

## **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(s), 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" : The Windham community television channels, (i.e. 20, 21, 22, 30 and the High School Channel 170)
- C) "Member" : As appointed by the Selectmen; a person from the community and an ex-officio Selectman and an ex-officio Selectman alternate.
- D) "Active Volunteers" : Any volunteer who has completed either remote or studio production training and has volunteered for at least three (3) hours in the previous six months.

### **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(s).
- 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, through the chairman of the WCAB, shall be responsible for guiding the day to day functions of the Studio Coordinator, in concert with the Town Administrator's overall oversight authority.
- F) The WCAB shall be responsible for the cable budget.
- 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 acting as a regular member.
  - b) A second member of the Board of Selectmen acting as an alternate only for the Selectmen member of the WCAB.
  - c) Six (6) regular members and two (2) alternate members.
2. At no time will the number of “active volunteers” on the WCAB exceed three (3).
3. The terms of office shall be three (3) 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 or, in the case of the Selectman alternate only, in the place of the regular Selectman during his/her absence.
6. The WCAB has the option to recommend to the Board of Selectmen the replacement of any member with absences at three (3) consecutive meetings in one year, or a total of six (6) absences in one year (or 20% of the regular meetings in one year).
7. No member shall act in a manner detrimental to the operations of the WCAB.
8. Matters involving conflict of interest will be handled in accordance with the Town of Windham’s conflict of interest policy.
  - a) When a vacancy occurs, the WCAB shall notify the Board of Selectmen who shall then proceed using the Town 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 officers 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 three (3) days 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 the annual performance evaluations of the Coordinator.
  - e) Authorize the accrual and use of compensatory time/overtime under the direction of the Town Administrator.
  - f) Approve emergency or minor expenditures up to one thousand dollars (\$1,000).
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 to:
  - a) Take the minutes of each meeting.
  - b) Prepare and distribute draft copies of meeting minutes for the next meeting.
  - c) Retain approved minutes for historical purposes in the Cable Studio office.
  - d) Supply a copy of each set of minutes to the Town Administration Office and to a local newspaper.

**SECTION V: WAIVERS:**

Any provisions of these Rules may be temporarily waived by a majority vote of the Board of Selectmen for good cause shown.

**SECTION VI : AMENDMENTS:**

At least annually, or more often should the WCAB consider it necessary, the WCAB shall review these Rules and Procedures and recommend any amendments in writing to the Board of Selectmen for adoption. Said recommendations shall be made in the form of a vote, which vote shall be passed by a 2/3 majority vote.

Any recommendation of amendment(s) shall be submitted in writing to the WCAB and read into the minutes of the WCAB at a regularly scheduled meeting, one month before a vote on the recommendation shall be taken.

**SECTION VII : EFFECTIVE DATE:**

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

**Charles E. McMahon**  
**Douglass L. Barker**  
**Carolyn B. Webber**  
**Margaret M. Crisler**  
**Galen A. Stearns**  
Board of Selectmen

**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**  
**Amended by the Board of Selectmen - November 23, 1998**  
**Amended by the Board of Selectmen - March 15, 2010**