

## **Bylaws for the Telecommunications Committee**

The Telecommunications Committee was established by the County Administrator of Gloucester County on October 2, 2018.

### **Article 1**

#### Committee Name

The Committee shall be known as the Telecommunications Committee of Gloucester County, Virginia, hereinafter referred to as "the Committee".

### **Article 2**

#### Purpose of the Committee

The Gloucester County Telecommunications Committee is an advisory group to the County Administrator. The committee reviews and advises the County Administrator on cable services, cable franchise agreements, telecommunications, broadband (both wireline and wireless) and local infrastructure issues (towers, mini cells, etc.), and promotes local government and school programming to keep citizens informed. Management of locally operated access channels is the responsibility of Gloucester County government and Gloucester County Public Schools. All related equipment is owned by the respective purchaser.

### **Article 3**

#### Membership

- Section 1. The committee shall consist of up to twelve voting members; up to ten citizen members appointed by the County Administrator, a representative of the County Administrator's Office appointed by the County Administrator and a representative of the Gloucester County Public School System appointed by the School Superintendent. In addition, the committee shall have two non-voting members; one from the Community Engagement Department and one from the Information Technology Department. The committee may recommend to the County Administrator an increase in the number of non-voting members as warranted.
- Section 2. The School System representative shall be appointed by the Gloucester County Superintendent of Schools.
- Section 3. The County representatives (County Administrator's Office, Community Engagement Department and Information Technology Department) shall be appointed by the County Administrator.



- Section 4. Vacancies occasioned by removal, resignation or otherwise shall be reported to the County Administrator, and shall be filled in like manner as original appointments.
- Section 5. Committee members shall serve without monetary compensation.
- Section 6. Voting members shall have 1 calendar year appointments.

#### **Article 4**

##### Organization

- Section 1. The County Administrator shall appoint a staff member as the Committee facilitator. The facilitator shall schedule meetings, prepare agendas and other information as needed, ensure meeting notes/minutes are recorded, maintain committee records, and ensure compliance with FOIA and the Virginia Public Records Act and schedules.
- Section 2. The officers of the Committee shall be limited to a Chair and Vice Chair. The voting members of the committee shall elect a Chair and Vice-Chair from the voting members each year at the January meeting.
- Section 3. Chair's Duties: The Chair shall preside at all meetings, sign official papers, appoint subcommittees, call special meetings when deemed advisable, act as a spokesperson, and perform all such duties as usually handled by a Chair except when such duties are properly delegated. The Chair may, with the concurrence of the Committee, create appropriate subcommittees. The Chair may vote on all issues pending before the committee and may make motions.
- Section 4. Vice-Chair's Duties: The Vice-Chair shall preside over all meetings in the absence of the Chair. The Vice-Chair shall have the same powers as the Chair when presiding over meetings.

#### **Article 6**

##### Meetings

- Section 1. Regular meetings shall be held as needed but at least quarterly.
- Section 2. All meetings are open to the public. A public comment time will occur at the beginning of each meeting. The Chair will set time limits as needed.
- Section 3. The first regular meeting of each calendar year shall be called the organizational meeting. The purpose of this meeting shall be the election of officers and other business that may need to come before such meetings.



- Section 4. A simple majority of voting members shall constitute a quorum.
- Section 5. Three consecutive absences shall constitute a resignation.
- Section 6. The following standard meeting agenda shall be followed at each regular meeting:
1. Call to Order/Roll Call
  2. Review of Prior Meeting Notes/Actions
  3. Review and Approval of Agenda
  4. Public Comment
  5. Reports
  6. Unfinished Business
  7. New Business

## **Article 7**

### Duties and Responsibilities of the Committee

- Section 1. The Committee shall consider and advise the County Administrator on the following topics:
1. Telecommunication and cable service issues.
  2. Establishment of new cable franchises and cable franchise renewals.
  3. The activities and operation of franchise grantees to ascertain compliance with the requirements of the franchise; meeting with representatives of the grantee as necessary to resolve problems and facilitate cable operations consistent with franchise requirements.
  4. Subscriber complaints regarding grantee services and operations; how to resolve disputes regarding the conduct and performance of the grantee in accordance with all applicable cable TV service requirements in the local code and/or licenses, contracts or franchises granted by the County.
  5. Research and identification of new emerging technologies that merit further review.
  6. Land Use policy related to placement of cellular communications tower and other telecommunications infrastructure.
  7. The use of public rights-of-way by communications providers.
  8. FCC regulations and other statutes affecting the cable ordinance and cable systems.
  9. Issues with open video systems (as defined in federal law), broadband (wireline or wireless), Wi-Max, Wi-Fi and new telecommunication technologies and opportunities for use by residents and businesses in Gloucester County.
  10. Opportunities related to public wireless access in County facilities and venues.



11. Ways to encourage Internet and other broadband service providers to offer services in underserved areas of the County.
12. Promotion and guidance on local government and school public access channels and programming to keep citizens informed.
13. Ways and means to promote utilization of the cable television system to further the objective of increased public participation and awareness of local government and the public school system as well as events of local and regional significance.
14. Assessment of public input on cable television services and local EG channels.
15. FCC regulations and other statutes affecting relevant local, state and/or federal codes and ordinances for cable systems and services.

### **Article 8**

#### Amendments

Amendments to these bylaws may be formally proposed to the County Administrator at any meeting of the Committee by a simple majority vote of the entire Committee (voting and non-voting members), provided previous notice of the nature of any proposed amendment shall be given at least one meeting before action thereon shall be taken. The County Administrator must review all proposed amendments, and these bylaws shall not be amended except as approved by the County Administrator.

### **Article 9**

#### Rules of Order

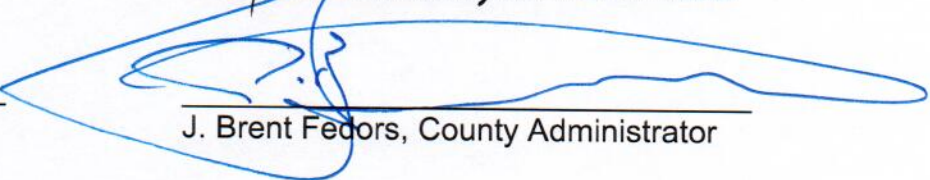
The current parliamentary procedure as laid down in the current edition of Robert's Rules of Order Newly Revised shall govern all meetings of the Committee in which they are applicable and in which they are not inconsistent with these bylaws and any special rules this Committee may adopt.

APPROVED BY:

4/18/2019  
Date

  
\_\_\_\_\_  
Chair, Telecommunications Committee

4/19/2019  
Date

  
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J. Brent Fedors, County Administrator