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OFFICE OF  
SECRETARY OF STATE  
STATE OF WEST VIRGINIA  
*West Virginia*  
**Educational Broadcasting  
Authority**

Area Code 304  
348-3239

Licenses for  
WMUL-TV  
Channel 33  
Huntington-  
Charleston

WSWP-TV  
Channel 9  
Beckley

Cooperating with

WWVU-TV  
Channel 24  
Morgantown

WVBC-FM  
Bethany

WVWC-FM  
Buckhannon

WMUL-FM  
Huntington

February 19, 1974

FILED IN THE OFFICE  
EDGAR F. HEISKELL III  
SECRETARY OF STATE  
THIS DATE 2/21/74

Mr. Edgar F. Heiskell, III  
Secretary of State  
State of West Virginia  
Capitol Building  
Charleston, West Virginia 25305

Dear Mr. Heiskell:

The West Virginia Educational Broadcasting Authority here-  
with files with your office recently adopted policy. The policy  
was promulgated in accordance with the Authority's legislative  
statute and Article 3, Chapter 29a of the West Virginia Code.

The Authority published the required legal notices in news-  
papers, conducted an open hearing for interested parties, had  
the policy reviewed (informally) by the Attorney General's of-  
fice (vis a vis State law) and by the Authority's federal legal  
counsel (vis a vis Federal Communications Commission rules and  
regulations).

Enclosed are three copies of the policy. We will distri-  
bute the policy to those people we can identify as being in-  
terested parties to the policy and will retain copies for ready  
reference, inquiries, etc.

Sincerely,

Francis L. Blake  
Executive Secretary

Enclosure: Organizational  
Relationships Policy

FILED IN THE OFFICE  
EDGAR F. HEISKELL III  
SECRETARY OF STATE  
THIS DATE 2/21/74

A POLICY FOR ORGANIZATIONAL RELATIONSHIPS OF THE  
WEST VIRGINIA EDUCATIONAL BROADCASTING AUTHORITY

PREAMBLE

The success of the work of the West Virginia Educational Broadcasting Authority will ultimately be determined by the acceptance, value and use of the television and/or radio programs which are received in the classroom, at home, or in the car. Therefore, the organizational arrangements between the Educational Broadcasting Authority and all interested parties must be designed to assure this success -- in a balance of equity among the various interests, and in a realistic and practical framework. This plan is adopted in a spirit of mutual cooperation to achieve the maximum utilization of, and benefit from, the various sources of funding, and the participation of the various interested parties, all consistent with applicable law and related rules and regulations.

The Educational Broadcasting Authority recognizes that the strength of its work lies in the effective operation of each of its stations; and further recognizes and applauds the local interests which have provided the necessary funding and other support to create and implement these stations. The Authority realizes that these stations are in existence primarily because of the local interests in generating the needed resources to create them.

With the above as a basis, the following shall be the guidelines for the organizational pattern of the Authority with its various components:

Adopted November 26, 1973, by the West Virginia Educational Broadcasting Authority.

## RESPONSIBILITY OF THE AUTHORITY

As per the Federal Communications Act of 1934, as amended, and the Public Broadcasting Act of 1967 (and the subsequently adopted rules and regulations of the FCC and HEW), the Authority shall be fully responsible for all aspects of operations and activities of each of the broadcast stations licensed to it.

The Federal Communications Commission looks solely to the Authority to operate its stations in strict compliance with all of the FCC's Rules and Regulations. As the licensee, the Authority is charged with the responsibility of setting forth all the policies which control the operation of the station, ranging from program policies to employment practices.

In the event the station does not perform within the framework of the Commission's rules, the FCC would place the entire blame on the Authority and would hold it responsible for any infractions. Therefore, it is incumbent upon the Authority to supervise and direct all matters of station operation, and that these should include, but not be limited to, programming, equipment change or difficulties, financial matters, employment practices, relationship with CATV systems, relationships with schools and colleges, complaints from viewers or listeners, communications from the FCC or HEW, and all other significant developments.

Further, the Authority is directed by the West Virginia Legislature under the Revised Authority Act of 1967 to "develop, promote, and extend instruction to all levels of education through radio, television, and related media." Among the specific powers of the Authority are to construct, maintain and operate, receive license for, supervise programming on, and employ personnel to operate and maintain broadcast facilities.

In addition to the enumerated duties of the Authority, it has the general responsibility "to perform such other services in behalf of non-commercial educational radio, television and related media as it may consider to be in the best interest of the state." To carry out all of the specific and general duties assigned to it, the Authority shall "promulgate reasonable rules and regulations to carry out the provisions of this article."

## ADVISORY COUNCILS

As per the West Virginia Code, which was modified in 1967 to permit the combining of county and state funds to create broadcast stations, the Authority may appoint Advisory Councils which...."shall serve in an advisory manner to...facilities established (by the Authority)."

To fulfill its broad public responsibilities in terms of the State of West Virginia, the FCC, the Corporation for Public Broadcasting, and HEW, the Authority hereby restructures the present Advisory Councils for each of its stations. Each new Council shall be composed of a broad representation of the public, including minority members and representatives of certain committees which are described later in this policy.

The Advisory Council shall be governed by the following procedures:

## I. Duties

- A. The Advisory Councils, in consultation with the General Manager, will assist in ascertainment of community needs and shall;
  - 1. Identify community needs and community problems to provide input for local productions, selection of programming, and other station services.
  - 2. Review past programming and services on a semi-annual basis to provide continuing community evaluation of the station's programming and services.
- B. The Advisory Councils may provide counsel to the station on, but not limited to, the following:
  - 1. The establishment of station priorities for development, program service, etc.
  - 2. Liaison between the station and various community groups.
  - 3. Public relations/awareness efforts.
  - 4. Volunteer and/or membership activities.
  - 5. Support of the station before the Legislature as part of the Authority presentation.
- C. The Advisory Council shall be presented with the station budget for explanation in order to secure reaction to the proposed budget.

Adopted November 26, 1973 by the WVEBA.

II. Operation

- A. The Advisory Council shall elect a chairman, vice chairman, and secretary each year. An individual shall have served on the Advisory Council for a year before being eligible to be elected chairman.
- B. The Advisory Council shall meet at least twice a year.
  - 1. The Council may meet more often on call of the chairman, on petition by a majority of its members, or on resolution of the Council.
  - 2. All members shall be notified of meetings preferably in writing at least one week in advance.
  - 3. The General Manager shall be a non-voting ex officio member of the Council and shall provide secretarial services to the Council.
  - 4. The Executive Secretary shall be a non-voting ex officio member of the Council.
- C. Minutes of meetings shall be filed with the Station and the Authority office.
  - 1. Minutes shall be corrected and approved at the next Council meeting.
  - 2. In the event that more than two months transpire between meetings, exceptions to the minutes may be filed with the secretary and at the station, and will be acted upon at the next Council meeting.
- D. Meetings will be deliberative, and a quorum must be present for business. A quorum is a majority of members, and is defined as:
  - 1. Five members when membership is 8 or 9.
  - 2. Four members when membership is 6 or 7.
  - 3. Three members when membership is 4 or 5.
- E. Advisory Council action must be approved by a majority of those present. This is defined as:
  - 1. Five votes when attendance is 8 or 9.
  - 2. Four votes when attendance is 6 or 7.
  - 3. Three votes when attendance is 4 or 5.

Adopted November 26, 1973 by the WVEBA.

- F. In addition to forwarding its minutes, the Advisory Council will make an annual special evaluative report on the progress the station has made towards fulfilling perceivable community needs.
1. The Advisory Council will forward its actions, minutes, and reports through the General Manager to the Authority office.
  2. The Advisory Council may, at either its or the Authority's request, send representatives to the Authority meetings for discussions of items of mutual concern.
  3. The Chairman of the Advisory Council shall be invited to meet with the Authority no less than once a year. Such meetings would normally be at the Authority's annual meeting as specified by the West Virginia Code.
- G. Members appointed to Advisory Councils shall serve without compensation, but may be reimbursed for actual expenses incident to the performance of their duties as outlined in the Revised Authority Act of 1967.

### III. Membership

- A. Members will be appointed by the Authority for three year terms with one-third of the membership appointed each year.
- B. Members shall be eligible for reappointment after having been off the Advisory Council for one year.
- C. Initially, the Authority will appoint members for two, three, or four year terms. Subsequent terms will be for three years.
- D. Criteria for selection of Advisory Council Membership
1. Advisory Councils will attempt to reflect the interests and makeup of the area which the station serves. The Authority will seek diversity of membership on the Advisory Councils from, but not limited to, geographic representation, urban and rural areas, business and professional interests, minorities, governmental bodies, diversity of age and sex.
  2. Members shall include one from the Instructional Television Committee, and one from the Higher Education Committee.
- E. Representation from the Education Community.
1. The ITV Committee shall select one of its members to serve on the Advisory Council for a regular term.
  2. The Higher Education Committee shall select one of its members to serve on the Advisory Council for a regular term.
  3. The ITV and Higher Education members of the Advisory Council will be regular members of the Council, and they shall serve while members of their respective committees, and shall serve for a regular three year term.

Adopted November 26, 1973 by the WVEBA.

4. In the event that the Advisory Council member no longer serves on the ITV or Higher Education Committees, that body shall select one of their number to fill the remainder of the term.
- F. Nominations of Advisory Council Members.
1. Nomination of Advisory Council members shall be primarily made by the General Manager, Executive Secretary, and the Chairman of the Advisory Council; however, the Authority may at its will and pleasure make nominations of its own.
  2. The General Manager and Executive Secretary will nominate and recommend two individuals per Advisory Council vacancy to the Authority with biographical data relevant to their council membership.
  3. To insure wide community representation, the General Manager and Executive Secretary may use the following methods in nominating potential Council members.
    - a. Seek suggestions from current and outgoing Advisory Council members.
    - b. Use existing station mail lists, other expressions of interest in the station to contact people who have an interest in Public Broadcasting.
    - c. Contact major local organizations and attempt to get representation from them.
    - d. Seek people out from the community for support and membership on the Advisory Council.
  4. The Authority shall consider the nominations and shall appoint citizens to Advisory Council membership. The Authority shall extend the invitations and make the initial contacts with the selected appointees.
- G. Advisory Council members shall serve at the will and pleasure of the Authority.
1. If the Authority feels that any member is not serving in the best interests of the Advisory Council, the Authority will communicate with the individual and determine if removal is warranted.
  2. Any member missing three consecutive regular or special meetings may forfeit his seat on the Council.
    - a. The Authority shall investigate the nonattendance and allow the individual involved an opportunity to respond.
    - b. If it feels cause, the Authority shall declare the seat vacant and shall appoint a person to complete the term.

- H. Any individual who is appointed to complete a term of less than 18 months on the Advisory Council as a result of being appointed to a term of a resigned or replaced member is eligible for reappointment for a regular three year term without having to be off the Advisory Council for a year.

Adopted November 26, 1973 by the WVEBA.

## INSTRUCTIONAL TELEVISION (RADIO) COMMITTEE

The Authority recognizes and fully appreciates the substantial interest and support shown by county school systems for the school and instructional service activities of each station. The Authority further recognizes that the success of the school services of each station is based on a continuing and close partnership between the county superintendent and staff of each station.

The Authority recognizes that the final responsibility for Instructional Television in each county lies with the county superintendent. The Authority further recognizes that the responsibility for the implementation of Instructional Television is often delegated to an ITV Coordinator or similar staff person. Both the Superintendent and Coordinator are vital to the success of Instructional Television, and the Authority believes that both should be represented on the Instructional Television Committee.

Therefore, to provide a method for each county to have an equitable determination in the school service activities of the stations, the Authority will establish an Instructional Television (Radio) Committee for each station. The Instructional Television Committee will be concerned with the ITV policy decisions between the school systems and the station. Additionally, the ITV Committee will establish a working group, the Instructional Television Coordinators' Committee, to implement its policy with the station personnel.

The Instructional Television Committee, and its subgroup, the Instructional Television Coordinators' Committee, shall operate under the following guidelines:

- I. The duties of this committee shall be primarily:
  - A. To recommend yearly goals for the stations' ITV services.
  - B. To recommend the school programming for broadcast by that station. The station shall follow the Instructional Television Committee's recommendations whenever possible, but ultimate responsibility for programming must rest with the Authority per FCC regulations.
  - C. To determine, in joint agreement with the Authority, the amount and mechanism of school service fees.
  - D. To receive the station budget for explanation in order to secure reaction.
  - E. To coordinate the distribution of support and utilization materials to teachers.
  - F. To oversee evaluation activities of broadcast services, materials and classroom utilization.
  - G. To direct utilization support for teachers within each of the counties.
  - H. To recommend local ITV and in-service production priorities.
- II. Operation of the Instructional Television Committee.
  - A. The committee shall meet at least twice a year.
    1. The committee may meet more often on the call of the Chairman, resolution of the body, or on petition of a majority of its members.
    2. All members shall be notified of the meetings preferably in writing at least one week in advance.
    3. The General Manager and Station ITV Director shall be non-voting ex officio members and shall be invited to all meetings.
    4. The ITV Director shall serve as secretary of the committee.
  - B. The committee shall elect a chairman and vice chairman annually.
  - C. Minutes of meetings shall be sent to the station and Authority office.
    1. Minutes shall be corrected and approved at the next meeting.

Adopted November 26, 1973 by the WVEBA.

2. In the event that more than two months transpire between meetings, exceptions to the minutes may be filed with the ITV Director and will be acted upon at the next meeting.
- D. Meetings will be deliberative and a quorum must be present to conduct business. A quorum is defined as a majority of members.
  - E. Action must be approved by a majority of members present.
  - F. The Committee, through the station ITV Director, shall make a special annual evaluative report to the Authority on the progress the station has made in achieving the ITV goals that have been recommended.
    1. The Committee, may at either its or the Authority's request, send representatives or communications to the Authority.
    2. The Committee chairman shall be invited to meet with the Authority at its annual meeting as specified by the West Virginia Code.
  - G. The Committee shall select one of their number to serve on the Station Advisory Council for a regular term.
  - H. The Committee shall create and direct the procedures, methods, and areas of operations of the Instructional Television Coordinators' Committee. Such directions shall be filed with the Authority.
    1. Each member of the Instructional Television Committee may appoint one member of the Instructional Television Coordinators' Committee.
    2. The Station ITV Director shall serve as chairman of the Instructional Television Coordinators' Committee.
    3. Minutes of the Instructional Television Coordinators' Committee will be filed with the Instructional Television Committee and the Authority.

### III. Membership

- A. Membership on the Instructional Television Committee shall be open to all counties supporting (by fee or other mutually agreed upon method) a station's ITV service.
- B. Membership on the Instructional Television Committee shall be composed of the county superintendent or his officially designated representative. Each county shall have one vote.

Adopted November 26, 1973 by the WVEBA.

Further, the Authority recognizes the need, from time to time, for the establishment of groups of curriculum specialists to work on the design of instructional series. Such groups may be appointed by the Instructional Television Committee. Recognizing that locally produced series will be used statewide, the Authority encourages the inclusion on curriculum groups of input from the State Department of Education, and from ITV Committees working with other stations. Invitations for representatives from the two latter groups will be extended by the Instructional Television Committee.

The Authority recognizes that, due to geography, some counties will lie within the coverage areas of several stations. Such a county shall have membership on only one station's Instructional Television Committee. Once a participant in a station's Instructional Television service, the county school system may utilize the services of any other station which it can receive, at no additional cost other than the actual cost for any additional teacher guides that it may require. The county may send its coordinator to be an observer with the second station's Instructional Television Committee, and Instructional Television Coordinators' Committee.

## HIGHER EDUCATION COMMITTEE

The Authority recognizes that the involvement of higher education in the activities of the stations can provide wide benefits both to the institutions involved and the public at large. The Authority therefore proposes to establish a Higher Education Committee, which shall be structured similarly to that of the Instructional Television Committee and shall be represented on the Advisory Council in a manner similar to the representatives of the Instructional Television Committee. Formation of such a Higher Education Committee will result after further discussions with the Board of Regents and private colleges to determine the methods of college participation and representation on the Higher Education Committee.

## ROLE OF THE STATION'S GENERAL MANAGER

The General Manager of a noncommercial, public television or radio station holds an important, complex position which directly affects the success or failure of his station. He must manage and deal with matters which involve national and local programming decisions, local production, engineering and technical operations, station operations, relationships with area schools and colleges, and with public and private agencies, and public relations.

These involvements require active participation in financial, legal, technical, creative, and personnel matters. The General Manager is responsible for protecting the licensee in all matters dealing with adherence to rules and regulations of the FCC, the Department of HEW, the Department of Labor, and the State of West Virginia. He must be concerned about national and regional relationships which include the Corporation for Public Broadcasting, the Public Broadcasting Service, the Eastern Educational Television Network, and National Public Radio.

In every-day terms, particularly for television, the General Manager has a major responsibility which spans the gamut of the complex subjects within his station. For him to properly fulfill his obligation to protect the licensee, and at the same time accomplish the needed goals and objectives, he must carry an authority in balance with these responsibilities. He and his station's activities are subject to the most visible of scrutinies; the on-air picture, FCC inspections, HEW audits, etc. He must create an atmosphere where creative and technical people can work together as a team and achieve a product of value for the public good.

Guidelines for General Manager relationships with Authority are as follows:

- a. The Authority will establish criteria and job qualifications to be used in searching for a General Manager. The Authority may appoint a search committee composed of three Authority members to work with the Executive Secretary, to receive and screen applications.

The search committee will narrow the applicants to three for the Authority's consideration. The Authority may select one of the three choices, or return the matter for further search committee consideration if none is acceptable to the Authority, or may take other action as necessary to fill the position.

- b. Each General Manager shall answer directly to the Authority.
- c. All day-to-day contacts and relationships between the Authority and the General Manager shall be through the Executive Secretary of the Authority.
- d. The General Manager shall meet regularly with the Advisory Council, Instructional Television (or Radio) Committee, and any special committees for that station, but shall serve as an ex officio member without vote in an informational role.
- e. On no less than an annual basis, the performance of the General Manager shall be evaluated by a committee composed of (1) the Executive Secretary, (2) Chairman of the Advisory Council, and (3) a member of the Authority. Criteria for such evaluation shall be uniform and developed for the specific purpose by the Authority. The results of such evaluation shall be reviewed personally by the Chairman of the Authority with the General Manager.
- f. Should at any time the performance of the General Manager, or his ability to properly perform his job responsibilities, be seriously questioned by any member of the Authority, the Executive Secretary, or the Chairman of the Advisory Council, the matter should be brought to the attention of the Chairman of the Authority. If the Chairman deems the matter important he may appoint a three person committee composed of Authority members to investigate the matter and report their findings to the Chairman of the Authority for his review and action.

Adopted November 26, 1973 by the WVEBA.

## ROLE OF AUTHORITY'S EXECUTIVE SECRETARY

The role of the Executive Secretary of the Authority is the pivotal point for all of the Authority's activities. The Executive Secretary's duties shall include, but not be limited to the following:

- a. Prepare all materials for the meetings of the Authority. He shall participate in Authority meetings, but shall not have a vote in its proceedings. He shall be responsible for the development of accurate minutes and follow through on all matters authorized by the Authority.
- b. Advise the Authority on its State and FCC responsibilities and activities necessary to fulfill its mandate.
- c. Recommend and carry out Authority policy.
- d. Serve as the Authority's agent in fulfilling licensee responsibilities.
- e. Serve as liaison with the State Legislature, broadcast organizations, and the public.
- f. On no less than an annual basis, the performance of the Executive Secretary shall be evaluated by a committee composed of three members of the Authority. Criteria for such evaluation shall be developed for the specific purpose by the Authority. The results of each evaluation shall be reviewed personally by the Chairman of the Authority with the Executive Secretary.
- g. Should at any time the performance of the Executive Secretary or his ability to properly perform his job be seriously questioned by any member of the Authority, the matter should be brought to the attention of the Chairman of the Authority. If the Chairman deems the matter important he may appoint a three-person committee composed of Authority members to investigate the matter and report their findings to the Chairman of the Authority for his review and action.
- h. The Executive Secretary shall be employed at the will and pleasure of the Authority.

Adopted November 26, 1973 by the WVEBA.



HIGHER EDUCATION INSTRUCTIONAL TELEVISION COMMITTEE

Preamble

1 The Authority recognizes that the participation of institutions of  
2 higher education in the activities of the stations can provide wide  
3 benefits to the institutions involved and the public at large:  
4 The Authority further recognizes that the success of its  
5 services to institutions of higher education is based on a  
6 close and continuing partnership between the college communities  
7 and the staffs of the stations.

8 Therefore, to provide a method for each college to have an  
9 equitable determination in the higher education activities  
10 of the station, the Authority will establish a Higher  
11 Educational Instructional Television Committee for each  
12 station (HEITV).

13 The HEITV will be concerned with policy decisions between  
14 the colleges and the stations. It will provide the stations  
15 with assessment of needs regarding ITV programming and services to  
16 be utilized by institutions of higher education and the  
17 general public. The Authority believes that the HEITV will  
18 also become an important forum whereby the individual colleges  
19 will share experiences regarding the use of instructional  
20 media, aid in the development of media at institutions, and  
21 foster educational cooperation among institutions.

22 The Authority shall, through the HEITV Committee, discharge its delegated  
23 obligations under the Revised Authority Act of 1967 "to cooperate with and  
24 assist all local and state educational institutions in planning and development  
25 of the use of educational radio, television and related media."

26 The Authority recognizes that the final responsibility for the use of  
27 television within a college rests with the college. It is further recognized  
28 that many members of the academic community are involved with decisions  
29 regarding the implementation and use of television within the academic  
30 program. Both the college president and other members of the academic  
31 community are vital to the success of the colleges' use of television and  
32 the Authority believes that both should be represented on the HEITV Committee.

Adopted September 9, 1974 by the WVEBA.

## HIGHER EDUCATION ITV COMMITTEE

Membership

1 The Authority believes that all institutions recognized by the West Virginia  
2 Board of Regents should have an opportunity for representation on the HEITV  
3 of the station serving their area. Membership on the HEITV Committee  
4 shall be open to those college presidents who are eligible for membership  
5 on the Board of Regents' Advisory Council of Public College Presidents and  
6 Advisory Council of Private College Presidents, or their officially  
7 designated representatives.

8 Additionally, the HEITV Committee will establish a working group to implement  
9 its policy with station personnel and to work with the academic community.  
10 Members of this group, the HEITV Coordination Committee, shall be appointed  
11 by members of the HEITV Committee. The broad duties of the HEITV Coordination  
12 Committee will be defined by the HEITV Committee, and the HEITV Coordination  
13 Committee will report to that body.

14 The Authority recognizes the diversity of programs at the individual colleges,  
15 and the traditional autonomy that exists in the development of college  
16 curricula. The Authority believes that all college level programming  
17 broadcast by its stations should be available for use by all appropriate  
18 colleges, and pledges to work with all colleges and the Board of Regents  
19 to insure that the maximum benefit to students and institutions is derived  
20 therefrom.

21 The Authority also recognizes that some institutions of higher education  
22 may lie within the coverage area of more than one station, and that some  
23 institutions may have programs which extend across large portions of the  
24 state within the coverage of several stations. Such an institution may  
25 participate in more than one HEITV Committee. Further, the Authority  
26 encourages the close cooperation among the various HEITV Committees for  
27 the maximum statewide utilization of broadcast materials and services  
28 provided by its stations.

29 The Higher Education ITV Committee, and its subgroup, the HEITV Coordination  
30 Committee, shall operate under the following guidelines.

31 I. The duties of this committee shall be primarily:

32 A. To recommend yearly goals for the stations' higher education  
33 ITV programming service.

34 B. To recommend higher education ITV programming to be broadcast  
35 by the station. The station shall follow the HEITV Committee's  
36 recommendation whenever possible, but ultimate responsibility  
37 for the programming must rest with the Authority per FCC  
38 regulations.

39 C. To determine, in joint agreement with the Authority, the proper  
40 financing of station support for services provided for institutions  
41 of higher education.

Adopted September 9, 1974 by the WVEBA.

## HIGHER EDUCATION ITV COMMITTEE

- 1 D. To recommend local production of college level programming.
- 2 E. To coordinate the use of programming for instruction among the  
2 various institutions.
- 4 II. Operations of the Higher Education ITV Committee.
- 5 A. The Committee shall meet at least twice a year.
- 6 1. The Committee may meet more often on the call of the chair-  
7 person, resolution of the body, or on petition of a majority  
8 of its members.
- 9 2. All members shall be notified of the meetings preferably  
10 in writing at least one week in advance.
- 11 3. The General Manager and Station ITV Director shall be non-  
12 voting ex-officio members and shall be invited to all meetings.
- 13 4. The ITV Director shall serve as secretary of the Committee.
- 14 B. The Committee shall elect a chairman and vice chairman annually.
- 15 C. Minutes of the meeting shall be sent to the station and  
16 Authority office.
- 17 1. Minutes shall be corrected and approved at the next meeting.
- 18 2. In the event that more than two months transpire between  
19 meetings, exceptions to the minutes may be filed with the  
20 ITV Director and will be acted upon at the next meeting.
- 21 D. Meetings will be deliberative and a quorum must be present to  
22 conduct business. A quorum is defined as a majority of members.
- 23 E. Action must be approved by a majority of members present.
- 24 F. The Committee, through the station ITV Director, shall make  
25 a special annual evaluative report to the Authority on the progress  
26 the station has made in achieving the ITV goals that have been  
27 recommended.
- 28 1. The Committee, may at either its or the Authority's request,  
29 send representatives or communications to the Authority.
- 30 2. The Committee chairman shall be invited to meet with the  
31 Authority at its annual meeting as specified by the  
32 West Virginia Code.

Adopted September 9, 1974 by the WVEBA.

HIGHER EDUCATION ITV COMMITTEE

- 1 G. The Committee shall select one of their number to serve on the  
2 station Advisory Council for a regular term.
- 3 H. The Committee shall create and direct the procedures, methods,  
4 and areas of operation of the Higher Education Instructional  
5 Television Coordination Committee. Such directions shall be  
6 filed with the Authority.
- 7 1. Each member of the HEITV Committee may appoint members of  
8 the HEITV Coordination Committee.
- 9 2. The station ITV Director shall serve as chairman of the  
10 HEITV Coordination Committee.
- 11 3. Minutes of the HEITV Coordination Committee will be filed  
12 with the Higher Education Instructional Television  
13 Committee and the Authority.

Adopted September 9, 1974 by the WEBA,