# **Operating Policy 4 – Programming Committee**

1. Purpose

* 1. To plan, monitor, and regulate the programs for CFMU Radio in conjunction with the programming department staff.

2. Terms of Reference

* 1. The Committee shall:
     1. Work in cooperation with the Programming department staff in planning, monitoring, and regulating the training, development, and conduct of on-air broadcasts;
     2. Coordinate, with the Programming department staff, bi-annual programming changes (May and October);
     3. Evaluate and assess programming content of CFMU broadcasts through on-going air checks to ensure that the quality and content meet CFMU standards, the Promise of Performance, CRTC Regulations, and the Broadcast Act;
     4. Renew CFMU’s programming schedule twice a year;
     5. Establish and enact programming policies;
     6. Be responsible for striking standing committees, at the discretion of the committee, to review CFMU’s programming;
     7. Regulate quality of on-air broadcasts through periodic air-checks;
     8. Assist in the preparation and submission of CFMU’s CRTC license renewal application;
     9. Listen to complaints from volunteers, listeners, staff, and/or programmers, involving programming and on-air broadcasts;
     10. Identify programming offenses and recommend a course of disciplinary action to the Program Director;
     11. Inform membership of changes to programming schedule, policies, rules, and regulations;
     12. Be responsible for the annual renewal of committee members;
     13. Make recommendations to the CFMU Budget committee regarding budgetary needs of the programming departments.

3. Membership

* 1. Voting members shall be:
     1. Three (3) CFMU members, elected by the full membership of CFMU at a general volunteer meeting with an attendance of no less than 20% or thirty (30) people, whichever is greater. If quorum isn’t met, a temporary replacement will be elected with the understanding that this position will be re-opened at the next general membership meeting;
     2. Two (2) staff members, appointed by the three (3) newly elected Programming Committee members.
  2. Non-voting members shall be:
     1. The Program Director, who shall be chair of the Committee;
     2. All non-appointed Programming Department coordinators.
  3. Terms and Vacancies:
     1. The Programming committee shall be struck, and its three volunteers elected, at the beginning of April by the general CFMU membership;
     2. The two (2) staff members shall be appointed at the first meeting of the new Programming Committee, which will take place one week after their election;
     3. The staff members on the Committee shall serve until replaced by the Programming Committee the following year; vacancies shall be filled by a general membership meeting or by re-appointment as soon as possible after the vacancies occur;
     4. General CFMU membership on the Programming Committee, with the exception of evaluation and dismissal, shall be open to all interested CFMU members in good standing;
     5. A committee member absent, or more than 30 minutes late, for two consecutive meetings without prior notice to the Chair shall, at the discretion of the remaining committee members, relinquish his/her seat on the committee;
     6. Additional CFMU members may be ratified to the Programming Committee by the general membership throughout the year; the Program Director shall be responsible for bringing the proposed ratification forward;
     7. Any member of the Programming Committee may be recalled by the CFMU membership according to the procedures set out in the CFMU Policies and Procedures manual.

4. Review Process

* 1. A review of individual programs is to be conducted periodically throughout the year by the Programming Committee:
     1. “Air Checks” will monitor the quality and content of the show;
     2. The Programming Committee will discuss the results of the review and make recommendations to the shows’ host(s) for areas of improvement;
     3. An Air Check procedures document will be included in the CFMU Procedures Manual.

5. Procedures

* 1. Once a programming violation is acknowledged or complaint is received, the Programming Committee will:
     1. Meet to discuss the issue;
     2. Evaluate the violation according to CFMU policies;
     3. Determine the course of action to be taken, as outlined in the Programming Committee’s Disciplinary Policy.
  2. Immediately following the meeting, the Committee Chair will document the infraction, inform the CFMU volunteer and make him/her aware of the Committee’s decision.

6. Appeal Process

* 1. The first stage of appeal shall be to the Programming Committee who shall:
     1. Receive a written response to the decision, outlining the basis for the appeal;
     2. Review the response and invite the volunteer in question to a meeting of the Programming Committee to discuss the appeal;
     3. Render a decision on whether or not the decision will stand;
     4. Communicate the final decision to the volunteer in question.
  2. A disciplinary decision of the Programming Committee may be appealed to the CFMU Board of Directors, provided the first stage of appeal has been completed. The CFMU Board of Directors shall:
     1. Receive a written response to the first stage appeal decision, outlining the basis for the appeal;
     2. Review the response and invite the volunteer in question and a representative of the Programming Committee, normally the Program Director to a meeting of the CFMU Board of Directors to discuss the appeal;
     3. Render a decision on whether or not the decision will stand;
     4. Communicate the final decision to the volunteer in question.

7. Meetings

* 1. Meetings will normally be open to members of the MSU and CFMU, but may be closed upon resolution of the committee;
  2. The Programming Committee will meet weekly; the Programming Committee may be directed to meet upon majority vote of the CFMU membership;
  3. Five (5) business days notice of meeting, including a tentative agenda, will normally be given to committee members; only in an emergency situation will a formal meeting be held without due notice;
  4. All committee decisions shall be by simple majority; in the case of a tie, a motion will fail;
  5. Quorum shall be at least three (3) members including the Chair.