



Community Advisory Board

Updated 9/15/2010

BYLAWS OF THE COMMUNITY ADVISORY BOARD OF KCPT, Public Television 19, Inc.

PREAMBLE

In 1979, the Board of Directors of Public Television 19, Incorporated determined it was in the best interest of KCPT to establish a Community Advisory Board broadly representative of the communities served by KCPT. The purpose of the Community Advisory Board is to review the programming goals and service provided by KCPT and its policy decisions, and to advise the Board of Directors of KCPT's effectiveness in meeting the specialized educational and cultural needs of the communities KCPT serves.

The Board of Directors further determined to establish the Community Advisory Board to comply with the provisions of the Public Telecommunications Financing Act of 1978, Pub. L. No. 95-567, and that the Bylaws shall at all times be construed in a manner which will comply with the provisions of said law and the legislative intent evidenced thereby.

As used in these Bylaws, the term Board of Directors shall at all times refer to the governing board of KCPT and the term Advisory Board shall refer to the Community Advisory Board (A.K.A. CAB) of KCPT.

In order to establish the initial Community Advisory Board, individuals were nominated to the Community Advisory Board by the Chair of the Board of Directors and approved by the Board of Directors. In so appointing members to the first Community Advisory Board, the Board of Directors acted in good faith and used its best efforts to achieve a composite Community Advisory Board which would reasonably reflect the diverse needs and interests of the communities served by KCPT.

The initial members were appointed to varying terms: four members were chosen to serve for three years and three members were chosen to serve for two years.

The Chair of the Board of Directors then appointed from among members of the Community Advisory Board a Chairperson, Vice-Chairperson, and Secretary for the initial CAB.

ARTICLE I: MEMBERSHIP

1. **Number.** The membership of the Community Advisory Board shall consist of no more than fifteen members until such number is changed by an amendment to these Bylaws pursuant to Article IV thereof.
2. **Eligibility.** Notwithstanding anything to the contrary contained herein, no individual member of the public or representative of any particular organization, community or

group shall have any legally enforceable right to membership on the Community Advisory Board.
3. **Term.** Subject to the provisions of Section 6 of this Article I, relating to resignation and removal of members, members of the Community Advisory Board shall serve a two-year term and may serve up to



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two additional consecutive two-year terms.

4. **Appointment.** The Board of Directors of Public Television 19, Incorporated, shall consider and appoint nominees to the Community Advisory Board at its May and November meetings. The term of such appointees shall commence on the first day of June and December respectively. May appointments shall expire May 31 at the end of the two year term. The November appointments shall expire on November 30 at the end of the two year term.
5. **Number of Terms.** Members of the Community Advisory Board may serve a maximum of three consecutive terms. Former members may be reappointed one year or more after the expiration of their term.
6. **Resignation, Removal.**
 - (a) Any member may resign at any time from the Community Advisory Board upon written notice to the Community Advisory Board Chair. The resignation of a member shall be effective when given unless the member specifies a different time. The resignation shall be effective regardless of whether it is accepted by the Board of Directors.
 - (b) The Board of Directors may, for good cause, remove any member of the Community Advisory Board at any time during their term upon written notice to such member. The notice shall be effective when given in person, or by telephone, or upon deposit in the United States mails, postage prepaid, if given by mail.
7. **Vacancies.** Vacancies on the Community Advisory Board caused by any reason whatsoever will be filled by soliciting candidates from the public. Those candidates will present such biographical information as requested by the Community Advisory Board, and their membership acceptance will be subject to a vote of the Community Advisory Board.
8. **Compensation.** Unless the Board of Directors otherwise resolves, no member of the Community Advisory Board shall receive compensation or reimbursement for expenses incurred in serving on the Community Advisory Board or any other committee thereof.
9. **Rights and Duties.** The Community Advisory Board shall review:
 - a. Programming goals established by KCPT
 - b. The service provided by KCPT
 - c. The significant policy decisions regarding programming goals and service
 - d. The Community Advisory Board shall advise the Board of Directors with respect to whether the programming, goals, services and related policies of KCPT are meeting the specialized educational and cultural needs of the communities served by KCPT, and also to make recommendations as it considers appropriate to meet such needs.
10. **Limitation on Powers.** The role of the Community Advisory Board shall be solely advisory in nature. In no event shall the CAB have any authority to exercise any control over the daily management or operation of KCPT, nor shall the CAB, or any members thereof, have the right to require, or to seek a court or governmental agency to order KCPT, or its Board of Directors, officers or employees to take or to refrain from taking any action with respect to programming, services, or policies of KCPT. No member of the CAB shall be deemed to have the rights of a member of the Board of Directors of Public Television 19, Incorporated.



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11. **Committees.** The Chair of the Community Advisory Board may appoint one or more committees from among its members to accomplish its required business.

ARTICLE II: OFFICERS

1. **Election.** Officers shall be elected annually in November by a majority vote of the Community Advisory Board members according to elective procedures established by CAB, and such election results shall be reported in writing to the Board of Directors at its November meeting. Chairpersons shall be selected from those members beginning at least the second year of their first term.
2. **Election Procedures**
 - a. A nominating committee consisting of not more than three members shall be appointed by the CAB Chair, Vice Chair and Secretary.
 - b. The nominating committee will select and present the names of one or more individuals for each office of Chair, Vice Chair and Secretary.
 - c. Election of Chair, Vice Chair and Secretary will take place at the November CAB meeting. After presenting the nominating committee's selections, the chair will accept any nominations from the floor.
 - d. If there is more than one nominee for any office, voting will be by written ballot. Voting members will write the name of their preferred candidate for each office. CAB members must be present to vote. The Chair will appoint two tellers to count the written ballots and report the results. If there is a tie, a second vote is taken. If there is still a tie, the winner will be determined by the flip of a coin.
 - e. If there are no nominations from the floor, and only one nominee for office, the chair will entertain a motion that the list of candidates be approved by voice or hand vote.
 - f. Newly elected CAB officers shall begin their one-year terms immediately following the November Board of Directors meeting.
3. **Duties.**
 - a. **Chairperson:** The CAB Chair shall preside over meetings of the Community Advisory Board
 - b. **Vice Chair:** The Vice Chair shall preside over CAB meetings in absence of the Chair and shall exercise other rights and duties. The Vice Chair shall serve as Chair-Elect.
 - c. **Secretary:** The Secretary shall:
 - a. Attend all meetings of the Community Advisory Board and send a complete report of the meetings to the staff liaison of KCPT within 30 days of the date of the meeting.
 - (ii) Recommend to the staff liaison payment or reimbursement of legitimate meeting expenses, or other Community Advisory Board expenses.
 - (iii) Give such notices as may be required by law of these Bylaws.



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4. **Salaries.** Unless otherwise determined by resolution of the Board of Directors, no officer of the CAB shall receive a salary for services as an officer of the Community Advisory Board.

ARTICLE III: MEETINGS

1. **Regular Meetings.** The Community Advisory Board shall hold meetings at regular intervals at the offices of KCPT for the purpose of conducting the regular business of the Community Advisory Board.
2. **Special Meetings.** Special meetings of the Community Advisory Board may be called at any time by the Chair of the Community Advisory Board.
3. **Proxies.** No member of the Community Advisory Board may act by proxy.
4. **Action Without Meeting.** Any action required or permitted to be taken by the Community Advisory Board may be taken without a meeting, if the majority of the members of the Community Advisory Board individually, or collectively, consent in writing, or by phone, or e-mail to such action.
5. **Notice.** Regular meetings of the Community Advisory Board may be held without notice to the members if the time of such meetings has been fixed by these Bylaws or by the CAB at the immediately preceding meeting. Special meetings shall be held upon ten days notice by mail, or 72-hours notice delivered personally, by telephone, e-mail or fax to each member. Regular meetings shall be held upon similar notice if notice is required for such meetings. Neither a notice nor a waiver of notice must specify the purpose of any regular or special meeting. Notice of the time and place of holding an adjourned meeting need not be given to absent members if the time and place of the adjourned meeting is announced at the meeting at which the adjournment is taken. However, if a meeting is adjourned for more than 24 hours, notice of the adjourned meeting shall be given prior to the time of such meeting to the members who were not present at the time of the adjournment.
6. **Failure to Attend.** More than three absences between December 1 and November 30 may result in the removal of the Community Advisory Board member. If you are unable to attend, please notify an officer or KCPT Liaison prior to the missed meeting.
7. **Open Meetings.** All meetings of the Community Advisory Board or of any committee thereof shall be preceded by at least ten days written notice on the KCPT website. All persons shall be permitted to attend any regular or special meeting of the CAB, and no person shall be required as a condition of attendance at any such meeting to register his or her name or to provide any other information.
8. **Quorum.** At any meeting of the Community Advisory Board, one third of the members then serving shall constitute a quorum.
9. **Required Vote.** Each member present at a meeting of the CAB shall be entitled to one vote. Every act or decision done or made by a majority of the members present at a meeting held at which a quorum is present is the act of the Community Advisory Board. A meeting at which a quorum is initially present may continue to transact business as long as a quorum is maintained.

ARTICLE IV: AMENDMENT OF BYLAWS



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Bylaws of the Community Advisory Board may be adopted, amended, or repealed by the Board of Directors.

This is to certify that the foregoing is a true and correct copy of the Bylaws of the Community Advisory Board of KCPT and that such Bylaws were duly adopted by the Board of Directors of Public Television 19, Incorporated, on April 5, 1979, and thereafter amended on October 21, 1982, June 20, 1987, March 24, 1999, and June 3, 2002.

Secretary