

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 - 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.
- b. Coordinate efforts with Federal, State and Local community groups to improve the quality of life for women.
- c. Serve as a referral agency for persons experiencing unfair practices as a result of gender, health or family status and report such instances to the appropriate agency or the Board of Supervisors.
- d. Conduct additional studies or tasks assigned or approved by the Board of Supervisors.

Article 3 - MEMBERSHIP

- a. Appointment. Each Supervisor shall appoint three Commissioners from within the Supervisorial District to comprise a fifteen member Commission. A quorum of the Commission shall be a majority of the appointed Commissioners. Each Commissioner shall serve at the pleasure of the appointing Supervisor. Members shall be willing to attend regular meetings and to serve on committees of, or on behalf of the Commission.
- b. Removal. A written recommendation to remove a Commissioner from office may be made by a minimum vote of two-thirds of the currently appointed Commissioners to both the Commissioner and the appointing Supervisor. The recommendation may only be made as a result of three unexcused absences from regular monthly meetings within a 12 month period, or when the bylaws are knowingly violated. Unexcused absences occur when a Commissioner does not notify the Commission staff or a fellow Commissioner of the inability to be present at a scheduled meeting.

#### Article 4 - OFFICERS

- a. Executive Committee. The Executive Committee shall be a five member board comprised of one representative from each Supervisorial District. The Commissioners from each Supervisorial District shall meet on an annual basis prior to the July meeting of each year to select its representative to the Executive Committee. The Executive Committee shall be responsible for providing direction and leadership to the Commission. The Executive Committee shall select from among its members two persons, in addition to the Chair, one of which shall be designated the Treasurer, to serve as the Finance Committee of the Commission For Women. When requested, and as deemed appropriate Commission staff shall attend the Executive Committee meetings.
- b. Selection of Chairperson and Vice Chairperson. The Chairperson and the Vice Chairperson shall be selected from among the Executive Committee members by a majority vote of all Commissioners present at the July meeting of each year for a one year term.
- c. Responsibilities of the Chairperson. The Chairperson shall preside over all Commission meetings and provide direction to Commission staff in the management of the day-to-day operations of the Commission and confer with Commission staff and finalize the agenda for the monthly meeting. The Chairperson may call special meetings in accordance with the requirements of the Brown Act and the Open Meeting Laws of the State. The Chairperson shall serve as the spokesperson for the Commission or designate another member of the Executive Committee to act as the spokesperson. The Chairperson shall coordinate and direct the activities associated with the compilation of an annual report of the Commission to be submitted to the Board of Supervisors, The Public Social Services Director, and the County of Ventura Chief Administrative Officer. The Chairperson shall serve as an ex-officio member of all subordinate committees of the Commission.
- d. Responsibilities of the Vice Chairperson. The Vice Chairperson shall assume the duties of the Chairperson in the absence of the Chairperson, or when called upon to do so.
- e. Responsibilities of the Finance Committee. The Finance Committee shall be authorized to process necessary expenditures not to exceed \$250 when necessary. The Treasurer shall prepare a monthly finance report of any expenditures authorized by the Finance Committee at the Commission's next regularly scheduled meeting. The Treasurer shall also handle all fiscal responsibilities in cooperation with the Public Social Services Agency's Fiscal Department and monitor the financial transactions of the Commission's County Budget and present a monthly report of activities. Expenditures not requiring immediate action will be presented to the whole Commission for approval. All authorized expenditures shall be processed by the Treasurer with the consent of the Fi-

nance Committee. The Finance Committee will be responsible for administering the Commission's checking account, requiring two signatures, one of which shall be the Treasurer's signature.

#### Article 5 - ORGANIZATION AND MEETINGS

- a. Standing and Ad Hoc Committees. The Commission shall appoint Standing and Ad Hoc committees as are necessary to achieve the goals and objectives established by the Commission. The membership of all committees shall be voluntary. Establishment of Standing or Ad Hoc Committees shall require a majority vote of the Commission and must have at least three members to remain active. Standing committees are defined as those committees charged with ongoing responsibilities as opposed to Ad Hoc committees which are established to coordinate a specific project to completion. Standing and Ad Hoc committees shall have no authority to take independent action, or act on behalf of the Commission without a majority vote of the Commission. Commissioners representing the Commission to other agencies or as a member of an outside organization, committee or board shall have no authority to take independent action either for, or on behalf of, the Commission on Women without a majority vote of the Commission.

Standing and Ad Hoc committees may include members other than Commissioners; however, the Chairperson of each committee shall be a Commissioner and shall be responsible for maintaining and distributing minutes of committee meetings to the Commission staff and when requested by Commission members, and for submittal of a written report of the committee's activities for inclusion in the Commission's Annual Report to the Board of Supervisors.

- b. Meetings. The Commission shall meet on the second Saturday of each month unless it conflicts with National holidays or if notice in accordance with the Brown Act is provided. All meetings shall be conducted in accordance with the Brown Act. A meeting takes place whenever a quorum of the Commission is present and official business is conducted. This includes study sessions and other informal conferences, but will not normally apply to a social gathering.
- c. Conflicts of Interest. No Commissioner shall make, participate in making, or in any way attempt to use an official position to influence a decision of the Commission in which the Commissioner has a personal financial interest. A 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. 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.

d. Agendas. Commission Agendas shall be prepared by the Commission staff based on the recommendations of the Chair of the Commission and distributed in accordance with the requirements of the Brown Act. Items may be placed on the Agenda by Commissioners no later than ten days prior to the next regularly scheduled meeting. Items received after that date will be placed on the next regular meeting Agenda. Every Agenda shall include the following:

1. Call to Order
2. Roll Call
3. Reordering of the Agenda
4. Public Comment
5. Consent Calendar (Routine matters no discussion necessary)
6. Order of Business (Committee Reports, Policy Items, etc.)
7. Informational Items (Information only, no action required)
8. Commissioner Discussion
9. Adjournment

e. Bylaws Amendments. The Bylaws may be amended by placing a written request on the regular Agenda of the Commission. Upon approval of the Bylaws amendment by a two-thirds majority vote of the Commissioners present, a recommendation to amend the Bylaws will be forwarded to the County of Ventura for presentation to the Board of Supervisors for formal approval.