

By-Laws of the Communications Committee

The committee is responsible for the oversight of the City's communications systems including cable systems and the website (www.newberlin.org).

1. The committee is composed of three alderpersons appointed annually by the Common Council President and two citizen members appointed annually by the Mayor.
2. The duties of the Chairperson will be to conduct all meetings and to appoint all special committees
3. The Secretary duties will be performed by the City Clerk's office including the recording of meeting minutes, attendance to determine if a quorum is present, availability to advise the Mayor as to the work and recommendations of the committee.
4. In the event the Chairperson is absent at the time of a meeting, the Vice Chairperson shall conduct the meeting.
5. Agenda of the meetings:
 - a. Call to order
 - b. Introductions
 - c. Approve minutes of the previous meeting
 - d. Communications
 - e. Reports by Special Committees
 - f. New Business
 - g. Old Business
 - h. Adjournment

Meeting of the Communications Committee will be held on an as needed basis. The Chairperson can call meetings of the committee, or a simple majority of the committee. The calling of a meeting will follow the City guidelines for meetings, and notice of a meeting must be given at least seven (7) days prior to the start time of the meeting. The meeting will be the third Wednesday of the month and start at 5:00pm.

6. A quorum shall consist of at least three (3) members present at a regularly scheduled meeting.
7. Amendments to the By-Laws of this committee can be made by the following options:
 - a. A member desiring changes must serve written notice to each member of the committee. This notice is to be served at least seven (7) days prior to a regular meeting. A two-third (2/3) vote of membership would be required for adoption.
 - b. A change requested by a member or members at a regular meeting shall be set for a vote at the next regularly scheduled meeting. A simple majority would be required for adoption.
 - c. Final changes to be adopted by the Common Council.
8. If any member is absent for three (3) consecutive meetings, the committee shall request that the Mayor consider the appointment terminated and appoint a new member to the committee.

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