



Contra  
Costa  
County

To: Board of Supervisors  
From: INTERNAL OPERATIONS COMMITTEE  
Date: April 24, 2018

Subject: APPROVE AMENDMENT TO CONTRA COSTA COUNTY COMMISSION FOR WOMEN BYLAWS

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**RECOMMENDATION(S):**

REASSIGN Michelle Brown from the AtLarge #15 seat to the At Large #1 seat, ELIMINATE the At-Large #16-20 seats, and adopt revised bylaws to reflect these changes on the Contra Costa County Commission for Women bylaws.

**FISCAL IMPACT:**

No fiscal impact will occur due to the adoption of the recommendation.

**BACKGROUND:**

Over the past few years, the Contra Costa County Commission for Women ("Commission") has experienced challenges in both recruiting and retaining members. As a result, the Commission has been unable to operate in its full capacity due to its inability to achieve meeting quorum. At the February 12, 2018 Internal Operations Committee meeting, the Chair and Vice Chair recommended that the Commission consider reducing its membership size from 20 seats down to 15 seats. The new membership structure would include five district seats and 10 at-large seats plus an alternate. It would also reduce the quorum requirement from 11 to 8. This preliminary recommendation from the Internal Operations Committee and staff is intended to address the operational issues the Commission is

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/24/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 24, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Julie Enea, (925)  
335-1077

cc:

experiencing and to assist the Commission in consistently achieving the meeting quorum it requires.

### BACKGROUND: (CONT'D)

The proposed amendments are being made to the last revised bylaws that were adopted by the Board of Supervisors on March 15, 2011. Since the March 15, 2011 version, the Commission has been working on updates to its bylaws and will bring a revised version to the Board once it is able to achieve meeting quorum.

### CONSEQUENCE OF NEGATIVE ACTION:

The Commission will not be able to achieve a meeting quorum due to the number of vacant seats it holds.

### ATTACHMENTS

CCCCW Bylaws with Track Changes

CCCCW Bylaws Clean Copy