

GUIDELINES FOR ACCESS CENTER FORMATION

I. INITIATORS

- (A) Appoint three (3) to five (5) community leaders knowledgeable and interested in public access.
- (B) These appointments can be initiated by the City or Town government or can evolve from interested individuals from the community who go to the municipality to be charged with forming the new access entity. There can also be an RFP process giving specifics that invite interested parties to apply to become the access provider.

II. LEGAL DOCUMENTATION WITH CABLE OFFICER

- (A) Initiators apply for not-for-profit status
- (B) Create 1st draft of Bylaws
- (C) Create Articles of Incorporation

III. ESTABLISH BOARD

- (A) 3-5 initiators solicit "letters of interest" and resumes from other community members to form first board for non-profit.
 - (a) Through direct contact
 - (b) Access channels
 - (c) Letters to organizations
 - (d) Newspaper advertisements and newsletters etc.
- (B) Set-up meeting for potential board members
 - (a) Welcome address on access and goals
 - (b) Discuss process and requirements
 - (c) Have candidates express their interest and qualifications for being on access board
- (C) Initiators select the first board and establish meeting times
- (D) Another alternative is for the initiators to become the seed board and invite and appoint other members to create the first full board. The board develops an election process which will phased out the initial board over a two to three year process.