

WEFT Programming Committee Standard Operating Procedure 1/3/2013

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Part 1: Voting Members

The voting membership of the Programming Committee shall consist of five (5) members elected by the Associates, and four (4) members elected by the Board of Directors.

Part 2: Vacancies

A position vacated by a voting member on the Programming Committee shall be filled by the respective electing body (Associates or Board of Directors) as per the procedures of that body.

Part 3: Ex-officio (non-voting) members

Ex-officio members of the Programming Committee retain the right to attend closed sessions of Programming Committee meetings and to be party to Committee discussions, but are disallowed from voting on votes of the Programming Committee.

Other than the Station Manager, only previous members of the Programming Committee may be granted ex-officio status on the Programming Committee. A majority vote of the voting members of the Programming Committee is required to grant ex-officio status to a previous Committee member.

In addition, to be eligible to first be granted ex-officio status: (i) the ex-officio candidate must have served on the Programming Committee for at least twelve (12) consecutive months, and (ii) the ex officio candidate must request ex-officio status to the Programming Committee chair within three months of the expiration of the candidate's term. .

The Programming Committee may extend or revoke ex-officio status of an ex-officio member (except the Station Manager) at any time, by majority vote, and should review the status of all ex-officio members on a yearly basis. An ex-officio member may voluntarily revoke their own ex-officio status at any time by notification to the Committee, which shall result in their removal from internal Committee communication as soon as practicable. Revoked ex-officio status may not be reinstated except following the completion of a subsequent twelve-month term as a duly elected voting member of the Committee.

In accordance with Article 6.15 of the By-Laws, the station manager shall be an ex-officio member of the committee.

Section B: Committee Make-up

Within the committee membership there shall be minimally a Committee Chair and a secretary as elected by the committee members. In addition, a co-chair may also be elected by the committee, if it chooses to do so. All positions are elected by a simple majority (51 %) of the committee membership in attendance for a term of one (1) year or the remainder of their elected term.

In the event vacancies in any of these positions occurs, all committee members shall be notified at least seven (7) days prior to the next Programming Committee meeting. In the event these terms have not been carried out, the vote shall be postponed to the next regularly scheduled meeting.

All committee members are required to attend 75% of regularly scheduled meetings in any given sixteen (16) week period. Exceptions to this policy include extended illnesses, or temporary leaves of absence.

Committee members must also act reasonably towards the station membership at-large when representing the committee. At no point shall any member of the committee, including the committee-chair, promise or imply the awarding of an airshift, any type of action or decision by the Programming committee, nor implement any decision which falls within the Programming committee's jurisdiction.

Part 1: The Programming Chair

The committee chair is responsible for the overseeing and implementation of all committee procedures, meetings and actions. Non-voted actions which the chair assumes include notifications and postings required by this document, making committee reports to both the associates and the board of directors, meeting scheduling and agendas, maintaining records of agendas and minutes, and temporary show assignments.

Part 2: The Programming Committee Vice-chair

The vice-chair is to assist the Committee Chair in the fulfilling of her/his duties as agreed upon by both parties, and for fulfilling the duties of the program chair in the event of an absence of the chair from a meeting or the chair is unavailable to the station for a period of time greater than seven (7) days.

Part 3: Communications

Communications is responsible for recording the minutes of all committee meetings, and posting these minutes. In the event of the absence of Communications, the responsibilities pertaining to keeping of minutes may be filled by another member of the committee.

Section C: Programming Meetings

Part 1: Time and Place

Programming Committee Meetings are to occur on a twice-monthly basis at a regularly scheduled time and a regularly scheduled location. Any change in scheduled meeting time or location shall be posted in the station, as specified in part 3 of this section, at least seven (7) days prior to the scheduled meeting.

Part 2: Special Meetings

Special meetings may be called by the committee chair and shall be announced to committee members and as specified in part 3 of this section at least seven (7) days in advance. Special meeting may be closed to non-invited guests with the approval of the programming chair.

Part 3: Postings

All information specified in this document or which pertains to the programming committee must be posted, at a fixed location in the front hall of 113 N. Market Street. This location must be recognized by the body of associates, via associate committee meetings, and any subsequent

changes in the programming committee posting area must also be recognized by that committee as well as the Board of Directors.

Part 4: Meeting Agendas

Preliminary meeting agendas shall be posted at least seven (7) days prior to all regularly scheduled and special meetings. This agenda shall be as complete as possible, with the understanding that agenda items may be added at any time prior to or during the meeting.

In the event of a major agenda item or a schedule change of any kind, every effort must be made to notify all potentially affected and interested persons of the impending meeting and discussion of that issue. This effort includes, but is not limited to, notes delivered to Airshifter mailboxes, the posting of memos and lor signs, phone calls to such persons, e-mail notification and announcement at Associates meetings. Such notification shall be completed at least three (3) days prior to the planned meeting.

In the event that proper notification is not made, either due to the lack of clarity in the communications or lateness in communications, motions may be made to table any agenda item on this basis.

Part 5: Meeting Procedure

Regular meetings may not be closed to anyone, except during voting procedures, and any person in attendance may participate in the discussion of the committee. Committee meetings shall be presided over by the committee chair or co-chair as set forth in part B .

.Meetings may not be called to order without the necessary quorum, which is defined as 1/2 of the committee membership or 4 committee members. When quorum is reached the meeting may be called to order.

Prior to the initiation of the agenda the following items should take place:

- ⑤ Call to order by Chair
- ⑤ Introduction of committee members and persons in attendance
- ⑤ Approval/review of minutes from last meeting
- ⑤ Approval of agenda/request for additional items from the floor

After the discussion of the agenda the committee must also:

- ⑤ Set a preliminary agenda for the next meeting
- ⑤ Motion to adjourn

Meetings shall be conducted under parliamentary procedure, with the chair or co-chair presiding.

Part 6: Voting Requirements and Procedure

Subpart 6.1: Requirements

Any formal action taken by the committee must be first approved by a simple majority vote (51%) of the members in attendance. A formal action is any action which concerns the setting of policy or the execution of policy and includes, but is not limited to, the granting of shows, the removal of shows, schedule changes, issuance of warnings.

Subpart 6.2 Voting Procedure

Any member may make a motion to put an issue to vote. This motion must be seconded. At this time any affected parties must leave the meeting room, including affected committee members. A final formal discussion may take place at this time. When discussion has ended the Chair may call for the vote to take place. The vote may be taken by a count of hands or by secret ballot as agreed upon by the Committee. When the votes have been counted the affected parties may re-enter the meeting room and be informed of the outcome by the chair.

Part 7: Meeting Minutes

Minutes must be recorded at all committee meetings and include the meeting's attendance, agenda, call to order time, and adjournment time. Copies of the minutes from all meetings must be posted in the station, kept on file by the Chair, and posted at the station and weft-o or weft-i within 7 days from the date of the meeting.

All committee meeting minutes must be approved by the committee chair before they are posted or delivered to any non-committee parties.

Section D: Programming

Part 1: Procedure for Leaving a Show

Any airshifter who is going to be leaving a time slot should inform the Programming Committee Chair at least three (3) weeks prior to vacation of the slot.

An airshift shall be considered improperly vacated if:

- ⑤ An airshifter notifies the program chair or programming committee less than (2) weeks prior to vacating.
- ⑤ An airshifter's slot is found to be filled, for a non-temporary period, by a person who is not approved by the committee and who has not been presented to the committee as a substitute.
- ⑤ A non-co-host hosts the show for more than three consecutive weeks without notifying the Programming Committee. (See also Part 7 in this Section)

Any airshifter found to have improperly vacated a slot is to be immediately removed from this and any other current airshifts until the next Programming Meeting, at which time the suspension of the airshifter from any-on-air capacity, for a period of at least one (1) year, shall be put to a vote.

Part 2: Strip Programming

The programming committee recognizes the following weekday (Mon. -Friday) time slots as being static and unchangeable without the revision of this document.

⑤ **The Morning Menu from 6am to 9am:**

This time slot is reserved for a music and informational program which must play a variety of genres of music and information, characteristic of programming available at other times on WEFT. No genre should dominate programs of this nature and as many genres as possible should be represented.

⑤ **Jazz programming from 9am to 11 :30am:**

Programs during this time slot shall concentrate solely on jazz and jazz related music of any style.

⑤ **Blues programming from 11 :30am to 2pm:**

Programs during this time slot shall concentrate solely on blues and blues related music of any style.

⑤ **World Beat programming from 2pm to 4pm:**

Programs during this time slot shall concentrate on a mix of ethnic and world music from around the world and here in America.

⑤ **Informational Programming from 4pm to 6pm:**

Programming which emphasizes topical issues from a variety of perspectives.

Part 3: Procedure for Changing Airshiffters in Strip Programming

In the event that a strip program becomes available the programming committee shall entertain proposals from prospective airshiffters. The committee shall take into account the prospective airshiffters abilities to produce a program suitable to the definition of the strip. Proposals will further be judged on the same criteria used for non-Strip proposals, found in the next Part.

Part 4: Procedure for Changing Airshifter in Non-strip programming

When a non-strip programming show is being vacated the Programming Committee shall accept proposals of any nature, including either a continuation of the current format or genre, or the changing of the format or genre.

The committee shall consider the following elements when considering any program proposal. Due to the changing needs of the station, its volunteers and audience these elements should be considered in no particular order of importance.

- ⑤ Quality of Proposal
- ⑤ Uniqueness of proposed program or relationship of proposal to providing diverse programming for WEFT and assisting the programming committee's long term programming goals.
- ⑤ Volunteer contributions to the station.
- ⑤ Length of time the proposal has been under consideration
- ⑤ Estimated cost of program production, if any, if produced in-house. Actual cost of program acquisition if produced outside.
- ⑤ Perceived audience potential for the proposed program.
- ⑤ History of attendance, particularly with airshifting responsibilities.
- ⑤ Technical competency.

The Programming Committee will not consider the following when considering proposals.

- ⑤ A show's pledge-drive totals, or other indications of income for the station.
- ⑤ A proposers availability for other open slots.

Part 5: Voting on Proposals

The portion of the Programming meeting which deals with voting on program proposals shall be done in closed session.

Voting shall take place in the following manner:

1. When a single proposal is under consideration a formal vote of "yes" or "no" on the program shall take place.
2. When two proposals are under consideration for the same slot the vote shall consist of a motion for a single show.
3. In the event that two clear choices cannot be determined the vote may be postponed.

The Programming Committee reserves the right to not vote on a show, or to not approve any current proposal.

If a vote is postponed the Committee may appoint an interim host for the program from amongst the applicants or any other interested parties.

Committee members who submit proposals for consideration are ineligible to vote on its approval and may not be in attendance for the vote.

Part 6: Co-Hosts I Collectives

Any airshifter may request to have an official co-host for his or her program at any time after the show has been granted. An official co-host must have completed the Airshifter Training Course. The host airshifter must present a written request to the committee who will review and vote on the co-host under the same procedures as regular program proposals. There is no limit to how many co-hosts a show may have.

In the event that a co-host leaves their slot, the airshift may be granted to the remaining co-host. If this should occur the programming committee must be notified in writing within two (2) weeks at which time the Programming Committee will revisit the original program proposal.

Proposals may also be made in the form of a Collective. A Collective is defined in this document as a show that is owned by no one single person, but by a Group, comprised of at least three (3) individuals.

A Collective must, in their proposal to the Programming Committee, provide a charter which defines its purpose (in regards to the show), its membership requirements, and its initial membership list.

A Collective may define its membership however it wishes (subject to Programming Committee approval) and may then extend and decline and remove airshifters from their Collective as they see fit, provided it follows their charter. Dropping below three (3) airshifters will subject the show to an automatic show review by the Programming Committee.

A Collective must have a Lead Airshifter who is responsible for scheduling the different airshifters, ensuring all Collective members maintain Associate status and volunteer work, and who will be the contact person for the Programming Committee should communication with the Collective be needed.

Any show may re-propose as a Collective, having met the requirements above, but approval of the show as a Collective or as Co-hosts will be at the discretion of the Programming Committee.

Part 7: Conditions on Granting Shows and the Airshifter Contract:

The Programming Committee expects all airshifters who are granted shows to abide by all WEFT policies, including, but not limited to, those outlined in the Programming Committee's Standard Operating Procedure and other Programming Committee policies.

In addition the Programming Committee may place additional conditions upon airshifts based upon the special needs of doing particular program or the needs of the station with regard to particular programs. Such conditions may include, but are not limited to:

- ⑤ Requiring the airshifter to assist the Music Director in acquiring music for the station of the type aired on the new program.
- ⑤ Requiring the airshifter to coordinate with other airshifters in the same or other genres in issues relating to doing their airshifts, such as participation in genre meetings.
- ⑤ Participation in Pledge Drive training.
- ⑤ Participation in meetings called by the Programming Committee regarding the program.
- ⑤ Requiring volunteer time at particular events or duties important to the station, though not directly related to the program in question.

Airshift Contract:

All conditions placed upon an airshift must be clearly detailed on an Airshift Contract, which must be signed by the airshifter and the Committee Chair or Co-Chair, as representatives of the committee. The Airshift Contract serves as a written agreement between the airshifter and the Programming Committee that these conditions must be satisfied.

Failure by an airshifter to satisfy any of the conditions agreed to on his/her Airshift Contract is considered grounds to invoke the Programming Committee's Disciplinary Policy, which may result in the loss of an airshift.

Part 8: Leave of Absences

The Programming Committee recognizes that the desire to have an airshift can often exceed the supply (hence the standard for removal in Section D1), yet wishes to balance that with recognition of WEFT's airshifter's personal or family emergencies and other events which may prevent an airshifter from hosting their show each week.

The Programming Committee reserves the right to grant, or not grant, a Leave of Absence to any airshifter under circumstances at their discretion. Airshifters are expected to request a Leave of Absence if they will be unable to host their show themselves for more than three consecutive shows, or an equal percentage over the space of six months. They are also expected to have their Associate status and a documented volunteer commitment. In the event of granting a Leave of Absence, the Programming Committee assumes all responsibility for programming the slot under the airshifter's proposal.

It is recommended that the Programming Committee require that those requesting a Leave of Absence for a pre-planned absence have set up substitutes as a demonstration of their understanding of their responsibilities as an airshifter.

In the case of medical emergency for the show host which prevents requesting a Leave of Absence, the Programming Committee reserves the right to grant a Leave of Absence in the airshifter's absence. The Programming Committee also reserves the right to open the slot if the length of time the airshifter will be unavailable becomes untenable.

Part 9: Probationary Period

The Programming Committee considers the first 13 weeks of a new program to be a probationary period. During the probationary period the Programming Committee will monitor

new programs for quality, consistency, content and adherence to the original program proposal and to WEFT programming policy. The airshifter will also be evaluated for adherence to general WEFT policy and to all conditions specified in the Airshifter Contract signed by the airshifter.

At the end of the 13 weeks of a new program the airshifter will be invited to a regular Programming Committee meeting. At this meeting the committee will provide the airshifter with evaluation and criticism of his/her on-and off-air performance and give the airshifter an opportunity to air any questions or concerns to the committee.

If an airshifter is found to not meet reasonable standards of quality or has failed to adhere to WEFT policy, the program proposal, or the Airshifter Contract, the Programming Committee may choose to suspend that airshifter and program, or remove that airshift or program without invoking the Disciplinary Policy citation procedure. However, it is recommended that the Programming Committee make a reasonable effort to alert a probationary airshifter of any deficiency or transgression and allowing the airshifter reasonable time to rectify the situation before suspending or removing that airshifter.

At any time during the probationary period the Programming Committee may choose to extend the probationary period if it judges that an airshifter needs time and assistance for further improvement.

The Programming Committee may not extend the probationary period once it has lapsed. Once the probationary period has lapsed, the Programming Committee must adhere to the Disciplinary Policy in order to suspend or remove airshifters, except as outlined in other sections of this document.

Part 10: Preemptions

The Programming Committee reserves the right to preempt airshifters and programs for special programming that is of interest to the community and/or programming of a type only community radio could/would broadcast. The Programming Committee will endeavor to provide prior notice of pending preemptions to the station to allow for public comment. The Chair of the Programming Committee reserves the right to preempt in the case of emergency or other scenarios that prevent a Programming Committee meeting and appropriate notification time prior to the preemption. It is expected that the Chair use this power judiciously, and to consult with the Programming Committee and Station Manager where possible.

Section E: The Airshifter Training Committee (ATC)

At all times there should be a standing committee whose sole purpose is to train airshifters and technically prepare them for the responsibilities of being an airshifter, as well as informing them of the legal responsibilities of being an airshifter. This committee shall also be responsible for retraining airshifters whom are already on the air as to maintain a proficiency level in both technical and legal areas.

Part 1: Relationship with Programming Committee

The Airshifter Training Committee is a sub-committee of the Programming Committee, but shall operate basically independently (similarly to the autonomous operation of the Programming Committee as a sub-committee of the Board of Directors), and structure themselves as they see fit.

The Programming Committee shall be responsible for the planning and implementation of programming, while the ATC shall be responsible for training potential airshifter in respect to Federal, State and local regulations. Given the ATC's familiarity and responsibility with station requirements, the Programming Committee will be especially attentive to any reports about airshifter competency.

Part 2: Inter-committee Relations

Since the both the ATC and Programming Committee share many of the same goals and functions concerning airshifter and programming communication between these committees is essential. To facilitate this communication the Programming Committee is required to have at least one member also volunteer as an airshifter trainer (under the ATC). Whenever possible, Programming Committee members should assist in ATC projects.

Section F: Programming Committee Standard Operating Procedure

Part 1: Revision of this document

In order to revise this document the following must ratify the revisions, in the following order

1. Programming Committee
2. Associates Committee
3. Board of Directors

Part 2: Failure to adhere to this document

If any party feels that this document has not been adhered to, or that the committee has been procedurally deficient, they are to alert the chair of the committee prior to requesting action by any other parties. If the response of either the chair or the committee as a whole is viewed as being negligent in their response to the initial complaint, the complainant may also request that the Human Resources Committee or the Station Manager, look into the complaint.