

## **RADIO FAIRFAX SHOW PRODUCERS GUILD CHARTER**

Revised November 12, 2015

**PURPOSE:** The purpose of the Radio Fairfax Show Producers Guild (hereafter referred to as the Guild) is to provide the members the opportunity to meet and discuss matters related to Radio Fairfax, and other items deemed appropriate by the Guild. The Guild will also function as an advisory group to the Fairfax Public Access (FPA) Board of Directors, Management, and Full and Part Time Staff (hereafter referred to as FPA staff) on matters affecting the Guild. There is a mutually beneficial relationship between the Guild, FPA Board, and FPA management and staff resulting in positive communication, including the sharing of ideas on how to improve the effectiveness of the stations as a whole. Established and functioning continually since 1992, the Guild is a recognized entity of FPA.

- 1. MEMBERS:** All current on-air volunteer radio show producers and future radio show producers who have submitted a proposal and are awaiting a time slot are automatically members of the Guild. Current radio producers are required to attend the meetings at least twice a year. The Program Director and FPA staff are encouraged to take under consideration attendance at Guild meetings as a component of program placement.
- 2. MEETINGS:** Meetings are convened 4 times a year at the Fairfax Public Access Facility. Meeting dates and times will be determined by the President of the Guild. Members will be notified of meeting dates and times by e-mail or regular mail at least 30 days in advance. Notices will also be posted on the Radio Fairfax bulletin boards. Meetings are designed for the Guild members to discuss topics of mutual interest. FPA management and staff are encouraged to attend the Guild meetings. The Program Director is especially encouraged to attend all regular meetings of the Guild, and report to the Guild on matters germane to the Guild. Special meetings may be called at any time by the President of the Guild. The purpose(s) of the special meetings will be stated in the meeting notice. The President of the Guild may declare any meeting of the Guild to be in closed session either before or during the meeting, and exclude FPA management and staff, including those who may be members of the Guild.
- 3. VOTING:** Twenty per cent (20%) of the Guild members who are currently producing radio shows will constitute a quorum. Members attending via the phone-in line, or via computer, are considered to be part of the quorum. During any vote, these members may vote using email to send their vote to the Program Director. The President and/or Vice President/Secretary must be part of the quorum. Each Guild member shall be entitled to one vote on any matter submitted to a vote of the Guild by the President. All Guild member action will be determined by vote of a majority of the votes cast at a meeting when there is a quorum. Current Guild officers may also vote.

4. **OFFICERS AND DUTIES:** The officers of the Guild will consist of a President and a Secretary/Vice President (combined into one position).

a. **PRESIDENT:** In addition to the items listed elsewhere in this document, the duties to be performed by the President of Guild will consist of (but not limited to):

(1.) representing the Guild, or appointing a representative to represent the Guild, (2.) providing information to the Guild membership, (3.) establishing meeting agendas and priorities, (4.) establishing format, structure, dates and duration for all Guild meetings, and (5.) acting as the mediator between the Guild members and FPA management and staff on all matters deemed appropriate by the Guild.

b. **SECRETARY / VICE-PRESIDENT:** Will be responsible for writing, distributing and archiving the minutes of all Guild meetings, and additional duties, as appropriate. In the absence of the President, The Secretary will assume the dual role of Vice President, and will perform the duties of the President during Guild meetings established by the President.

6. **TERM OF OFFICE AND ELECTION OF OFFICERS:** The term of office will be for one year, commencing at the first meeting in January and continuing until the first meeting in the following January. FPA management and staff may not be officers of the Guild. Absentee ballots will not be permitted. All Guild members in attendance at the first meeting in January will be provided the opportunity to vote for officers by secret ballot. A quorum must be met in order for the election to commence. Should attendance be insufficient to meet the quorum or the January meeting postponed or canceled, the current officers will remain in office until the next Guild meeting when a quorum is realized. Any member of the Guild may run for office, except for a Guild member who is also a member of FPA management or staff. Voting shall be conducted by secret ballot (see APPENDIX A) among Guild members eligible to vote who attend the meeting in person. Members attending via telephone or computer may vote during the meeting using email to send their vote to the Program Director. Write-in candidates will be permitted during the election meeting. The election of President will be realized by the greatest number of votes for that office. The election of Secretary / Vice President will be realized by the greatest number of votes for that specific office.

7. **RESIGNATION AND VACANCIES OF GUILD OFFICERS:** Any officer of the Guild may resign at any time. Should the President of the Guild resign, the Secretary / Vice President shall assume the office of President until the regular January election, or the Secretary / Vice President may call a special election to fill the remainder of the President's term. Should the Secretary/Vice President resign this position may be filled through appointment by the President of the Guild, or a special election may be called by the President.

8. **AMENDMENT OF CHARTER:** This charter may only be altered or amended by a quorum of the members during a regularly scheduled or a special meeting called by the President of the Guild. The new charter with alterations or amendments identified will be provided in writing to all of those Guild members present at the meeting.

## APPENDIX A

VOTING BY BALLOT. Voting by ballot (slips of paper on which the voter may mark his vote) is used when secrecy of the member's vote is desired. The Guild Charter may prescribe that the vote be by ballot in certain cases, as in the election of officers. Any vote related to charges or proposed charges before or after a trial of a member or any officer should always be by ballot. In cases in which there is no requirement that the vote be by ballot, a ballot vote can be ordered by a majority vote—which may be desirable whenever it is believed that members may thereby be more likely to vote their sincere sentiments.

When the Guild Charter requires a vote to be taken by ballot, this requirement cannot be suspended, even by a unanimous vote. However, a vote ordering a ballot vote on a particular question can, however, be reconsidered as long as the balloting has not yet begun.

When a vote is to be taken, or has been taken, by ballot, whether or not the Guild Charter requires that form of voting, no motion is in order that would force the disclosure of a member's vote or views on the matter. Any motion to make unanimous a ballot vote that was not unanimous is thus out of order, unless that motion is voted on by ballot—since any member who openly votes again declaring the first vote unanimous will thereby reveal that he did not vote for the prevailing choice.

Whenever a vote is to be taken by ballot, it is out of order to move that one person—the secretary, for example—cast the ballot of the assembly.

[Adopted from *Robert's Rules of Order: Newly Revised 11<sup>th</sup> Edition*, Section 45]