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BYLAWS FOR THE FOREST LAKE CABLE COMMISSION

§ 1. General.

These bylaws are for the express purpose of assisting in the administration of the Forest Lake Cable Commission and shall be subordinate to the Joint Powers Agreement in any matter of dispute.

§ 2. Definitions.

For purposes of these bylaws, the following terms shall have the meanings given herein. Words not defined shall be given their common and ordinary meaning.

- (a) **“Commission”** means the organization created pursuant to the Joint Powers Agreement.
- (b) **“City”** means any city or township.
- (c) **“Director”** means a person appointed by a member’s City Council to be one of its representatives on the Commission. A director may also be an officer.
- (d) **“Member”** means a city which has entered into the Joint Powers Agreement.
- (e) **“Officer”** means the chair, vice chair, secretary, or treasurer of the commission.

§ 3. Officers.

The officers of the commission shall consist of a chair, vice chair, secretary, and treasurer pursuant to the Joint Powers Agreement. Each officer shall serve a two-year term. Only a director may serve as an officer. The directors shall determine who will serve as the commission’s officers by a majority vote at their first meeting in a calendar year. Officers may delegate their duties to a willing director of the commission or administrator.

§ 4. Meetings.

- (a) **Meetings.** The commission shall meet at a minimum of every other month starting in February. The commission shall adopt a budget at their meeting held in August. Appropriate material pertaining to agenda items shall be sent to each director at least three (3) calendar days prior to the meeting. No meeting of the commission shall exceed two and one-half (2 ½) hours in length unless extended by a majority vote.
- (b) **Special Meetings.** Special meetings of the commission may be called by (1) the chair acting alone; or (2) the secretary upon written request by a majority of the directors. Appropriate material pertaining to agenda items shall be sent to each director at least

46 three (3) calendar days prior to the meeting. Business at special meetings shall be
47 limited to the subjects stated in the meeting notice.
48

49 (c) **Workshops.** The cable commission, by a majority vote of the directors, may schedule
50 workshops to discuss informal business.
51

52 (d) **Place of Meetings.** The chair shall have the authority to designate the place of
53 meetings and workshops.
54

55 (e) **Voting.** Each director shall have one (1) vote. Members may vote by voice or by
56 ballot. An affirmative vote of a majority of the total number of directors, not merely a
57 majority of those present and voting, shall be required for any action to be deemed
58 approved, unless otherwise provided for in these Bylaws.
59

60 (f) **Open Meeting Law.** The commission shall post the agenda, cancel meetings, be
61 open to the public, schedule workshops, and hold closed meetings in accordance with
62 the Minnesota Open Meeting Law.
63

64 (g) **Rules.** The commission may create their own rules. In the absence of a rule, the
65 commission shall be governed by the current edition of Robert's Rules of Order.
66 Rules may be suspended by a two-thirds (2/3) vote of the directors present. The
67 directors shall specify how long the rules shall be suspended. A suspension of the
68 rules shall automatically end upon the adjournment of the meeting in which they were
69 suspended.
70

71 **§ 5. Accounting Functions.**
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73 (a) The commission shall contract with a Minnesota city to administer the funds of the
74 commission and perform clerical functions for the commission such as, accounting,
75 record keeping, maintaining of accounts, bank accounts, and other administrative
76 duties. The commission shall not collect monies or disburse funds on its own behalf.
77 All expenditures of the commission shall be made by and to the Minnesota city which
78 contracts with the commission for fiscal management. Such city shall serve in this
79 capacity for a period of two years at which time the city may agree to continue for
80 another term or another city must assume the role on behalf of the commission.
81

82 (b) If a quorum cannot be obtained or established, all bills may be paid with Access
83 Coordinator approval. The final approval for these bills is to be obtained at the next
84 commission meeting. This procedure is to go on a second procedural sheet added to
85 the bylaws.
86

87 **§ 6. Commission Staff.**
88

89 (a) **General.** The hiring, promoting, and terminating of commission employees shall be
90 made by a majority vote of the directors, or may delegate such duties when necessary.
91 The commission shall employ staff as may be necessary to carry out the functions of

92 the commission. Employee evaluations shall be handled by the commission on a
93 yearly basis.

94
95 (b) **Administrator.** The commission shall employ an administrator to provide
96 administrative assistance, record keeping, and reporting for the commission. The
97 following duties and responsibilities for the administrator shall include, but not be
98 limited to the following:

- 99
100 (1) Schedule all commission meetings;
101
102 (2) Prepare the agenda for all commission meetings;
103
104 (3) Attend all commission meetings;
105
106 (4) Prepare minutes of all commission meetings;
107
108 (5) Perform accounts receivable and accounts payable functions in cooperation
109 with the Minnesota city assigned to handle the financial functions of the
110 commission;
111
112 (6) Prepare monthly expense and revenue reports in cooperation with the
113 Minnesota city assigned to handle commission accounting functions;
114
115 (7) Handle all administrative tasks delegated by the commission;
116
117 (8) Maintain specified office hours as determined by the commission;
118
119
120 (9) Supervise any additional employees and their job responsibilities as
121 determined by the commission; and
122
123 (10) Maintain all commission records and documents.
124

125 **§ 7. Special Committees.**

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127 (a) **Bylaws Committee.** Prior to amending the bylaws, a bylaws committee shall be
128 created by the chair. The chair shall appoint directors to the bylaws committee. The
129 bylaws committee shall facilitate bylaw amendments pursuant to the procedure set
130 forth in these bylaws and the Joint Powers Agreement.

131
132 (b) **Subcommittees.** The chair may, subject to the commission approval by a majority
133 vote, establish subcommittees. The date, time, place, and general business of any
134 subcommittee meeting shall be given to all participants by written or electronic notice
135 at least three (3) calendar days prior to the subcommittee meeting. All subcommittee
136 meetings shall be in accordance with the procedures prescribed in these bylaws and
137 the Joint Powers Agreement.

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§ 8. Official Address.

The official address and telephone number of the Forest Lake Cable Commission shall be the office address of the administrator.

§ 9. Amendments.

Amendments to these bylaws may be proposed by any director of the commission. Prior to any amendment, a proposed bylaw amendment shall be scheduled for discussion at a regular meeting, then referred to the bylaws committee for its recommendation. Prior to voting on any amendment, the commission may schedule workshops to discuss a proposed amendment. At a regular meeting, the bylaws committee shall add the proposed amendment to the agenda, make a recommendation to the commission on the proposed bylaw amendment, and may take action on the proposed amendment. All directors shall receive the proposed bylaw amendment ten (10) calendar days prior to the scheduled vote. Each director shall have current bylaws.