

KPFT Program Council Agreement

Preamble:

The Program Council (PC) was established November 2004 by KPFT Management and the Local Station Board (LSB) as they embraced the democratization envisioned and outlined in the “new” Pacifica Bylaws. They wanted to develop ways to operate collaboratively and transparently, to strengthen the station’s outreach and the size of the listener base by building a positive work environment that supported and empowered volunteers and staff.

Pacifica is “radio for peace.” As such, the functioning of the Program Council shall be based on principles of cooperation, respect and unity.

Purpose:

The PC is the body authorized by KPFT Management and the Local Station Board to work collaboratively with the Management, LSB, paid staff, volunteers and listener members to facilitate all on-air programming and program-related functions at the station.

The PC shall be an advisory body that considers all programming and makes recommendations to the Program Director, with programming decisions ultimately being the Program Director's (PD) responsibility.

The PC shall monitor, evaluate and provide feedback for all station programming. The PC shall develop programming procedures for “on-air” operations in conjunction with the Program Director and management. These procedures will address such issues as training and education for current and new programming, procedural avenues for communication between programmers and management and program review and evaluation.

The PC will implement the station's strategic goals in programming, music, world affairs, and other radio content areas in collaboration with the PD.

Membership:

The PC shall have twelve (12) voting members consisting of six (6) KPFT Listener Members who are not LSB members, three (3) KPFT LSB Members, and three (3) KPFT Staff Members who are not LSB members. The Program Director shall serve as an ex-officio, non-voting member (i.e. co-chair).

KPFT Listener Members are elected from a pool of current KPFT Listener Members, who are in good standing, as defined by the Pacifica Bylaws, and who are not in the immediate family of a Staff or LSB member. They will be nominated by self, LSB, staff or management, or other Listener Members. Qualifications are confirmed collaboratively by the LSB and management. Three (3) Listener Members are elected by the Local Station Board via Single Transferable Voting and three (3) members are selected by Management.

Three (3) KPFT LSB Members are elected from a pool of LSB members in good standing and who are not in the immediate family of a Staff or LSB member. Candidates are nominated by the LSB. Three (3) members elected by Single Transferable Voting.

KPFT Staff candidates are nominated by self and volunteer Staff. Management shall select three (3) members from the nominated pool. To be eligible for membership, volunteer Staff is required to have completed 30 volunteer hours in the previous three (3) months.

Terms of Service:

PC members will be seated following the regularly scheduled LSB meeting in February, with the first regular

meeting occurring by the end of March.

A regular term shall be one year with a maximum of three consecutive terms. A member shall not be eligible for further service until one year has elapsed after the termination of the member's third consecutive term. If the member is elected three consecutive times, that member is not eligible to run in the next election following his/her third term but may do so after being out of office for one year.

Officers:

The PC shall elect its own officers (Chair and Secretary) by majority vote or unanimous selection. The positions should be filled as soon as possible as one of the first orders of business for the new PC. Current officers may be reelected in the same office or for a different office for the length of their terms of eligibility.

Procedures for Member Removal:

Any member shall be removed from the position of PC member, and cease to be a member, upon the occurrence of any of the following:

- Said member's death or resignation;
- Failure of a member to attend two consecutive meetings without an excuse;
- Failure to provide delivery of required program evaluations within 60 days of assignment; or
- Upon a fair and reasonable determination, by a 3/4 vote of PC members.

If a member position becomes vacant mid-term, that member shall be replaced for the remainder of his/ her term by the highest ranked candidate from the last election of members for that division of members who was not elected and who is available.

Subcommittees:

Subcommittees shall be created as needed to accomplish work.

Operations:

The Chair and Program Director shall collaborate on set the agenda, in effect acting as co-chairs.

PC meetings are open, save for business conducted in executive session.

Official business meetings require a quorum. A quorum shall consist of a simple majority of members.

The PC shall meet at least monthly and more often if necessary to complete the work of the PC. Minutes from these meetings may be published on the KPFT web site in an acceptable form for public view so as to inform and include the KPFT body.

Each PC member shall sign a confidentiality agreement in order to meet the requirements of maintaining PC membership. The agreement must be signed by each member of the PC prior to the beginning of official PC participation. In the case of new members to the PC who join during a term, the agreement must be signed at the first meeting attended. Any breach of confidentiality can lead to the suspension or expulsion of the member.

The PC will operate as transparently as possible, avoiding the atmosphere of secrecy or exclusiveness. However, because the nature of business discussed by the Program Council will often require utmost confidentiality, personnel issues or tentative program changes that have not been finalized or approved and therefore fall under the confidentiality requirements. PC members cannot make recommendations for the body as individuals. Recommendations are made within the body as a whole.

Conflict of Interest:

To avoid a conflict of interest or the appearance of a conflict of interest, PC member(s) with a “hands on” connection to a program, e.g., production or on-air involvement, shall refrain from voting on an issue involving that specific program. If there is an issue of whether or not to recuse, the PC may, by majority vote exclude the vote of said member to avoid issues of conflict of interest as defined previously.

Communications:

The PC shall give a written report to the LSB at its regular monthly meetings. A report can take the form of posted meeting minutes.

The PC shall receive reports from LSB-created, program-related committees.

The PC shall make available to the public information about its plans and its recommendations.

The PC may use the web site to provide information about scheduled meetings, policies, procedures, plans and recommendations. The PC may publicize its email address and have a box at KPFT to receive questions, complaints and ideas from programmers and listener-members.

The PC will call upon programmers, listener members, the LSB, and the Houston community at large for advice and counsel.

Procedures and Process:

Procedures for various Program Council processes, including schedule changes and evaluations, shall be defined as the Program Council forwards its work.

Amendment of Agreement:

The LSB and Management shall review the PC and its organizational structure annually. The terms of this agreement may be amended at any time by the mutual agreement of the LSB and Management.

Renewal:

Unless renewal of the agreement is mutually agreed on by the LSB and Management, the Program Council shall terminate automatically at the end of its two year agreement.

Termination of this Agreement shall require notification of possible action 90 days prior to the end of the current term and placement on the LSB agenda for discussion and public comment at least 60 days prior to the end of said term. This will allow pending PC issues to conclude leaving no business pending.

Approved by KPFT Management and Local Station Board on February 18, 2009.