

BYLAWS
Of
THE CONTRA COSTA COMMISSION for WOMEN

REVISED April 2018

ARTICLE I

NAME

Section 1.

The name of this Association shall be the Contra Costa Commission for Women, hereinafter referred to as CCCW.

Section 2.

This association was formed in 1984 as an Advisory Committee. In 1993, it received non-profit status as a 501 (c) (4) non-partisan association, to carry out the purposes as stated in Article II. In 2000, the Contra Costa County Board of Supervisors approved the Advisory's Committee request that the association be renamed the Contra Costa Commission for Women.

ARTICLE II

PURPOSE

CCCW was formed to educate the community and advise the Contra Costa County Board of Supervisors and other entities as necessary on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged.

ARTICLE III

MEMBERSHIP

Section 1. Members

CCCW shall consist of fifteen (15) members plus one alternate: five members shall come from one of the five supervisorial districts (one member per district) and 10 at-large members. The membership shall be broadly representative of racial, ethnic, age, religious affiliation, gender and sexual orientation of the community at large.

Section 2. Appointment

Members of the CCCW shall be appointed for fixed and staggered terms by the County Board of Supervisors.

Section 3. **Terms of Appointment**

All seat terms are for a period of three years with staggered expiration dates for eight seats in one year, eight seats plus the alternate in the second year and nine seats in the third year.

Appointments to seats shall begin on the effective date of appointment and end on expiration date for the seat to which the appointment is made.

Section 4. **Vacancies**

The County Board of Supervisors may appoint members to fill unexpired terms of less than three (3) years and incumbents may be re-appointed to successive terms.

The Membership Review Committee shall review scheduled and unscheduled membership vacancies as they occur as to appropriateness and need to appoint a replacement. The Membership Review Committee shall consider community experience and minority and geographical representation in formulating a recommendation for review by the CCCW

The CCCW Chairperson and/or Co-Chairs shall report to the County Board of Supervisors any scheduled or unscheduled membership vacancy as it occurs.

Section 5. **Removal**

Any member may be recommended for removal from membership by one of the following actions:

1. Resignation.
2. Failure to attend 5 of the 11 Commission meetings scheduled each year (45%). Members whose attendance rate falls below 45% and/or members who miss three consecutive meetings will have their membership automatically reviewed by the Membership Review Committee, which in turn will present a recommendation to the CCCW.
3. Lack of participation on CCCW Standing and Special Committees. The Membership Chairperson shall request information from Committee Chairpersons on an annual basis regarding member involvement. The Membership Review Committee will take this information into consideration when presenting recommendations to the CCCW as referenced in section 2 above.

The Board of Supervisors makes the final decision on any recommendations for removal of a Commissioner.

ARTICLE IV

OFFICERS

Section 1. Officers

The officers of CCCW shall include a Chairperson and/or Co-Chairs, a Vice-Chair, a Treasurer, and a Secretary. In the event that the responsibilities of a designated office would be best served by two individuals, those individuals elected to that position will share the position as cooperative officers. Each officer(s) shall be elected from among the members of the Commission in February of each year. Should vacancies occur, officers may also be appointed at the discretion of the Chair and/or Co-Chairs to fulfill the remaining term of the vacant position(s).

Section 2. Term of Office

The officers of CCCW shall hold office for a term of one year, twelve (12) consecutive months beginning in March of the year of election. In the event elections are held after February in any given year, officers will serve their terms until elections the following year. Officers may succeed themselves.

In the event the Chairperson(s) is/are unable to complete her/their term of office, the Vice Chair will succeed the Chairperson(s) and fulfill the Chairperson's remaining term of office as the presiding officer. The membership will conduct an election to replace the Vice Chair. The Vice-Chair's successor will serve the remaining term of office.

A vacancy in any office may be filled by the by a vote of the members attending a special or regular Commission meeting.

Section 3. Duties

The Chairperson and/or Co-Chairs shall preside at all CCCW meetings, represent the CCCW whenever the occasion demands, approve all standing committees, appoint the Chairperson of any standing committees, and call a special meeting or a regular Commission meeting.

Presiding duties include: opening and adjournment; ascertainment of the existence of a quorum; sequence of business; recognition of members entitled to the floor; statement for a vote on all motions that legitimately come before the assembly; enforcement of rules of debate, and protection of the assembly from frivolous or dilatory motions.

The Vice-Chairperson shall assist the Chairperson and/or Co-Chairs as directed by the latter and shall assume all the obligations and authority of the Chairperson in the absence of the latter. The Treasurer shall be responsible for tracking the financial activity of the CCCW.

The Secretary shall take minutes, prepare the regular and executive agenda, and handle any other special or administrative duty which may include updating the CCCW website, and more specifically perform the following tasks:

- Take minutes at meetings. Distribute them to members at least 10 days before next board meeting. Minutes to include reminder of next board meeting date.
- Send announcements of other meetings as needed, giving at least 10 days' notice.
- File corrected minutes and related handouts for CCCW's records. This serves as a historical record of board activities for posterity.
- Keep track of attendance

Section 4. Elections

A Nominating Committee and Chair shall be elected by Commission members at the regularly scheduled full CCCW meeting each September.

A report from the Nominating Committee on selection of officers shall be given at the regularly scheduled CCCW meeting each January.

Selection of officers shall be held each February. Terms of office shall begin as of the regular meeting in March of each year.

ARTICLE V

MEETINGS

Section 1. Regular Meetings

Regular meetings of the CCCW shall be publicly noticed and held at 5:30 p.m. on the third Tuesday of each month. Exception: CCCW generally does not meet one month out of the year

Notice of regular meetings of the CCCW and an accompanying agenda shall be mailed to each representative at least ten (10) days prior to the day named for such meeting.

Section 2. Special Meetings

Special or emergency meetings of the CCCW may be called at any time by the Chairperson and/or Co-Chairs. Notice of a special or emergency meeting will include the time, date, place, and purpose. The notice, time permitting, shall be not less than three working days before such meeting date.

Section 3. Action at a Meeting: Quorum and Required Vote

The presence of fifty-one (51%) of the current membership at a regular meeting of the CCCW constitutes a quorum. Each Member present shall have one vote on motions. Members must offer disclosure and abstain from voting upon issues in which conflict of interest may constrain impartiality.

ARTICLE VI

COMMITTEES

Section 1. Executive Committee

The Executive Committee, formerly the Steering Committee, shall consist of the Chair and/or Co-Chairs, Vice Chair, Secretary, and Treasurer, shall be established to provide cohesive leadership and continuity to the CCCW.

Section 2. Standing Committees

The Executive Committee and/or a majority of the Members may form Standing Committees to manage on-going functions of the CCCW in order to expedite the business of the CCCW.

The Standing Committees are: Outreach Committee, Legislative/Historian Committee, Membership Review Committee, and Public Relations Committee.

The Standing Committees shall be formed of at minimum two (2) Members and maximum of four (4). The responsibilities of each Committee shall be as follows:

Outreach Committee:

The Outreach Committee's responsibilities are as follows:

- Making the public at large and members aware of the benefits of CCCW membership,
- Highlighting current CCCW activities and programs,
- Fostering a professional image, proactive, and inclusive of all members and groups. This Committee shares responsibility for the CCCW website

Legislative/Historian Committee:

The Legislative/Historian Committee's responsibilities are as follows:

- Identifying and recommend legislative initiative priorities to the CCCW Board and membership for approval. All State or federal legislation supported by the CCCW must be included in the Board of Supervisors' Legislative Platform or have specific Board of Supervisors' approval.
- Serving as a liaison to CCCW in women's legislative and policy initiatives
- Organizing all legislative events and activities and working with other organizations to seek broad based support for all women initiatives
- Disseminating information to membership including legislative updates and alerts; preparation of legislative materials for advocacy purposes, and monitoring federal and state legislation, funding and policy initiatives that affect women's rights in California

Membership Committee

The Membership Committee's responsibilities are as follows:

- Interview applicants and make recommendations to the commission regarding applicant
- Submit recommended applicant's names to the Internal Operations Committee for Board of Supervisor approval and appointment to the commission

- Recommending policies, procedures, and strategies for enhancing the membership in CCCW both numerically and qualitatively to assure a growing and vital membership organization.
- Maintaining current membership roster

Public Relations Committee

The Public Relations Committee's responsibilities are as follows: are

- Creating, maintaining, and protecting the organization's reputation,
- Enhancing its prestige, and present a favorable image
- Fielding complaints and advertising the CCCW's service effectively and accurately. This Committee shares responsibility for the CCCW website

Section 3. Special Committees

The Chairperson and/or Co-Chairs of the CCCW and/or the majority of the Members may also form Special Committees. Special Committees ("ad hoc" or "select" committees) are formed for a specific purpose and cease to exist after completion of a designated task.

Section 4. Terms of Committee Membership

The terms of membership for members of Standing Committees of the CCCW shall be one year, twelve (12) consecutive months from appointment. All Members of CCCW must serve on at least one (1) Standing and/or Special Committee.

Section 5. Accountability of Committees

All Committees formed by the CCCW or the Executive Committee shall present monthly activity reports at the regularly scheduled meetings and shall have authority to make recommendations to the Committee on matters within the Committee's area of expertise; only the CCCW may take action on Committee recommendations.

ARTICLE VIII

GOVERNANCE

The operations of the Contra Costa Commission for Women shall be governed by its bylaws.

ARTICLE IX

AMENDMENT OF BYLAWS

The Bylaws of the Contra Costa Commission for Women may be amended after presentation of proposed amendments as a scheduled agenda item in a Regular Commission meeting.

Notification of proposed amendments should be given 30 days prior to the next regular meeting to allow adoption at said regular meeting are prerequisites to amendment of the Bylaws.

Originally adopted by majority membership vote at the regular Meeting of the Contra Costa County Women's Advisory Committee on May 18, 1993 and amended on September 21, 1993, March 19, 1996, April 16, 1996, November 21, 2000, April 17, 2007, February 17, 2010, and December 11, 2010.

Kirsten Upshaw, Chair

Approved by the Contra Costa Board of Supervisors
April ____, 2018