

## BURLINGTON TELECOM CABLE ADVISORY COUNCIL

### Purpose:

The Cable Advisory Council ("CAC") is an entity formed and operating by authority of Burlington Telecom's ("BT") CPG with the State of Vermont to provide BT with ongoing public input on community needs and to serve as a vehicle for two-way communication with BT.

### Definitions:

Cable Advisory Council shall mean a council composed of people — subscribers and non-subscribers — who reflect diverse economic, cultural and geographic sectors of BT's service area, serving on a voluntary, uncompensated basis and without government standing, as community advisors to BT.

Staff shall mean BT's designated liaison to CAC and their staff.

### Selection and Composition:

1. CAC shall consist of not more than 15 persons who are Burlington residents. Membership shall reflect the economic, cultural, and geographic diversity of BT's service area, including but not limited to the following sectors: tourism, consumer advocacy, public school education, higher education, state legislature, municipal government, parents, business, low-income population, cultural institutions, health care, employment/training, media (non-PEG), PEG access, BT residential subscribers and BT commercial subscribers. Individual members may represent more than one sector. Media members shall bring their community knowledge and professional perspectives to CAC deliberations, it being understood that their role on CAC is not that of working media, reporting, or commenting regularly in their publications about the CAC's work.
2. Members shall be invited to serve by BT in consultation with the Department of Public Service. BT will also ask for names from organizations representing the above listed sectors. BT will interview recommended individuals to determine their ability and willingness to serve. From this process, a final list will be agreed upon by BT and the Department of Public Service. The legislative member may be designated by the Burlington City Council with the Mayor presiding.
3. Initial terms of office for CAC members shall be two years. Subsequent term lengths will be determined by CAC through its adoption of by-laws. The initial appointment process will include appointment of a temporary chairperson. Once CAC convenes,

it will determine through its by-laws what other officers and organizational structures are required to carry out its purposes.

Goals:

1. CAC shall serve as a liaison between Burlington stakeholders and BT, providing information about community needs and responding to information about BT's plans, policies and direction.
2. CAC shall provide BT with information about community needs and assist BT in developing policies and practices responsive, as appropriate and feasible, to the varying needs of Burlington residents.
3. The role of CAC shall be solely advisory in nature and its by-laws shall not expand upon nor contradict the letter and spirit of this framework. In no instance shall CAC have any authority over BT's daily management, long-term planning, or operations. The performance of CAC's duties in accordance with these provisions shall not be deemed control over the daily or long-term management or operation of BT.

Objectives:

CAC shall meet at least once every six months on days and times conducive to good attendance, consulting with BT staff about time and place to ensure availability of staff support.

1. CAC shall review and discuss policies and practices of BT relative to the Burlington community and shall make recommendations to BT in fulfillment of its advisory purpose.
2. CAC members shall initiate and maintain contact with other citizens and organizations in the community and report on the perspectives of these constituencies.

Responsibilities of CAC Members:

Members are expected to attend all of the regularly scheduled meetings of CAC, to participate on standing committees, if any, and actively fulfill their advisory role. If unable to attend a meeting, members are responsible for notifying the chair in advance. Members should be reasonably available to BT staff between meetings, for instance via telephone or email, for informal discussion of ideas. Members who are absent for two consecutive regular meetings without good cause shall resign pending appointment of a successor.

Responsibilities of BT Staff:

With respect to CAC, BT staff shall:

1. Provide staff support to enable the CAC to: meet regularly; receive adequate notice of meetings; receive timely follow-up in the form of minutes and distribution of other meeting materials; and be well-informed about BT decisions that will have an impact on the Burlington community.
2. Regularly attend meetings of CAC;
3. Keep CAC members apprised of major BT initiatives, plans and policies;
4. Consider the views and reports of CAC, maintain communication between meetings, assist and support CAC with its work, incorporate into the governance of BT's service area those policies, proposals, and suggestions that are feasible and appropriate, and inform CAC of those actions taken and their rationale; and
5. Pay per diem expenses (i.e., mileage and meals at State per diem rates), provide hospitality for meetings and provide support such as meeting notices and minutes for CAC members.