

# **New Gloucester Community Access Television Bylaws**

## **ARTICLE I - SCOPE**

### **Section 1. Purpose:**

The New Gloucester Cable Television Committee is defined by the Community Access Television of New Gloucester, Maine Ordinance as being responsible for managing and operating the facility identified therein as NGTV. The Committee is responsible for providing the citizens of New Gloucester with coverage of public, educational and governmental meetings and events.

### **Section 2. Responsibilities:**

The Committee is responsible to the Town Manager and Board of Selectmen for all aspects of operating the NGTV facility. The responsibilities include, but are not limited to, the following:

Administrative:

- a) Annual operating budget
  - b) Capital Improvement Plan requests
  - c) Long-range Planning updates
1. Documentation:
    - a) Ordinance updates
    - b) Bylaws
    - c) Policy and Procedures Manual
    - d) Operations Manual
  2. Technical:
    - a) Video messaging system and related-PC maintenance
    - b) Technical maintenance of video facility and equipment
    - c) Acquisition of supplies and equipment
  3. Operational:
    - a) Live coverage of on-site meetings and events
    - b) Public Address System operation for off-site meetings and events
    - c) Video recording of off-site meetings and events
    - d) Replay of recorded meetings and events
    - e) Volunteer operator recruitment and training

## **ARTICLE II - MEETINGS**

### **Section 1. Frequency:**

The Committee will meet at least annually, but will schedule ad hoc meetings depending on tasks to be accomplished and related deadlines.

**Section 2. Quorum:**

A number of members present that exceeds 50% of the total Committee membership constitutes a quorum for the transaction of business at a Committee meeting.

**Section 3. Election of Officers:**

Committee officers are elected at the first meeting of each fiscal year or as needed to fill vacancies. The officers are a Chairman and Vice Chairman.

**Section 4. Minutes:**

The Chairman (or the Vice Chairman if necessary) should appoint a scribe for recording and typing meeting minutes. Such an appointment exists only as long as the appointee and Chairman/Vice Chairman agree to it.

**ARTICLE III – AMENDMENTS**

These bylaws may be amended, altered or repealed and new bylaws adopted by a simple majority of the New Gloucester Cable Television Committee. The action must be proposed at a regular Committee meeting, be acted upon at a subsequent meeting, and be approved by the Board of Selectmen.

Approved Sumner M Field III: \_\_\_\_\_ DATE 11/5/10