

# CONNECTICUT PUBLIC COMMUNITY ADVISORY BOARD BY-LAWS

## ARTICLE I

***Purpose of the Community Advisory Board.*** In accordance with Section 396 (k) (9) of the Public Telecommunications Financing Act of 1978, the Community Advisory Board (“the Board”) shall be permitted to review the programming goals established by the station, the service provided by the station, and the significant policy decisions rendered by the station. The board also may be delegated any other responsibilities as determined by the governing body of the station. The board shall advise the governing body of the station with respect to whether the programming and other policies of such station are meeting the specialized educational and cultural needs of the communities served by the station and may make recommendations, as it considers appropriate, to meet such needs.

The role of the board shall be solely advisory in nature, except to the extent other responsibilities are delegated to the board by the governing body of the station. In no case shall the board have any authority to exercise any control over the daily management or operation of the station.

## ARTICLE II

**SECTION 1. *Board Members.*** In order to appropriately reflect the community, candidates for the Community Advisory Board will be nominated by those existing members of the Community Advisory Board serving on the board relations committee, or by any board member. Nominations from the general public also will be accepted. Nominations will be voted on by the entire Board. A candidate will be accepted if approved by a majority of the Board members. CAB members will be selected in such a way to ensure that the CAB membership reasonably reflects the diverse needs and interests of the communities served by the station.

**SECTION 2. *Term of Service.*** Board members will serve for a term of three years and not exceed three consecutive terms.

**SECTION 3. *Board.*** The Community Advisory Board will not exceed 18 members at any given time.

**SECTION 4. *Vacancies and Alternate Members.*** If a Board member is unable to complete the term an alternate member will become a board member. The nominating committee will nominate up to five alternate members. Alternate members will have all the rights and privileges of our existing board members except for voting. Alternate members are encouraged to attend

all CAB meetings and the first alternate will automatically come on board whenever there is a vacancy created for whatever reason.

The second alternate will automatically move into the first alternate spot and the process will continue, as necessary.

**SECTION 5. Attendance.** Members who miss more than three consecutive meetings may be asked to relinquish their seats on the Board. Leaves of absence will be granted at the discretion of the Board.

### **ARTICLE III**

**SECTION 1. Regular Meetings.** The Community Advisory Board will have no fewer than four (4) meetings per year, one of which shall be outside of Hartford county. Meetings are open to the public; date, time, and location will be posted on the CAB web page.

**SECTION 2. Special Meetings.** The Chair of the Community Advisory Board and Vice Chair shall be empowered to call meetings as necessary.

**SECTION 3. Quorum.** One half (1/2) of voting members of the Community Advisory Board shall constitute a quorum for the transaction of business at any meeting of the Board, and the action of a majority of such members present and voting at such a meeting shall be the act of the Board. Once properly convened, a meeting of the Board shall not be terminated for lack of a quorum thereafter.

**SECTION 4. Notice of Meetings.** All meetings and locations of the CAB will be posted with reasonable notice and minutes of the meetings will be available at the station for public review. Board members in attendance will be noted in the minutes.

### **ARTICLE IV**

**SECTION 1. Officers.** The executive members of the Community Advisory Board will consist of the Chairperson and Vice Chair person, both of whom shall be elected from and by the members of the Community Advisory Board. The Chair or Vice Chair shall appoint a CAB member to take minutes of each CAB meeting.

**SECTION 2. Chairperson.** The Chairperson of the Board, Vice Chair person or designated member shall preside at all meetings of the Board, and shall perform such other duties and have such powers as may be prescribed by the Board of these by-laws. The Chairperson shall cause to be prepared an annual report, which shall be distributed in a manner prescribed by the Board of Trustees.

**SECTION 3. Vice Chair.** The Vice Chair person shall assume the duties and responsibilities of the administration of the Community Advisory Board in the absence of the Chairperson.

## ARTICLE V

**Responsibilities of the Board.** The Community Advisory Board will follow and comply with the “Community Advisory Board Responsibilities”<sup>1</sup>, which are: A 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, should be established by the station’s governing body. The CAB’s responsibilities include:

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 station’s governing body 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 VI

**Amendment of the Bylaws.** Amendment of these Bylaws shall be made by a two-thirds (2/3) vote of the full Board. Proposed by-law revisions shall be sent to Board members with notice of the meeting at least two weeks prior to the meeting.

## ARTICLE VII

**Rules of Order.** The rules contained in “Roberts Rules of Order” shall govern the Board’s meetings in all cases to which they are applicable.

## ARTICLE VIII

**Equal Opportunity.** No Board decisions shall be made that discriminate in the matters of race, color, religion, creed, sex, national origin, ancestry, citizenship status, pregnancy, disability (including physical, intellectual or learning disabilities or past or present history of a mental disability), political affiliation, family responsibilities, age, uniform service member status, veteran status, marital or civil union status, membership in a domestic partnership, gender (including gender identity, gender expression or status as a transgender person), genetic information, and sexual orientation. This statement is identical to the one used by Connecticut Public in its Harassment Free Workplace Policy.

<sup>1</sup>Communications Act Section 396 (k)(8).