KBOO Radio Policy	**Program Advisory**	Date: 9/26/2022
POLICY # III.A (formerly #6)	**Committee Responsibilities**	Approved by: KBOO Board of Directors

PROGRAM ADVISORY COMMITTEE (PAC) RESPONSIBILITIES

Programming Task Breakdown

A. The Program Director, the Public Affairs Director, and/or the News Director (called Program Staff for the rest of this document) can take these actions:
   1. develop new programming
   2. fill attrition slots: in cases of no format change, no consultation with the Program Advisory Committee (PAC) is required
   3. fill attrition slots:
      a. in case of no format change, no consultation with PAC is required
      b. if there is a format change, Program Staff should seek advice and recommendations from the PAC
   4. change existing programming, after seeking advice and recommendations of the PAC
   5. develop overall standards for broadcast and podcast
   6. shape yearly goals for programming
   7. revise programmer rights and responsibilities document as needed
   8. discipline programmers for not fulfilling responsibilities defined in the On-Air Contract
   9. any other items listed in the current job descriptions.

B. The Program Staff works through the PAC to:
   1. provide active leadership of the PAC
   2. shape yearly goals for PAC
   3. ascertain community needs in a pro-active and mission-driven way on a regular basis
   4. evaluate broadcast and podcast programming quality on a regular basis
   5. report all programming changes to the PAC
   6. create and delegate tasks to Workgroups

C. PAC is responsible for:
   1. assisting Program Staff in shaping all policy items listed in Section B above
   2. working with the Program Staff to solicit input from community
   3. working with the Program Staff to meet yearly PAC goals
   4. making recommendations for Community Advisory Board members
   5. managing Workgroups to assist Program Staff in all areas

D. Committee makeup:
1. Committee is self appointed (any KBOO Foundation member who attends three meetings in a row and who agrees to fulfill responsibilities can become a voting member).
2. The Program Staff, as well as at least one (1) and no more than two (2) members of the board, shall all be voting members of the committee.
3. The committee is open to new membership any time.
4. Any member who manifests three unexcused absences (at PAC meetings) in a row, or consistently does not fulfill PAC responsibilities, shall be removed as a voting member, per KBOO Bylaws Article VIII, Section 5.
5. Members appointed by the board under Section D. 2. above will be re-appointed by the board annually.

E. Workgroups:
1. Workgroup members are not required to attend PAC.
2. Workgroup members must be active KBOO volunteers.
3. Workgroups will be led by PAC members appointed by Program Staff.
4. The scope of each Workgroup will be determined by Program Staff.

F. Process for PAC providing input. Decisions that require input from PAC, such as major programming changes and other items defined in this policy, will follow this procedure:
1. Program Staff presents the proposed changes by means of electronic communication, at a workgroup, or official PAC meeting.
2. PAC is given a reasonable amount of time to provide their input (ideally 2 weeks)
3. after reviewing the feedback provided by the PAC, Program Staff may proceed with decision making
4. Per B5, Program Staff will report the final decision at the next official PAC meeting

G. Appeals: Any programming decision may be appealed to the PAC by the affected programmer.
1. The affected programmer fills out an Appeals application no later than 30 days after the programming decision was made.
2. The PAC chair (or their designee, if the chair made the decision under appeal) will present the appeal to the PAC within 5 business days of receipt.
3. PAC will review the appeal and initiate an investigation.
4. The investigation will entail:
   a. Dialog with the Programming Staff for the reasoning behind the programming decision
   b. Dialog with the affected programmer if more information is required

      c. If the reasoning for the programming decision involves programming content, an evaluation of the program will take place

      d. Documentation of all information received

5. PAC will call a special meeting, no later than 30 days from receipt of the appeal, to present the investigation report and vote on overturning the programming decision in question.

      a. Program Staff involved in making the decision under appeal shall not have a vote.

6. The majority vote is final.

Approved by the Board 5/14/84, as amended 10/85, 1/23/07, 5/23/16, 2/28/2022, 9/26/2022