, which states the following: (c) Where the transmission of one repeater causes harmful interference to another repeater, the owners of both repeaters are equally and fully responsible for resolving the interference unless the operation of one repeater is recommended by the frequency coordinator and that of the other is not. In this case the owner of the non-coordinated repeater has the primary responsibility for resolving the interference.

The board will analyze whether frequency sharing can be done by doing a location study and will report back if frequency sharing is authorized.

DEFINITIONS

Trustee = an amateur radio operator holding one of the FCC authorized licenses where the coordinating entity issues a certificate of coordination for one or two specific repeater frequencies in the spectrum of the amateur radio band whereas the primary station has the duty or responsibility to:

- ✓ Keep the repeater on the air.
- ✓ Have its coordination and validation certificate up to date.
- ✓ Allow cordial interaction between users using its repeaters.
- ✓ Avoid misuse of your repeater since the trustee is the primary operator of your repeater.

Primary trustee = radio amateur who owns a primary coordinated frequency given by the coordinating entity and has the right to share or not to share this frequency. In cases of interference to uncoordinated repeaters on the same frequency, the FCC is legally bound by part 97.c of the regulations, which states the following: (c) Where the transmission of one repeater causes harmful interference to another repeater, the owners of both repeaters are equally and fully responsible for resolving the interference unless the operation of one repeater is recommended by the frequency coordinator and that of the other is not. In this case the owner of the non-coordinated repeater has the primary responsibility for resolving the interference.

Secondary trustee = radio amateur who owns a shared frequency coordinated in the secondary plane given by the coordinating entity and authorized by the primary trustee in an amicable agreement. Where there are certain limitations to the use of the shared frequency.

Note: The trustee of a repeater may request a user if he misuses the repeater to restrict his use of the repeater according to the Part 97.e regulations which states: e. It is permissible to restrict the use of a repeater to certain users only.

Coordinated frequency = frequency authorized by the coordinating entity to a particular trustee and endorsed by the FCC.

Uncoordinated frequency = frequency not authorized by the coordinating entity and not endorsed by the FCC.

Duplicated frequency = the primary trustee has the right to duplicate its frequency at another specific location without causing interference and authorized by the coordinating entity.

Frequency sharing = the primary trustee can share one of its frequencies with a second trustee with certain restrictions authorized by the coordinating entity without causing interference with the primary trustee.

TYPES OF CERTIFICATES

Coordination certificate = certificate issued by the coordinating entity to a licensed amateur radio operator (T, G, E) on a specific frequency with the responsibility required by Part 97 Repeater Stations.

Certificate of Validation = a certificate issued by the coordinating entity to a licensed (T, G, E) Amateur Radio operator at a specific frequency with the accountability required by Part 97 Repeater Stations evidencing that its repeater station is ON AIR according to surveys conducted by the coordinating entity each year.

A declaration by the Federal Communications Commission (FCC) that any provision of this Guide is invalid, void, or unconstitutional shall not affect the remaining provisions of this Guide, which shall preserve their full force and effect. We certify that this is a true and accurate copy of the same as amended and approved at a meeting convened and quorate on this 21 day of May 2021.

Iván Valentín Jiménez

Iván Valentín, KP3IV
Secretario y Custodio
PR/VI VFC INC.

Julio Díaz Santiago

Julio Díaz Santiago KP3JD
Presidente
PR/VI VFC INC.

