Operating Policy – The Silhouette Board of Publication

# Purpose

## The Board of Publication shall exist as the publisher of the Silhouette, representing the Editorial Board to the McMaster University community and CFMU Inc.

# Membership

## The Board shall consist of:

### The Editor-in-Chief;

### The Managing Editor;

### One (1) Silhouette Editor;

### Two (2) members of CFMU Inc or designate;

### Vice-President (Finance), who shall be named Chairperson;

### One (1) CFMU Full-Time Staff designate, selected annually by CFMU Board of Directors;

### General Manager (non-voting)

### Other members may be invited from time to time as a resource.

## Quorum shall be two-thirds (2/3) of the total membership of the Board;

### Decisions or recommendations of the Board shall be made by a majority vote.

## 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.

## Upon receipt of the resignation of any member of the Board, the appropriate body shall fill the vacancy as soon as possible.

# Duties of the Board

## The Silhouette Board of Publication shall:

### Review the Silhouette budget;

### 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;

### Act as an advisory body to the Editorial Board and the Silhouette staff;

### Hold office from April 1 to March 31 of the following year;

### Meet at least once in both terms;

### Make public all meeting minutes;

### 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;

### Approve the Publication Schedule of the Silhouette, including summer issues;

### Determine and administer the advertising policy, circulation and distribution policy, and the basic format of the newspaper.

### Determine and administer the advertising, content guidelines and the basic format of the new media platforms, including but not limited to; website, video, and electronic newsletters.

# Duties of the Chair

## 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 scope and mandate of the Board.

## The Chair shall act as the Board of Publication’s representative at every stage of budget approval to explain, if necessary, the reasoning behind Silhouette budget allocations.