The following procedures will be followed to provide community-wide access to the CAB for Channels 10/36.

A. Week of: June 21, 1999

1. Chair, PTV Committee sends a letter of Notification of Pending Vacancies on or before June 21, 1999, to each member of MATC District Board.

2. After receipt of PTV Chair's letter of Notification of Pending Vacancies, a notice is sent by that office to each major newspaper and/or other media outlet in the 11-county viewing area, including minority stations and newspapers, for broadcast and publication.

3. The terms of each initial member will be staggered so that no more than six (6) members' terms will expire in any one year. There is no limit to the number of terms to which an individual may be appointed. The initial appointments will be made so that at least six (6) members' terms expire by June 30, 2000; at least six (6) by June 30, 2001; and the remaining four (4) by June 30, 2002. Initial terms of appointments will reflect the demographics of the viewing area to the extent possible. After the initial terms, members shall serve for three (3) year terms which shall expire on June 30 of the third year of each member's respective term.

B. Week(s) of: July 26, 1999, and August 2, 1999

1. At the appropriate time, the Chair, PTV Committee, sends a letter of instruction with an application available to persons who respond to the Notification. (Applications due August 6, 1999, @ 4:30 p.m.)

C. Week of: August 9, 1999, not later that August 13, 1999

1. Chair, PTV Committee, disseminates to the PTV Committee a list of applicants along with their pertinent demographic and biographical supporting materials.
D. **Week of: August 16, 1999**
   (PTV Committee Meeting is August 19, 1999)

   1. The PTV Committee reviews CAB vacancy applications and selects individuals to fill each vacancy.

E. **Week of: August 23, 1999 (Board Meeting, August 24, 1999)**

   1. The PTV Committee Chair will report recommendations for appointments to the district board. The board will review and act on the list.

   2. Within five (5) days following the MATC District Board meeting, appointed members of the CAB are notified by the Chair, PTV Committee, of their appointments, their terms, and the meeting schedule of the CAB.

F. **First Scheduled Meeting of the Newly Formed CAB**

   The Chair, PTV Committee, will designate an interim CAB chair to conduct election of CAB officers.