

**RESOLUTION 94-52**

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**A RESOLUTION CREATING  
THE UNION TOWNSHIP COMMUNITY TELEVISION BOARD  
AND ESTABLISHING BYLAWS OF THE BOARD**

**BE IT RESOLVED** by the Township Trustees of Union Township, Butler County, Ohio that:

**WHEREAS:** the Union Township Board of Trustees recognizes the need to enhance the utilization of Cable Television Public Access Programming in the Community, and

**WHEREAS:** the continuation of Union Township as a member of the ICRC Regional Council of Governments allows for the establishment of a regional public access program and studio in the Community;

**THEREFORE:** the Union Township Board of Trustees, by this Resolution, creates the Union Township Community Television Board; the purpose of said Board is to serve as liaison between the Union Township Board of Trustees and the Intercommunity Cable Regulatory Commission, and to formulate goals and objectives for the operation of public access television within Union Township; be it further resolved that

**WHEREAS:** the Board of Trustees has identified the need for by-laws pertaining to said Board;

**NOW THEREFORE BE IT RESOLVED:** that the Union Township Board of Trustees hereby adopts the following as the by-laws for the Union Township Community Television Board:

**Section 1. Members.**

The Union Township Community Television Board shall consist of five (5) members. The five members shall be residents of the Township and shall be appointed by the Board of Trustees to staggered three (3) year terms.

Effective October 1, 1994, three (3) members shall be appointed for three (3) year terms, and two (2) members shall be appointed for two (2) year terms. Upon the expiration of an existing member's current term of appointment, such member shall be eligible for one reappointment by the Board of Trustees for a term of two (2) years.

Should a vacancy occur on the Board, such vacancy shall be reported to the Township Administrator who will arrange for the Trustees to fill the vacancy.

The Union Township Community Television Board may, organize and appoint such sub-committees and "working groups" as deemed necessary by the Board, for the purpose of working on special events or projects or for the purpose of accomplishing specialized tasks.

Board members shall receive no financial remuneration for their services, although the Township Administrator may authorize reimbursement of expenditures reasonably incurred for activities to benefit the Union Township Public Access Center.

The Center Director shall serve as non-voting resource person to the Board. He/she will attend all meetings of the Union Township Community Television Board.

## **Section 2. Meetings.**

The Union Township Community Television Board shall meet at least once a month, or as often as necessary as determined by the Board.

The Union Township Community Television Board meetings shall be held at a regularly established time and place and shall be open to the public. The Union Township Community Television Board may establish rules and regulations to govern its activities and to perform its duties. Minutes shall be kept by a member of the Union Township Community Television Board and shall be public record. Copies of the minutes will be provided monthly to the Union Township Administrator.

A quorum of the Board shall consist of not less than three (3) members.

## **Section 3. Responsibilities and Powers.**

The Board will locate a site in Union Township to house the Union Township Public Access Center.

The Board shall serve as administrative agent for an amount up to 1% of franchise fee funds to be used for facility and operating expenses. In that capacity it will review and approve Center expenditures.

On an annual basis, the Union Township Community Television Board shall work with the Township Administrator to develop an operating and capital budget for the coming year. It will manage and oversee the annual budget, review performance against budget, and submit proposed budgets for Union Township Trustees' approval.

Following the approval and appropriation by the Union Township Board of Trustees of such budget, the Union Township Community Television Board, through the Director, shall oversee the disbursement of these funds.

The Board will develop job requirements for staff positions, review and approve candidates to be hired by ICRC.

Continuous oversight of the ICRC contract performance will be maintained. Recommendations will be made to the Union Township Board of Trustees prior to subsequent ICRC contract renewals.

Quarterly reports on the Board's progress toward objectives shall be made to the Union Township Board of Trustees.

## **Section 4. Expenses.**

The Board members may be reimbursed for any pre-approved, out-of-pocket, expenses inclusive of travel outside of the Township in the performance of their duties . Requests for expense approval shall be submitted to the Township Administrator.

Adopted the 11th day of October, 1994

*John Alder*

*Gary L. Latta*

*Catherine Stokes*

Township Trustees

Attest: *Patricia Williams*  
Township Clerk