

## City of Hastings

### Cable Access Committee By-Laws and Procedures

- 1. Overview** – The Cable Access Committee manages the Hastings PEG channel (Public/Education/Government) in accordance with Federal Communication Commission (FCC) regulations and under the authority of the Hastings City Council.
  
- 2. Membership** – The mayor and city council must approve an individual to join the committee. Individuals appointed to the committee serve a three-year term. At the end of a term, the individual may be re-nominated and approved for another term. If not re-nominated and approved, the individual is no longer a committee member.
  
- 3. The committee** – The committee shall consist of a maximum of 9 members.
  
- 4. Officers** – The committee shall elect, from its membership, three officers at the first meeting of a new year. Election shall be by simple majority. The officers shall be the Chairperson, Vice Chairperson and Secretary.

#### **5. Duties of the Officers**

**Chairperson** – The Chairperson shall be the chief executive of the committee. This includes, but is limited to, setting the agenda for all meetings, distributing the agenda to the committee and the City Clerk, presiding over all the meetings and assuring that committee procedures are followed and requirements satisfied.

**Vice Chairperson** – The Vice Chairperson shall function as the Chairperson in the absence of the Chairperson. In case of death, termination or resignation of the Chairperson, the Vice Chairperson shall preside until the committee elects a new Chairperson.

**Secretary** – The Secretary shall keep minutes of all meetings, routine or non-routine, and distribute them to committee members and the City Clerk. The Secretary becomes the acting Chairperson in the absence of both the Chairperson and Vice Chairperson

Should any of the three offices become vacant, the committee will elect a replacement, from within its membership, at the next scheduled committee meeting.

- 6. Voting** – Any committee business that requires a vote requires the presence of a quorum. A quorum shall consist of a minimum of half the committee. Should there be an odd number of committee members, a quorum shall be half the committee with the fraction rounded up. Motions shall be required by the Chairperson before a vote is taken. Support of the motion, and the results of the vote, shall be entered in the meeting minutes.

A simple majority shall be required to pass a motion. In case of a tie vote, the motion is not approved.

- 7. Meetings** – The committee shall routinely meet once each month. The Chairperson may call other, non-routine, meetings as required.

During the last meeting of a calendar year, the committee shall set the dates and times of the monthly meetings for the next calendar year. The Secretary shall distribute these dates/times to the City Clerk before the end of that month. The City Council must approve or deny the list of dates at their first meeting of the new year.

All committee meetings, routine or non-routine, are open to the public. The names of visitors shall be entered into the meeting minutes.

Each monthly meeting shall follow the agenda prepared for that meeting. The agenda shall allow additional time for committee members and visitors to discuss anything pertaining to the PEG channel or the committee.

All committee decisions must be made in meetings open to the public and shall be reflected in the minutes

Meetings shall be governed by Robert's Rules of Order.

- 8. Equipment** – The committee shall maintain a list of all PEG channel equipment.

The list shall indicate the estimated remaining life of each piece of equipment.

This list shall be the basis for the committee's annual budget request.

- 9. Changes to these by-laws** – Changes to these buy-laws require the vote approval of the committee.

submitted to City Manager and City Council on July 19, 2018