

Ventura County Commission for Women

Committee Report

Date of Report: August 29, 2011

Name of Committee Bylaws & Standing Rules

Committee Chair: Lee Riggan

Committee Co-Chair (if applicable): ??

Committee Members & Partners: Jan Lawrence

Status Report:

I. Goal (Is it From Planning Document or Board Assigned & Date of Assignment)

To review the Bylaws and Standing Rules to update; To adjust the dates needed for elections in order to have installation in July and the starting of Officers' terms in July. To determine solution to cancellation of meetings due to no quorum.

II. General Overview of Objectives: (includes those proposed or already approved)

See below: Bylaws, Proposed Changes and Explanation.

III. Activities Completed: (includes any items which were pending from previous month)

No meetings have been held.

IV. Status of Activities in Progress & those still to address

A draft of recommended bylaws changes has been prepared for review by the VCCW addressing dates for election.

Further work will be done to define Executive Committee or other items to determine solution(s) to cancellation of meetings due to no quorum.

V. Barriers & Revisions to original plans

VI. Revision to Committee membership

VII. Committee Needs: (Describe any needs and suggested solutions for consideration.)

VIII. Recommendations for Commission Action Consideration (if any)

It is moved that VCCW accept the first report on the proposed Bylaw changes.

The Committee plans additional changes to be brought forward in order to prepare one package to present to the Board of Supervisors once Commissioners approve the changes.

Bylaw changes require the following actions:

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.

IX. Submitted By: Lee Riggan

Bylaws: 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.
- F. 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.

CURRENT BYLAWS	PROPOSED BYLAWS	EXPLANATION
S.I.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.	The three (3) Commissioners from each Supervisorial District shall meet in <u>June, May</u> 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.	To prepare the incoming officers for the new year to be installed at the annual meeting in July.
S.I.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.	All officers shall be elected from among the Executive Committee members by a majority vote of all Commissioners present at the <u>July, June</u> meeting and shall serve a term of one year.	To prepare the incoming officers for the new year to be installed at the annual meeting in July.