
matc

Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: APPOINTMENT OF MEMBERS TO THE COMMUNITY
ADVISORY BOARD (Ongoing Procedure)

Code: I10201-1B

Policy Reference: I0201, WMVS/WMVT Community Advisory Board;
Administrative Regulation and Procedure, I10201-1A

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

A. Nine (9) Weeks Before May Board Meeting

1. Chair, PTV Committee, sends a letter of Notification of Pending Vacancies 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. **[Note: The media notification is to be done no later than six weeks before the May Board meeting. A second notice may need to be sent which would be sent five weeks before the May Board meeting.]**
3. The terms of each initial member shall 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.

B. Four (4) Weeks Before the May PTV Committee Meeting

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. **[Note: Deadline for receipt of Applications should be on Friday, two weeks prior to the May PTV Committee meeting date.]**

Approving Authority:

John R. Birkholz
President

Date: 7/13/99

Title: APPOINTMENT OF MEMBERS TO THE COMMUNITY
ADVISORY BOARD (Ongoing Procedure)

Code: II0201-1B

Policy Reference: I0201, WMVS/WMVT Community Advisory Board;
Administrative Regulation and Procedure, II0201-1A

C. Two (2) Weeks Before the May PTV Committee Meeting

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 May PTV Committee Meeting

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

E. Week of the May Board Meeting

1. The PTV Committee Chair will report the appointments to the district board. The board will review and act on the list.
2. Within five (5) days following the May MATC District Board meeting, appointed members of the CAB are notified by the Chair, PTV Committee, of their appointments and the meeting schedule of the CAB.