

Yellow Springs Community Access Panel Rules and Procedures

Background

As defined in Village Ordinance 280.01, Village Council established the Cable Advisory Panel to review cable operations, direct public access channel operations, receive public comments, meet with the cable operator, advise Village Council on all matters relating to cable communications and carry out such other duties as may be assigned by Council. In 2010 the village council changed the name to Community Access Panel and in 2013 changed the makeup of the panel

The Community Access Panel (CAP, or panel), is a 5-member citizen panel plus one voting Council/Panel liaison and an alternate liaison. One citizen member may be a non-resident of Yellow Springs. CAP establishes policies that make it possible for members of the community to produce programs to be shown cable TV. The annual budget is supplied by Village Council from income generated by the Village's franchise with the cable operator.

The CAP provides a locally administered cable television station to the residents of Yellow Springs in accordance with the provisions of the Franchise Agreement between the Village and Time Warner, and federal law. The CAP directs the operation of Yellow Springs Community Access (YSCA) Channel 5 through its appointed station manager.

YSCA Provides:

- Video equipment and facilities necessary for the production of programs documenting local government meetings.
- Portable video equipment and facilities for the production of local community programming.
- Training in producing community and local government meeting programming.
- Facilitation and support, as possible, to assist community producers to be effective communicators via cable.
- Access to channel time for broadcasting programs by, for, or about the Yellow Springs community.
- Volunteers to record and air government meetings.

Mission of the Community Access Panel

The mission of the Community Access Panel is to serve the community with timely information about village, school district, and township government activities, notification of community events, and a wide variety of other types of locally produced and sponsored productions which meet legal and policy criteria.

To fulfill this mission, the CAP will:

- Respond to community needs and suggestions for both the public access channel and the Time-Warner cable service franchise.
- Operate the public access channel efficiently and effectively using an appointed volunteer station manager and supporting personnel.

- Provide facilities and equipment for production of shows to be aired on channel 5.
- Document all aspects of Channel 5 policies, organization, procedures, and tasks, and keep appropriate records to assure that the conduct of the operation is open to the public and that new participants will find it easy to understand their tasks and roles.
- Strive to make participation in Channel 5 operations easy and attractive to local citizens.
- Submit a report to council annually.

Ethics

Panel members shall act with honesty and uphold the highest ethical standards so that public confidence and trust in the integrity, objectivity, and impartiality of the CAP are preserved and enhanced. The Clerk of Council will ensure that each panel member receives a copy of the Ohio Ethics Laws (O.R.C. Ch. 102) and related statutes (O.R.C. Ch. 2921) and other aids upon their appointment. Each member of the panel should become familiar with and comply with them as they apply to appointed officials and public employees of Villages. Any CAP member who believes that he/she may have a conflict of interest with a pending panel issue should seek legal advice through Village Solicitor or the Ohio Ethics Commission prior to entering into any discussion or voting on that issue.

Duties of CAP members

Duties of All Members

- Review cable operations

Members will study the reports from the Station Manager, comments from the public, available data and surveys, and personal observations to evaluate overall cable franchise performance and public access channel operation. The panel will apply the results in the form of annual reports, direction to the Station Manager, and communication with the franchisee through the Village Manager.

- Direct public access channel operations

The CAP will direct the Station Manager by defining policy, priorities, and approving projects for execution under the supervision of the Station Manager.

- Receive public comments

The panel welcomes comments and questions from the public.

- Support negotiations with the service franchisee

The CAP will provide input to the Village Manager and, when appropriate, provide a representative to support negotiations of franchises and correction of any failures of franchisees to meet contracted standards.

- Advise Village Council

The CAP will formally initiate advice to, or respond to requests from, Council through the Council representative.

- Select Officers

The CAP will select a chairperson, secretary, and station Manager at least annually.

- Conduct Projects

CAP will initiate and review projects and goals for the operation of Channel 5. Members will give priority attention to requests for help from Village Council.

- **Prepare Reports**

The panel will prepare an annual report to Council concerning activities and work of YSCA and CAP, including possible activities for the following year.

- **Review Rules and Procedures**

CAP will annually review the appropriateness of the written rules and procedures for CAP and YSCA, and submit the reviewed document to Council for their comments and for the official records. Other documents addressing procedures, assignments, training, etc. shall be reviewed periodically.

- **Other Roles for panel members**

Individual members of the panel (like all community members) are encouraged to take responsibility for part of Channel 5 operation, including those functions listed here and in referenced documents. In those roles, the interactions with other staff members and the Station Manager need not be held in pre-announced public meetings.

Duties of the Chairperson

The Chairperson will call and conduct meetings, and speak for the panel on specified issues when so authorized by the panel. The Chairperson may not represent as CAP's position any statement not formally approved by the panel. The Chairperson must be a member of the panel.

Duties of the Secretary

The secretary will take minutes of each meeting, prepare them for review, and make corrections as determined by the panel. The Secretary need not be a member of the panel. If the secretary is not a member of the panel, the chairperson must also sign the approved minutes.

The Secretary will maintain station staff applications and assignments (position descriptions), program release requests, equipment checkout forms, the key authorization list, and other documentation. The Village Clerk is responsible for maintaining the "official copy" of the panel minutes, public comments, and Rules and Procedures for the CAP and for the station.

Duties of Council Representative to the CAP

The Council Representative (and/or alternate) is a full member of the CAP. The Representative will report to Council any unusual or time-limited information from a CAP meeting that needs to be known before the approved minutes are delivered, and will also take questions and requests for special decisions to Council. The representative will report to CAP anything of pertinence from Council meetings, and bring any special requests for CAP from Council. The Council representative may not be the chairperson of the panel.

Duties of the Station Manager

The panel will select a station manager to be responsible for the day-to-day activities and

functions of YSCA operations. The manager need not be a member of the panel. The responsibilities of the manager, and relationship with other members of YSCA are described in the position description for that role.

Meetings

All meetings of the CAP shall be properly advertised and open to the public, except that executive sessions may be called to deal with matters relating to personnel, or other such matters as permitted by law. The Station Manager may meet with station staff or panel members about operational matters without public pre-announcement.

Meeting Schedule

Regularly scheduled meetings of the CAP will convene at 7:00 pm on the third Thursday of each month. The meeting will be in the Council room located on the second floor of the Bryan Center unless otherwise advertised. The meeting time and place will be announced to the local newspaper (and may be posted on the building bulletin board, web site or other applicable places) by the Clerk of Council. CAP will endeavor to conclude the meeting by 9:00 pm.

Special meetings may be called by the chairperson or by two other panel members to conduct specific CAP business which need be addressed before the next regularly scheduled meeting. An announcement of the time, place and purpose of the meeting will be sent to all members and posted on the Bryan Center lobby bulletin board and local media will be notified at least 24 hours prior to such meetings by the Clerk of Council.

Meeting Quorum

As defined in ordinance 280.01, three (3) panel members constitute a quorum, which is required to hold any panel meeting.

Meeting Agenda - Order of Business

The chairperson shall prepare an agenda, and it shall be discussed, modified if necessary, and approved at the beginning of the meeting. Appropriate time will be allocated to each item. Following is a recommended order of business. The panel may vary from this order as needed.

- Call to Order, Roll Call
- Announcements
- Review of Agenda
- Review of Minutes
- Review Communications
- Hear Citizen's Inputs
- YSCA Manager's Report
- Media Productions Group Report
- Old Business
- New Business
- Agenda Planning
- Adjournment
- (optional) Station Meeting

Meeting Minutes

The secretary will prepare minutes of all CAP meetings which shall include sufficient facts and information to permit an understanding of the rationale behind CAP decisions. The minutes will be discussed, modified if necessary, and approved at the beginning of a following meeting. A copy shall be forwarded to the clerk of council who will keep them on file as the official minutes.

Rules of Debate

CAP meetings will be conducted using Robert's Rules of Order as a general guideline.

Citizen Inputs in Meetings

CAP encourages the participation of the public in its meetings. Public participation promotes dialog, the full sharing of information and perspectives, and thoughtful analysis of any issues before CAP. The agenda also sets aside time for citizens to address any concerns or comments to the panel which are not on the agenda. Citizens should attempt to resolve all staff personnel matters with the Station Manager prior to coming before the CAP.