



Contra
Costa
County

To: Board of Supervisors

From: INTERNAL OPERATIONS COMMITTEE

Date: May 7, 2019

Subject: Update to Commission for Women and Girls Bylaws

RECOMMENDATION(S):

ADOPT revised bylaws of the Commission for Women.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

As a follow-up item of the Triennial Advisory Body review, the Internal Operations Committee has been working closely with the Commission for Women to address functional issues that led to discord among commissioners. One of the areas identified as needing attention were the Commission bylaws which, aside from a modification to reduce the commission size from 20 to 15 members, had not been updated since March 15, 2011. Today's recommendation concerns the adoption of updated and improved bylaws that more accurately reflect how the Commission is expected to conduct business. Attached are both the proposed bylaws for adoption and also a redline version showing the proposed changes from the 2011 version. The key changes are summarized below:

- **Article I, Name, Section 1:** Rename the Commission to "Contra Costa Commission

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY

☒ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **05/07/2019** ☒ 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: May 7, 2019

, County Administrator and Clerk of the Board of Supervisors

Contact: Julie DiMaggio Enea
(925) 335-1077

By: Stephanie Mello, Deputy

for Women and Girls".

BACKGROUND: (CONT'D)

- **Article I, Name, Section 2:** Restore the original Commission name in the history paragraph.
- **Article II:** Broaden the purpose of the Commission to reflect current authorized activities.
- **Article III, Section 1, Members:** Redefine the size of the Commission to 15 members consistent with Board of Supervisors action on April 21, 2018. Establish minimum age requirements for membership. Clarify that 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.
- **Article III, Section 2, Member Responsibilities:** Establish member responsibilities.
- **Article III, Section 4, Terms of Appointment:** Extend seat terms from three to four years.
- **Article III, Section 5, Vacancies:** Establish new procedure to fill vacancies.
- **Article IV:** Set forth the standing committees and procedure for selection of officers. Update duties of the officers. Clarify that 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.
- **Article V:** Redefine quorum and voting procedures.
- **Article VI:** Define the role of each standing committee.

ATTACHMENTS

Redline_Commission for Women Bylaws_Changes from Original
Proposed Commission for Women Bylaws