



# Operating Policy - *The Silhouette* Board of Publication

## 1. Purpose

- 1.1 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

- 2.1 The Board shall consist of:

- 2.1.1 *The Silhouette* Executive Editor;
- 2.1.2 *The Silhouette* Editor-in-Chief ;
- 2.1.3 One (1) *Silhouette* Editor;
- 2.1.4 Underground Media & Design Manager;
- 2.1.5 One (1) member of the Executive Board;
- 2.1.6 One (1) member of the SRA;
- 2.1.7 Vice-President (Finance), who shall be named Chairperson;
- 2.1.8 MSU General Manager.

- 2.2 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;

- 2.3 A member may be recalled from their Board position:

- 2.3.1 Grounds for recall shall be poor attendance or failing to work within the mandate of the Board;
- 2.3.2 Recall shall be by the vote of at least four (4) members at a duly called, quorate meeting.

- 2.4 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

- 3.1 *The Silhouette* Board of Publication shall:

- 3.1.1 Review *The Silhouette* budget;

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- 3.1.2 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*;
- 3.1.3 Act as an advisory body to the Editorial Board;
- 3.1.4 Hold office from April 1 to March 31 of the following year;
- 3.1.5 Meet at least once in both terms;
- 3.1.6 Make public all meeting minutes;
- 3.1.7 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;
- 3.1.8 Approve the Publication Schedule of *The Silhouette*, including summer issues;
- 3.1.9 Determine and administer the advertising policy, circulation and distribution policy, and the basic format of the newspaper.

#### 4. Duties of the Chairperson

- 4.1 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;
- 4.2 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 *The Silhouette* budget allocations.