

BEDFORD TOWNSHIP

BY LAWS FOR

COMMUNICATIONS / MEDIA COMMISSION

As amended and adopted by the
Bedford Township Board

September 6, 2016

BEDFORD TOWNSHIP
COMMUNICATIONS / MEDIA COMMISSION

RULES AND PROCEDURES

RULE 1: AUTHORITY

1.1 These rules are adopted by the Bedford Township Board and will be adhered to by the Commission).

RULE 2: MEMBERSHIP

2.1 Members.

The Commission shall consist of five (5) regular members and two (2) alternate members appointed by the Township Board of Bedford Township. The Commission may recommend names of suggested appointees to the Township Supervisor. Members must be residents of the Township.

No Commission member may:

1. Be employed by a locally franchised cable company.
2. Hold a contract with a locally franchised cable company.
3. Have ownership interest in a locally franchised cable company.

2.2 Alternate Members.

1. An alternate member shall be called to serve in place of a regular member by the chairperson or vice chairperson if:
 - a) A regular member is absent from or will be unable to attend two or more consecutive meetings of the Commission; or,
 - b) A regular member is absent from or will be unable to attend meetings for a period of more than thirty (60) consecutive days; or,
 - d) When called to serve, an alternate member has the same voting rights as a regular member.
 - e) Alternate members may be called in any order.

2.3 Conflict of Interest.

A regular member or alternate member shall disqualify himself or herself from the discussion and decision in any case where the member has a conflict of interest due to financial considerations or other issues of significance. Failure of a member to disqualify himself or herself shall constitute misconduct in office.

2.4 Attendance.

Members of the Commission who are absent from more than three (3) consecutive, regularly scheduled Commission meetings and work sessions or more than thirty (30) percent of the regularly scheduled Commission meetings and work sessions in a calendar year shall be subject to review and possible recommendation for removal by the Township Board. Exceptions may be made if absences are due to extenuating circumstances (i.e. health issues, job restrictions, etc.) as determined by the Township Board.

RULE 3: TERMS OF OFFICE

3.1 Terms of Service. Standard Terms of service for Commission members shall be three (3) years or until a successor is appointed.

- The initial committee appointments will consist of three (3) members with three (3) year terms and two members with two (2) year terms.
- Upon expiration of the initial terms timeframes, all terms will be continued as three (3) year terms.

3.2 Vacancies.

A successor shall be recommended to the Township Board for appointment not more than thirty (30) days after the term of the previous member has expired.

3.3 Removal from Office.

Members of the Commission shall be removable from office by the Township Board for nonperformance of duty or misconduct in office.

3.3.1 – Vacancies due to resignation or removal from the Commission

- If a regular Commission member resigns or is removed from the Commission during his/her term, the alternate members shall be given first consideration to become a regular Commission member.
- All appointments shall be voted and appointed by the Township Board.

RULE 4: OFFICERS

4.1 Selection. At the first regular meeting in January, the Commission shall select from its members a chairman / chairwoman, a vice-chair, and a secretary.

4.2 Terms. Term of office shall commence from the date of selection for a period of one year, or until a successor has been selected. Officers shall be eligible for re-election, but shall not serve more than three successive full terms in one office.

4.3 Duties of the Chairman / Chairwoman. The chair shall preside at all meetings, appoint sub-committees. and official representatives to other groups with concurrence from the Commission, authorize calls for special meetings and perform such other duties as may be specified by the Commission.

4.4 Duties of the Vice-Chair. The vice-chair shall act in the capacity of the chair in the chair's absence. In the event the office of the chair becomes vacant, the vice-chair shall succeed to that office for the unexpired term and the Commission shall select a successor to the office of vice-chair for the unexpired term.

4.5 Duties of the Secretary. The Secretary shall be responsible for preparing meeting agendas through cooperation with the Chairman/Chairwoman, Record the minutes of all meetings, and prepare final meeting minutes, then submit to the Township Clerk for publication and storage.

4.5.1 Meeting minutes shall be submitted to the Township Clerk within two weeks of the conclusion of the Commission meeting.

RULE 5: RESPONSIBILITIES AND AUTHORITY

The Commission shall assume the following responsibilities and authority as provided by the Township Board

5.1 General

- 5.1.1 Make recommendations to the Township Board on operational policies of local access channels.
- 5.1.2 Encourage the use of access channels, and make suggestions and recommendation of how to utilize the channels and what to televise on the channels.
- 5.1.3 Look for new ways to create and improve interconnectivity of various systems.
- 5.1.4 Conduct system evaluations and make recommendations to the Township Board
- 5.1.5. Evaluate research and advise the Township Board in the implementation, and expansion of, broadband and Internet connectivity in Bedford Township.
- 5.1.6. Recommend rules for usage of the Township Public Access channels
- 5.1.7. Citizens advocate / liaison for Programs & Communications

5.2 Goals

- 5.2.1 Continue exploration and standardization of communication methods throughout the community. Develop and maintain a marketing and communication plan throughout the Township. (i.e. Media, Internet, Phone, Cable).
- 5.2.2 Identify Present Assets and Document Potential Opportunities
 - a. Residential Opportunities
 - b. Business Opportunities
 - c. Potential to Create Local Job Fairs
 - d. Community Resources
 - Parks, Churches, Schools, Library, Senior Center
- 5.2.3 Act as the community representative for outside marketing and communication vendors, and in connection with that function, make recommendations to the Township Board for action.
 - a. Example: Internet Service Providers (ISP's) and Cable TV Services
 - b. Functions
 - Develop RFP / RFQ Criteria
 - Assist Township Prepare Posting of Bids
 - This function will be directed to the Township Board

5.3 Budget

- 5.3.1 Develop and recommend a financial strategy and budget for allocation of funds to implement the various marketing and communication plans.
- 5.3.2 Annual budget plan to be submitted during annual Township Board Budget Plan process as requested by the Township Clerk's office.

5.4 General Functions and Focus Areas

- 5.4.1 Media: Television, Newspapers, Radio
- 5.4.2 Internet: Website, Social Media, Email
- 5.4.3 Phone: Landlines, Mobile Devices (i.e. EMS Alert System, etc.)
 - 5.4.1 Township website
 - 5.4.2 Social media
 - 5.4.3 Media outlets
 - 5.4.4 Review and provide recommendations for Emergency alert systems (phone, internet, etc)

- i.e. Weather, Fire, Water, Utilities, or General Township Emergency, etc.
- 5.4.5 Updates for the most current and available media systems
- 5.4.6 Monitor and Track Improvements
- 5.4.7 Assist with Managing, Recommending, and Building Communications Systems.

RULE 6: COMMISSION MEETINGS

6.1 Procedures. The Chair shall preside over all meetings of the Commission. Robert's Rules of Order, newly revised, shall govern all questions of procedure not otherwise provided for in these rules or by state or federal law.

6.2 Quorum. Three members shall constitute a quorum for the transaction of business at all meetings of the Commission. In the event a quorum is not present at any meeting, a majority of the Commissioners in attendance may reschedule the meeting providing proper advance notice is given to the public.

6.3 Decisions. Providing a quorum is present, a simple majority of those present and voting shall be required for Commission action.

6.4 Meeting Schedule. The Commission shall meet in regular session according to a monthly meeting schedule adopted at the beginning of the calendar year or as subsequently revised. Special meetings shall be called by the chairperson or shall be called at the request of three members of the Commission.

6.5 Meeting Locations. Meetings shall usually be held at the Bedford Township Government Center Building. All meetings shall be open to the public.

6.6 Notice of Meetings. Notice of meetings and the agenda for business shall be posted according to existing provisions in the Open Meetings Act. Commission members shall be notified at least 24 hours in advance of any change in meeting schedule or location.

6.7 Meeting Agenda. An agenda shall be established for each meeting of the Commission by designated Chairman, and shall be made available to Commission members and the public in advance of the meeting. The chair shall determine the order of business, subject to amendments by the Commission.

6.8 Public Participation. A member of the public may speak at public meetings of the Commission in accordance with the following procedures:

- a. Time for public comment shall be provided at the beginning of a regular Commission meeting. Additional time shall be scheduled at the end of such meeting. Time limits for comments or presentations at Commission meetings by persons in the audience may be established by the Commission in accordance with the number of requests to speak, providing such limits shall not be less than three (3) minutes per speaker.
- b. Persons shall be recognized by the Chairperson before speaking.

RULE 7: RECORDS

7.1 Meeting Records. The Commission Secretary (or the Secretary's designee) shall be responsible for minutes of each meeting of the Commission and for maintaining the official record, including all Commission actions.

7.2 Meeting Minutes. Minutes shall include all motions made, the names of the mover and seconder, the method and outcome of votes taken. Comments by a Commissioner may be placed in the official record upon the members' request. Minutes and records of the Commission meetings shall be made available to the public in accordance with the Freedom of Information and Open Meetings Act.

RULE 8: ANNUAL REPORT

The Commission shall, on or before April 30th of every year, submit a written report to the Township Board, which report shall contain a statement of the activities of the Commission during the preceding calendar year.