

WINDHAM CABLE ADVISORY BOARD RULES OF PROCEDURE:

SECTION I : GENERAL:

The Windham Cable Advisory Board (WCAB) was established in 1983 by the Board of Selectmen, Town of Windham, to ensure quality cable television service to the community of Windham. The function of the WCAB is to act as a community advocate to assure high quality service, quality programming, equal access and availability to programming of the community channel, and to provide the Board of Selectmen with up to date information on the cable system and community relations.

SECTION II : DEFINITIONS:

- A) "WCAB" : Windham Cable Advisory Board.
- B) "WCTV-51" : The Community Channel
- C) "Certified Volunteers" : Any volunteer who has completed either remote or studio production training and holds a current valid member card.

SECTION III : FUNCTIONS:

- A) The WCAB shall function as a governing body to ensure fair and equal opportunity for original programming on the community channel.
- B) The WCAB shall encourage the broadest range of programming and services be available to the community.
- C) The WCAB shall be responsible to monitor the franchisee and ensure that technical quality shall meet or exceed all industrial standards of performance and those incorporated into the franchise agreement.
- D) The WCAB shall represent the community at large as a mediating body to aid in resolution of any ongoing debates.
- E) The WCAB shall be responsible for coordinating the day to day functions of the of Studio Coordinator, in concert with the Town Administrator's overall oversight authority.
- F) The WCAB shall be responsible for the community channel (WCTV-51) budget, and shall oversee the Studio Coordinator's implementation of same.
- G) The WCAB shall enhance awareness of the studio activities and opportunities.

SECTION IV : ADMINISTRATION:

A) MEMBERSHIP:

1. As established by the Board of Selectmen, the WCAB shall consist of the following:

- a) One ex-officio member from the Board of Selectmen.
 - b) Six (6) regular members, and two (2) alternate members.
2. At no time will the number of “certified volunteers” on the WCAB exceed two (2).
 3. The terms of office shall be three years.
 4. Liaison positions may be established with groups that feel a need to be represented.
 5. An alternate member may act as a regular member in the absence of one of the six (6) regular members at an official meeting.
 6. The WCAB has the option to recommend to the Board of Selectmen the replacement of any member with unexcused absences at three (3) consecutive meetings in one year, or a total of five (5) unexcused absences in one year.
 7. Any member negligent in the duties set forth by the WCAB will be replaced in accordance with IV, A), 9., below. No member shall act in a manner detrimental to the operations of the WCAB.
 8. **CONFLICT OF INTEREST:** Matters involving conflict of interest will be handled in accordance with the Town of Windham’s conflict of interest policy.
 9. **MEMBERSHIP REPLACEMENT:** When a vacancy occurs, the WCAB shall:
 - a) Notify the Board of Selectmen, who shall then proceed using the Town’s Appointment Guidelines.

B) MEETINGS:

1. In order to conduct an official meeting of the WCAB, a quorum must be present. A quorum shall consist of four (4) members.
2. An annual meeting schedule will be established at the September meeting by recommendation of the Chairman and acceptance by the WCAB.
3. Notice of said meeting will be published in a local newspaper of general circulation, or posted in two (2) public places.

C) ELECTION OF OFFICERS: The WCAB shall conduct yearly elections in the month of September. The officer shall be the Chairman, Vice Chairman and Secretary.

D) DUTIES OF OFFICERS:

1. The duties of the Chairman will be to:
 - a) Preside at all meetings.

- b) Prepare and distribute the agenda for each meeting prior to the scheduled meeting date.
 - c) Communicate the direction of the WCAB to the Studio Coordinator.
 - d) Coordinate with WCAB to provide information to the Town Administrator for use in annual performance evaluations of the Coordinator.
 - e) Authorize the accrual and use of compensatory time/overtime under the direction of the Town Administrator.
2. The duties of the Vice Chairman will be to assume the duties of the Chairman in his or her absence.
3. The duties of the Secretary will be:
- a) Take the minutes of each meeting.
 - b) Prepare and distribute draft copies of meeting minutes for the next meeting.
 - c) Retain accepted minutes for historical purposes.
 - d) Supply a copy of each set of minutes to the Selectmen and to the local newspaper.

SECTION V : AMENDMENTS:

An amendment to these Rules of Procedure may be moved at a Committee meeting, but shall not be voted upon until the next regularly scheduled meeting, not less than seven (7) days later. A copy of any amendment shall then be certified and submitted to the Town Administrator for inclusion in the Town's records. No amendments concerning personnel issues may be considered without prior approval of the Board of Selectmen.

SECTION VI : EFFECTIVE DATE:

These Rules of Procedure shall be effective upon a vote of the Board of Selectmen and shall replace any and all former Cable By-laws/Rules of Procedure enacted by the Town.

Recommended by the Windham Cable Advisory Board - Oct. 28, 1996
Approved by the Board of Selectmen at a public meeting - Nov. 18, 1996
Re-codified and affirmed by the Board of Selectmen - May 11, 1998

Charles E. McMahon
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Board of Selectmen

Amended by the Board of Selectmen - November 23, 1998