

RULES OF PROCEDURE

WINDHAM CABLE ADVISORY BOARD:

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, and 30)
- C) "*Member*": As appointed by the Selectmen; a person from the community.
- 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 (6) 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:

- a) 1. As established by the Board of Selectmen, the WCAB shall consist of the following: Five (5) regular members and two (2) alternate members appointed by the Board of Selectmen.
 - b) If the Board of Selectmen appoints a liaison to the Windham Cable Advisory Board, that Selectman shall be a voting member for the duration of their liaison assignment.
- 2. At no time will the number of "active volunteers" on the WCAB exceed three (3).
 - 3. Except occasionally in cases where appointment is made to fill a vacated position, the terms of office shall be three (3) years.

- a) When a vacancy occurs, the WCAB shall notify the Board of Selectmen who shall then proceed using the Town Appointment Guidelines.
 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 five (5) 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 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.
- B) MEETINGS:
1. In order to conduct an official meeting of the WCAB, a quorum must be present. A quorum shall consist of three (3) members; except in those years when a Selectman liaison has been appointed, when 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 two thousand five hundred dollars (\$2,500).
 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 annually for historical purposes in the Town Clerk's office.

SECTION V: SEVERABILITY

If any section, provision, or phrase of this Policy shall be held to be invalid or unconstitutional by any court of competent authority, such holding shall not affect, impair or invalidate any other section, provision, or phrase hereof.

SECTION VI: WAIVERS

Waivers of these Rules of Procedure may be granted by a majority vote of the Board of Selectmen for good cause shown.

SECTION VII: AMENDMENTS

These Rules of Procedure may from time to time be amended by vote of the Board of Selectmen at a regularly scheduled meeting. Notice of proposed changes shall be posted in at least two (2) public places, one of which must be the Town Hall, at least fourteen (14) calendar days prior to the date of the meeting

SECTION VIII: EFFECTIVE DATE

This Rules of Procedure shall take effect immediately upon adoption by the Board of Selectmen and shall supersede any and all such Rules of Procedure previously enacted.

Recommended by the Windham Cable Advisory Board - October 28, 1996

Approved by the Board of Selectmen - November 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

Amended by the Board of Selectmen – October 15, 2018

**Ross McLeod
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Board of Selectmen**