
Ventura County Commission for Women

BYLAWS

Article 1 Name

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, herein after referred to as the "Commission."

Article 2 Mission Statement

The Ventura County Commission for Women encourages, supports and facilitates the empowerment and education of Ventura County Women.

Article 3 Purpose

The Commission shall serve in an advisory capacity to the Board of Supervisors as follows:

- A. Make recommendations to the Board of Supervisors on issues impacting and/or relating to women and families.
- B. Coordinate efforts with federal, state, and local community groups to improve the quality of life for women and families.
- C. Conduct additional studies or tasks assigned or approved by the Board of Supervisors.

Article 4 Membership

Section 4.1 Appointment

- A. Each Supervisor shall appoint three (3) Commissioners preferably from within the Supervisorial District.

- B. The Commission shall be comprised of a total of fifteen (15) members.
- C. Each Commissioner shall serve at the pleasure of the appointing Supervisor.

Section 4.2 Attendance

- A. Commissioners must be willing to attend regular meetings and serve on committees of, or on behalf of, the Commission.
- B. Notice of absence must be given to the Chair at least 24 hours prior to the meeting.

Section 4.3 Recommendation for Removal

- A. Recommendation for removal may be made when the bylaws have been knowingly violated or as a result of three (3) absences from regular monthly meetings during each year, beginning on July 1.
- B. Recommendation for removal must be approved by a majority vote of the Commissioners in attendance at the meeting during which the removal is recommended.
- C. Upon Commission approval, a written recommendation will be submitted to the appointing Supervisor, with a copy to the Commissioner recommended for removal.
- D. Vacancies on the Commission shall be filled in a timely manner by the Supervisor of the district in which the vacancy occurred.

Article 5 **Officers**

Section 5.1 Executive Committee

- A. The Executive Committee shall be composed of five (5)-members, preferably one representative from each Supervisorial District.
- B. The three (3) Commissioners from each Supervisorial District shall meet in June, prior to the annual July meeting, to select their representative to the Executive Committee. If there is no one able to serve as the representative, a commissioner from another district may be chosen to serve on the Executive Committee.
- C. The Executive Committee shall consist of a chairperson, a vice-chairperson, a treasurer, a recording secretary and a corresponding secretary.

- D. All officers shall be elected from among the Executive Committee members by a majority vote of all Commissioners present at the July meeting and shall serve a term of one year.
- E. Should the Chair be unable to fulfill her term, for any reason, the position will be filled by the Vice Chair for the remainder of the term of office. Should any other vacancies occur on the Executive Committee, one of the remaining Commissioners from the district in which the vacancy occurred can be nominated to fulfill the term of office. The position must be confirmed by a majority vote of Commissioners present at the meeting in which the nomination was made.

Section 5.2 Responsibilities of the Chair

- A. Shall preside over all Commission meetings and provide direction in the management of the day-to-day operations of the Commission.
- B. May call special meetings in accordance with the Brown Act and the Open Meeting Laws of the State.
- C. Shall serve as the spokesperson for the Commission or designate another member of the Commission to act as spokesperson.
- D. Shall serve as an ex-officio member of all subordinate committees of the Commission.
- E. The Chair shall be responsible for preparing the agendas for Commission meetings, which shall be distributed in accordance with requirements of the Brown Act.

Section 5.3 Responsibilities of the Vice Chair

- A. Shall assume the duties of the Chair in that person's absence or when called upon to do so.
- B. Shall serve as parliamentarian at Commission meetings.

Section 5.4 Responsibilities of the Treasurer

- A. Shall administer the Commission's checking account, requiring two signatures, one of which shall be the Treasurer's signature; the other being the Chairperson or another member of the Executive Committee, designated by the Chair. All expenditures must be authorized by a two-thirds (2/3) vote of the Commissioners present at the meeting at which the expenditure is discussed.
- B. Shall present a finance report for each regularly scheduled Commission meeting.

- C. Shall monitor the financial transactions of the Commission.
- D. Shall process all authorized expenditures.
- E. Shall chair ad hoc Finance Committee on an as-needed basis.

Section 5.5 Responsibilities of the Recording Secretary

- A. Shall record, retain and distribute minutes of all regular Commission Meetings.
- B. Shall distribute Commission meetings notification, including cancellation or postponement as directed by the chair, and agendas in accordance with the Brown Act and Open Meeting Laws.
- C. Serve as the custodian of records and documents, including minutes, bylaws, standing rules, committee reports and other information the Commission shall deem appropriate.
- D. Shall submit bank statements to the Treasurer for reconciliation and filing.

Section 5.6 Responsibilities of the Corresponding Secretary

- A. Conduct all correspondence of the Commission at the direction of the Chair, Executive Committee and Commissioners.
- B. Serve as custodian of all correspondence directed to and from the Commission.

Article 6 **Organization and Meetings**

Section 6.1 Standing and *Ad Hoc* Committees

- A. The Commission shall appoint Standing and *Ad Hoc* committees as necessary to achieve the goals and objectives established by the Commission.
- B. Establishment of Standing or *Ad Hoc* committees shall require a majority vote of the members present at the meeting during which the committee is discussed.
- C. Committees must have at least two (2) Commission members actively participating in order to remain active.
- D. Standing Committees are defined as those committees charged with ongoing responsibilities.

- E. *Ad Hoc* committees are established to coordinate a specific project to completion.
- F. Membership on all committees shall be voluntary.
- G. Standing and *Ad Hoc* committees may include members other than Commissioners.
- H. The Chair of each committee shall be a Commissioner.
- I. The Committee Chair will be responsible for reporting and/or maintaining and distributing the activity report/minutes of committee meetings to the Commission.

Section 6.2 Meeting

- A. The Commission shall meet on a regular basis. For rescheduled or cancelled meetings, the Commission shall give the public ample notice, in accordance with the Brown Act.
- B. All meetings shall be conducted in accordance the Brown Act. This includes study sessions and other informal conferences, but will not normally apply to social gatherings.
- C. A quorum shall be a majority of the appointed Commissioners. Official meetings take place whenever a quorum is present. If it is determined that a quorum will not be present at a regular meeting, the Chair shall have the ability to cancel the meeting. This includes study sessions and other informal conferences but will not normally apply to a social gathering.
- D. The annual meeting of the Commission will be held in July, at which time the officers shall be elected.
- E. Items may be placed on the Agenda by Commissioners no later than ten (10) days prior to the next regularly scheduled meeting. Items received after that date will be placed on the next regular meeting Agenda. Every Agenda may include the following:
 - 1. Call to order
 - 2. Roll Call
 - 3. Adoption of the Agenda
 - 4. Public Comment
 - 5. Consent Calendar (Routine matters; no discussion necessary)
 - 6. Order of Business (Committee Reports, Policy Items, etc.)
 - 7. Action Items
 - 8. Informational Items (Information only; no action required)
 - 9. Commissioner Discussion

10. Proposed Agenda Items

11. Adjournment

Section 6.3 Conflicts of Interest

- A. No Commissioner shall make, participate in making, or in any way attempt to use an official position to influence the decision of the Commission in which the Commissioner has a financial interest.
- B. Conflict of Interest does not generally exist when the Commissioner's financial interest is affected no more than the financial interest of other members of the public.
- C. Any Commissioner who has a doubt as to whether or not there is a financial interest in any decision before the Commission should contact the County counsel for an opinion prior to the time required to make a decision.

Section 6.4 Bylaws

- A. Amendments must be submitted in writing for a first (1st) reading on a regular agenda of the Commission.
- B. After a second (2nd) reading on at a subsequent meeting, a two-thirds (2/3) majority vote of the seated commission members is required for approval of the recommended amendment.
- C. Recommendations to amend the bylaws will be forwarded to the County of Ventura for presentation to the Board of Supervisors for formal approval.

Article 7 Parliamentary Authority

The rules contained in the current edition of *Roberts Rules of Order, Current Edition*, shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Commission may adopt.