

# By-Laws

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## I. ESTABLISHMENT OF COMMISSION

The Commission for Women was established by order of the Board of Supervisors on June 18, 1973, to serve as a fact-finding body on the status of women in the County today in the critical areas of employment, housing, education, credit and law, medical and child care.

II. The Commission for Women promotes the well-being and equal status of women in Santa Barbara County. The Commission will advise the Board in critical areas affecting women, especially women who have the greatest need. To accomplish this purpose, the Commission may collaborate with other commissions and community groups; facilitate, recognize, and recommend programs; gather and disseminate information, hold public hearings, advise the board, and take other action to accomplish its purpose

## III. MEMBERSHIP

- A. The Commission consists of fifteen (15) members allocated equally among the five (5) Supervisors and appointed by the Supervisors by nomination of the respective Supervisors. Each Commissioner shall have a term of three (3) years or until his or her respective successor is appointed and notified.
- B. No Commissioner shall be eligible to serve more than two (2) consecutive terms, in addition to any portion of any un-expired term, which he or she may have served.
- C. If any member has three (3) consecutive, unexcused absences from the regularly scheduled meetings during the fiscal year, it shall be recommended to the appointing Supervisor that the individual's membership be terminated. If any member has three (3) consecutive excused absences that member will automatically be placed on inactive status. To be reactivated, said Commission member must attend the next two (2) consecutive meetings. If member fails to attend said meetings it shall be recommended to the appointing Supervisor that the individual's membership be terminated. The appointing Supervisor will have the authority to terminate said Commissioners term on the Commission.

- D. The resignation of a Commissioner shall be in writing and shall be filed with the Clerk of the Board of Supervisors and with the Chairperson of the Commission.

#### **IV. ELECTION OF OFFICERS – POWERS AND DUTIES**

- A. The officers of the Commission shall be a Chairperson and a Vice Chairperson, who shall serve as a Chair-elect. If the Chairperson is from the 1<sup>st</sup> or 2<sup>nd</sup> Supervisorial District, the Vice-Chairperson shall be from the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> Supervisorial District, and vice versa. These Officers shall be elected from the membership of the Commission at the regular meeting of the Commission, held on or before July of each Year. They shall hold office for one year until re-elected, or their successors are elected. No officer may serve in the same office for more than two (2) consecutive years, in addition to any portion of any unexpired term, which he or she may have served.
- B. The Chairperson, when present, shall preside at all meetings of the Commission, shall sign all resolutions, reports and other documents adopted by the Commission and shall make appointments to such committees of the Commission as are authorized by the Commission.
- C. The Vice-Chairperson shall have all the powers and duties of the chairperson during the absence of the Chairperson. In the absence of the Chairperson and Vice-Chairperson, the remaining members shall appoint one of their members to act as Chairperson Pro-Tempore.
- D. When the office of the Chairperson or Vice-Chairperson becomes vacant during the term of such office, the Commission shall elect a successor from its membership at the earliest meeting in which such an election is practicable. Such election shall be for the un-expired term of such office.

#### **V. MEETING OF THE COMMISSION**

- A. All meetings of the Commission shall be open and public. The Commission shall hold regular meetings once a month. The location of regular meetings shall be given to each local newspaper of general circulation, radio and television stations requesting notice in writing.

Such notice shall be delivered personally or by mail at least three (3) days before the meeting. If the regular meeting falls on a holiday weekend, as defined by Section 6700 of the Government Code, (as the same may be amended from time to time) such meeting shall be held on a date agreed upon by the consent of the Commission.

- B. The Commission may adjourn any regular, special or adjourned special meeting to a time and place specified by the order of adjournment. Less than a quorum may so adjourn from time to time. When a regular or adjourned regular meeting is adjourned, the resulting adjourned meeting is a regular meeting for all purposes.
- C. Special meetings of the Commission may be called by order of the Commission and to each local newspaper of general circulation, radio or television stations requesting notice in writing. Such notice must be delivered personally or by mail at least twenty-four hours before the time of such meeting as specified therein. (The notice shall specify the time and place of the special meeting and the business to be transacted there at, and no other business shall be considered at such meeting.) Written notice may be dispensed with as to any member who is actually present at the meeting at the time it was arranged.
- D. In event of special circumstances, which prevent the Commission from meeting the quorum requirements of V.A., the Commission may hold any meeting by use of teleconferencing. Such a meeting will meet the requirements for advertisement to the public as described in IV.A. of these By-laws and in accordance with the Brown Act. All votes taken during a teleconferenced meeting may be by roll call; it is the responsibility of the Chairperson to insure all votes taken are properly accounted for. The preferred method of teleconferencing is by speakerphone.

## **VI. QUORUM – VOTES REQUIRED**

- A. The presence of a majority of the members of the Commission shall constitute a quorum. Vacant Commission positions shall not be taken into account in calculating whether a quorum is present.
- B. When a quorum is present, the adoption of any motion shall require the concurrence of a majority of those present.

- C. No member shall be permitted to vote on a question unless present. Proxies shall not be permitted. Written votes are permitted for specific issues at special meetings only as described in IV.C.
- D. Voting on all matters may be by voice vote, provided that a roll call vote may be called for at the discretion of the Chairperson or upon the request of any member of the Commission. A roll call vote shall be recorded showing those voting aye, no, abstain, or absent.

## **VII. COMMISSION AGENDA**

- A. The Chairperson shall prepare the agenda for the Commission. Items to be placed on the agenda of any regular meeting shall be on file with the Chairperson 10 days before the scheduled meeting. Any member of the Commission may place an item on the agenda. The Agenda shall be mailed so as to reach members by the Monday preceding the regular meeting.
- B. The Chairperson may recognize persons desiring to address the Commission on any matter whether listed on the agenda or not. The decision of the Chairperson to recognize or not recognize a person may be changed by Order of the Commission.
- C. An item can be added to the agenda on approval of two-thirds of Commissioners present. If less than two-thirds of the Commissioners are present, a unanimous vote is required to add an item to the agenda. The Commissioners may base this decision on two findings: 1) there is a need to take immediate action; and 2) the need to take action came to the attention of the Commission after the posting of the agenda. Adding an item or items to the agenda is subject to the restrictions discussed in the Brown Act.

## **VIII. COMMITTEES AND TASK FORCES**

- A. There shall be an Executive Committee consisting of the Chairperson, the Vice-Chairperson, and three (3) Commissioners appointed by the Chairperson. The Executive Committee shall meet at the request of the Chairperson or any two (2) members of said Executive Committee.
- B. The Chairperson shall appoint members of all committees created by the Commission. Any such committee shall be composed only of Commission members and no committee shall consist of less than

two members. Commissioners must serve on at least two (2) committees.

- C. All committee decisions shall be bound by majority vote and are subject to approval by the full Commission.
- D. Task Forces may be formed at the discretion of the Commission. The Chairperson of the Commission shall appoint Task Force Coordinators from the Commission membership. Task Force Coordinators may name members of the public and other Commissioners to the Task Force by the Commission. Task Forces shall report to the Commission at times designated by the Commission.

#### **IX. AMENDMENTS TO BYLAWS**

- A. These by-laws may be amended at any meeting of the Commission provided written notice has been given to each Commission at least seven (7) calendar days prior to the meeting. The notice shall identify the section or sections of the bylaws proposed to be amended. If the proposed amendment consists of the addition of one or more sections, the complete text thereof shall be set forth in the notice. Any proposed amendment may be further amended at such meeting without further notice and thereafter adopted at such meeting as modified.
- B. Amendments of the bylaws shall require the affirmative vote of a majority of the members of the Commission and approval of the Board of Supervisors.

#### **X. RULES OF ORDER**

Except as provided in these bylaws, meetings, hearings, and other business of the Commission shall be conducted in accordance with Robert's Rules of Order, latest edition.