

Bedford Community Television (BCTV)

Board of Overseers

Bylaws

Version 5

Approved by the Bedford Town Council 4/27/05

Description of Bylaw Revisions

Revisions		
Version	Date	Explanation
1	7/24/1996	Initial Release
2	9/23/1998	Expanded number of Board members and recognize the appointment of a Staff Supervisor
3	3/14/2001	Removed term limits on Board Officers
4	6/03/2004	General updating
5	3/04/2005	Amendments
6	4/06/2005	Amendments

Bylaws

Board Membership

- The Board will have nine voting members:
- One member will be a Town Councilor, appointed by the Town Council
- One will be a member of the School Board, appointed by the School Board
- The remaining seven (7) positions will be Bedford residents, appointed by the Town Council in accordance with the Town's governing laws.

Terms of Board Membership

- All terms will be for three years.

Meetings

- The Board will meet monthly, or as otherwise scheduled by the Board.
- A quorum of voting members is required for a Board meeting to be held.
- A quorum will be a simple majority of the total number of voting members of the Board.
- If a quorum is in attendance, approval of seconded motions will be based on a simple majority of the voting members present.
- The Town appointed BCTV Station Manager or Assistant Station Manager will attend all meetings unless excused by the Chairperson and provide assistance to the Board, as requested.

Duties

- The Board will oversee the policies of BCTV, to assure that all segments of the community – schools, town government and the general public – are being well served.
- The Board shall develop and approve all internal policies and procedures governing the operation of BCTV.
- The Board will assure that all policies and procedures developed are followed.
- The Board will develop additional policies and procedures, as necessary, and will implement them through the Town appointed BCTV Station Manager, who will be responsible for the day-to-day supervision of the BCTV employee(s) and volunteers using the station's facilities and equipment.
- The Board will identify and define all staff positions at BCTV. The Board's recommendation(s) will be forwarded to the Town Manager for processing and final approval. The Board, through its Chairperson, will provide input relative to station operations to the Town Manager for the annual performance evaluation of the BCTV Station Manager in conjunction with the Town's budget cycle (November-December).
- The Board will review and approve BCTV's annual budget prior to its submission to the Town Manager.
- The Board will assist BCTV in additional duties including volunteer recruitment, training, and fund-raising.

Officers and Duties

- The Board will have the following officers:
- Chairperson. The Chairperson shall convene and preside over meetings, prepare agendas in consultation with the Station Manager, serve as spokesperson for the Board, see that resolutions, policies, procedures, and orders of the Board are implemented, execute all documents on behalf of the Board, insure Board compliance with the Right to Know Law in concert with the Station Manager, Secretary, and committee and subcommittee chairpersons, and undertake such other duties as may be determined by the Board.
- Vice Chairperson. The Vice Chairperson shall assist the Chairperson in the discharge of the Chairperson's duties, and shall discharge the Chairperson's duties during the absence or disability of the Chairperson.
- Secretary. The Secretary shall record the votes and minutes of proceedings of the Board, serve notice of meetings of the Board, maintain current records of the Board and its members in concert with the Station Manager, and assist the Chairperson and the Station Manager in complying with the Right to Know Law.
- The Board will elect its officers at the first meeting held following the appointments made by the Town Council.

Board Meeting Attendance

- Voting Board members are expected to attend scheduled meetings.
- Voting Board members are expected to notify the Chairperson in advance of any planned absence from a scheduled Board meeting.
- The Secretary will document attendance for the record in meeting minutes.

Vacancies

- All vacancies in Town Council appointed Board positions will be filled by individuals selected by the Town Council.
- Replacement appointees will initially fulfill only the balance of the original member's current term.

Amendment

- These Bylaws may be amended by an affirmative vote of three-fifths of the Board Members entitled to vote, at a meeting duly noticed for that purpose. Notice of such a meeting shall identify the sections to be considered for amendment and copies of any proposed amendments. Amendments so adopted by the Board shall become effective upon approval by the Town Council or its designee.