



COMMUNITY ADVISORY BOARD BYLAWS

INTRODUCTION

All public broadcast stations receiving funds from the Corporation for Public Broadcasting (CPB) are required by law to have a Community Advisory Board (CAB). The CAB's role is strictly advisory. It has no authority over the daily management or operation of the station.

The function of WPFW's CAB is to review the station's programming goals, services provided by the station, and any significant policy decisions made by the station. The CAB is a vehicle for the community to effectively provide input to the LSB. The CAB may also assume other responsibilities as delegated by the station's governing body i.e. the Local Station Board (LSB). The CAB shall advise the LSB and the Program Director with respect to whether the programming and other policies of the station are meeting the specialized education and cultural needs of the communities served by the station, and may make recommendations it deems appropriate to meet those needs.

DEFINITIONS

"Pacifica National Board" is the governing body of Pacifica Foundation Radio.

"Local Station Board" is the governing body of WPFW.

"Staff" is any paid employee of WPFW or unpaid programmer or host of WPFW.

"Officers" are individuals elected to the position of Chair, Vice Chair, or Secretary.

ARTICLE I --- PURPOSE

The CAB deliberates independently of WPFW's station management and the Local Station Board.

It determines its own agenda, selects its own members, and elects its own leadership.

Its responsibilities include:

1. Biannually reviewing WPFW's programming goals;
2. Evaluating WPFW's progress towards these goals;
3. Reviewing the impact on the community of significant policy decisions made by the station;
4. Assisting the station in being responsive to community needs.

How these tasks are carried out for the new term will be determined at the end of the previous term according to the CAB's strategic plan.

ARTICLE II --- ORGANIZATION

The CAB will be comprised of a minimum of 7 members and a maximum of 11 with two alternates selected. Five members are required for a quorum.

In compliance with the other Pacifica boards, the CAB is a non-hierarchical board. It contains no executive committee. All board members have equal standing.

No paid or unpaid staff member of WPFW or Pacifica is permitted to participate on the CAB.

CAB members will not be compensated for their service on the board.

No CAB member shall serve simultaneously on the LSB.

All prospective board members will submit an application to the CAB's membership committee. The CAB will work to ensure that these members are representative of its listening audience. Applications for board membership are solicited in September and October. Membership on the Board is dependent on simple majority vote (50% of CAB voting plus 1 additional vote) of the CAB. The vote for selecting new members takes place in November.

New CAB terms begin in January. CAB members shall serve one two-year term, with the option to renew their service for one more consecutive term. The maximum continual service on the CAB is two two-year terms, totaling four years. After serving four years a mandatory one-year break from the CAB is required.

Board members approved subsequent to a special recruitment initiated by the CAB shall serve until the end of the term, which shall be less than a full two-year term. The board members selected under special recruitment shall have the opportunity to renew their service for one more consecutive term.

Removal from board

CAB members can be removed from the board if any of the following occur: 1) the member resigns, 2) the member becomes appointed to an elected political office, 3) the member has three unexcused absences, 4) inactive participation on the CAB, 5) a two-thirds written vote by current CAB members. Three unexcused absences may disqualify a Board member from completing the current term. Unexcused absences and inactive participation are determined by the CAB on a case-by-case basis. Service may resume in accordance with application procedures for a new term.

ARTICLE III--- GOVERNANCE

Meetings and business of the Board shall be presided over and conducted by the Chair.

The Program Director, General Manager or any staff member designated by the Program Director may serve as the staff representative for the CAB.

Officers

Officers for the upcoming term will be elected from and by board members of the term in session.

The Chair will be selected for one term by the Board membership.

The Board shall also select:

- A Vice Chair, who will preside over Board meetings in the absence of the Chair, and who will be responsible for promoting Board meetings to the general public;
- A Secretary, who will take minutes at each meeting and submit the necessary documentation to the staff representative. The secretary shall maintain a list of members' terms that will be updated yearly.

Meetings

The board will meet the third Monday of every month. If circumstances prevent the board from meeting on the third Monday of the month, the board may meet on the fourth Monday of the month.

Meetings on odd months must be held in person. Meetings on even months may be conducted via telephone, Skype, or other means of communication.

All meetings will be open to the public and must be announced at least ten (10) days prior to the meeting.

ARTICLE IV – COMMITTEES

CAB committees serve to focus on developing the strategy and plan for specific initiatives of the CAB and provide recommendations to the CAB for future action. There are four standing CAB committees – Bylaws, Membership, Community Outreach, and Programming. Members of the CAB are required to serve on at least two of the four committees.

CAB officers or a majority vote of the CAB can establish ad hoc committees, such as a fundraising committee, as needed. Ad hoc committees of the CAB must meet and reach quorum within 60 days of being established.

ARTICLE V --- RECORD KEEPING

Minutes for each meeting will be distributed to all members, to the staff representative, and to the LSB Chair. Minutes must be made available at the station and posted on the station's website.

Minutes of each meeting, as well as a roster of attendees, and a copy of the Public Service Announcement announcing the meeting, must be given to the Program Director within a week of the approval of the minutes, and retained by the CAB for documentation purposes. Documents should be in hardcopy or PDF if electronic.

ARTICLE VI --- AMENDMENTS

The bylaws are to be fully reviewed every other year, during years ending in an odd number. Recommendations for amendments to the bylaws will be provided to the chair of the bylaws committee. To be considered for a vote, amendments must be presented to the CAB at least ten (10) days in advance of the meeting at which the amendment will be put to a vote. Amendments to the bylaws require a simple majority vote of the CAB members present at the meeting.