

WRKF Community Advisory Board Policies

The Community Advisory Board (CAB) shall assist WRKF in fulfilling its mission to inform and educate its audience by providing programming for the Baton Rouge area. The CAB shall be representative of the diverse constituencies within the Baton Rouge area, monitoring and evaluating programs, giving voice to underserved segments of the community, serving as a sounding board for ideas presented by WRKF staff and bringing issues of community concern to the attention of the station management.

Pursuant to the provisions of the Federal Communications Act governing the Corporation for Public Broadcasting, the CAB shall advise the WRKF Board of Directors with respect to whether the programming and other policies of WRKF meet the specialized educational and cultural needs of the Baton Rouge area, and may make such recommendations as it considers appropriate to meet such needs. As part of this advisement, the CAB shall be permitted to review and assess the WRKF programming goals, the community service activities, and the impact on the community of significant policy decisions rendered by WRKF. The CAB deliberates independently of station management and the Board of Directors, determining its own agenda and electing its own leadership. The CAB is an advisory body only, and is not authorized to exercise any control over WRKF daily management or operations. The CAB conveys its findings and recommendations based on public input to the Board of Directors on an annual basis.

The CAB shall be a diverse group with regard to race, gender, age, ethnicity, and community of residence. CAB members shall be members of **WRKF** at the time of their application and for the duration of their service. The CAB shall consist of a maximum of 5 members. Members shall serve three-year terms, which may be renewed consecutively twice (for a total of 2 three-year consecutive terms, or 6 years). Terms shall be staggered to facilitate the selection of one-third of the members every year. Members shall be recruited from the station viewing area and selected by the CAB. All persons interested in being nominated for membership shall complete an application. There shall be no dues or financial expectations (e.g., donations) required of CAB members.

Any CAB Member who fails to attend at least two-thirds of the regularly scheduled meetings of the CAB over a one year period that coincides with their term commitment shall be deemed no longer a Member in good standing and is ineligible to continue as a CAB Member. Any member desiring to resign from the CAB shall submit their resignation in writing.

The CAB shall include officers elected by the CAB members. The officers of the CAB shall be Chairperson, Vice-Chairperson and Secretary. The officers shall be elected at the annual meeting which shall occur immediately following the annual appointment or reappointment of members to the CAB. The term of office for Officers shall be one year in any given position, and individuals are eligible for nomination as an officer after their first full year as a member of the CAB. For the purposes of electing officers, a simple majority of votes by all seated CAB members shall be required for a CAB member to be elected to an officer position. The duties afforded to the Chair, Vice-Chair and Secretary shall be similar to those of an advisory board, and the Secretary shall either take minutes at each CAB meeting or appoint a designee to do so.

The CAB shall establish its meeting schedule for the upcoming calendar year no later than November 15th of the prior calendar year, and shall provide dates, times and locations to WRKF staff immediately to assure adequate notice to the public. All CAB meetings shall follow Roberts Rules of Order to the extent such do not conflict with state or federal law. Business may only be conducted if a quorum is present, and a quorum shall consist of a majority of the total CAB membership.

WRKF Closed Meeting Notice

Closed sessions can be conducted to consider matters relating to individual employees, proprietary information, litigation, and other matters requiring the 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 the premature exposure of such purchase would compromise the business interests of any such organization. If a station's board of directors intends to meet in executive session, the announcement should state two things: (1) the purpose of the closed meeting, and (2) the time of the closed meeting. The closed meeting should be noted on the agenda of the meeting, and an announcement should be given to those in attendance at the meeting.

A sample notice is as follows:

A closed executive session will be held at ____ [TIME] OR from ____ to ____ [TIME] on [DATE] in [LOCATION] to discuss [TOPIC]. The closed executive session may be recessed and reconvened immediately following the regular meeting of the board on the same day if additional time is needed.