

**KVMR Community Advisory Board  
By-Laws.  
Revised & Approved 11/12/15**

**I. Meetings**

- A. The CAB meets at least three times a year; in September, November and March. Public forum dates may be set separately.
- B. Meetings are public. Meetings are to be announced a minimum of seven days in advance through on-air broadcast with the agenda posted on the station's bulletin board and on the KVMR.org website.
- C. All meetings will be fully accessible.

**II. Members**

- A. The Community Advisory Board, hereafter referred to as CAB, is composed of 5-9 members reflecting the diversity of KVMR's listening community. CAB members must be independent community members with no vested interest in KVMR. Board of Directors, staff and program hosts of KVMR are excluded from membership.
- B. KVMR's Board of Directors, staff and community members may submit nominations to serve on CAB through individual CAB members or CAB's comment link at [www.KVMR.org/content/community-advisory-board](http://www.KVMR.org/content/community-advisory-board)
- C. Members serve a three-year term.
- D. Members may not serve more than two consecutive terms. Members may be re-elected to CAB after a year's absence.
- E. Current members will vote to fill vacancies.
- F. Members must attend at least two-thirds of the CAB meetings each year.

**III. Leadership**

- A. The members of CAB will elect a Chairperson for a one-year term.
  - 1. The Chairperson will write and submit the agenda to station staff for reasonable notice to the public (on-air, bulletin board and website.)
  - 2. The Chairperson will facilitate the meetings.
- B. The members of CAB will elect a Secretary for a one-year term.
  - 1. The Secretary will take accurate minutes of the meetings and deliver a copy of such minutes To CAB members for approval prior to posting on the station bulletin board and website within twenty-one (21) days of the meeting.
  - 2. The Secretary will keep the attendance roster for each meeting.
  - 3. The Secretary will collect and present By-Law revision(s) under consideration.

**IV. Business and Voting**

- A. Three CAB members present at a meeting constitute a quorum to consider and vote on matters on the agenda.
- B. The agenda is determined at the conclusion of the preceding meeting. Items may be added to the agenda as long as they are submitted to the Chairperson two weeks before the meeting.
- C. CAB members will be delegated to obtain and organize materials needed to consider each agenda item. Materials needed for agenda items added after adjournment will be obtained, organized and distributed to all members by the member submitting the item.

**V. By-Laws Revision**

- A. By-Laws will be reviewed annually at the September meeting.

**VI. Procedures**

- A. The CAB may review the policies, practices and programming of the station.
- B. The CAB may advise the KVMR Board of Directors on the findings of the reviews.
- C. The CAB may fulfill other responsibilities related to advising, as delegated by the KVMR Board of Directors.
- D. The CAB has no authority to exercise any control over the daily management or operation of the station.