



December 2007

Dear Applicant:

Thanks very much for your interest in serving on KHSU's Community Advisory Group (CAG).

KHSU's mission is to "educate, enrich, enlighten, and entertain people throughout northwestern California and southwestern Oregon by providing innovative, high quality public radio programming." The CAG is a vital element in the station's ability to realize this challenging mission.

The CAG assists the station by providing station management and on-air personnel with community feedback and ideas. In this way, the CAG helps ensure that the station does the best job possible presenting a broad spectrum of views and reaching out to all elements of our community.

Equally importantly, the CAG serves as a sounding board for new concepts and to help station staff evaluate the priorities facing any organization with limited resources. KHSU also relies on CAG members to help with on-air membership drives, station events, and other special community programs.

On behalf of the CAG's nominating committee, I've enclosed the following items for your review:

- The bylaws of the KHSU Community Advisory Group.
- The "selection criteria" the CAG uses to consider potential members.
- A CAG Membership Application. Please complete and return it "attn: CAG Nominating Committee" as soon as possible.
- For a copy of the latest minutes contact the KHSU office.

Please feel free to contact me if you have any questions or want to discuss any of the information included here. We look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink that reads 'Ed Subkis'. The signature is written in a cursive, slightly slanted style.

Ed Subkis  
KHSU General Manager  
[esubkis@khsu.org](mailto:esubkis@khsu.org)  
707 826-4807

Complete application and mail to: KHSU, 1 Harpst St. Arcata, CA 95521

# KHSU Community Advisory Group Application for Membership

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Evening Phone \_\_\_\_\_

Occupation \_\_\_\_\_

What is of particular interest to you in KHSU's programming schedule?

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What do you see as the role of KHSU's Community Advisory Group?

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In general, what would you like to do as a CAG member?

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Are you currently a financial supporter of KHSU?    Yes \_\_\_\_\_    No \_\_\_\_\_

KHSU would welcome help from the Community Advisory Group in a variety of different areas. The following list suggests some of the areas where help is needed. Please indicate those jobs for which you would be willing to volunteer. (Be realistic!)

- \_\_\_\_\_ 1. Membership Drive
  - \_\_\_\_\_ a. On-air guest
  - \_\_\_\_\_ b. Lead pitcher
  - \_\_\_\_\_ c. Answering phones
  - \_\_\_\_\_ d. Help contact other community members to do a., b., or c. above.
- \_\_\_\_\_ 2. Host KHSU booths at community events
- \_\_\_\_\_ 3. Help out at KHSU events
- \_\_\_\_\_ 4. Create and be responsible for events
- \_\_\_\_\_ 5. Participate in grant writing
  - \_\_\_\_\_ a. Write letters to support grants
  - \_\_\_\_\_ b. Contact legislators
- \_\_\_\_\_ c. Seek out potential grants
- \_\_\_\_\_ 6. Facilitate contacts with local business owners
- \_\_\_\_\_ 7. Participate in listener survey project
- \_\_\_\_\_ 8. Other (please describe)

Other Comments: \_\_\_\_\_

# BYLAWS

## KHSU/KHSR COMMUNITY ADVISORY GROUP

### ARTICLE 1. NAME

The name of this body shall be the KHSU/KHSR Community Advisory Group (CAG)

### ARTICLE II. PURPOSE

As a link with the listening community, the CAG provides KHSU/KHSR management with advice, information, and feedback on such matters as programming, community outreach, budget, and planning, hiring and organizational structure, service area, and promotion and fund-raising. Station management agrees to initiate meaningful and timely consultation with the CAG on topics of potential interest to community stakeholders. The CAG serves in an advisory capacity, while final decisions are the responsibility of the KHSU/KHSR management team.

### ARTICLE III. MEMBERSHIP

#### Section A. Composition

1. The CAG shall consist of a maximum of fifteen (15) individual members who are

- a) Actual residents of the KHSU broadcasting area;
- b) Current members of the FRIENDS OF KHSU/KHSR;
- c) Aware of the KHSU/KHSR's programming format;
- d) Aware of KHSU/KHSR's website, [www.khsu.org](http://www.khsu.org);
- e) Interested in the fund-raising needs of the station;
- f) Aware of the diverse population of the service area.

2. The CAG shall be self-appointing and self-governing. The Chair may reserve a seat on the CAG for a student representative selected by the Associated Students.

3. The station's general manager or a management-appointed staff member shall be a non-voting ex officio member of the CAG.

#### Section B. Nomination and Selection

1. The Nominating Committee of two or more voting CAG members, appointed by the Chair for one year terms and approved by a majority of the CAG, will review submitted applications and make recommendations for CAG membership.

2. Whenever the number of voting CAG members falls below 15, the Nominating Committee shall work with staff to recruit new members. Vacancies shall be publicized on-air and through other means to attract as diverse a range of applicants as reasonable.

3. Applications for CAG membership will stay active for one year from the date of submission.

4. Immediately after the meeting at which vacancies are identified and confirmed, a member of the nominating committee will notify the program director to run an on-air recruiting announcement. The announcement will inform interested persons that they can submit an application for CAG membership at any time, but to be considered for the current vacancies

they must apply by a given date, and explain the various ways to submit an application. The closing date should be at least 10 days prior to the next CAG meeting.

5. KHSU office staff will combine new applications and any applications on file and forward copies to the nominating committee members as soon after the closing date as possible.

The Nominating Committee will review the applications and be prepared to make recommendations at the next scheduled meeting.

At that meeting, the Nominating Committee will present their recommendations and ask for the approval of the CAG members. If so approved, the new members will be notified of their selection and be seated at the following month's meeting.

### **Section C. Tenure**

1. All voting members shall serve staggered terms of three (3) years. The terms of CAG members shall begin in January and shall be staggered so that five (5) begin and end each year.

2. CAG members shall be eligible to serve two (2) complete three-year terms. Applications by members wishing to serve beyond two terms may, if the CAG so chooses, be considered with all other pending applications.

### **Section D. Officers**

1. Officers of the CAG consist of a Chair and a Secretary. The Chair presides at all meetings of the CAG, is available to consult with members of the KHSU/KHSR management team, and acts as an informal liaison between the CAG and station management between regular meetings. The Secretary records the minutes of the CAG meetings, and presides in the absence of the Chair. If either the Chair or the Secretary is unable to attend a regular or special meeting of the CAG, the CAG will choose a temporary presiding officer and secretary for the purpose of that meeting.

2. Officers are elected for terms of one (1) year each, starting in January. Officers are eligible for reelection.

### **Section E. Attendance**

A CAG member who is absent for two (2) consecutive meetings without giving prior notice shall be expected to resign, unless the CAG approves an individual exception.

### **Section F. Voting**

1. For matters, which involve a vote or official collective statement from the CAG, such items will be included in the agenda, and the motion, second and the count of such votes recorded in the minutes.

2. If a quorum is not present at a CAG meeting or if more urgent action is needed, the CAG may take action by e-mail vote.

a) For an e-mail vote, any voting member of the CAG except the Chair may make a motion to the KHSU-CAG listserv. The motion should describe the need for urgent action, and the specific motion. In response, each CAG member may post comment, questions, or relevant requests for more information to the listserv regarding the motion. Each voting CAG member may vote once on the motion.

b) The Secretary will post a message that an e-mail motion has passed if a majority of voting CAG members have posted e-mail votes in favor of a motion. The Secretary will report the text

of the e-mail motion and the count of votes at the next agendaized CAG meeting, and this report will be included in the minutes.

### **Section G. Dismissal**

A CAG member may be dismissed before the completion of his/her term if the member:

- a) Misses two (2) consecutive meetings without prior notices;
- b) Relocates out of the broadcast area;
- c) Gives cause, i.e. when a member's actions establish sufficient and compelling reasons for dismissal as determined by the station management and the Community Advisory Group.

## **ARTICLE IV. MEETINGS AND NOTICE**

### **Section A. Meetings**

Meetings of the CAG are open to the public. Regular meetings are held on the last Wednesday of every month. The CAG may combine, skip, or re-schedule meetings at its discretion as long as the group meets at least once in a 60 day period and so long as a good faith effort is made to schedule any CAG meeting at a time when the majority of group members can attend. Special meetings may be held at any time, at the request of station management or the CAG.

### **Section B. Meeting Notice and official communications**

KHSU/KHSR staff shall ensure that CAG meeting times and locations be broadcast on the air and published on the KHSU/KHSR website (khsu.org) and in local publications, preferably with at least one week's notice. CAG member's geographical affiliation shall be published and archived on the website. One or more CAG members shall give periodic oral or written reports to the President of Humboldt State University in his or her capacity as the licensee of KHSU and KHSR.

*Revised July 2005*

**KHSU**  
**Community Advisory Group**

SELECTION CRITERIA

The following are criteria that the CAG and/or its Nominating Committee shall consider when selecting new members to fill vacant seats. Geographic diversity should perhaps be assigned the highest priority, but this consideration shall not be invoked to bar otherwise qualified or desirable potential members.

- Would the applicant improve the geographical balance or diversity of the CAG; i.e., does s/he come from a part of the listening area not adequately represented? (The listening area may be broadly divided among the following regions: Arcata/Eureka, Del Norte, Southern Humboldt and Eastern Humboldt.)
- Would the applicant improve the demographic or institutional balance or diversity of the CAG; i.e., does s/he represent or claim to represent one or more sectors of the listening community whose interests are not adequately represented? (Such sectors might include, but are not limited to: agriculture; arts and culture; business and industry; charities; civic, neighborhood or fraternal organizations; consumers; education; the environment; government; labor; the military; organized religions; political or advocacy groups; the professions; public health, safety and welfare; children, youth and students; the disabled; the elderly; gay and lesbian/bisexual/transgender groups; immigrants; the poor and homeless; racial and ethnic minorities; women.)
- Is the applicant experienced or skilled in working on volunteer, cooperative and consensus-based organizations such as the CAG? Does he or she show signs of having a particular, or particularly narrow, agenda?
- Does the applicant have any special experience or skill in matters of programming, fundraising, publicity, management, budgeting, technology, or the philosophy and practice of public broadcasting in general, which would benefit KHSU or the CAG? Does s/he express any outstanding or innovative ideas or concerns with regards to such matters?