



WBGO Jazz 88.3 FM
54 Park Place,
Newark, N.J. 07102
www.wbgo.org

WBGO Community Advisory Board By-Laws

We, the Community Advisory Board (CAB), do hereby organize ourselves for the purpose of furthering the interests of WBGO. The WBGO Community Advisory Board (CAB) is composed of current WBGO Members who wish to provide input into programming decisions for WBGO Radio, and WBGO.org.

Article 1 Name

Section 1. The name of this organization is “The WBGO Community Advisory Board” (CAB).

Article 2 Office

Section 1. The office of the Community Advisory Board is located at the WBGO, 54 Park Place, Newark, NJ 07102.

Article 3 Purpose

Section 1. The purpose of the Community Advisory Board (CAB) is:

- to review the policies, programming goals and services provided by WBGO in the New Jersey and New York metropolitan area and surrounding environs; and
- to evaluate the impact on the community of the significant policy decisions made by the station;
- to advise the Board of Trustees of the effectiveness of WBGO in meeting the educational, informational and cultural needs of the communities served by the station;
- to be the voice of the communities served by WBGO; and
- to provide a forum for the communities served by WBGO to communicate with the Board of Trustees, the President/CEO and WBGO Staff.

The station management designates a CAB Coordinator, the person through whom the CAB directly communicates.



WBGO Jazz 88.3 FM
54 Park Place,
Newark, N.J. 07102
www.wbgo.org

Article 4 Function

Section 1. The function of the CAB is solely advisory in nature. In no case shall the CAB have any control over the daily management or operations of the station. The functions of the CAB shall be:

Review Function: CAB shall be permitted to review the programming goals established by the station, review the service provided by the station and the significant policy decisions rendered by the station.

Advisory Function: The CAB shall advise the governing body of the station with respect to whether the programming and other policies of such station is meeting the educational and cultural needs of the communities served by the station and may make such needs.

Article 5 Officers

Section 1. Officers shall be Chairperson, Vice-Chairperson and Secretary.

Section 2. All officers shall be elected by the CAB at its annual meeting in September to hold office until the next annual meeting and until their successors are elected. The Nominating Committee must submit a slate of officers by September 1 to be voted on in a meeting prior to the annual meeting.

Section 3. Duties of the officers shall be the same as usually appertain to such officers and such other duties as the Executive Committee may from time to time delegate to the respective officers. The Chairperson shall be an ex-officio member of all committees.

Section 4. Any vacancy in the CAB Executive Committee occurring during the year shall be filled by a vote of the CAB membership. If the Chair role is vacant the Vice-Chair may serve in an interim until a new chair is elected.



WBGO Jazz 88.3 FM
54 Park Place,
Newark, N.J. 07102
www.wbgo.org

Article 6 Committees

Section 1. Executive Committee. Active management of the affairs of the CAB in the periods between meetings shall be vested in the Executive Committee which shall meet at the request of the Chairperson. The Executive Committee shall consist of the Vice-Chairperson, Secretary and Chairpersons of subcommittees. The Chairperson will serve as the head of the Executive Committee. All action taken by the Executive Committee shall be reported to the CAB at or prior to its next meeting.

Section 2. Nominating Committee.

A. Members. On or before the first day of May in each year the Executive Committee shall appoint four members as a Nominating Committee and shall designate one of them as the chair.

C. Nominations. All nominations or recommendations must be submitted to the Nominating Committee prior to September 1.

B. Duties. The Nominating Committee shall, in accordance with the bylaws, report at the next meeting of the CAB nominations for new board members and officers.

Section 3. Other Committees. The Executive Committee or the Chairperson may establish such other ad hoc committees as may be deemed advisable for the furtherance of the objectives of the organization. Each sub-committee shall elect a chairperson from its members.

Section 4. Reports. Each committee shall make reports, as directed by the CAB.

Article 7 Membership

Section 1. The members of the CAB shall consist of no fewer than 11 and no more than 15 persons who are members in good standing of WBGO.

Section 2. A CAB member may serve two consecutive three-year terms and may not reapply until one year has passed after their term limit has been reached.



WBGO Jazz 88.3 FM
54 Park Place,
Newark, N.J. 07102
www.wbgo.org

Section 3. Good faith efforts shall be undertaken to assure that the CAB reasonably reflects the diverse needs and interests of the communities served by the board. These four factors will be considered in selecting members: (1) occupation, (2) the need and interests of the CAB, (3) diversity and inclusion, (4) geographic representation of the WBGO membership.

Section 4. Selection of members. Potential CAB members may self nominate, or be nominated by the Broadcast Policy Board of WBGO, station personnel, current and/or past CAB members and patrons of the public broadcasting station. A completed application must be submitted to the CAB. Pending a review process, the applicant may then be recommended to the station governing body for appointment. CAB members must be a contributing member of WBGO in good standing.

Section 5. Attendance and Deportment. Members may be dismissed for the following reasons by vote of the Executive Committee:

- A. When a member misses two meetings of the CAB without good cause within a fiscal year.
- B. For cause—when a member’s actions or disruptive behaviors establish a good, sufficient and compelling reason for dismissal.

Section 6. Appointment of new members will occur once annually at the Fall meeting. New members will be considered at an earlier interval if vacancies go below the minimum required.

Article 8

Meetings of the Community Advisory Board

Section 1. Annual Meeting. The annual meeting of the CAB shall be in September.

Section 2. Regular and Special Meetings. Regular meetings of the CAB (including virtual formats), in addition to the annual meeting, shall be held at three intervals each year. Special meetings (including teleconference) may be called at any time by the Chairperson.

Section 3. Notice of Meeting. Two weeks notice shall be given to all members of the date and time of regular meetings.



WBGO Jazz 88.3 FM
54 Park Place,
Newark, N.J. 07102
www.wbgo.org

Section 4. Open Meetings. Meetings of the CAB and its committees are open to the public. Reasonable notice shall be made to the public of the fact, time and place of the meetings in accordance with Corporation for Public Broadcasting regulations/guidelines.

Section 5. Closed Meetings. Closed Meetings may be held, or an Open Meeting may be closed in accordance with Corporation for Public Broadcasting regulations/guidelines.

Section 6. Agenda. Persons wishing to present items for discussion should submit remarks in writing or electronically to the Chairperson at least 24 hours in advance for inclusions. Public comment shall be limited to time in accordance with Corporation for Public Broadcasting regulations/guidelines.

Section 7. Quorum. A quorum for the transaction of business of the CAB shall be a majority of the current membership.

Article 9 Amendments

Section 1. These By-laws may be amended by a vote of the majority of the current members at any meeting of the CAB called for the purpose of considering such amendments. The notice of such a meeting shall specifically state the proposed amendment or amendments to be considered at such meeting.