

# STATEWIDE VIDEO ADVISORY COUNCIL BY-LAWS

## ARTICLE I: NAME

The name of this Advisory Council shall be the Statewide Video Advisory Council (SVAC).

## ARTICLE II: OBJECTIVE

SVAC shall intervene and represent people and constituents to the management of the Service Provider(s) upon such matters affecting the public, as it deems desirable or necessary. The Service Provider(s) shall respond in thirty days to issues brought forth by SVAC. These matters shall include, but are not limited to, rendering assistance and advice, representing video television subscribers, educational agencies, municipal agencies, and producers of community-access programming in the State of Connecticut; to promote the use of video television for local communication; and to identify and support regulatory and telecommunication policies and initiatives that support community-access activities and encourage citizen participation.

## ARTICLE III: TERMINOLOGY

- Section 1: SVAC refers to the Statewide Video Advisory Council.
- Section 2: Local Councils refer to the twenty-four Cable TV Advisory Councils that work with operators of cable television systems within the State of Connecticut.
- Section 3: Community Access refers to public access, educational access, and Governmental access as defined in PURA Regulation 16-333-31.
- Section 4: Service Provider refers to a CVFA license holder that meets with SVAC.

## ARTICLE IV: MEMBERS

- Section 1: SVAC shall consist of the members from each of the Cable TV Advisory Councils
- Section 2: Each video provider(s) shall appoint one Member who shall serve without a vote.
- Section 3: Members of SVAC shall serve without compensation.
- Section 4: Members or their alternates of SVAC are expected to attend all regularly scheduled SVAC meetings.

Section 5: Pursuant to PURA Regulation 16-333-26, persistent absences from regular meetings will be deemed to create a vacancy on the council

#### **ARTICLE V: ALTERNATE REPRESENTATIVE**

Section 1: Each Local Council shall appoint one representative who shall serve as a member of the SVAC. In the event that a member is unable to attend a meeting, that member may assign a temporary alternate from his/her respective Local Council. The Member shall inform the Chairman and/or Secretary of SVAC by phone, email or written form specifying the extent and duration for the alternate to serve.

#### **ARTICLE VI: OFFICERS**

Section 1: Officers of SVAC shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer, all of whom shall be elected by members of SVAC. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by SVAC.

Section 2: Each Advisory Council officer shall serve for a term of two years from the first day of July of an even year. Elections should be held on the even year.

#### **ARTICLE VII: ELECTION OF OFFICERS**

Section 1: At the first regularly scheduled meeting of the even calendar year, the Chairman shall appoint a Nominating Committee consisting of three members. The committee shall solicit interest for positions and submit a slate of candidates to the Advisory Council at the meeting designated for such purpose. Nominations for officers shall be accepted from the floor prior to the casting of ballots.

Section 2: The Advisory Council shall elect its own Chair, Vice-Chair, Secretary and Treasurer at the second regularly scheduled meeting of even year.

Section 3: The election of officers shall be by secret ballot. The candidate receiving the majority of votes cast shall be selected. In the event no candidate has a majority, subsequent ballots shall be taken with the candidate receiving the fewest votes being eliminated after each subsequent ballot until a candidate receives a majority of the votes cast for selection. In the event the lowest vote-getter is tied, a special ballot will be cast between the two tied parties, and the candidate receiving the majority on this special ballot shall remain in the running, and all others shall be eliminated.

Section 4: No officer shall hold more than one office at a time, but may, at the discretion of the Chairman, serve as chairman of a subcommittee.

## **ARTICLE VIII: DUTIES OF OFFICERS**

### Section 1: The Chair

- a) Shall preside over all meetings of SVAC and shall prepare an agenda for each regular and special meeting.
- b) Shall appoint committees and their chairs upon agreement with the members and shall be an ex officio member of all committees except the Nominating Committee.
- c) Shall assign a date and location of meetings.
- d) Should a meeting be cancelled or postponed, the Chair shall assign an alternate date and/or location.
- e) Shall represent the Statewide Advisory Council's agreed-upon positions in all issues brought before the PURA or shall appoint a representative to do so.
- f) Shall ensure an Annual Report is prepared in accordance with the current PURA order to be presented at the January meeting for Advisory Council approval. Upon approval, the Chair shall ensure that the annual report is uploaded to the PURA web site as instructed by the PURA annual report order. The Chair may delegate the responsibility for uploading the report.
- g) Shall, if it is necessary to vacate the Chair, appoint a Chair Pro Tem. The first adjournment puts an end to the appointment.

### Section 2: The Vice-Chair

- a) Shall assume the duties of the Chair in his or her absence, shall become Chair in the event of death or resignation of the Chair.
- b) Shall administer the Advisory Council attendance policy and take roll call.
- c) Shall maintain a roster of members
- d) Shall conduct correspondence regarding local council's representative appointments.

### Section 3: The Secretary

- a) Shall prepare minutes of SVAC meetings and shall handle all correspondence.
- b) Shall maintain records including the agendas, minutes of all regular and special meetings, and member attendance as recorded by the Vice-Chair.
- c) Shall notify Members by mail or e-mail of each regular meeting at least seven days prior to such meeting.

- d) Meeting notifications shall include the minutes of the previous meeting, the proposed agenda of the meeting being called and any enclosures necessary to conduct the business of SVAC
- e) For the nominating meeting of SVAC, the slate of nominees prepared by the Nominating Committee.
- f) Shall, in the absence of the Chair and Vice-Chair, call meetings to order and preside until the election of a Chair Pro Tem takes place
- g) The Secretary may appoint an assistant to carry out some of the above duties of the office including web site maintenance.
- h) Shall endorse on all correspondence, reports or regulations received by the Advisory Council their date of reception, and what action is taken. They should then be preserved in the Advisory Council records.

#### Section 4: The Treasurer

- a) Shall act as the Advisory Council's banker, holding the funds deposited to the Advisory Council and paying out on the order of the Statewide Advisory Council.
- b) Shall issue and sign all checks on the treasury authorized by Statewide Advisory Council.
- c) Shall present a report at least four times a year as directed by Statewide Advisory Council vote or by the Chair. Reports should consist of any information regarding the receipts and disbursements previously authorized by the Advisory Council, and should include vouchers.
- d) Shall present an annual fiscal report at the January meeting. The report shall consist of any information regarding the receipts and disbursements made during the Advisory Council's operating year.
- e) Shall, in the absence of the Chair, Vice-Chair, and Secretary, call meetings to order and preside until a Chair Pro Tem is elected.

### **ARTICLE IX: REMOVAL OF OFFICERS**

Section 1: An officer of the Advisory Council may be removed for abuse of authority or misconduct in office. Removal from office requires a two-thirds vote of the membership, provided that the charge against the officer has been made in writing and a copy has been filed with the Secretary or the Chair at least two weeks before such vote is taken. The Secretary shall notify all members of the pending action at least one week prior to the meeting. Should an officer be removed, a special election to fill the vacancy shall be held at the next regularly scheduled meeting. The Secretary shall send a special notice to all Advisory Council members at least one week before the special election. Removal from office does not affect one's membership status

## **ARTICLE X: COMMITTEES**

Section 1: Committees standing or special shall be appointed by the chairperson as the Council shall deem necessary to carry on the work of the council.

## **ARTICLE XI: QUORUM**

Section 1: A quorum for conducting business shall consist of 30% of the active membership of the Council.

## **ARTICLE XII: VOTING**

Section1: All motions may be carried by a simple majority vote.

## **ARTICLE XIII: PARLIAMENTARY AUTHORITY**

Section1: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Statewide Advisory Council in all cases to which they are applicable and in which they are not inconsistent with these by-laws and or special rules of order the Advisory Council may adopt. They must not be inconsistent with PURA rules and directives or any higher authority.

## **ARTICLE XIV: AMENDMENT OF BY-LAWS**

Section 1: All amendments of these by-laws shall be proposed in writing at a regular Advisory Council meeting. The proposed amendment may be acted upon at the next Regular Meeting and must be approved by two thirds of the membership eligible to vote. Members not present may vote by granting their proxy to another member or by submitting a vote to the secretary via electronic mail or any other written means.

## **ARTICLE XV: USE OF ELECTRONIC SERVICES**

Section 1: Electronic Voting - If agreed at a Regular Meeting, a specific issue may be discussed and voted upon via electronic mail. Elections may only be held at an in-person meeting, members elected must be present, and voting is by members present only

Section 2: Electronic Publishing - The Advisory Council web site shall contain the agenda, the meeting minutes, the meeting schedule, bylaws, a public roster showing vacancies, public correspondence, annual reports, and other public documents as required.

Section 3: Electronic Communications - Electronic Mail shall be deemed equivalent to Postal Mail for delivery of meeting minutes, agendas and any other materials distributed to Advisory Council members or for submission of information or requests to Advisory Council officers or other members

#### **ARTICLE XVI: FUNDING**

Section 1: Each Statewide License holder shall annually contribute to the State-wide Advisory Council as required by PURA (currently \$2,000 per CGS 16-331c).

Approved August 22, 2018