

## Operating Policy 4 – Programming Committee

### 1. Purpose

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

### 2. Terms of Reference

#### 2.1 The Committee shall:

- 2.1.1 Work in cooperation with the Programming department staff in planning, monitoring, and regulating the training, development, and conduct of on-air broadcasts;
- 2.1.2 Coordinate, with the Programming department staff, bi-annual programming changes (May and October);
- 2.1.3 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;
- 2.1.4 Renew CFMU's programming schedule twice a year;
- 2.1.5 Establish and enact programming policies;
- 2.1.6 Be responsible for striking standing committees, at the discretion of the committee, to review CFMU's programming;
- 2.1.7 Regulate quality of on-air broadcasts through periodic air-checks;
- 2.1.8 Assist in the preparation and submission of CFMU's CRTC license renewal application;
- 2.1.9 Listen to complaints from volunteers, listeners, staff, and/or programmers, involving programming and on-air broadcasts;
- 2.1.10 Identify programming offenses and recommend a course of disciplinary action to the Program Director;
- 2.1.11 Inform membership of changes to programming schedule, policies, rules, and regulations;
- 2.1.12 Be responsible for the annual renewal of committee members;
- 2.1.13 Make recommendations to the CFMU Budget committee regarding budgetary needs of the programming departments.

### 3. Membership

#### 3.1 Voting members shall be:

- 3.1.1 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;
    - 3.1.2 Two (2) staff members, appointed by the three (3) newly elected Programming Committee members.
  - 3.2 Non-voting members shall be:
    - 3.2.1 The Program Director, who shall be chair of the Committee;
    - 3.2.2 All non-appointed Programming Department coordinators.
  - 3.3 Terms and Vacancies:
    - 3.3.1 The Programming committee shall be struck, and its three volunteers elected, at the beginning of April by the general CFMU membership;
    - 3.3.2 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;
    - 3.3.3 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;
    - 3.3.4 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;
    - 3.3.5 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;
    - 3.3.6 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;
    - 3.3.7 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

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

#### 5. Procedures

- 5.1 Once a programming violation is acknowledged or complaint is received, the Programming Committee will:
  - 5.1.1 Meet to discuss the issue;

- 5.1.2 Evaluate the violation according to CFMU policies;
  - 5.1.3 Determine the course of action to be taken, as outlined in the Programming Committee's Disciplinary Policy.
- 5.2 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

- 6.1 The first stage of appeal shall be to the Programming Committee who shall:
- 6.1.1 Receive a written response to the decision, outlining the basis for the appeal;
  - 6.1.2 Review the response and invite the volunteer in question to a meeting of the Programming Committee to discuss the appeal;
  - 6.1.3 Render a decision on whether or not the decision will stand;
  - 6.1.4 Communicate the final decision to the volunteer in question.
- 6.2 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:
- 6.2.1 Receive a written response to the first stage appeal decision, outlining the basis for the appeal;
  - 6.2.2 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;
  - 6.2.3 Render a decision on whether or not the decision will stand;
  - 6.2.4 Communicate the final decision to the volunteer in question.

## 7. Meetings

- 7.1 Meetings will normally be open to members of the MSU and CFMU, but may be closed upon resolution of the committee;
- 7.2 The Programming Committee will meet weekly; the Programming Committee may be directed to meet upon majority vote of the CFMU membership;
- 7.3 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;
- 7.4 All committee decisions shall be by simple majority; in the case of a tie, a motion will fail;
- 7.5 Quorum shall be at least three (3) members including the Chair.