

BYLAWS
Of
OF THE-
CONTRA COSTA ~~COMMISSION for~~ COMMISSION FOR WOMEN AND GIRLS

PROPOSED REVISED ~~April 2018~~ APRIL 2019

ARTICLE I

NAME

~~Section~~ Section 1.

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

~~Section~~ Section 2.

This ~~association~~ body was formed in 1984 as ~~an~~ the 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, on the Employment and Economic Status of Women.~~ In 2000, the Contra Costa County Board of Supervisors approved the ~~Advisory's Committee~~ Advisory Committee's request that the association be renamed the Contra Costa Commission for Women.

ARTICLE II

PURPOSE

~~CCCW was formed to educate the community~~ The Commission shall provide information and advise advice to the Contra Costa County Board of Supervisors ~~and other entities,~~ as necessary on issues, relating to the ~~changing social and health and welfare of women and girls in the county.~~ The Commission will strive to increase awareness of women's and girls' issues, celebrate the achievements of local deserving women, champion opportunities for women and girls, and recommend legislative solutions at the city, County, State and federal levels. Areas of focus will include, but are not be limited to, socio-economic conditions ~~of women in the County, with particular emphasis on the economically disadvantaged, workplace issues, social treatment of gender issues, and health and safety for women and girls.~~

ARTICLE III

MEMBERSHIP

~~Section~~ Section 1. Members

~~CCCW~~The Commission shall ~~consist of not exceed~~ fifteen (15) members plus one ~~alternate: five~~Alternate At Large member~~s 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 the racial, ethnic, age, religious affiliation, gender, and sexual orientation diversity of the community at large.

Section 2. Appointment

Members must be at least 18 years of the CCCW age and work and/or reside in Contra Costa County. The Alternate At Large member is a non-voting member except that he/she shall be fill in for a regular At Large member when that member is absent from part or all of a meeting, during which time the alternate member shall constitute a voting member.

Section 2. Member Responsibilities. Each member is expected to:

- Attend meetings of the Commission. Members are expected to notify the Chair in advance of any absence from a meeting. Members may be excused by the Chair for authorized absences. A member that is absent from three (3) consecutive scheduled meetings without authorization from the Chair will be considered to have resigned his or her position with the Commission, and the Chair will notify the Board of Supervisors of the vacancy.
- Comply with the Contra Costa County policy for Board Appointees concerning Conflict of Interest and Open Meetings, Resolution No. 2002/376. Commissioners who also have membership in an organization that provides funding to the Commission must recuse themselves from any discussion and/or vote pertaining to the use of those funds.
- Should a member take on a leadership role within a Standing or Special Committee (Chair or Vice-Chair), the member shall commit to working to as many hours as is needed to complete the project.
- If appointed to the specific geographic District in which they work or reside, i.e.: District I, II, III, IV, and V; also referred to as "District Members", meet and/or communicate regularly with the Supervisor for their District. District Members shall commit to meeting quarterly with their Supervisors.
- At-Large Members of the Commission will endeavor to attend one (1) Board of Supervisor's meeting a year on behalf of the Commission, resulting in an additional commitment of approximately two (2) hours throughout the entire year.
- Be an ambassador and proponent of the Commission and engage people from all cultural and ethnic groups in women's and girls' issues and in the work of the Commission.

Section 3. Appointment

District Members and At Large Members of the Commission shall be appointed by the County Board of Supervisors for fixed—and, staggered terms—by the County Board of Supervisors. Incumbents may be appointed to successive terms.

~~Section 3.~~

Section 4. Terms of ~~Appointment~~Appointment

All seat terms are for a period of ~~three~~four (4) years with staggered expiration dates for ~~eight~~five (5) seats in one (1) year, ~~eight~~five (5) seats plus the alternate in the second (2nd) year and ~~nine~~five (5) seats in the third (3rd) year.

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

~~Section 4.~~ Section 5. 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/monitor scheduled and unscheduled - membership vacancies ~~as they occur as to appropriateness and need to appoint a replacement. and promptly recruit to fill vacancies.~~ The Membership ~~Review~~ Committee shall consider community experience ~~and minority and geographical representation, and the criteria outlined in Article III (Membership), Section 1 (Members) in formulating a recommendation for review by the CCCW~~Commission.

~~The CCCW Chairperson and/or Co-Chairs The Membership Committee will present Applicants to the District Supervisors or the Board's Internal Operations Committee for appointment. The Commission Chair shall report to the County Board of Supervisors any scheduled or unscheduled membership vacancy as it occurs.~~

~~Section 5.~~ The Membership Committee shall also engage in onboarding of new members as well as monitoring of the terms of appointment and meeting attendance.

Section 6. Removal

~~Any member Members of the Commission serve at the pleasure of the Board of Supervisors. The following circumstances may be recommended grounds for removal from membership by one of the following actionsthe Commission:~~

~~0.~~ Resignation.

~~1. Failure~~ Members who wish to attend 5 of the resign shall do so in writing to the Commission Chair.

~~1.2. Absence from three (3) consecutive meetings or five (5) of the eleven (11)~~

Commission meetings scheduled each year (45%). Members who miss three (3) consecutive meetings and/or 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 forty-five percent (45%) will trigger an automatic recommendation to the CCCW notice to the Executive Committee. The Membership Committee shall monitor meeting attendance.

3. **Lack of participation on CCCW Standing and Special Committees.** ~~—The Membership Chairperson~~Commission Chair shall request information from Committee ~~Chairpersons on an annual basis Chairs~~ regarding member ~~involvement participation at the conclusion of each quarter~~. The Membership ~~Review~~ Committee will take this information into consideration ~~when presenting recommendations to the CCCW as referenced in section 2~~should a meeting attendance recommendation be triggered under number two (2) above.

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

4. **Poor Conduct.** Behavior that violates state law or the County's policies, as prescribed in the County's Advisory Body Handbook.

ARTICLE IV

OFFICERS

Section 1. Officers

The officers of ~~CCCW~~the Commission shall comprise the Executive Committee and shall include a Chairperson and/or Co-Chairs**Chair**, 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 1. Nomination of Officers

For annual appointment of Commission Chairperson, and Vice Chairperson the Membership Committee shall announce the solicitation of nominations from the Commission members during the December meeting or the next regularly-scheduled meeting, obtain the nominees' consent to serve, and announce the slate of nominees at the February Commission meeting, or at the next regularly scheduled meeting. Should one of these positions become vacant during the term of office, nominations will be taken, nominees' consent to serve will be obtained, and nominees will be announced at the next regularly scheduled Commission meeting.

Section 2. Election of Officers

A Membership Committee and Chair shall be elected by Commission members at the regularly scheduled Commission meeting each January.

A report from the Membership Committee on the nomination of officers shall be given at the regularly scheduled Commission meeting each February.

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

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 to fulfill the remaining term of the vacant officer position(s).

The election will be conducted publicly through the use of ballots. Ballots will be announced and counted publicly by the Membership Committee. The election of each officer will carry with a majority vote. In the case of a tie vote, the Commission may re-cast ballots until the tie is broken. If, in the opinion of the Chair, the tie will not be broken within a reasonable number of attempts, the election may be deferred until the next scheduled Commission meeting and the current

seated officer will remain in office until a new officer is elected.

No commissioner shall serve on the Executive Committee until he/she has served 12 consecutive months of his/her term as a commissioner.

Section 3. Term of Office

The officers of ~~CCCW~~the Commission shall hold office for a term of one (1) 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 themselvesserve consecutive terms.

No commissioner shall serve in the same executive officer position for more than two consecutive years and as a member of the Executive Committee for more than four consecutive years.

In the event the ~~Chairperson(s) Chair~~ is/are unable to complete her/~~their~~ term of office, the Vice Chair will succeed the ~~Chairperson(s) Chair~~ and fulfill the ~~Chairperson's Chair'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 majority vote of the members attending a special or regular Commission meeting.

Section 3. — Section 4. Duties

1. Chair

The ~~Chairperson and/or Co-Chairs~~Chair shall ~~preside at all CCCW~~conduct meetings, ~~represent~~develop agendas, ensure the ~~CCCW whenever full participation of the occasion demands, approve all standing committees, appoint the Chairperson of any standing committees, and call Commissioners present during a special~~duly held meeting ~~or a regular, and serve as the official spokesperson for the Commission meeting.~~

The Chair shall also prepare Annual Reports for the County Board of Supervisors, and ensure that all members have completed the Brown Act and Better Government Ordinance training annually.

2. Vice-Chair

The ~~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-ChairsVice-Chair shall maintain the historical record of the Commission and manage time at regular or special Commission

meetings. The Vice- Chair shall also assist the Chair as directed by the latter and shall assume all the obligations -and authority of the ~~Chairperson~~Chair in the absence of the latter.

The _____

3. Treasurer

~~The shall be responsible for tracking~~ Treasurer shall prepare the annual Commission budget, receive and account for donations and fundraising proceeds, and shall forward all receipts to the County Administrator's Office for deposit in the County Treasury. The Treasurer shall track and report monthly on the financial activity of the ~~CCCW~~ Commission and liaise with the County Administrator's Office to arrange authorized disbursements from the Commission's account.

4. Secretary

The Secretary shall ~~take minutes, prepare the regular and executive agenda, and handle any other regular or special or administrative duty~~ duties, 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~~regular or special Commission meetings ~~as needed, giving at least 10 days' notice, and send draft minutes to the Chair at least ten (10) calendar days before the next Commission meeting.~~
- File ~~corrected~~approved minutes and related handouts for ~~CCCW's~~the Commission's records. ~~This serves as a historical record of board activities for posterity.~~
- ~~Keep track~~Ensure that agendas and minutes are uploaded to the Commission's website within a month of being approved.
- Ensure that the Commission's calendar is up to date on its website within a month of the next scheduled Commission meeting.
 - Maintain a record of attendance

~~Section 4.~~ Elections

- ~~A Nominating of Commissioners as provided by the Membership Committee and Chair shall be elected by Commission members at the regularly scheduled full CCCW meeting each September.~~
- In consultation with the Public Relations Subcommittee, maintain a subscription (distribution) list of individuals who have elected to receive the Commission's meeting notices and agenda.
- Check the Commission's email account at least twice a week.
- Check the Commission's mailbox at least once a week.
- Create, update, and keep name tents of each member for Commission meetings.

Section 5. Removal

The Commission, by a majority vote, may remove the Chairperson and/or Vice-Chairperson from office and relieve them of their duties. In the event of removal of the Chairperson and/or Vice Chairperson, the Membership Committee shall meet and present nominations for the vacant position(s) at the next regularly scheduled Commission meeting.

ARTICLE V. MEETINGS

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

~~Selection of officers~~Section 1. Regular Meetings

Regular meetings of the Commission 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. at 7:00 pm on the -third (3rd) Tuesday of each month. -Exception: CCCW~~The Commission generally does not meet one month out of the year.

Notice of regular meetings of the CCCWCommission and an accompanying agenda shall be ~~mailed to each representative at least ten (10) days~~emailed to each member and publicly noticed on the Commission webpage and at the Clerk of the Board of Supervisors, 651 Pine St., Room 106, Martinez, CA., at least ninety-six (96) hours prior to the ~~day named for such meeting~~meeting date. Agendas shall be posted, mailed and made available to the public in accordance with the Brown Act and Contra Costa County Better Government Ordinance.

Section 2. Special Meetings

~~Section 2.~~ Special Meetings

Special ~~or emergency~~ meetings of the CCCWCommission may be called at any time by the ~~Chairperson and/or Co-Chairs~~Chair. 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~~Notice of special meetings of the Commission and an accompanying agenda shall be emailed to each member and publicly noticed on the Commission webpage and at the Clerk of the Board of Supervisors, 651 Pine St., Room 106, Martinez, CA., at least twenty-four (24) hours prior to the meeting date.

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

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

~~The presence of fifty~~A quorum is one (51%) ~~person more than one-half of the current~~authorized membership ~~at a regular meeting of the CCCW constitutes a quorum, or 8 members.~~ Each ~~Member~~member present ~~-shall have -one -vote-~~ on motions. Members must offer disclosure and abstain from voting or recuse themselves upon issues in which a conflict of interest may constrain impartiality.

1. The work of the Commission may proceed by consensus as long as there is no objection from a Member to proceeding in this manner.
2. On any matter where a Member requests a recorded vote, the matter may only be approved if it is approved by approval by a simple majority of the total number of voting members (at least 5 members).
3. Proxy voting is not permitted.
4. The Alternate At Large Member may only vote in the absence of one At Large Member.

Section 4. Open Meetings

All meetings of the Commission and all meetings of the standing and special committees shall comply with the Brown Act and the County's Better Government Ordinance.

ARTICLE VI. COMMITTEES

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, and Secretary and~~ shall be established to provide cohesive leadership ~~and continuity~~ to the CCCW Commission.

Section 2. Standing Committees

Section 2. — Standing Committees

The ~~Executive Committee and/or a majority of the Members~~ may form Standing Committees to manage ~~on-going ongoing~~ 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, Commission and Public Relations Committee.~~

~~The Standing Committees shall be formed of at minimum two (2) Members research 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: explore

~~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 issues in California~~

Membership Committee

~~-depth that come before the Commission. 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 goal of a Committee is to the commission~~

- Recommending policies, procedures, and strategies for enhancing the membership provide a working forum for interaction and information exchange among members and the public focusing on issues needing in CCGW both numerically and qualitatively to assure a growing and vital membership organization depth consideration.
- Maintaining current membership roster

The Standing Committees are: Events, Legislative, Membership, and 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 CCGW's service effectively and accurately. This Committee shares responsibility for the CCGW website

Section 3. Special Committees

The Chairperson Standing Committees shall be formed of, at minimum, two (2) members and/or Co-Chairs of, maximum, four (4) members, unless approved by the CCGW Chair. The Chair and Vice Chair of a Standing or Special Committee shall be responsible for scheduling and presiding over Committee meetings, serve as a point of contact for the Commission, and ensure that the Committee is fulfilling its goals.

All Standing Committees shall make progress reports to the Commission at each of the Commission's regular meetings.

1. Events Committee. The Events Committee's responsibilities are as follows:

- Plan events throughout the year.
- Invite speakers to Commission meetings.
- Collaborate with outside groups, as needed.

2. Legislative Committee. The Legislative Committee's responsibilities are as follows:

- Identify and recommend legislative initiative priorities to the Executive Committee.
- Monitor Contra Costa County legislative agendas for Federal, State and County Legislation:
 - Board of Supervisors' State and Federal Legislative Platforms.
 - Board of Supervisors and Board Legislation Committee Actions, Minutes and/or the Memorandums.
 - If not within expressed Platforms and/or expressed actions by Board, present formal request to the Board of Supervisors seeking Request for Support on behalf of the Commission. Commission members to approve formal requests by majority of the Members vote.
- Serve as liaison to Commission in women's legislative and policy initiatives.
- Disseminate information to Commission membership, including legislative updates and alerts; prepare legislative materials for advocacy purposes; and monitor federal and

state legislation, funding and policy initiatives that affect women's rights in California.

Membership Committee. The Membership Committee shall consist of a minimum of three (3) and a maximum of four (4) members of the Commission who choose not to be considered for election to office. The Membership Committees responsibilities are as follows:

- Annually in January, solicit nominations for the election of Commission officers, obtain the nominees' consent to serve, and provide the slate of nominees to the Commission in February
- Interview applicants and make recommendations to the Commission regarding applicants.
- Submit recommended applicants names to the Internal Operations Committee for possible consideration by the Board of Supervisors for appointment, and keep the Executive Committee apprised of the status of pending appointments.
- Engage onboarding with a new Member.
- Recommend policies, procedures, and strategies for enhancing Commission membership, both numerically and qualitatively, to assure a growing and vital organization.
- Monitor meeting attendance as well as report to the Executive Committee should an attendance violation occur.
- Maintain current membership roster.

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

- Serve as a link between the public and the Commission.
- Maintain the Commission's social media presence by posting information relevant to women in Contra Costa County.
- Prepare and send out quarterly newsletter.
- Maintain subscription (Listserv) of individuals interested in the Commission's work, in consultation with the Secretary.
- Create and send out press releases to media outlets in Contra Costa County as needed.
- Maintain the Commission's website.
- Design and update the Commission's logo as needed.

Section 3. Special Committees

The Chair of the Commission and/or the majority of the members may also form Special Committees. —Special Committees ("ad hoc" or "select" committees) ~~are~~may be 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~~Commission shall be one year, twelve (12) consecutive months ~~from appointment.~~ ~~All Members of CCCW~~Each

February, membership of standing or special Committees will be reviewed and confirmed in March. All members of Commission must serve on at least one (1) Standing -and/or Special Committee.

Section 5. — Accountability of Committees

All Chair and/or Vice Chair of Committees ~~formed by the CCCW or the Executive Committee~~ shall ~~present~~ to the Commission Chair monthly activity reports ~~at due one (1) week prior in writing to~~ the regularly scheduled meetings and shall have authority to make recommendations to the ~~Committee~~ Commission on matters ~~within the Committee's area of expertise; only. Only~~ the ~~CCCW~~ Commission may take action on Committee ~~recommendations~~.

ARTICLE VIII

GOVERNANCE

The operations of the Contra Costa Commission for Women and Girls shall be governed by its bylaws. To the extent there are any inconsistencies between these bylaws and the resolutions creating the Commission or countywide advisory body policies, the resolutions and countywide advisory body policies will govern.

ARTICLE IX

AMENDMENT OF BYLAWS

Proposals to amend the Commission

~~The Bylaws of the Contra Costa Commission for Women may shall 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 presented at a regular Commission meeting to allow adoption and voted on at said the following regular Commission meeting are prerequisites to amendment of the Bylaws.~~

These bylaws and any bylaw amendments shall be recommended by the Commission and be effective upon approval by the Board of Supervisors.

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, and [2017].~~