

## Open Meeting Policy

### Upper Cumberland Broadcast Council

In accordance with requirements of the Communications Act of 1934, 47 U.S.C. 396, et seq. as amended, and certification requirements promulgated by the Corporation for Public Broadcasting, as well as our ongoing policy of open meetings, WCTE publishes the schedule of meetings of its Board of Trustees, Community Advisory Board, and their committees.

1. Applicability: This policy shall apply to all meetings of the Board of Trustees and the Community Advisory Board and their committees.
2. Meeting: The following elements must be present in order for a gathering of a board or committee to meet the statutory definition of a meeting: (1) a quorum, for purpose of taking action, must be in attendance; (2) deliberations must take place; and (3) the deliberations must determine or result in the joint conduct or disposition to the business of the particular body, but only to the extent that such deliberations relate to public broadcasting.
3. Open Meetings: All meetings of the Board of Trustees and the Community Advisory Board and their committees shall be open meetings, unless otherwise stated for reasons recognized by the law. Open meetings shall be preceded by reasonable notice to the public of at least one week (7 days) in advance, except in the event of an emergency. Persons specifically requesting to be notified of meetings will be informed by email, at least one week prior to the meeting.
4. Reasonable Notice: WCTE shall post a notice of all Board of Trustees, Community Advisory Board, and their committee meetings at least one week prior to the meeting. The notices will appear on WCTE's web page. The station will give advance notice of the fact that a regularly scheduled meeting, which is usually open to the public, will be closed and the notice of the closing will be disseminated in the same manner as the notice of an open meeting. If a meeting or portion of a meeting is closed to the public, a written statement containing an explanation of the reasons for closing the meeting will be made available to the public within a reasonable time thereafter or, in the alternative, the written explanation for a closed meeting will be made available to the public at the offices of WCTE or a copy of the explanation will be emailed to any person requesting one.
5. Once each quarter, the station will make on-air announcements for at least three consecutive days to explain the station's open meeting policy and provide information about how the public can obtain information regarding specific dates, times and locations. An example of the notice is:

“WCTE – Upper Cumberland Broadcast Council holds regularly scheduled meetings of its Board of Trustees, the Community Advisory Board and their committees. All meetings are open to the public, unless otherwise stated for reasons recognized by the law. For more information please visit our website at [wcte.org](http://wcte.org).”

6. Closed Sessions: WCTE – Upper Cumberland Broadcast Council may hold closed meetings or portions of meetings to consider matters relating to individual employees, proprietary information, litigation and other matters requiring confidential advice of counsel, commercial, or financial information obtained from a person on a privileged or confidential basis, or the purchase of property or services whenever premature exposure of such purchase would compromise the business interests of such organization. If a session is closed to the public for any of these permissible reasons, a written statement containing an explanation of the reasons for closing the meeting will be made publicly available (within a reasonable period of time) after the meeting.
7. Public Attendance: No member of the public shall be required to register such person's name or provide other information as a condition to attendance.
8. Interpretation: If a question arises as to the applicability or interpretation of this policy, the question shall be sent to the CEO of WCTE – Upper Cumberland Broadcast Council.