

WMPG Community Advisory Board (CAB) Bylaws

May 2024

WMPG Mission Statement

WMPG's mission is to empower University of Southern Maine (USM) students and community members to create diverse, innovative, high quality media; foster the exchange of ideas; and celebrate the many cultures of USM and surrounding communities for broadcast to the world.

CAB Purpose:

The Community Advisory Board (CAB) has been created to help WMPG achieve its mission and to be an effective mechanism for public input into the planning and decision-making of the station.

CAB Responsibilities:

The role of the CAB is solely advisory in nature. The CAB shall not have authority to exercise control over the daily management or operation of WMPG.

The CAB shall have the responsibility to:

- Review and assist the WMPG management team to develop and implement a strategic plan, ensuring that it aligns with WMPG's mission.
- Review the service provided by the station.
 - Serve as a sounding board to the WMPG management team for the station's public-facing product decisions (e.g., radio output, website, events).
 - Provide feedback to the WMPG management team regarding FCC compliance:
 - Obscenity/indecency
 - Legal ID
 - Emergency Alert System (EAS)
 - Provide feedback on WMPG's quality and content.
- Review significant policy decisions rendered by the station.
 - Provide feedback to the WMPG management team regarding the station's public-facing product decisions.
 - Offer to be on hiring committees for management team roles.

- Advise the WMPG management team on whether the station's programming and other significant policies are meeting the diverse needs of the communities served by the station.
 - Develop surveys and hold forums to identify listener and volunteer interests and needs.
 - Provide recommendations to the management team based on feedback from the community.

Additional responsibilities for the CAB include:

- Supporting WMPG's relationship and engagement with USM.
- Supporting the WMPG management team as needed.

Membership

Composition

The WMPG CAB will reasonably represent the diverse needs and interests of community, including:

- USM students, faculty, staff, and administration
- WMPG listeners/community
- WMPG volunteers
- WMPG management team (permanent non-voting members)

Size

The CAB will consist of no more than 13 voting members.

Appointment and Removal

New members may be nominated by the WMPG CAB, USM students, faculty, staff, or administration; WMPG volunteers; the WMPG management team; or community members. Nominations will be referred to the chairperson of the CAB. The CAB chairperson will convene a committee composed of members who will interview nominees. Upon approval of CAB nominees by the committee, recommendations will be presented to the CAB, which will appoint CAB members by a majority vote. CAB members may be removed by a majority vote of the CAB.

Term of Service

Members serve a two-year term. A member may not serve more than three consecutive terms. Members may be re-elected to the CAB after a one-year absence.

USM students' term of service may be flexible to accommodate their student status.

Meetings

The CAB will meet three times each year, in October, January and April. Additional meetings may be held at the discretion of the CAB or at the request of the WMPG management team.

Meetings shall be announced to the public via the WMPG website.

All CAB meetings will be open to the public and fully accessible, unless it is an executive meeting to address confidential topics.

The agenda will be developed prior to each meeting. Items may be added to the agenda as long as they are approved by the CAB Chair. Materials required to discuss agenda items will be made available to the CAB members before the meeting.

The CAB will keep minutes, including attendance and voting records, of its official meetings and actions.

The CAB will report its findings and recommendations to the WMPG management team and community in a timely manner following each CAB meeting, or at least on an annual basis.

Minutes and reports of the CAB will be electronically archived for seven years and made available to the public on request.

Leadership

CAB members will elect a Chairperson for a one-year term. The Chairperson will facilitate the meetings. The Chairperson will write and submit the agenda for reasonable review by the CAB.

CAB members will elect a Vice Chairperson for a one-year term. The Vice Chairperson will assist and backup the Chair as needed.

CAB members will elect a Secretary for a one-year term. The Secretary will take accurate minutes of the meetings and deliver a copy of such minutes to CAB members for approval prior to the next meeting. The Secretary will keep the attendance roster for each meeting.

The Secretary will collect and present bylaw revision(s) under consideration.

The term of these positions may be extended by a majority vote of the CAB each year, with a maximum extension of 3 years. Leadership positions will be voted on during the October meeting.

Committees

The CAB may create advisory committees at its discretion. Any committee will be aligned to WMPG's mission and strategic plan, and the CAB's responsibilities.

Committees may be permanent or ad hoc, depending on circumstances. Permanent committees will include:

- CAB Membership
- Community Feedback
- Strategic Goal Implementation

All committees require a committee chair and at least one additional member.

The establishment or dissolution of any chair requires a majority of CAB members.

Bylaw Revisions

Revisions to these bylaws may be made by a majority vote of the WMPG CAB as deemed necessary to meet the goals of WMPG.

Parliamentary Procedures

The rules contained in the *Scott, Foresman Robert's Rules of Order Newly Revised*, most recent available edition, will be the parliamentary authority for all procedures not covered by these bylaws.

Harmony

All activities of the CAB will be in keeping with the rules and regulations of the State of Maine and the University of Southern Maine.