

WBAI COMMUNITY ADVISORY BOARD
BYLAWS (REVISED OCTOBER 2021)

INTRODUCTION

The WBAI Community Advisory Board is charged with assessing and reporting the needs of the Community served by WBAI to the governing board and management of the station. The board Provides a vehicle for community input to the WBAI Local Station Board, General Manger, and Program Director about station programming, community service, and impact on the community From the station's major policy decisions. Members of the CAB gather information to assist the Station in developing programs and policies that address the specific needs of listeners, and Potential listeners, particularly in our signal range. 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 Corporation for Public Broadcasting is a private, nonprofit corporation created by Congress in 1967. CPB's mission is to ensure universal access, over-the-air and online, to high-quality content and telecommunications services that are commercial free and free of charge. It does this in conjunction with non-commercial educational telecommunications licensees across America. CPB awards grants in support of content and services that are educational, innovative, locally relevant, and reflective of America's common values and cultural diversity. Under a framework referred to as the "three Ds" ---Digital, Diversity, and Dialogue. CPB's grants support, innovation on digital platforms; content that is for, by and about the diverse communities we seek to serve; and content and services that foster dialogue and engagement among members of the audience and the broader community.

The role of the Board shall be solely advisory in nature, except to the extent other responsibilities

Are delegated to the Board by the LSB. In no case shall the Board have any authority to exercise any control over the daily management or operation of the station.

In order to comply with CPB guidelines, WBAI must make good faith efforts to ensure that:

1. The CAB meets at regular intervals.
2. CAB members regularly attend its meetings.
3. The CAB reasonably represents the diverse needs and interests of the communities served by the station.
4. WBAI is able to certify annually their compliance with CAB requirements. This certification is a part of the CPB's required "Certification of Eligibility.

ARTICLE I --- PURPOSE

In order to effectively assess and report the needs of the community served by WBAI, the WBAI Community Advisory Board is empowered to assume the following:

1. The right to review the station's programming goals.
2. The right to review the service provided by the station.
3. The right to review significant policy decisions rendered by the station.
4. The obligation to advise the LSB on whether the station's programming and other significant policies are meeting the specialized educational and cultural needs of the communities served by the station, and to make recommendations the CAB deems appropriate to meet such needs

ARTICLE II --- ORGANIZATION

The CAB may establish and follow its own schedule and agenda. The CAB's structure and composition, including the number of members, their terms, and method of appointment and removal, will be established by the WBAI CAB. Before anyone can be on the CAB, they must join, and be a member of WBAI. A person becomes a new CAB member when they attend 3 out of 4 consecutive CAB meetings.

Unless otherwise directed, the CAB shall assume an initial structure and composition which includes the following:

1. The CAB will be comprised of up to 25 members. Quorum floats with the number of present members. Members can self appoint or nominate others. Every effort will be made to outreach to the LSB and station management to encourage WBAI listener /members to join the CAB. If no quorum is reached for 3 consecutive meetings the chair or members can alter the number needed to make quorum.
2. The CAB is a volunteer organization, and CAB members shall keep their membership to the Board current by regularly attending meetings and keeping their membership up to date with WBAI.
3. Members of the LSB, paid and unpaid staff, and members of station management are not eligible to serve.
4. In the event of a vacancy, the CAB shall nominate members to serve until the end of the current term.

CAB members can be removed from the Board if any of the following occur:

1. Resignation from the CAB.
2. The member becomes appointed to an elected political office.
3. The member has missed three consecutive meetings.
4. Inactive participation on the CAB.
5. A two-thirds written vote of CAB members

Unexcused absences and inactive participation shall be determined by the CAB.

ARTICLE 111 OFFICERS

In order to effectively assess and report the needs of the community served by WBAI, the CAB will select officers every two years. CAB officers will serve one two year term with the option to renew their service for another consecutive term of two years. After four years of service officers must take a two year break from their officer position.

A CAB Chair will share in administrative CAB duties, preside over Board meetings, and promote the CAB to the listening audience and general public. The Chair shall include on every agenda for every meeting the purpose of the CAB as stated in ARTICLE 1 of the CAB BYLAWS.

A Vice Chair will share in administrative CAB duties, preside over Board meetings in the absence of the Chair, and serve as a liaison to outside groups, promoting the CAB to the listening audience and the general public.

A Recording Secretary will share in administrative CAB duties, will take minutes at each Meeting and submit any required documentation to WBAI and the WBAI LSB. The Secretary shall maintain a list of members' terms that will be updated on a regular basis. In the absence of the Chair, and Vice Chair, the secretary shall preside over the selection of a Chair pro term.

The CAB requests the WBAI LSB to appoint a liaison to report on LSB and PNB affairs that are relevant to CAB operations.

The CAB requests the Program Director to designate a staff member to serve as the staff representative for the CAB.

ARTICLE IV --- MEETINGS

The CAB may establish and follow its own schedule and agenda. Our goal is to have monthly meetings, and be open to the general public. A majority of members shall be required for a quorum.

Meetings shall be called to order by the Chair. The Chair shall be guided in the conduct of the meeting by the CAB BYLAWS, standing rules which predate these BYLAWS, and generally accepted customs.

ARTICLE V --- 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 shall be standing CAB

committees which should include --- Governance and Membership.

The CAB will designate liaisons to the LSB to attend the Board's committee, and general body meetings. This will include Finance, Program, and the general LSB body.

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 VI --- 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 as soon as possible after approval of the minutes, and retained by the CAB for documentation purposes. Documents should be in hardcopy, or stored electronically in a format that does not allow modifications.

ARTICLE VII --- AMENDMENTS

CAB BYLAWS should be reviewed annually. Recommendations for amendments to the BYLAWS will be provided to the Governance Committee who will bring changes, suggestions, and amendments to a vote before the CAB --- Amendments to the BYLAWS require a simple majority vote of the CAB members present at the meeting.

