

## GENERAL MEETING BYLAWS

### ARTICLE I. PURPOSE

1.1. The purpose of the General Meeting is to provide a forum where all aspects of radio broadcasting at KUNM will be presented for discussion. The General Meeting provides an opportunity for all individuals who have an interest or involvement in KUNM to have direct input into the decision making and policy making process at KUNM. The General Meeting has an additional purpose of providing a means for volunteers to voice their concerns and opinions to the KUNM Radio Board through the Volunteer Representative.

### ARTICLE II. MEETINGS

2.1. Procedure. The General Meeting will be conducted by Robert's Rules of Order except on points that are in conflict with these bylaws.

2.2. Frequency. The General Meeting will be held at least once a month for 11 months of the year. In allowance for the holidays, the November and December meetings can be consolidated into one meeting.

2.3. Scheduling. Any change in the time and place of the forthcoming regular meeting is fixed by vote during the previous meeting. Otherwise, the established pattern for day, time, and place shall be followed.

2.4. Announcements. The meeting will be announced in the KUNM newsletter, in the KUNM program guide, on air by scheduled cart or live announcements, and by bulletin board posting. When one or more of these methods are not available, a special mailing, phone networking, or leafletting station mailboxes may be employed. If phone networking is employed, there must be at least one attempt to reach each volunteer on the current KUNM volunteer phone list. Mailed announcements shall be posted at least ten days before a meeting. Other methods should begin preferably a full seven days but not less than five days before a meeting.

2.5. Reporting. The results of the General Meeting, including attendance, all motions, and vote counts, shall be submitted for the record in the KUNM newsletter. Attendance, motions which passed except for procedural motions, and the corresponding vote counts shall be published in the KUNM program guide. A written or oral report shall be submitted to the KUNM Radio Board, and a report of the previous Radio Board meeting shall be given to the General Meeting by the Volunteer Representative.

2.6. Special Meetings. A special meeting may be called by the Chair or by the Volunteer Representative. Notice shall be given as stated in Article 2.4. unless this is not possible due to emergency. Notice of an emergency meeting requires at least one attempt by the Volunteer Coordinator or his or her designee(s) to reach each volunteer on the current KUNM volunteer phone list. Notice will be given to the General Manager, who, in turn, will be responsible for notifying paid staff. A bulletin board notice shall be immediately posted. Quorum rules apply as stated in Article 3.1.

2.7. Meeting duration and topic duration. The meeting will begin promptly at the scheduled time and will last for two hours. The length of each item on the agenda will be announced by the Chair at the beginning of each meeting. The timetable shall be followed as closely as possible, but the Chair may grant requests for extensions of time on an agenda item at his or her discretion.

2.8. Agenda. The agenda for each upcoming General Meeting will be posted at the station not less than one full week before the meeting. Carryover items and items mandated by the Radio Board shall precede new items. An individual may add items to the agenda up to 24 hours before the meeting. In the meeting, the order of topics shall ordinarily be as originally listed on the agenda. Members may make a nonbinding request to the Chair to alter the order. The final determination of the order is made by the Chair.

### ARTICLE III. VOTING

3.1. Quorum. For purposes of voting, the presence of five percent of the volunteers listed on the current volunteer list and a minimum of one of the full-time paid staff will constitute a quorum. The volunteer list will be kept current as required in the KUNM Policies and Procedures. A quorum once attained continues until adjournment despite voluntary withdrawal of enough members to leave less than the five percent initial requirements.

3.2. Voting privileges shall be one vote for each individual member, however the Chair only votes in the case of a tie. Proxy voting and absentee voting is not allowed.

3.3. Except as noted in Article 3.2. and 3.5., motions pass by a simple majority.

3.4. Elected officers are seated by attaining the highest vote count in the field of candidates.

3.5. Vote count of volunteers. Immediately following a vote, a second vote count consisting of only volunteers may be called by the Volunteer Representative. This vote is informational only and is not reported in the KUNM program guide.

3.6. Rescinding votes. A motion which rescinds or negates the intent of a motion previously passed at a General Meeting shall require a two-thirds majority vote to pass.

#### ARTICLE IV. STRUCTURE

4.1. Membership. Any person interested in KUNM becomes a member of the General Meeting by the act of attending the meeting. Excepting officers, only those in attendance are members of any given General Meeting.

4.2. Officers. Members of the General Meeting shall elect a Chair, a Volunteer Representative, and a Secretary. An individual may be elected to serve in more than one office. Terms for Chair and Secretary are one year. The Volunteer Representative is elected to a two-year term.

4.3. Recall. An officer may be removed by a two-thirds majority vote by members.

4.4. Absence of Chair. A temporary Chair will be selected by majority vote at the beginning of a meeting where the elected Chair is absent.

4.5. Absence of Secretary. A temporary Secretary will be selected by majority vote at the beginning of a meeting where the elected Secretary is absent.

## ARTICLE V. OFFICERS, DUTIES AND RESPONSIBILITIES

5.1. Chair. The Chair is responsible for convening and facilitating each General Meeting.

5.2. Volunteer Representative. Volunteer ideas, proposals, and concerns are brought to the KUNM Radio Board by the Volunteer Representative. In addition, the Volunteer Representative works in the interest of volunteer staff with the General Manager and paid staff.

5.2. Secretary. The Secretary shall keep the minutes of the General Meeting, and shall give notice of all meetings as directed.

## ARTICLE VI. AMENDMENTS

6.1. These Bylaws may be amended by a vote of two-thirds of the members provided that such amendment has been submitted in writing at the previous regular meeting. Notice of the proposed amendment together with notice of the meeting at which it will be considered shall be given in the KUNM newsletter.

(BOLD type indicates sections already adopted by vote at the April 1994 General Meeting.)