

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

518A



FROM: Human Resources Department

SUBMITTAL DATE:
May 1, 2013

SUBJECT: Revisions to the Commission For Women Bylaws

RECOMMENDED MOTION: That the Board of Supervisors approve the attached Bylaws as revised.

BACKGROUND: Upon a recent review of the Bylaws, the Commission for Women identified additions and changes in the Commission's policies, which were not reflected in the Bylaws. Items to be changed are primarily general housekeeping clean up but also include a clarification as to the type of reporting the Commission will provide to the Board. The Commission for Women approved the proposed changes in their regular meeting held on March 28, 2013

Departmental Concurrence



 Barbara A. Olivier
 Asst. County Executive Officer/Human Resources Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2012/13

SOURCE OF FUNDS:	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: 

 Ivan M. Chand 5/8/2013

County Executive Office Signature

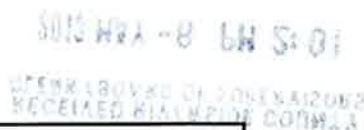
- | | | | |
|-------------------------------------|---------|-------------------------------------|--------|
| <input type="checkbox"/> | Consent | <input type="checkbox"/> | Policy |
| <input checked="" type="checkbox"/> | Consent | <input checked="" type="checkbox"/> | Policy |

Dep't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.:

District: All

Agenda Number:



3-30

County of Riverside Commission for Women

BY-LAWS

NAME AND PURPOSE

The name of this organization shall be the County of Riverside Commission for Women.

Purpose: The Commission works independently and as a co-partner with other organizations to inform and educate others with regard to the status of women and children. This Commission will help promote issues concerning women and children, including but not limited to: women's health issues, violence against women and children, dependent care, equal employment opportunity and job development, civil rights, education, and other action agenda that are beneficial to women and their families.

I. MEMBERSHIP

The Commission shall consist of ten (10) members appointed by the Board of Supervisors. Two (2) members shall be appointed by each Supervisor.

II. TERM OF OFFICE

The term of appointment of each member shall be three (3) years in such manner that the two (2) commissioners from each Supervisorial district shall have terms of office expiring on June 30 in successive years, not to exceed a maximum of three (3) full terms in succession.

III. VACANCIES

- A. For the purpose of appointment, a vacancy shall be deemed to exist upon the expiration of a term, but any member whose term has expired and to which position no one has been appointed, may continue to serve as a member of the Commission until there has been an appointment, reappointment, or a vacancy in such position has occurred due to some other circumstance.
- B. A vacancy shall exist and be reported by the Commission to the Board of Supervisors whenever a Commission member fails to attend three (3) consecutive meetings without being excused by the Commission Chairperson for a good cause, or upon the written resignation of a member or upon the death or loss of residency requirements of a member. Such vacancies shall be filled for the

unexpired term of the prior incumbent. If more than one vacancy exists, the appointing authority shall specify the vacant position and term being filled.

IV. MEETINGS

- A. The commission shall hold a minimum of six (6) meetings each calendar year. The meetings of the Commission shall be open and public and subject to the rules of the Ralph M. Brown Act, pursuant to Section 54950 et seq. of the Government Code.
- B. All Commissioners shall make every attempt to attend scheduled Commission meetings and events. If a commissioner is unable to attend a scheduled Commission meeting or event, the commissioner will notify the Commission ~~Chairman~~Chairperson. The Commission Chairperson will determine ~~by voice vote~~ whether to excuse commissioner's absence based upon the criteria noted in section ~~IV~~IV(C).
- C. An excused absence shall be defined as an absence that is planned with advanced notice such as a pre-planned vacation or work related meeting or an unexpected medical emergency. An "unexcused" absence is an absence that is last minute not related to a professional or personal emergency or one in which the commissioner fails to notify the Commission ~~Chairman~~Chairperson.

V. QUORUM

A quorum shall be at least a majority of the Commission, not counting vacancies. The affirmative votes of a number equal to a quorum of the members shall be necessary to take any action other than to adjourn a meeting to another time.

VI. PARLIAMENTARY AUTHORITY

Meetings shall be conducted in accordance with Roberts Rules of Order, Newly Revised, unless otherwise specified in the By-Laws or the enabling resolution.

VII. RIGHTS AND DUTIES OF COMMISSIONERS

FUNCTION

- A. To review, evaluate and make recommendations to the Board of Supervisors relative to any and all matters affecting women and children in Riverside County.

- B. To adopt and follow By-Laws and any subsequent amendments.
- C. To conduct public hearings on particular matters authorized by the Board of Supervisors.
- D. To submit ~~timely reports~~ an annual report to the Board of Supervisors on matters referred to the Commission by June 30th of each year.
- E. To prepare and submit ~~to the Board of Supervisors, for approval,~~ an annual budget.
- F. ~~To prepare and submit to the budget director of the Board of Supervisors an annual report within thirty (30) days of department who maintains the end of each year of operation of the Commission~~ Commission's budget.

IX. COMPENSATION

The members of the Commission shall serve without compensation, but may be reimbursed their necessary and actual expenses incurred in conducting the business of the Commission in accordance with the provisions of Ordinance 440, Section 9. ~~The County Executive Officer~~ The director of the department who oversees the Commission's budget shall supply such assistance as reasonably necessary to enable the Commission to maintain essential records and to make reports to the Board of Supervisors.

X. OFFICERS

The Commission shall annually meet and elect a Chairperson, Vice-Chairperson, Secretary, and Budget Officer.

The Chairperson and Vice-Chairperson shall serve two (2) consecutive one (1) year terms; the second term being contingent upon ratification of the majority of the Commission. ~~No officer may hold the same office for more than two (2) consecutive one (1) year terms.~~

XI. ELECTION OF OFFICERS

Officers shall be elected annually at the May meeting. The officers shall be elected by ~~voice vote, except when there is more than one nominee for each office, in which case, election will be by written signed ballot counted in open session~~ majority voice vote.

XII. NOMINATION OF OFFICERS

The Chairperson shall call for nominations from the floor at the May meeting for the offices of Chairperson, Vice-Chairperson, Secretary, and Budget Officer. The winning candidate(s) shall be decided, as per Section XI of these By-Laws, by a majority vote of the Commissioners present at the meeting. The newly elected officers shall begin their term of office at the ~~next~~July meeting.

XIII. DUTIES OF OFFICERS

CHAIRPERSON shall:

1. Provide leadership in fulfilling goals of the Commission;
2. Prepare agenda and conduct meetings of the Commission; send agenda to ~~Executive Officer~~the Commission's liaison no less than one (1) week in advance of the next Commission meeting;
3. Maintain lines of communication with the Board of Supervisors on Commission activity;
4. Maintain liaison with the ~~County Executive Officer~~director of the department that oversees the Commission's budget to assure smooth operation of the Commission's clerical and administrative requirements;
5. Serve as liaison with the public;
6. Serve on committees as hereinafter designated, and act in *ex officio* capacity on all committees;
7. Temporarily delegate any of the above duties to another Commissioner when the press of activity renders effective performance less than optimum in that specific area. (Illness; attendance at seminars; conflicting demands on time.) Should such delegation be necessary, all Commissioners shall be notified so that they may extend cooperation to the delegatee.
8. Prepare the Annual Report to the Board of Supervisors ~~within thirty (30) days of the end of the fiscal year as required by Resolution No. 87-300 — Subsection 4.~~by June 30th as required. Said draft shall be submitted to the Commissioners for additions, corrections, revisions, and approval prior to submission to the Board of Supervisors.

VICE-CHAIRPERSON shall:

1. Assist in all above mentioned duties of the Chairperson;
2. Conduct Commission meetings in the absence of the Chairperson;
3. Serve on committees as hereinafter designated;
4. Assume other duties, when requested by the Chairperson, which will facilitate the operation of the Commission.

SECRETARY/LIAISON shall:

1. Take and transcribe minutes of the Commission meetings;
2. Prepare a copy of the minutes and ~~send it to the Executive Office~~ provide for ~~duplication and mailing~~ review at least one (1) week in advance of the next Commission meeting;
3. Maintain a permanent file of the records of the Commission, including records of attendance at Commission meetings;
4. Maintain temporary control of current incoming and outgoing correspondence;
5. Respond, in a timely manner, to correspondence directed specifically to the Commission;
6. Undertake such correspondence as requested by the Chairperson in connection with Commission business;
7. When no longer required for current reference, retire all originals of incoming and copies of outgoing correspondence in accordance with current Board policy;
8. Distribute correspondence and/or documents not directly related to Commission business to those individuals or organizations to which the subject matter would be relevant.

BUDGET OFFICER shall:

Collaborate with the ~~CEO Liaison~~ Commission's liaison for all duties listed below:

1. Ensure that all financial records are maintained and shall oversee budget preparation and reporting.

2. Monitor the budget and financial records on an ongoing basis and in accordance with the provisions and requirements of the law and state agencies.
3. Present the Budget Officer's report at regular commission meetings.
4. Strategize with ~~Commission officers, Commission members~~ fellow Commissioners and appropriate county representatives in how to apply for and receive state, local, and private grants and appropriations in compliance with applicable state and local laws and regulations in order to further the purposes of the commission.
5. Strategize with ~~Commission officers, Commission members~~ fellow Commissioners and appropriate county representatives in procuring sponsorships for Commission events.
6. Present an annual financial report to the Commission.

XIV. COMMITTEES

Such standing committees shall be created by the Commission as may be deemed necessary to promote the Mission Statement and Goals.

The Commission may also appoint sub-committees to assist it in accomplishing assigned studies; no such sub-committee shall have power to bind the Commission or its members. Sub-committee membership shall be selected from members of the Commission, or from persons other than members of the Commission who have knowledge or expertise in specific area being studied by the Commission. Non-Commission members of any committee shall serve without compensation or reimbursement of expenses, and shall be subject to removal at the pleasure of the Commission or the Board of Supervisors. The term of appointment on Non-Commission members to any sub-committee shall be for not longer than the completion of the event, study or investigation for which the sub-committee is established.

XV. AMENDMENT TO THE BY-LAWS

Provisions of the By-Laws may be amended by an affirmative vote of two-thirds (2/3) of the Commission members, subject to approval of the County of Riverside Board of Supervisors.

Proposed amendments to these By-Laws must be presented to Commission members at a regular meeting one (1) month prior to the voting. Each

Commissioner shall receive written notification of the proposed By-Laws change preceding the meeting at which the voting will take place.

NOTES AND ~~AMMENDMENTS~~AMENDMENTS

~~April 8, 2008~~ May 14, 2013 Revisions to the reporting process; officer(s) term; nomination and election process; revisions to meetings and attendance requirements; ~~addition of office of Budget Officer.~~

County of Riverside Commission for Women

BY-LAWS

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The name of this organization shall be the County of Riverside Commission for Women.

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- B. All Commissioners shall make every attempt to attend scheduled Commission meetings and events. If a commissioner is unable to attend a scheduled Commission meeting or event, the commissioner will notify the Commission Chairperson. The Commission Chairperson will determine whether to excuse commissioner's absence based upon the criteria noted in section V(C).
- C. An excused absence shall be defined as an absence that is planned with advanced notice such as a pre-planned vacation or work related meeting or an unexpected medical emergency. An "unexcused" absence is an absence that is last minute not related to a professional or personal emergency or one in which the commissioner fails to notify the Commission Chairperson.

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- D. To submit an annual report to the Board of Supervisors on matters referred to the Commission by June 30th of each year.
- E. To prepare and submit an annual budget to the budget director of the department who maintains the Commission's budget.

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NOTES AND AMENDMENTS

May 14, 2013	Revisions to the reporting process; officer(s) term; nomination and election process; revisions to meetings and attendance requirements.
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