



KERA Community Advisory Board Governing Policies

I. Purpose of the Community Advisory Board

The North Texas Public Broadcasting Community Advisory Board (CAB) serves in an advisory role to the KERA staff and the Board of Directors. The membership of the CAB reasonably represents the diverse needs and interests of the North Texas communities served through the television and radio stations of KERA. CAB assists KERA staff in being responsive to community interests in regard to programming and services.

II. Membership & Terms

The CAB will be composed of 15 to 25 members.

Each new member of the CAB is appointed to one term defined as three consecutive years. Members may be reappointed to a second term. Members shall not serve for more than two (2) consecutive terms.

III. Expectations of Members

Members will establish networks within their various communities in order to provide a variety of perspectives and opinions about topics relative to the work of the CAB. Members will be informed individuals who are willing to be visible in their communities and gather comments and ideas about KERA's programming and services.

CAB members will attend and be active participants in twice-yearly meetings. Generally one meeting will be held at KERA's facility in the spring and one meeting in the fall will rotate between Denton and Fort Worth locations.

Members will be willing to participate in between meetings. This participation will entail communications and/or assignments about programming and services, and information gathering and feedback to staff. Also members may be asked to work on specially created CAB committees, and volunteer during pledge drives and other events.

Any member who misses two consecutive meetings without a reasonable excuse will find his/her position up for review. In such a circumstance, the Chair of the CAB will contact members who have missed two consecutive meetings to determine their continuing interest. Any member who misses three consecutive meetings without reasonable cause will forfeit membership.

IV. Meeting Proceedings

Meeting dates will be posted on the KERA.org Web site and all CAB meetings are open to the public

Meeting agenda and other materials will be provided to CAB members at least two weeks prior to a meeting. CAB members will come to meetings prepared to discuss agenda items.

The CAB Chair or, by designation, the Vice Chair, presides at all meetings.

Meetings will be conducted according to a system of rules that broadly adhere to Robert's Rules of Order.

Meetings will allow a period of time dedicated to public comment.

V. Appointment of Officers (Chair & Vice Chair)

The Membership Committee of the CAB will select a Chair from CAB's current membership who serves a two-year term. The Chair will preside at meetings, report at least once a year to the Board of Directors, plan the meeting agendas in consultation with KERA staff and other CAB members, appoint a membership committee, and perform other necessary duties.

The CAB will appoint a Vice Chair from its current membership who serves a two-year term. The Vice Chair will assume the duties of the Chair in his/her absence and represent, as necessary, the CAB at meetings of KERA's Board of Directors.

VI. Recruiting & Appointing New Members

Annually, the Chair will appoint a Membership Committee that will be composed of current CAB members and KERA staff members. For the first year (2007), 15-20 members will be selected and their length of tenure will be determined by lot. Seven to ten members will serve two-year terms and the remaining will serve three-year terms. In 2008 5-10 members will be recruited for three-year terms. In 2009 the 7-10 with two-year terms will rotate off the board. Those members serving the two-year terms would be eligible to re-apply for membership.

Notices that applications are sought to fill CAB openings will be publicized through KERA's Web site and on-air announcements.

Upon the notice of openings, citizens who are primary residents of North Texas and who are interested in becoming a member of the CAB must complete and submit a CAB application form by mail or fax before the posted deadline. The application should be sent to the attention of the CAB at 3000 Harry Hines Blvd, Dallas, Texas, 75201 or fax the application to 214/740-9323.

Recruiting & Appointing New Members - continued

The Membership Committee will review applications from people expressing interest in serving on the CAB. As part of its selection process, the Membership Committee has established desired qualifications or criteria so that CAB membership represents, to the extent possible, the different aspects of the communities that KERA serves. The selection criteria for new members will consider geographic representation, age groups, gender, occupation, cultural and ethnic groups, household composition and diverse interests in the television, radio and educational programs and services provided by KERA.

The President/CEO will notify the KERA Board of Directors of the Membership Committee's new member selections.

Membership on the CAB is public record. Once appointed to the CAB, member's names, their community of residence and brief biographies will be posted on the CAB section of KERA's Web site.

Resignation from Membership/Membership Maintenance/Filling Vacancies

Members who choose to resign from the KERA CAB shall submit their resignation in writing to the Chairperson.

The Community Advisory Board may fill vacancies during the year to carry out a vacant term. Announcements and postings will be made to solicit nominations and applications for the vacant term. The Membership Committee will review the applications and select new members to fill vacancies, and the President/CEO will notify the KERA Board of Directors of the Membership Committee's selections.

KERA Community Advisory Board
3000 Harry Hines Boulevard
Dallas, Texas 75201
www.kera.org