# **Operating Policy - *The Silhouette* Board of Publication**

# 1. Purpose

* 1. The Board of Publication shall exist as the publisher of *The Silhouette*, representing the Editorial Board to the McMaster University community and SRA.

# 2. Membership

* 1. The Board shall consist of:
     1. Editor-in-Chief;
     2. Managing Editor;
     3. One (1) *Silhouette* Editor;
     4. Underground Media & Design Manager;
     5. One (1) member of the Executive Board;
     6. One (1) member of the SRA;
     7. Vice-President (Finance), who shall be named Chairperson;
     8. General Manager.
  2. Quorum shall be two thirds of the total membership of the Board; decisions or recommendations of the Board shall be made by a majority vote;
  3. A member may be recalled from their Board position. Grounds for recall shall be poor attendance or failing to work within the mandate of the Board. Recall shall be by the vote of at least four (4) members at a duly called, quorate meeting;
  4. Upon receipt of the resignation of any member of the Board, the appropriate body shall fill the vacancy as soon as possible.

# 3. Duties of the Board

* 1. *The Silhouette* Board of Publication shall:
     1. Review *The Silhouette* budget;
     2. Serve as an arbitrator in cases of a possible violation of the laws of libel or other grievances, according to the Procedures outlined in **Operating Policy – *The Silhouette***; otherwise, the Board of Publication may not fringe on the autonomy of *The Silhouette*;
     3. Act as an advisory body to the Editorial Board and *The Silhouette* staff;
     4. Hold office from April 1 to March 31 of the following year;
     5. Meet at least once in both terms;
     6. Make public all meeting minutes;
     7. At the end of each academic term, review, evaluate, and make recommendations to the Editorial Board regarding the editions of *The Silhouette* published within the respective term;
     8. Approve the Publication Schedule of *The Silhouette*, including summer issues;
     9. Determine and administer the advertising policy, circulation and distribution policy, and the basic format of the newspaper.

# 4. Duties of the Chairperson

* 1. The Chair shall call the first meeting of the Board of Publications before May 31. Any member may call a meeting to discuss an issue within the mandate of the Board;
  2. The Chair shall act as the Board of Publication’s representative at every stage of budget approval in order to explain, if necessary, the reasoning behind *Silhouette* budget allocations.