

# Town of Sandown, NH Cable Access Board CHARTER

## **A. Purpose**

The following Rules have been adopted by the Sandown Cable Access Board (CAB) and are presented herein as an aid for better understanding the responsibilities of the Sandown Cable Access Board. The Sandown CAB is chartered to serve the needs of the Sandown residents who subscribe to cable television. Our focus is to promote and improve the quality of life by cable casting valuable local information, both news and entertainment.

1. This charter may be amended by a majority vote at a duly called Sandown CAB meeting; provided that a five days written notice of the meeting date is given and that such notice shall specify the amendment to be voted on.
2. The committee shall have four major areas of responsibility:
  - To operate Sandown Community Channel 17
  - To serve as liaison between the cable carrier and individual subscribers
  - To supervise the management of contracts between the Town of Sandown and the cable carrier
  - To represent the Town of Sandown to negotiate future cable contracts

## **B. Cable TV Advisory Board Membership and Officers**

1. Membership: The Sandown CAB shall consist of as few as three, and as many as seven, members. All committee members will be appointed by the Selectmen of the Town of Sandown. At the Board's inception, terms will be staggered to provide for future rotation of members:
  - Three positions will be for three-year terms
  - Four positions will be for two-year terms
  - Thereafter, all terms will be for three years
  - Members may be re-nominated at the end of any term, subject to the approval by the Selectmen
  - Board membership, selection, qualification, term, removal of members and filling of vacancies shall conform to NH Revised Statutes Annotated and applicable Town of Sandown regulations
2. Officers: Board members shall elect annually from its membership at the first full meeting after town elections of each year a Chair, a Vice-Chair, and a Treasurer. Unless voted to the contrary by the Board, the vote shall be conducted by secret ballot. The concurring votes of the majority of the CAB members in attendance at a meeting shall be necessary to initiate the election of Officers.
3. Duties of the Chair: The Chair shall preside at all meetings; shall have complete voting privileges on all matters, including the election of officers; and,

report any discussion or action relative to the Board that has taken place since the last meeting.

4. Duties of the Vice-Chair: The Vice Chair shall assist the Chair and, in the absence of the Chair, shall have all the powers and duties of the Chair.
5. In the absence of the Chair and the Vice-Chair: Board members present and constituting a quorum shall appoint a member of their group as Acting-Chair for purposes of conducting business at that meeting.
6. Duties of the Treasurer: The Treasurer shall monitor the income and expenditures of the CAB. A report will be made to the Board at monthly meetings.
7. Duties of Alternate Board Members:
  - The purpose of an alternate is to maintain a complete complement of Board members. This means that when a member is absent, an alternate shall fill the vacancy at the call of the Chair. (See NH RSA 673:11)
  - Alternates are encouraged to attend all meetings of the CAB to hear presentations and to follow issues coming before it.
  - An alternate may not vote on an issue before the CAB unless the alternate's presence is required to complete the Board's quorum.
  - The Board has the ability, through procedural rules or regulations adopted pursuant to NH RSA 675:6, to determine the particulars of seating, voting order and participation in the meeting, to the extent not inconsistent with State Law.
8. Duties of the Secretary: The Secretary shall keep a complete and accurate record of proceedings of all meetings; record the roll; and fulfill such duties as the Chair may request. The minutes of meetings shall be forwarded by email to all members and posted at the Sandown Town Hall within 144 hours of the meeting.

### **C. Meetings – Types and Scheduling**

1. Notice of Regular Meetings: Regular Meetings may be held monthly on a day determined by a majority of the members. Meetings will be held at Sandown Town Hall unless the Chair decides to provide notice of a meeting held at another location in Sandown.
2. Special Meetings: These may be called by the Chair, or the Chair at the request of three or more members. The Chair shall select the date, time and place of the Special Meeting. The Chair shall give at least 24 hours written notice of the meeting.
3. The Chair shall provide a meeting agenda to each Board member prior to the meeting by email or regular mail delivery. The agenda shall be posted 24 hours in advance at the Sandown Town Hall and the Sandown Post Office.

4. With this charter, the CAB will use Roberts Rules of Order as a guideline in conducting its business, except when these rules would dictate otherwise.

**D. General Order of Proceedings**

1. Call to Order
2. Roll Call
3. Individuals and Delegations
4. Correspondence
5. Approval of Minutes
6. Unfinished Business
7. Chairman's Report
8. Financial Report
9. New Business
10. Future Meeting Dates
11. Adjournment

**E. Quorum Requirements:**

A majority of the current members in attendance at a meeting are necessary to form a quorum.

**F. Operation of the Sandown Cable Channel 17**

The Sandown Cable Channel 17 shall operate under the Policies and Procedures as adopted by the Town of Sandown in May, 2004.

Approved by the Selectmen

May 10, 2004

Revised by the Selectmen

February 27, 2017