

**BY- LAWS OF
THE PUBLIC ACCESS PROMOTION COMMITTEE
OF THE SOUTHWESTERN OAKLAND CABLE COMMISSION (SWOCC)**

ARTICLE I - NAME

The name of this organization is *The Public Access Promotion Committee*, hereinafter referred to as Committee. It shall serve as a resource to the Southwestern Oakland Cable Commission, hereinafter referred to as SWOCC.

ARTICLE II – AUTHORITY

The Committee is created by SWOCC under the authority of the Multijurisdictional Agreement and the Committee shall abide by all SWOCC public access policies and procedures.

ARTICLE III - PURPOSE

1. The purpose of the Committee is to serve as a resource to SWOCC in promoting access usage and access channel viewer ship in the SWOCC communities.
2. The functions of the Committee include, but are not limited to the following:
 - A. Endorse, support and promote the mission and goals of SWOCC.
 - B. Promote public access in the SWOCC communities.
 - C. Maintain positive community relations.
 - D. Participate in SWOCC Special Events.
 - E. Cooperate with and assist SWOCC employees in carrying out the functions of SWOCC.
 - F. Encourage the use of public channels among the widest feasible range of institutions, committees and individuals within the SWOCC communities.
 - G. Recruit and support active public and community access users and volunteers.
 - H. Increase the level of awareness and visibility of public, community, government and education access.
 - I. Increase the amount of local public and community access programming.
 - J. Advocate for public, and community access.
 - K. Perform other functions as may be assigned by SWOCC.

ARTICLE IV - MEMBERS

1. Prospective members of the Committee must be a resident of the city they represent.
2. The membership of the Committee shall consist of two (2) members from each Municipal Corporation, plus one (1) additional member for each twenty-two thousand (22,000) persons, or part thereof, above the first twenty-two thousand (22,000) persons within each corporate limits of said city, as determined by the most

recent Federal Census. Each Committee member shall be appointed by the legislative body of the Municipal Corporation he or she represents.

- A.** The first appointment shall be as follows:
 - 1. Farmington (2 appointments): One (1) member for a one (1) year term and one (1) member for a three (3) year term.
 - 2. Novi (3 appointments): One (1) member for a one (1) year term, one (1) member for a two (2) year term, and one (1) member for a three (3) year term.
 - 3. Farmington Hills (4 appointments): One (1) member for a one (1) year term, two (2) members for a two (2) year term, and one (1) member for a three (3) year term.
 - B.** Subsequent appointments shall be made in the same manner for a three (3) year term.
- 3. Each Committee member shall have one vote on each item under consideration.
 - 4. Members shall participate in one training workshop annually and become certified (or maintain certification) at SWOCC Studios.
 - 5. Any Committee member who misses two (2) or more regularly scheduled meetings within a 12-month period or fails to meet the requirements of a board member may be removed from the Committee by a majority vote of SWOCC.
 - 6. A SWOCC staff member, appointed by the Executive Director, shall be an Ex-Officio Member of the Committee with no voting rights, and act as the liaison between SWOCC and the Committee.

ARTICLE V - COMMITTEE MEETINGS

- 1. The Committee shall meet at least quarterly at SWOCC Studios. Meetings shall be posted in accordance with the Open Meetings Act ("OMA") 1976 PA 267. Special meetings may be called by the Chairperson or by one-third of Committee members, providing public notice requirements are satisfied.
- 2. A quorum shall consist of an absolute majority of Committee members.
- 3. Roberts Rules of Order shall be observed in conducting meetings of the Committee.

ARTICLE VI - OFFICERS

- 1. Officers of the Committee shall be from among the members of the Committee and include a chairperson, vice-chairperson and secretary receiving a majority vote of committee members. Officers shall serve no more than two one-year terms unless an extension is required due to extreme circumstances.

2. The chairperson shall preside at all Committee meetings, attend all SWOCC meetings as the representative of the Committee and regularly report in detail regarding Committee business and activities.
3. The vice-chairperson shall serve in the absence of the chairperson.
4. The secretary shall record the minutes of all meetings and submit them to the SWOCC staff at the end of each meeting for typing, distribution and retention.

ARTICLE VII - AMENDMENTS

1. These by-laws may be proposed to be amended at a regular or special meeting of the Committee by a vote of an absolute majority of the Committee. Proposed amendments must be submitted in writing to all Committee members at least 30 days prior to the meeting.
2. Proposed amendments to these Bylaws shall be approved by SWOCC before taking effect.

Adopted by SWOCC: January 19, 2005