

The Foundation for Creative Broadcasting Community Advisory Board (CAB) Charter

The Community Advisory Board (CAB) is a body established by The Foundation for Creative Broadcasting's (dba KXCI Community Radio) Governing Board of Directors (BoD), in full compliance with the Corporation for Public Broadcasting (www.cpb.org) to assist the station in being more responsive to community needs by providing for effective public participation. The CAB is solely advisory in nature, and is distinct from and independent of the Governing Board of Directors, the organization's governing body. A current copy of this charter shall be posted on the station website.

The CAB is comprised of people appointed by the Board of Directors who are reasonably representative of the diverse needs and interests of the communities served by the station.

There is no minimum number of members required for the CAB to operate, but generally five to twelve people serve on the advisory board at any given time. CAB members serve a term of two years, and may serve up to three consecutive two-year terms (six years total). After remaining off the CAB for one full term, a person may reapply for appointment to the CAB.

Prospective members may self-nominate, or be nominated by any CAB or Governing Board member. Prospective candidates are encouraged to attend a CAB meeting prior to submitting their application. No CAB members may be a member of the governing board, paid staff or programming volunteer of KXCI.

Prospective candidates must be approved by a majority vote of the BoD. CAB membership is entirely a matter of BoD discretion. No CAB member can be removed from CAB without approval of the BoD.

The CAB shall meet at least twice per year. Currently the CAB meets quarterly on the 2nd Wednesday of February, May, August and November. The CAB Chair is required to provide written or electronic notice for all meetings at least 14 days prior to all CAB meetings. Unless authorized by the BoD at least one week in advance, all CAB meetings shall be open to the public at all times.

CAB Leadership

The CAB shall elect a Chair and Secretary. CAB officer elections take place every two years or to fill a vacancy. The duties of the Chair and Secretary are left to the discretion of the CAB except as follows:

- The CAB Chair is responsible for ensuring that the meeting date, time and locations are entered on the official public bulletin board of station events in the station lobby and on

the station website at least fourteen (14) days prior to the meeting. Staff can assist in the logistics.

- Notice of scheduled meetings shall be given to the BoD Chair, BoD Secretary, CAB members, and staff.
- The CAB Chair and CAB Secretary may be asked to attend BoD meetings and/or other meetings. The BoD Chair will give at least five (5) days' notice to the CAB Chair and/or Secretary when his/her presence is requested at a BoD meeting.
- The CAB Secretary is required to take cogent and legible minutes of all CAB meetings. Minutes include records of dates, times and locations of meetings, as well as the attendance roster and discussion topics of the meetings.
- The CAB Secretary is responsible for ensuring that a copy of the approved minutes is placed in a file at the station and on the website, and provide a copy to the BoD Chair and board liaison.

Official Functions of the CAB

The CAB's official function is to review the programming goals established by the station and the service provided by the station, and advise the BoD as to whether the programming and other policies are meeting the educational and cultural needs of the communities served by the station. The CAB may make recommendations to the BoD to meet those specialized needs.

The CAB should report directly to the BoD, making recommendations that can then be taken into account in strategic planning and in the formation of policy for the operation of the station.

Clarifying Notes:

- The CAB does not create station policy or make proposals regarding specific programs or programmers.
- The BoD is not required to take action with respect to a recommendation by the CAB.
- No individual or group has a legal right to membership on the CAB.
- The BoD may assign other activities, as needed, to the CAB.
- Any goals and objectives beyond those enumerated in this charter must be approved by a majority of the BoD.

Limitations:

Without prior written authorization of the BoD, neither the CAB nor any of its members may act as an official representative of the organization. Without written authorization of the CAB, no CAB member may act as an official representative of the CAB.