

Apfen 2/20/87

BYLAWS

VENTURA COUNTY COMMISSION FOR WOMEN

ARTICLE I

NAME

Section 1. The name of the Commission established by the Ventura County Board of Supervisors on July 14, 1981, shall be the Ventura County Commission for Women

ARTICLE II

PURPOSE

Section 1. The purposes of this Commission for Women, which serves the Board of Supervisors in an advisory capacity, are stated as, but not limited to, the following:

Clause A. Review, analyze and make recommendations to the Board of Supervisors on issues relating to women.

Clause B. Provide a coordinating function with respect to the many community groups working to improve the quality of life for women.

Clause C. Study any conditions demonstrating discrimination due to sex or marital or parental status.

Clause D. Perform work assigned by the Board of Supervisors.

ARTICLE III

MEMBERSHIP

Section 1. The Commission for Women shall be composed of three Commissioners appointed by each of the five Supervisors for a total of fifteen members. Each Commissioner shall serve at the discretion of the appointing Supervisor.

Section 2. Members must be reasonably free to attend the regular meetings and to serve on committees requiring additional time.

Section 3. [Removal]

Clause A. Three unexcused absences from regular monthly meetings within a 12-month period shall constitute grounds for consideration of removal from the Commission. The Chair or Co-Chairs shall make the determination whether an absence is excused or unexcused.

Clause B. The ~~process~~ [procedure] for removal is as follows:

1. When the Chair has determined that there have been three unexcused absences, [or a serious breach of responsibility,] a letter will be sent to the Commissioner being considered for removal giving notice of this consideration.
2. The matter shall be placed on the agenda of the next monthly meeting. At that time, the member in question may appeal, or the Chair will proceed with recommendation for removal.
3. Should at least three/fourths of those currently appointed to the Commission approve, a letter will be sent notifying the appointing supervisor of the Commission's desire that a new appointment be made.
4. Other grounds for removal: In the event of a serious breach of responsibility by a Commissioner, the Executive Board may decide to follow the procedure described in ~~Section 3~~ of this Article.

Section 4. The Commissioners shall, to the extent possible, be reflective of the diversity of life styles in Ventura County and committed to the goal of equal opportunities for women.

#### ARTICLE IV

##### OFFICERS AND RESPONSIBILITIES

Section 1. Officers. The officers of the Commission for Women shall consist of a Chair or Co-Chairs, a Vice-Chair in the absence of Co-Chairs, an Executive Secretary, and a Finance Officer.

Section 2. Responsibilities.

Clause A. The Chair or Co-Chairs of the Commission for Women shall:

1. Preside over all meetings of the Commission for Women.

2. Serve as director(s) over the day-to-day affairs of the organization.
3. Appoint ~~and~~/~~and~~ [special committees,] standing committees, [and task forces] as may be necessary from time to time.
4. Call regular and special meetings.
5. Serve as chief spokesperson(s) for the Commission for Women, or designate another Commission member to do so.
6. Recommend such measures to the Commission for Women as she/he deems necessary for the welfare of the Commission.
7. Prepare an agenda for meetings, in consultation with Co-Chair or Vice-Chair. Distribute the agenda no less than 72 hours in advance of the meeting.
8. Present oral reports to the Commission for Women concerning meetings or other functions attended as a representative of the Commission for Women.
9. Take all steps necessary for the disbursement or receipt of funds by Public Social Services Agency (PSSA) staff, or any steps necessary to modify the budget, in the absence of the Finance Officer.
10. Hold responsible, with the assistance of the Co-Chair or Vice-Chair, all subordinate committees and councils for the efficient conduct of the Commission.
11. Serve as ex officio member(s) of all special committees, standing committees and task forces.

Clause B. Vice-Chair. The Vice Chair will perform all duties assigned by the Chair. [In the absence of the Chair, the Vice-Chair shall exercise the responsibilities of the Chair.] ~~when/absent~~.

Clause C. Executive Secretary. The Executive Secretary shall:

1. Assist the other officers with necessary reports, transcripts, memos and letters required to carry on Commission business.

1.2 Assist the other officers with necessary reports, transcripts, memos and letters required to carry on Commission business.

2. Assist the other officers with necessary reports, transcripts, memos and letters required to carry on Commission business.

2.4 Receive and respond to Commission correspondence when designated to do so.

3. Serve as an ex officio member of the Communications Committee.

4. Present a monthly correspondence report at the monthly commission meeting.

5.7 In the absence of the Chair, Co-Chairs, or Vice-Chair, the Executive Secretary shall exercise the responsibilities of the Chair.

Clause D. Finance Officer. The Finance Officer of the Commission shall:

1. Present a financial report at the monthly meeting.

2. Make financial recommendations to the Commission.

- 3.4 [Work with Commission staff to] organize and present to the Commission a tentative budget for the forthcoming fiscal year, as required by the schedule set forth by the Board of Supervisors.
- 4.3 Bring budget account transfers to the attention of the Commission for approval.
- 5.6 Serve as an ex officio member of the Resources Development Committee.

Section 3. Qualifications and Terms of Office. All Commission officers shall be the appointed members of the Commission for Women, and shall have at least one year remaining in the term of their appointment when nominated for election. Each officer shall serve for a one-year term, but no more than two consecutive terms.

Section 4. Executive Committee. The Executive Committee shall be composed of the officers of the Commission. The Committee is to be called at the discretion of the Co-Chairs when there is reason to do business between meetings. The Executive Committee shall report all of its actions and decisions to the Commission at the next regular Commission meeting. A meeting of the Executive Committee shall be held only after adequate notice (at least 24 hours) of all officers. A quorum of the Executive Committee shall be a minimum of three officers.

Section 5. Nominations. A Nominating Committee of not less than four members, appointed by the Chair, shall submit a slate for the forthcoming year. Membership of this Committee shall be announced at the ~~July~~ [June] meeting of the Commission. Nominations for officers shall be submitted at the ~~August~~ [July] meeting. Additional nominations may be made at the ~~August~~ [July] meeting by any Commission member.

Section 6. Elections. At the ~~September~~ [August] meeting of the Commission, election of officers shall take place. A simple majority vote of Commission members shall be necessary for election. Newly elected officers shall take office at ~~this~~ [the September] meeting.

Section 7. Vacancy of Office. If for some reason an office becomes vacant, the Commission may nominate and second candidates for the office in question and then elect a person for the office through a simple majority vote.

Section 8. Removal of Officers. A Commission officer may be removed from office by a two-thirds vote of those currently appointed to the Commission ~~this means a majority of the members~~. This extreme measure would only be used after all other measures to correct a situation have failed.

## ARTICLE V

DUTIES AND RESPONSIBILITIES OF STANDING COMMITTEES / [ TASK FORCES ]

Section 1. There may be standing committees [and task forces] of the Commission which may include, but are not limited to, the following:

### Standing Committees/Task Forces

Y// /CHIZA/ CHATE/ PTEOJEC

211/1980/1977/1978/1980

311/Resposta/Deve ser

411/1487\$YATIY\$/ANAY\$7\$

3.1.1. *Awaxa/and/Instaxaxaxi*

1. Communications
2. Domestic Violence Services Monitoring
3. Legislative Analysis
4. Salute to Women Awards
5. Women's History Project
6. Divorced Women/Female Heads of Household
7. Education
8. Employer Assisted Child Care
9. Housing
10. Resources Development Committee

Section 2. The standing committees [and task forces may] ~~shall~~ report to the Commission at its monthly meetings. ~~and~~ [They] shall submit written reports at the end of the fiscal year for the Commission's annual report to the Board of Supervisors.

Section 3. All standing committees [and task forces] shall:

1. Have a Commissioner chairperson who will be responsible for administering the affairs of his or her committee [or task force.]
2. Develop a written description of the purpose and function of the committee [or task force] on an annual basis.
3. ~~Refer~~ [Refer] all standing committee [and task force] recommendations to the Commission through its chairperson for final consideration by the Commission for Women.
4. ~~Be open to public membership (non-voting) on a volunteer basis.~~

## ARTICLE VI

### ORGANIZATIONAL

Section 1 Meetings. The Commission shall determine the date, time and place of its regular monthly meetings.

Clause A. Require one (1) more than half of its membership to establish a quorum.

Clause B. Reach all decisions by a majority vote of those in attendance, unless otherwise specified.

Clause C. Special meetings ~~shall~~ [shall] be called by the Executive Committee when ~~it~~ ~~is~~ ~~deemed~~ necessary to do so. A special meeting ~~shall~~ [shall] be held only after adequate notice (at least 48 hours) to all Commissioners.

[Clause D. Closed sessions of the Commission may be called by the Executive Committee as needed. Such sessions are closed to the public and must conform to the Brown Act requirements.]

Section 2. Parliamentary Authority. Proceedings of the Commission shall be guided, but not necessarily governed, by Robert's Rules of Order, Newly Revised.

Section 3. [Minutes]. Commission provides Minutes of monthly meetings to the Board of Supervisors, Chief Administrative Office, Public Social Services Agency, cities, women's organizations, public libraries, the press, and other interested groups.

Section 4. [Newsletter]. Commission publishes a ~~bi-monthly~~ newsletter for distribution countywide.

Section 5. [Annual Report]. Commission prepares an Annual Report to the Board of Supervisors, detailing program accomplishments and accounting of funds.

## ARTICLE VII

### BYLAWS

Section 1. Amendments. Amendments to the Bylaws may be proposed by any member of the Commission. All such proposed amendments shall be sent in writing to each Commissioner in advance of a regularly scheduled meeting, to be discussed at that meeting, and be voted on at the next regularly scheduled meeting. A two-thirds vote of members present at that called and noticed meeting ~~is~~ [shall be] required to adopt an amendment to the Bylaws.

Section 2. Ratification. These Bylaws shall be given immediate force and effect by a two-thirds vote of the Commission members present at a regular meeting, after they have received the approval of the Board of Supervisors.

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Commission for Women staff  
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Revised 2/5/87

Note: The original Bylaws of the Commission for Women were amended January 21, 1984 to include Section 2 and 3 of Article III.

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