



GREATER WEST BLOOMFIELD
CABLE COMMUNICATIONS
COMMISSION

KEEGO HARBOR • ORCHARD LAKE • SYLVAN LAKE • WEST BLOOMFIELD

COMMISSION PROTOCOLS

A. COMMUNICATION

- 1) Commissioners shall comply with the requirements of the Open Meetings Act and shall not meet, or communicate electronically, in a quorum, or constructive quorum, for the purpose of deliberating toward or rendering a decision on public policy without meeting the notice requirements of the Act.
- 2) The Chairperson and the Executive Director, not commissioners, communicate with the media.
- 3) Commissioners are expected to respond within 72 hours to all communications provided by email.

B. COMMISSION MEETINGS

- 1) Meetings will be conducted in accordance with the Michigan Open Meetings Act and Roberts Rules of Order, Newly Revised, with which commissioners should be familiar.
- 2) All deliberation occurs in open meetings open to the public.

C. ATTENDANCE

- 1) Members are expected to attend Commission and committee meetings unless there are extenuating circumstances.
- 2) Members are expected to communicate absence from Commission and committee meetings in advance to the appropriate chairperson or the Executive Director.
- 3) The Commission will communicate concerns regarding the attendance of any commissioner to that individual.
- 4) If any member shall have been absent from three consecutive meetings of the Commission or four meetings in a calendar year, the Commission shall report that information to the legislative body which appointed that member and may recommend that the appointment be reconsidered.
- 5) Attendance at Commission and committee meetings shall be reported to all commissioners monthly, noting whether each commissioner was PRESENT, ABSENT, or PARTICIPATING (applies only to committee meetings to those taking part via teleconference). To be recorded as PARTICIPATING, the commissioner must be connected throughout the entire committee meeting, with the exception of technical difficulties occurring for less than half the meeting. Commissioners may only be noted as PARTICIPATING in three committee meetings per committee assignment each calendar year.

D. PREPARATION

- 1) Commissioners are provided material in advance of Commission and committee meetings.
- 2) To facilitate complete and thorough responses to any questions or concerns regarding the material provided, commissioners are expected to review that material and communicate any questions to the appropriate chairperson or the Executive Director in advance of the meeting.

E. COMMUNITY EXPECTATIONS

- 1) The communities expect that each commissioner will effectively represent residents through regular attendance at Commission and committee meetings, preparation for those meetings, review of paper, on-line, and video records of any meetings missed, and reporting to the community regarding Commission issues and initiatives.
- 2) The communities expect that each commissioner will comply with all applicable ethics policies.

F. EDUCATION

- 1) Commissioners are expected to take advantage of all opportunities, including those provided by the Commission, to acquire knowledge and understanding of telecommunications technology and policy, the cable television industry, state and federal regulation, and the local communities.
- 2) Commissioners are expected to be fully aware of the provisions of the Michigan Open Meetings Act and the Bylaws of the Greater West Bloomfield Cable Communications Commission.