

MUSLIM BROADCASTING CORPORATION



THE VOICE OF the CAPE RADIO STATION

# COMMUNITY FORUM

INAUGURAL

# OPERATIONAL GUIDELINES

(prepared by Community Forum Election Committee)

2020

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**1. CREATION AND MEMBERSHIP**

1.1. The Boards of Trust and Management of the Muslim Broadcasting Corporation and, in particular, of the Voice of the Cape Radio Station in their endeavour to give effect to Clauses 9.3 and 9.4 of the MBC – VOC Trust Deed *viz.*

- (a) ensure the participation of the community in the development of programmes
- (b) to facilitate access of the community to such programmes shall take practical and material steps to establish a Community Forum.

1.2. The COMMUNITY FORUM, herein hereafter referred to as the CF, is a group of 34 (thirty- four) democratically elected individuals who shall be :

South African citizens as well as those in South Africa who are officially documented;  
practicing Sunni Muslims;  
of good repute, character, and be beyond reproach; and  
community orientated;

and shall represent the magisterial district in which he / she is resident and is elected. Each magisterial district shall be represented by the number of duly elected persons indicated below :

- (a) Cape Town Central Magisterial District - 5 [Main Seat & Sub Districts]
- (b) Cape Town South Magisterial District - 6 [Main Seat & Sub Districts]
- (c) Cape Winelands Magisterial District – 5 [Main Seat & Sub Districts]
- (d) Central Karoo Magisterial District – 3 [Main Seat & Sub Districts]
- (e) Eden Magisterial District – 6 [Main Seat & Sub Districts]
- (f) Overberg Magisterial District – 4 [Main Seat & Sub Districts]
- (g) West Coast Magisterial District – 5 [Main Seat & Sub Districts]

1.3. It is recommended that effort should be made, within the magisterial district, to ensure that all sub-districts have representation.

1.4. Initiatives should be undertaken, within the magisterial district, to ensure that inclusivity is promoted.

## **2. PRINCIPLES**

The CF, in conformity with the Qur'an and Sunnah, and the Constitution of the Republic of South Africa 1996 – Chapter 2 : Bill of Rights, shall affirm and uphold the democratic values of, but not limited to, *inter alia*, :

- 2.1. Equality
- 2.2. Human Dignity
- 2.3. Right to Life
- 2.4. Freedom and Security of the person
- 2.5. Slavery, servitude and forced labour
- 2.6. Children rights
- 2.7. Arrested detained and accused persons

### **3. CORE ROLES and FUNCTIONS**

- 3.1. To facilitate communication between the community and the radio station
- 3.2. To give grassroots input through the structures of the radio station by identifying broadcasting concerns and suggestions especially related to local, national and global events, programmes and agendas
- 3.3. To enable the community, Muslims in particular, to drive the agenda of the radio station through monitoring its programming.
- 3.4. To actively participate, in conformity with, and subject to MBC and VOC criteria, in the allocation of programming slots on the radio station for specific religious events and other events of interest *eg. Jumuah, thikrs, sport, cultural, etc.*
- 3.5. To promote economic empowerment and job creation *eg. identifying potential interns for various skills and opportunities related to the radio station, in particular, and media work, in general.*
- 3.6. To actively participate in initiatives to ensure the financial sustainability of the radio station.
- 3.7. To have representation on specific structures of the radio station.
- 3.8. To build the capacity of the CF to execute its mandate, the Board of Management undertakes to provide adequate training for the CF and its EXCO in the form of workshops, seminars, training, *etc.*

#### **4. COMPOSITION and ELECTION PROCESS**

- 4.1. Each magisterial district shall be represented by the number of duly elected persons indicated in item 1.2. above.
- 4.2. The election process shall be initiated by the Community Forum Election Committee (CFEC) which would be formulated and composed by the Board of Management of the radio station. The CFEC shall have an independent chairperson.
- 4.3. The Community Forum shall have a four year term of office.
- 4.4. The CF shall have an Executive Committee of 7 (seven) persons, one from each magisterial district. Each would be elected by the magisterial district CF representatives, through due process, from amongst themselves, not later than 30 days after the completion of the election of all magisterial district representatives. Magisterial districts may annually rotate their Executive Committee member to ensure that growth and development is promoted. The Executive Committee shall have at least the following office bearers : chairperson, vice-chairperson, administrator, assistant administrator, finance officer.
- 4.5. The CF may have sub-committees *eg.* to address specific community needs.
- 4.6. In the event of the above process being compromised, *e.g.* no nominations being received, *etc.*, then the Board of Management reserves the right to relax the CF Operational Guidelines: Composition and Election Process to ensure that the Community Forum continues to fulfill its mandate.

#### **5. MEETINGS**

- 5.1. CF EXCO meetings shall be held monthly.
- 5.2. CF meetings shall be held at least once per quarter. The EXCO shall present a written quarterly report to the Board of Management.
- 5.3. Magisterial District representatives shall have a report back community meeting, open to

the general public within their magisterial districts, at least bi-annually. Care should be taken that all Sub Districts are equally and fairly included in all deliberations and events.

5.4. Both the CF EXCO and CF may hold special meetings as the need arises.

## **6. RECORDS, REPORTS AND REPORTING**

6.1. The CF EXCO shall ensure that it keeps records of all its deliberations (*eg.* minutes of meetings) including financial records.

6.2. Such records as mentioned in 6.1. above, shall be housed at the premises of the radio station.

6.3. The CF EXCO shall ensure that it submits a quarterly report of its activities to the Board of Management. This report shall include a section on 'Managing the Budget'.

6.4. All records remain the property of the Muslim Broadcasting Corporation.

## **7. CESSATION, RESIGNATION and CO-OPTION of MEMBERS**

7.1. A person ceases his / her membership of the CF if he / she fails to attend three consecutive official meetings of the CF without an apology recorded with either the Administrator or Assistant Administrator.

7.2. In the event of a member resigning his or her membership of the CF then the balance of the membership of the magisterial district which the said member represented may co-opt, notwithstanding clause 1.2. above, a person who satisfies the criteria for CF membership.

7.3. The Executive of the Community Forum, as well as the CF as a whole, including any official sub-structures or official sub-committees may co-opt additional persons to assist it in fulfilling its role and attaining its objectives.

7.4. Should a member or members of the CF bring the CF, or the management of the radio station or the radio station itself into disrepute, then either the CF EXCO or the Board of

Management may censure, in conformity with accepted MBC human resources processes and procedures, such an individual or individuals.

7.5. In the event of a motion of “no confidence” being carried for any of the CF EXCO positions *viz.* Chairperson, Deputy Chairperson, Administrator, Assistant Administrator or Finance Officer, then a report of these proceedings needs to be submitted by the CF EXCO to the Board of Management for their further action.

7.6. In the event of the CF or its EXCO becoming dysfunctional and / or dormant, the Board of Management reserves the right to either dissolve it and / or take over its management and mandate.

## **8. AMENDMENTS**

8.1. Any amendments, deletions, alterations or additions to this document *viz.* Operational Guidelines, may only be effected at the end of the term of office of the current Community Forum.

8.2. Such amendments may only be effected by the Board of Management.

8.3. Notwithstanding clauses 8.1 and 8.2. above, the Board of Management may, in exceptional circumstances, effect any amendments, deletions, alterations or additions to this document, Community Forum : Operational Guidelines, to ensure the continued existence and viability of the Community Forum.

## **9. DISSOLUTION**

Upon dissolution, all assets and records of the Community Forum, its Executive Committee as well as all its sub-structures and sub-committees, shall revert to the Board of Management of the Muslim Broadcasting Corporation.



*Duly ratified and accepted by the Board of Trust of the Muslim Broadcasting Corporation on this Saturday the eleventh day of January 2020 at the offices of the Voice of the Cape Radio Station.*

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SECRETARY

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CHAIRPERSON

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DATE

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DATE