

# AD-HOC CABLE ACCESS COMMITTEE BYLAWS

## Article I. Name

The name of the committee is the **Ad-Hoc Cable Access Committee**. The committee was formed on February 27, 2008 by vote of the Dover City Council (R-2008.02.28).

## Article II. Purpose, Authority, Duties and Termination

- A. The purpose and authority of this committee is to develop recommendations for an organizational structure for operations of the educational and governmental access channels as contemplated in the renewed cable franchise agreement
- B. The Committee will also advise the City and School Administration on the construction of studio facilities, installation of equipment and recommend operation procedures.
- C. The Committee shall provide a report with recommendations for ongoing organizational structure and operation of access channels to the City Council no later than September 10, 2008.

## Article III. Membership

- A. There shall be five (5) members on the committee as appointed in accordance with the City Council resolution.
  - Three (3) members appointed by the City Council via recommendations of the Appointments Committee
  - One (1) School Board member
  - One (1) City Council member
- B. Vacancies shall be filled in the same manner as the original appointments.
- C. Upon failure of any member to attend three (3) consecutive meetings, the committee may recommend to the Dover City Council that the appointment of the member be terminated and the position be declared vacant.

## Article IV. Officers and Staffing

- A. Officers. The officers consist of a chair and recording secretary who shall initially be selected by a majority vote of the entire membership and who shall serve at the pleasure of the membership for the duration of the committee's term. Officers may be replaced by 2/3rds majority vote of the entire membership.
- B. Chair. The chair shall have general supervisory and directional powers over the committee.
- C. The chair shall preside at all committee meetings and set the committee's agenda. The chair shall also be an ex-officio member of all sub-committees that may be organized by vote of the membership and shall be the sole spokesperson for the committee, unless this responsibility is delegated in writing to another.
- D. Recording secretary. The recording secretary shall take attendance at meetings, arrange for video and/or audio recording of meetings, record in writing all motions and subsequent votes and distribute completed written meeting minutes to the membership and City Clerk in conformance with established procedures and requirements of NH RSA 91-a
- E. Staff. The City of Dover may provide staff support to the committee for meeting notification, typing, copying, and information gathering to the extent permitted by the city budget. All staff shall be assigned and remain under the direct supervision of the City Manager, department head or designee.

## Article V. Procedures

- A. The committee shall hold regular meetings as necessary at a time and place designated by the chair. All meetings of the committee and subcommittees shall be posted to comply with established procedures of the City Clerk and NH RSA 91-a. All meetings shall be conducted in public unless otherwise permitted by state law.
- B. Fifty-one percent (51%) of the voting membership of the committee shall constitute a quorum.

- C. These rules may be repealed or amended by a 2/3rds vote of the entire membership following initial adoption.
- D. The parliamentary authority for the committee is *Robert's Rules of Order Revised, 10<sup>th</sup> ed*, except as provided by these rules or local, state or federal law.
- E. Minutes shall be kept for all meetings of the committee. The format of the minutes shall substantially comply with the requirements established by the City Clerk. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the committee at the next meeting of the committee, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website within five (5) business days following the meeting at which they have been approved.
- F. The committee shall arrange for video recording of all meetings. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be in a format prescribed by the City Clerk and are to be provided to the City Clerk within five (5) business days of the meeting.
- G. Committee members shall obtain a City of Dover e-mail address for the distribution of information or notices of meetings related to committee activities to members, the public and the news media. Committee members shall refrain from engaging in discussions of committee business at times other than during properly posted meetings, through use of e-mail or any other means where the discussion directly or indirectly involves a quorum of the committee. Specifically, committee members shall refrain from conducting the official business of the committee outside the view of the public and the news media unless permitted by law.
- H. The committee shall utilize the Checklist for Non-public sessions for all non-public sessions.
- I. The committee shall provide and maintain a current list of committee members including public contact information to the City Clerk.
- J. All requests for City staff assistance including contacts with the City Attorney shall be made through the chair of the committee.

ADOPTED BY THE COMMITTEE ON MAY 29, 2008