

Town of Milford, New Hampshire
Granite Town Media Advisory Committee
By Laws



I. General

- a. The Granite Town Media Advisory Committee acts as a community advocate assuring high quality service, quality programming, equitable access and availability to programming of the community channels (Public, Education and Government).

II. Definitions

- a. GTM – Granite Town Media
- b. GTMAC – Granite Town Media Advisory Committee
- c. BoS – Milford Board of Selectmen
- d. Member – Community member, Representative member, or the Director of Community Media
- e. Representative Member - appointed individual from another municipal entity
- f. Community Member – a resident of the Town of Milford recommended to the BoS by the GTMAC and approved as such
- g. Voting Member – Representative Member or Community Member

III. Functions

- a. The GTMAC shall function in an advisory capacity to provide community representation and input for Granite Town Media operations.
 - i. To ensure fair and equitable opportunity for the community to create original programming and make it available as widely as possible.
 - ii. To provide a broad range of programming and services to the community.
 - iii. To enhance awareness of the activities and opportunities available through the Public, Education and Government channels.
 - iv. To promote the broadest possible dissemination of programs via: cable TV, Internet and other technologies.
 - v. To promote the Town of Milford's brand.
 - vi. To make recommendations for revisions and improvements to Granite Town Media operation and programming.
 - b. The GTMAC shall provide guidance to the Director of Community Media. The Director is a Town of Milford employee, reporting to the Town Administrator and, in the event of conflict, the need for role clarification, or concern with direction by the Director of Community Media, the GTMAC will promptly escalate to the Town Administrator for consultation and or involvement.
 - c. Where the Director of Community Media cannot resolve citizen complaints satisfactorily the GTMAC at its discretion may intervene or escalate issues to the BoS.
 - d. The GTMAC shall provide input for the development of the annual Granite Town Media budget and the Community Media department objectives. Any issue or
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concerns that are not resolved with the Director of Community Media should be escalated to the Town Administrator or BoS at the discretion of the GTMAC. Throughout the year, budget and objectives shall be reviewed by the GTMAC to ensure that current activities are in line with a potentially changing environment.

- e. The GTMAC shall vote to recommend interested community members to the BoS for inclusion in the committee. The Chairman will notify the BoS of said recommendations. If approved by the BoS, the community member will be added to GTMAC. Said recommendations shall be made in the form of a vote passed by a simple majority.
- f. The Director of Community Media shall introduce new GTM staff (paid and volunteer) to the GTMAC within a reasonable timeframe.

IV. Administration

- a. Membership
 - i. The Director of Community Media: non-voting member
 - ii. A representative from the BoS: voting member
 - iii. A representative from the School Board: voting member
 - iv. A representative from town administration: voting member
 - v. A representative from school administration: voting member
 - vi. Up to 5 community members: voting member(s)
- b. Member roles and responsibilities
 - i. GTMAC members serve at the pleasure of the BoS.
 - ii. Members strive to improve GTM to the best of their ability.
 - iii. Members may leave GTMAC at any time for any reason. Representative members should notify their respective supervisor so a replacement can be designated.
 - iv. Liaison positions may be established with groups that GTMAC feels have a need to be represented.
 - v. Matters involving potential conflict of interest will be handled in accordance with BoS policy.
 - vi. GTMAC has the option to recommend to the BoS removal of a community member absent three (3) consecutive meetings or with a total of six (6) absences in a 12-month period.
 - vii. GTMAC may recommend disciplinary action for non-compliance with these By Laws to the BoS.
- c. Membership terms
 - i. Community members are appointed by the BoS for a nominal 3 year term.
 - ii. Other members are appointed by their respective organization for an indefinite term.
 - iii. Community member terms expire March 31st.
 - iv. Prior to community member term expiration GTMAC will vote upon recommending an additional 3 year term and forward the result to the BoS.
 - v. Expiration of community member terms are staggered to minimize impact to GTMAC. The initial term of a new member may be shorter than 3 years.

d. Meetings

- i. In order to conduct an official meeting of the GTMAC, a quorum must be present. A quorum shall consist of a simple majority of the voting members.
- ii. Meetings are nominally held once a month. Meetings may be called, scheduled or canceled at the discretion of the Chairman.
- iii. Meetings shall be held in person.
- iv. Meetings may be rescheduled at the discretion of the Chairman
- v. Notice of each meeting will be posted in accordance with NH RSA 91-A.
- vi. GTMAC meetings will be conducted in accordance with NH RSA 91-A

e. Election of Officers

- i. The GTMAC shall elect the Chairman, the Vice Chairman, and the Secretary at the April annual meeting by a simple majority. Elected officials shall take office immediately
- ii. An annual meeting schedule shall be established at the first meeting following elections by the recommendation of the Chairman and acceptance by the GTMAC.

f. Term of Officers

- i. Officers are elected for a 1-year term.

g. Duties of Officers

- i. Duties of the Chairman are to preside at all meetings; schedule regular and special meetings; prepare and distribute the agenda for each meeting three days prior to the scheduled meeting date; and communicate regularly with the Director of Community Media and Town Administrator as necessary.
- ii. Duties of the Vice Chairman are to assist the Chairman and assume the duties of the Chairman or Secretary in his/her absence.
- iii. Duties of the Secretary are to take minutes of each meeting; prepare and distribute draft copies of meeting minutes for the next meeting; distribute approved minutes to the designated town employee; and supply a copy of each set of minutes to the Director of Community Media for posting.

V. Amendments

- a. Annually or more often should the GTMAC consider it necessary, the GTMAC shall review these By Laws.
- b. Amendments to the By Laws shall be made in the form of a vote passed by a simple majority.
- c. Any recommendation of amendment(s) shall be submitted in writing by the Chairman to the BoS
- d. Once the BoS approves changes, a revised version of the By Laws shall be posted on the town web site.

VI. Effective Date: July 22, 2013