



EXECUTIVE SECRETARY  
FRANK BLAKE  
Suite B 424 State Bldg. Six  
CHARLESTON, WV 25305  
Phone (304) 348-3239

January 11, 1977

MEMORANDUM

To: Office of the Secretary of State  
ATTENTION: Kent Wakefield

Fr: Frank Blake  
Executive Secretary

Re: EBA Rules and Regulations File

Pursuant to our meeting in mid December, we have reviewed policies adopted by the EBA before June 8, 1976, which are or should be on file in your office.

Of the items currently in your office, we request that the following be removed. The oldest document in our file was a compilation of policies, on three pages, titled WEST VIRGINIA EDUCATIONAL BROADCASTING AUTHORITY, with the cover letter dated November 18, 1969.

Delete the policies under the heading ESTABLISHING COOPERATIVE PROJECTS (page 1 and half of page 2).

Keep the policies under the heading RESPONSIBILITY FOR PROGRAMMING on page 2 and EMERGENCY ACTIONS BETWEEN MEETINGS on page 3.

In a document titled A POLICY FOR ORGANIZATIONAL RELATIONSHIPS OF THE WEST VIRGINIA EDUCATIONAL BROADCASTING AUTHORITY, dated November 26, 1973, please delete the paragraph titled HIGHER EDUCATION COMMITTEE on page 12.

A note of explanation of the above requests:

#1) The document, A POLICY FOR ORGANIZATIONAL RELATIONSHIPS OF THE WEST VIRGINIA EDUCATIONAL BROADCASTING AUTHORITY replaced the policies under the heading ESTABLISHING COOPERATIVE PROJECTS. And,

#2) The HIGHER EDUCATION INSTRUCTIONAL TELEVISION POLICY, dated September 9, 1974, transmitted October 29, 1974, replaced the deleted paragraph titled HIGHER EDUCATION COMMITTEE.

Licensee for

WMUL-TV  
Channel 33  
Huntington

WSWP-TV  
Channel 9  
Beckley

WVPB (FM)  
91.7  
Beckley

Now, the following items should be added to our file:

- #1) PROGRAM USE BY COMMERCIAL STATIONS, adopted November 21, 1972 (attached).
- #2) STATEWIDE SERVICES, adopted January 22, 1973 (attached).
- #3) CITIZEN INVOLVEMENT AT STATIONS, adopted May 22, 1973 (attached).
- #4) EQUAL EMPLOYMENT POLICY, adopted July 10, 1975, (attached) to be added to policy currently on file titled EEO STATEMENT AND EMPLOYMENT PRACTICES.
- #5) EXECUTIVE COMMITTEE, adopted March 22, 1976 (attached).
- #6) COMMITTEE STRUCTURE, adopted March 22, 1976 (attached).
- #7) SPOKESPERSONS, adopted May 17, 1976, (attached).
- #8) CHIEF EXECUTIVE OFFICER, adopted May 17, 1976 (attached).

Please call if you have questions or comments.

FB/mp

Enclosures:

Eight (8) Policy statements

Sincerely,



Francis L. Blake  
Executive Secretary

PROGRAM USE BY COMMERCIAL STATIONS

Authority stations shall not produce and make available for broadcast by any commercial station any program or portion of a program which: (1) may contain any commercial announcement, and/or (2) may place any station in commercial competition with any other station. Regarding a "portion of a program" (such as a feature, interview, news-related sequence, etc.), such portion of an Authority station-produced program may be broadcast by a commercial station in a program that contains commercial announcements but such portion may not have a commercial announcement contained within it.

Policy Adopted November 21, 1972

STATEWIDE SERVICES

WHEREAS, the West Virginia Educational Broadcasting Authority through powers and responsibilities designated it by the West Virginia Legislature, reaffirms its mandate to establish a statewide service of noncommercial radio, television, and related media: and

WHEREAS, this service encompasses a broad public responsibility on behalf of all citizens of the state including pre-school, elementary, secondary, higher education, and adult service; and

WHEREAS, the Educational Broadcasting Authority through its ownership and licensing responsibilities of Stations WMUL-TV and WSWP-TV is currently providing these stated public service to a portion of the state; and

WHEREAS, there are other present or possible future state-owned and licensed television and radio stations providing similar or supplementary services within the state:

THEREFORE, the Educational Broadcasting Authority expresses its interest that all such radio and television stations be fully coordinated under its common licensing and ownership and to this end, direct its chairman and executive secretary to make the necessary contacts to cooperatively achieve the desired changes of these stations to come under the Educational Broadcasting Authority.

AND FURTHER, recognizes the responsibility to survey the State to determine areas not receiving service and to recommend to the Legislature means to extend services, within technical limits, to every citizen.

Policy Adopted January 22, 1973

## CITIZEN INVOLVEMENT AT STATIONS

With regard to citizen involvement with West Virginia public broadcasting stations, it is resolved that Authority stations are directed (and non-Authority stations, encouraged) to organize and utilize volunteers.

Volunteers may be used in all facets of station operation, as approved by the Manager, and he is responsible for all volunteer activities. All volunteer work will be scheduled and supervised by a station staff member designated by the Manager.

To provide accountability to the Authority, the stations will verbally report volunteer activities quarterly at Managers' Council meetings and submit a written report each July as part of its submission for the Authority annual report.

The Executive Secretary will assist and advise the stations in all matters or problems relating to this activity, and in turn, report to the Authority.

Policy Adopted May 22, 1973

EQUAL EMPLOYMENT POLICY

Age and sex be added to the EBA equal employment policy as equal considerations with race, color, religion, and national origin.

Policy Adopted July 10, 1975

## EXECUTIVE COMMITTEE

An Executive Committee of this Broadcasting Authority be established to consist of the Chairman, Vice-chairman, and one member to be elected on a yearly basis by the committee as a whole with the Executive Secretary being a non-voting member.

Policy Adopted March 22, 1976

## COMMITTEE STRUCTURE

That the following committee structure be established:

#1) User Relationships: Radio and television stations, cable systems, educational institutions, audiences, public relations, including responsibility for relationships with Instructional Committees and Advisory Councils.

#2) Operations: Construct, maintain and operate the organizational life of each facility, program selection, schedules, development and production.

#3) Facilities: Construct, maintain and operate physical plants, acquire real and personal property, lease or build transmission channels for inter-connection or other purposes, apply for and receive licenses.

#4) Personnel: Develop and maintain personnel practices for salaried and volunteer persons, including compensation, job descriptions, recruitment, terminations, performance ratings, and training.

#5) Finance: Acquire and allocate money, including the development and maintenance of accounting practices.

#6) Research, Planning and Evaluation: Develop and maintain a data base, provide information for use of other committees, and be responsible for the operation of a process for planning and evaluation.

That the chairperson be authorized to appoint an EBA member as the Chairperson for each committee.

That three station staff be appointed to each committee, with one of them to serve as team leader. Staff would be selected by General Managers and Executive Secretary.

That the staff members of the committees be ex officio members, non-voting, and that they would report to the chairpersons of the committees.

Policy Adopted March 22, 1976

## SPOKESPERSONS

This board designates the Executive Secretary and the Chairperson as spokespersons in interpreting and interpolating the policies and positions of this board.

Policy Adopted May 17, 1976

CHIEF EXECUTIVE OFFICER

It is the position of the Educational Broadcasting Authority that the Executive Secretary is the Chief Executive Officer of all Authority operations, and is ultimately responsible to the Authority for the areas of activity as outlined in the Third Interim Report, as well as others necessary for the proper policy-level operation of the Authority and its stations.

Policy Adopted May 17, 1976