

**BY-LAWS-OF THE TOWN OF BRUNSWICK'S CABLE TV ADVI- SORY
COMMITTEEAND
CHARGE FOR THE TOWN OF BRUNSWICK'S CABLE TV ADVISORY COMMITTEE**

**(bylaws updated by the Committee on October 9, 2024; charge updated by the Town
Council on [Council enacted on Dec 16, 2024])**

Article I: Name

The committee's name is the Cable TV Advisory Committee; its members are appointed by the Brunswick Town Council.

Article I: Charge

The purposes of the committee include proposing policies and advising the Town regarding the operation and management of public, governmental, and educational (PEG) access channels provided on cable or similar video systems authorized to provide service to Town residents under any cable franchise or other authorization granted by the Town. This committee is also responsible for monitoring compliance by all such franchised or authorized cable or video systems with the applicable franchise or other authorizations, making recommendations to the Town on cable television matters, including policies and regulations relating to regulating or franchising cable and similar video systems operating in the Town, recommending the grant or renewal of a franchise or other authorization to a particular provider for constructing or operating a cable or similar video system in the Town, and providing guidance to the Town for other related matters as are set forth in the committee's guidelines.

Article III: Members

Membership on the committee consists of seven (7) voting members and a nonvoting representative of each cable company or other video service provider franchised or authorized by the Town and is as follows until modified by the Town Council:

- One representative of the Town Council
- One representative of each cable company or other video service provider that is franchised or authorized by the Town (each such representative is a nonvoting member of the committee)
- One representative of the Town's School Board
- One representative of the Town's School Department
- Four (4) citizen representatives who are Town residents

The Town of Brunswick's IT/Cable TV Director and the Town's Media Creator and Producer (as such positions or titles may be modified or updated by the Town from time to time) will serve as staff assistants to the committee and at least one such staff assistant will attend all committee meetings

Article IV: Officers

Officers of the Committee will be as follows:

Chairperson
Vice Chairperson

Officers are elected by a majority vote of members of the committee in attendance and voting at the meeting for electing officers and their term of office is one year.

Article V: Meetings

Meetings will be held at a date and time agreed upon by members of the committee. A quorum will consist of at least four (4) voting members of the committee. A quorum and the attendance of at least one of the staff assistants specified in Article III are required for any meeting at which the committee votes on an item. The committee may approve or adopt a measure or proposal only if a majority of the members of the committee in attendance and voting on the item at the meeting vote in favor of the measure or proposal.

Article VI: Sub-committees

The committee may appoint such sub-committees as it deems necessary to support its work.

Article VII: Agenda

At least one week prior to a scheduled committee meeting; the Chairperson shall distribute a copy of the meeting's agenda. At such times as needed, the Chairperson may call emergency meetings, provided that he or she provides reasonable notice to members.

Article VIII: Order of Business

Committee meetings will be conducted in accordance with Roberts Rules of Order and will adhere to the following format:

- A. Call to Order
- B. Reading and Approval of Minutes
- C. Reading of Communications
- D. Reports
- E. Unfinished Business
- F. New Business
- G. Adjournment

Article IX: Access and Records

In accordance with MRSA Title I Sections 403 and 404, committee meetings shall be open to the public. Whenever practical, committee meeting shall be cablecast on the Town's PEG Access Channel. The committee shall maintain a record of each meeting and these records will be open

to public inspection.

Article X: Amendment of Bylaws

Proposed changes to the by-laws shall be presented to the committee at a committee meeting for consideration. Approval of two thirds (2/3) of the members of the committee in attendance and voting on the proposed amendment at the meeting is required for the committee to adopt an amendment to the bylaws.