

**METROPOLITAN CABLE TELEVISION (CATV) SPECIAL COMMITTEE
RULES OF ORDER AND PROCEDURE**

Adopted March 8, 2012

1. PURPOSE & AUTHORITY:

To establish procedures under which the Cable TV Special Committee, hereinafter referred to as the Special Committee, shall execute those duties and functions authorized in Metro Code of Law (M.C.L) Chapter 6.08.080, regarding the negotiation, management and oversight of cable franchises.

2. ADDRESS

- a. The principal office address of the Special Committee shall be the office of the Information Technology Services Department, and the official records of the Special Committee shall be kept there.

3. MEMBERS, OFFICERS & DUTIES

- a. The CATV Special Committee consists of seven members, who shall be appointed by the Mayor. The appointments shall be subject to confirmation by the council. The members of the CATV special committee shall serve a term of three years.
- b. Chairman. A chairman shall be elected annually by the members of the CATV Special Committee for a one year term or until the next meeting. He or she shall be eligible for re-election. The chairman shall decide all points of order and procedure, unless directed otherwise by a majority of the CATV Special Committee. The chairman shall appoint any committees found necessary to investigate any matters before the Special Committee.
- c. Vice-Chairman. A Vice-Chairman shall be elected annually for a one year term in the same manner as the chairman and shall be eligible for re-election. He/She shall serve as acting chairman in the absence of the chairman, and at such times he/she shall have the same powers and duties as the chairman.
- d. Elections. Election of officers shall be held annually at the first meeting of the calendar year.
- e. Manner of Voting. The voting on all questions coming before the Special Committee shall be entered into the minutes reflecting the ayes and noes unless it is unanimous. At least four members of the Special Committee shall constitute a quorum for the transaction of business.

4. ETHICAL STANDARDS

- a. Members shall conduct themselves in accordance with the "Ethical Standards" of conduct established in Chapter 2.222 of the Metropolitan Code.
- b. Conflict of Interest. No member of the CATV special committee shall have an interest in any company or affiliate engaged in cable television or in application for a franchise.

5. STAFF

- a. Staff functions shall be performed by members of the Information Technology Services Department staff, one of whom shall be designated as cable administrator by the Director of the Information Technology Services Department.

- b. The cable administrator and staff shall prepare agendas and minutes, provide comments or recommendations on matters before the Special Committee, and perform other administrative activities as may be necessary or directed by the Special Committee.

6. MEETINGS

- a. Meetings of the CATV Special Committee shall be called as needed. A determination for a meeting may be made and meeting or meetings undertaken on any matter concerning municipal code 6.08.080 or franchise grants made under the chapter by:
 - i. the chairman of the CATV special committee,
 - ii. any three members of said CATV special committee,
 - iii. a resolution of the council, or
 - iv. a franchisee.
- b. Conduct of Meetings. All meetings shall be open to the public. The agenda shall be made available at least 7 days prior to the meeting date.
- c. Extraordinary Agenda Items. Any person who wishes to address the board at a meeting, on a matter other than a scheduled agenda item, shall in advance notify the cable administrator of the nature of the request, for placement on the next Special Committee agenda at the discretion of the Chair.

7. AMENDMENTS

- a. Rules of Order and Procedure may be amended at meetings of the Special Committee but no amendment shall be adopted unless at least 7 days written notice thereof has been previously given to all members of the Special Committee.

Adopted: _____

Chairman



3/9/12

Filed with the Metropolitan Clerk _____

Metropolitan Clerks Office



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