

BYLAWS

CABLE COMMUNICATIONS COMMITTEE

COUNTY OF JAMES CITY, VIRGINIA

ARTICLE I. OBJECTIVES

This Committee was established by an ordinance adopted by the Board of Supervisors of James City County, to work with the franchise grantee(s), the community, County staff and the Board of Supervisors to monitor, evaluate and provide advice on the provision of cable television in James City County, to regulate and oversee the operation of public and educational access programming in the County, and to monitor compliance with the James City County Cable Communications Ordinance.

ARTICLE II. MEMBERSHIP

The Committee shall consist of seven members, each appointed by the Board of Supervisors for a term of four years. Members shall serve staggered terms with four members appointed in 2005 and three members appointed in 2007.

ARTICLE III. MEETINGS

1. The first meeting of the Committee following April 1st of each year shall be the organizational meeting of the Committee. At the organizational meeting, the Committee shall elect its officers and set its regular meeting schedule for the next twelve months. The newly elected officers shall take office and preside following the vote at the organizational meeting. Prior to the organizational meeting, the Nominating Committee shall propose nominations for Chair and Vice Chair. Additional nominations may be made during the election process at the organizational meeting. When a vacancy occurs for the Chair or Vice Chair, an election shall be held on the next regular meeting date.
2. Special meetings of the Committee may be called by the Chair or by two members upon written request to the Secretary. The Secretary shall mail to all members, at least five days in advance of a special meeting, a written notice fixing the time, place and the purpose of the meeting.
3. Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or at a previous special meeting at which a quorum was present.
4. The Committee may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the motion of adjournment. When a regular or adjourned regular meeting is adjourned as stated in this paragraph, the resulting adjourned meeting is a regular meeting for all purposes. When a motion of adjournment fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings. Adjourned special meetings will be considered special meetings for all purposes and all regulations concerning special meetings must apply.

3. Have charge of all official books, papers, maps, and records of the Committee and shall conduct all official correspondence relative to hearings, meetings, resolutions, decisions, and other business of the Committee;
4. Receive minutes of all committee meetings and preserve these as records of the Committee; and
5. The Secretary shall notify the Vice Chair, by telephone or in person, on the day the Chair informs him that he will not be present at a scheduled meeting. It is the duty of the Secretary to brief the Vice Chair on items to come before the Committee when he presides.

D. MEMBERSHIP

Members of the Committee shall have the following duties:

1. Attend regular, adjourned regular, special and adjourned special meetings and public hearings;
2. Attend subcommittee meetings to which the member is appointed;
3. Represent the Committee at Board of Supervisors meetings when requested.

ARTICLE VII. SUBCOMMITTEES

1. The Cable Administrator or designee shall serve as an ex officio member of all standing and special subcommittees.
2. All subcommittee reports written or oral are considered a permanent record of the Committee.
3. The chair of each subcommittee shall be elected by a majority of the subcommittee members within sixty days after the Chair takes office or the subcommittee is created.

ARTICLE VIII. PARLIAMENTARY AUTHORITY AND ORGANIZATIONAL PROCEDURE

The rules contained in the last revised edition of Robert's Rules of Order to the extent that such rules are not in conflict with these Bylaws shall apply at all meetings of the Committee and its subcommittees.

ARTICLE IX. AMENDMENT

Amendments may be made to these Bylaws by a two-thirds (2/3) vote of the voting members only after a minimum 30 days' prior notice is given and only at a regular scheduled meeting.

Adopted February 13, 2003

Amended July 15, 2003

5. A quorum of the Committee shall consist of a majority of the members of the Committee. No action of the Committee shall be valid unless authorized by a majority vote of those present and voting.
6. All minutes and records of the Committee of its meetings, resolutions, transactions and votes, shall be kept by the Secretary. The Secretary shall be the Cable Administrator or designee.

ARTICLE IV. PUBLIC COMMENTS TO THE COMMITTEE

Public comments shall be invited at the beginning of each meeting.

ARTICLE V. VOTING

1. No member present shall abstain from voting on a roll call vote unless a member has a conflict of interest in the matter being voted upon.
2. In reporting a vote to the Board, the Secretary shall indicate (in writing) the recorded roll call vote.

ARTICLE VI. DUTIES

A. CHAIR

The Chair shall have the following duties:

1. Preside at meetings of the Committee;
2. When authorized by the Committee, the Chair shall execute in its name all its obligations;
3. The Chair or his designee shall represent the Committee and keep them informed when not in session; and
4. The Chair shall nominate all members of subcommittees..

B. VICE CHAIR

The Vice Chair shall perform the duties of the Chair during the absence or disability of the Chair.

C. SECRETARY (Cable Administrator or designee)

The Secretary shall have the following duties:

1. Keep a record of all regular, adjourned regular, special, and adjourned special meetings and public hearings and transcribe in a minute book of the Committee;
2. Make all notices of all meetings required to be sent under these Bylaws to Committee members;