

**Ventura County Commission for Women
Standing Rules¹**
Draft Presented November 22, 2010

1. Meetings
 - a. The permanent address of VCCW shall be at 4601 Telephone Road, Suite 117, Ventura, CA 93003 and the mailing address shall be 4360 E. Main Street, #460, Ventura, CA 93003. Funds shall be allotted annually for the necessary expense of the mailing address. The archives, including articles of incorporation, previous minutes books, and other records deemed necessary by the VCCW shall be stored at the permanent address.
 - b. Meetings shall begin at 9 a.m. 6:30 P.M.
 - c. Meetings shall be held at the permanent address unless otherwise posted.
 - d. Meetings shall be held the first Saturday fourth (4th) Monday of each month unless otherwise voted.
 - e. An Installation of Officers shall take place at the July meeting.
 - f. A holiday party may be held in December.
 - g. A Strategic Planning retreat shall be held annually.
2. Meeting Packet Mailings
 - a. The secretary shall post and distribute issue meeting packets to members, to the Board of Supervisors, and to those with a written request, 72 hours prior to each meeting, using a combination of U.S. mail and electronic transmissions as appropriate.
 - b. Meeting packets shall include the minutes of the prior meeting, the agenda for the next meeting, and such other materials and reports as are appropriate.
 - c. The duplicating expense for Agenda, Minutes, and Reports may be reimbursed.
3. Agenda and Minutes
 - a. Agendas shall include the reading of the VCCW Mission and a review of the status of the Project Planning Table.
 - b. The Minutes shall include the names of those present.
4. Recording Secretary's Duties
 - a. The Secretary shall provide update for placement on the VCCW website.
 - b. The Recording Secretary shall prepare an address list for the meeting packets including email addresses, and fax and phone numbers.
 - c. The Recording Secretary shall keep a log of all written requests for minutes and shall update it annually.
 - d. The Recording Secretary may provide a semi-annual (in June) &/or annual report (in January) of Commissioners' hours, miles, and donations as reported monthly.
5. Corresponding Secretary
 - a. The Corresponding Secretary shall be responsible for the weekly collection of all correspondence to the VCCW post office box, email, and phone messages.
 - b. The Corresponding Secretary may provide a written report at the monthly meetings.
 - c. The Corresponding Secretary shall arrange for Special ADA Accommodations through the Board of Supervisors.
6. Treasurer's Duties
 - a. The treasurer shall be authorized to pay dues to organizations VCCW is a member of, including ACCW, NACW, RRN and CAWA.
 - b. The treasurer shall prepare a report on the status of funds and may include monthly bank reconciliation, and financial statement of revenue and expenditures.
7. Financial
 - a. Financial records shall be retained for seven years
 - b. Funds shall be deposited in Washington Mutual Bank
 - c. The registration fee and mileage of members who attend ACCW convention may be reimbursed at current IRS rates.
 - d. The cost of postage, duplicating and envelopes for monthly mailings shall be reimbursed.
 - e. Each Commissioner may voluntarily contribute to the VCCW.
8. Membership & History
 - a. VCCW shall celebrate the month of March each year as Women's History Month.
 - b. The Appointed Commissioner shall work with the BOS in preparing a Proclamation and it shall be posted on the website.
 - c. The Appointed Commissioner shall prepare/update the roster of members as needed.
 - d. Membership roster shall not be used by any member for professional, political, or business promotion.
9. Fiscal Sponsor
 - a. The 501(c)(3) Fiscal Sponsor for VCCW is the Ventura County Community Foundation, (VCCF), Tax ID #77-0165029, at 1317 Del Norte Road, Suite 150, Camarillo, CA 93010-8504;
 - b. All donations and contributions made to VCCW and requiring IRS documentation are to be made in the name of VCCF/VCCW Fund;
 - c. The VCCW Treasurer and Chair, or a Designated Alternate(s), serves as the contact with VCCF for all matters related to this fund.
 - d. Any and all documents, flyers, and printed matter referring to the VCCF and/or Fiscal Sponsorship shall be approved by a representative of VCCF prior to their being issued, printed or distributed.
10. Special ADA Accommodations
 - a. Correspondence Secretary shall check phone calls to VCCW regularly and any calls requesting ADA accommodations shall be referred to Correspondence Secretary's Supervisor on the Board of Supervisors.
11. VCCW Memberships in Other Organizations
 - a. VCCW shall maintain dues paying membership in the following organizations: ACCW, NACW, RRN, and CAWA.
 - b. The Appointed Commissioner(s) shall represent VCCW at ACCW, NACW, RRN and CAWA meetings.
12. Website
 - a. The Appointed Commissioners (at least two) will manage the VCCW website
 - b. The Monthly agenda and minutes shall be posted and archived on the website for public perusal.
 - c. THE WEBSITE WILL BE UPDATED MONTHLY PARTICULARLY NOTING NEW APPOINTMENTS, MINUTES AND AGENDAS.
13. Annual Board of Supervisors Report

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- a. The VCCW Chairperson shall represent VCCW in presenting the Annual Report to the BOS.
 - b. The Appointed Commissioner(s) shall draft the report reviewing the accomplishments for the year.
 - c. The Appointed Commissioner(s) shall prepare and put forth the information to the media prior to and at the conclusion of the presentation.
 - d. All Commissioners shall seek to attend the presentation to support VCCW before the BOS.
14. Legislative Advocacy
- a. The Appointed Commissioner(s) shall serve as conduit to Commissioners for all CAWA, State Commission Alerts and for all legislation of concern to women.
 - b. All Commissioners may take individual action in support of women's issues.
15. Publicity
- a. The Appointed Commissioner shall lead in the media contact following the VCCW approved Publicity Plan (which includes release of meeting announcement, and Women's History proclamation).
16. Orientation of New Commissioners
- a. The Chairperson or her designee shall meet with the new Commissioner and provide a welcome and orientation presentation and shall present her with the Orientation **folder BINDER (3")** and name badge.
 - b. Orientation **folder BINDER (3")** containing the VCCW Roster, Bylaws, Standing Rules, Annual Project Planning Table, and other documents and materials deemed appropriate and necessary shall be provided the new Commissioner.
 - c. New Commissioners shall receive a name badge purchased by VCCW.
17. PROJECT PLANNING TABLE
- a. **THE CHAIR SHALL REVIEW THE PROJECT PLANNING TABLE MONTHLY WITH RESPONSIBLE COMMISSIONERS.**
 - b. **LEAD COMMISSIONERS SHALL REPORT STATUS OF THEIR ACTIVITY AT EACH REGULAR MEETING.**
18. DISTRICT SUPERVISOR MEETING(S)
- a. **DISTRICT COMMISSIONERS MAY REPORT QUARTERLY IN WRITING TO THEIR SUPERVISOR.**
 - b. **DISTRICT COMMISSIONERS MAY PREPARE AND PRESENT IN PERSON AN ANNUAL REPORT TO THEIR SUPERVISOR.**
 - c. **THE REPORT SHALL BE ON THE NEEDS OF VENTURA COUNTY WOMEN (AS DETERMINED BY A SURVEY), ON RECOMMENDATIONS, AND ON THE ACCOMPLISHMENTS AND GOALS OF THE COMMISSION.**

Last revised July 12, 2008

RECOMMENDED REVISIONS November 22, 2010

Definitions:

1. **Standing Rules: Robert's Rules of Order Newly Revised, 10th Edition, page 18 gives the definition. In summary, they are rules, which are related to administration rather than parliamentary procedures of VCCW, and can be adopted, changed or suspended for a period by a majority vote at any business meeting without previous notice.**

2. **Bylaws are similar to the Constitution and require previous notice, can't be suspended, and require a 2/3 vote to change. Bylaws are the fundamental instrument establishing the organization. (Robert's Rules of Order Newly Revised, 10th Edition, page 12-14).**