

BYLAWS of the
CHARLES COUNTY COMMISSION FOR WOMEN
(Revised October 14, 1999)

Article I -- Authority

Section A: The authority for the commission is derived from Resolution 96-34, the terms and provisions of which are hereby incorporated by reference herein. In the event of any conflict between the provisions of the Resolution and these By-laws, the provisions of the Resolution shall control.

Article II -- Purposes

Section A: The purposes of the commission shall be to:

1. Act as a referral agency for women needing assistance;
2. Support and encourage volunteer programs of benefit to women;
3. Publicize activities and services of interest to women;
4. Encourage educational and job training opportunities for women;
5. Promote public forums on women's needs and problems;
6. Publicize newly passed legislation that affects women;
7. Promote continuing equal opportunity in education, employment, sports, and health care;
8. Focus on current family issues; and
9. Operate at all times and in all matters as a non-political, non-partisan commission.

Article III -- Formation

Section A. The Commission shall be formed in the following way:

1. Individuals from diverse backgrounds who have a focus on women's concerns and reside in Charles County shall be appointed by the County Commissioners of Charles County. The County Commissioners of Charles County shall determine the appointment process, and reserve the right to increase or decrease the number of members at some future time in the sole subjective discretion of the County Commissioners. Terms of office shall begin on January 1.
2. There will be a public announcement to request that persons who wish to be considered for appointment to the Charles County Commission for Women submit an application detailing their experience, background and interest in women's concerns to the County Commissioners of Charles County. No applicant shall be denied consideration because of sex, educational background, race, national origin, familial status or disability.
3. Commissioner members shall be appointed for four-year terms. A commissioner may not serve more than two consecutive terms.

Article IV -- Officers

Section A. The commission officers will be elected from the membership, and shall consist of a chair, a vice chair, a secretary, and a treasurer. An immediate past-chair will serve as an officer for one year after the election of a new chair.

Section B. The chair, vice chair, secretary, and treasurer will be elected by the commission members to serve a two-year term.

Article V -- Standing and Ad Hoc Committees

Section A. The Standing Committees will be the following:

1. Public Awareness/Public Relations
2. Family Issues
3. Educational Forums
4. Health and Aging

Section B. Ad Hoc Committees may be established as the commission shall deem appropriate and for whatever length of time necessary to accomplish a specific task.

Article VI -- Duties of Commission Officers

Section A. Chair -- The chair shall be the chief executive officer of the commission, and in that capacity shall carry out the policies which the commission shall establish. Specifically, the chair shall:

1. convene and preside at all meetings of the commission and of the executive committee;
2. serve as principal spokesperson for the commission in all matters related to official policy and actions approved by the commission;
3. appoint committee chairs;
4. serve as ex officio member of all committees;
5. oversee the preparation of the annual report and ensure that it is transmitted to the County Commissioners in a timely manner;
6. assure that the mission, goals, policies, actions and procedures of the commission are properly implemented.
7. Serve as immediate past-chair of the commission for a one-year term and be a member of the executive committee.

Section B. Vice-Chair -- The vice chair shall serve as the acting chair during the vacancy of that office, the absence of the chair at meetings, or as otherwise requested by the chair and shall perform such other duties as the commission may determine.

Section C. Secretary -- The secretary shall be responsible for the recording and accuracy of the minutes taken during all commission meetings. All minutes must be signed by the secretary. The secretary shall be responsible for making and distributing copies of the minutes for review and action at the next regularly scheduled commission meeting. The secretary will be responsible for

assuring the safekeeping of the minutes and that they are maintained in sequential order, and see to it that the approved minutes are forwarded to the office of the County Commissioners each month. The secretary will also be responsible for the maintaining and reporting of attendance records.

Section D. Treasurer – The treasurer shall keep and maintain the financial records of the commission, including an accounting of all monies received and disbursed by the commission. The treasurer will make a report of all commission funds at each regularly scheduled commission meeting.

Article VII -- Duties of Commission: Committee Chairpersons

Section A. The chairs of all committees shall be responsible for convening and presiding at the meetings of their committee, coordinating the work of the committee, and all other duties normally associated with the office of a committee chair. The committee chair will provide an oral and/or written report of activities of the committee to the commission at each regularly scheduled commission meeting.

Article VIII -- The Executive Committee

Section A. The executive committee shall consist of the commission's officers; namely, the commission chair, vice chair, secretary, and treasurer, chairs of standing committees and other persons as the commission shall determine. Committee chairs may designate an acting chair to represent them at an executive meeting.

Section B. The executive committee shall:

1. advise the commission on agenda items for commission meetings and the annual evaluation meeting;
2. exercise executive decision-making authority between commission meetings;
3. interpret commission policy as necessary;
4. review and act upon matters presented by the chair, committee chair or commissioners;
5. review drafts of commission publications;
6. develop and propose an annual program plan;
7. approve resource allocations to programs and projects;
8. act on such matters as the commission may direct.

Section C. Quorum -- A quorum shall consist of one (1) member over one-half of the total membership of the executive committee.

Section D. Absence of the Chair -- In the absence of the chair, immediate past-chair, and the vice chair, the other members of the executive committee, if constituting a quorum, may elect a presiding officer for that meeting.

Section E. The executive committee shall meet as often as needed to conduct its business. The

executive committee shall be convened either by the chair or by a majority of executive committee members. Executive committee meetings are open to all commission members.

Section F. Minutes -- Minutes shall be recorded for all executive committee meetings.

Article IX -- Duties of the Other Committees

Section A. Standing committees -- The duties of the standing committees shall be as follows:

1. Public Awareness/Public Relations
 - a. Inform public on role of commission.
 - b. Foster collaboration among women.
 - c. Develop a comprehensive database and mailing list.
2. Family Issues
 - a. Develop a plan for identifying pressing family issues in the county.
 - b. Implement plan.
3. Educational Forums
 - a. Offer leadership training programs.
 - b. Assess availability of job training and job opportunities for women.
 - c. Foster self esteem for pre-teens and teens.
4. Health and Aging
 - a. Promote affordable housing.
 - b. Investigate other issues (Living Wills, Nursing Homes, and Health Insurance).

Section B. Ad Hoc Committees -- Ad hoc committees may be established as the Commission shall deem appropriate, with or without inclusion on the executive committee, for such purposes as the commission shall determine.

Section C. Chairs of standing committees shall submit an annual report of activities, accomplishments, recommendations and program plans (if appropriate) at the end of each calendar year.

Article X -- Commission and Attendance

Section A. The commission will meet at least once a month. These meetings will be held in the evening and will be open to the public. Committees of the commission may meet at any time and at the discretion of the committee chair.

Section B. Quorum -- A quorum will consist of one (1) over one-half of the total current membership.

Section C. Meeting Notices -- Meeting notices shall be posted monthly on the County Commissioners bulletin board in the County Government Building.

Section D. Absence of the Chair -- In the absence of both the chair and the vice chair at a duly

called meeting of the commission, the commissioners present, when constituting a quorum, may elect a presiding officer for that meeting.

Section E. Attendance -- Commissioners are expected to attend all regularly scheduled monthly meetings. Any commissioner who fails to attend three consecutive meetings, without good cause, will be presumed to have resigned and will be so notified by the executive committee. Attendance records will be maintained by the secretary who will make timely reports to the executive committee.

Section F. Cancellation of a meeting -- Regular meetings of the commission may be postponed and/or rescheduled as needed and appropriate.

Section G. All full commission meetings shall be open to the public.

Section H. There shall be an annual evaluation meeting during a month designated by the commission.

Section I. Minutes of regular commission meetings shall be available to all commissioners at the following regular commission meeting.

Article XI - Rules

Section A. Conduct of Meetings -- All commission meetings shall follow the parliamentary procedures outlined in Robert's Rules of Order.

Article XII - Amendments

Section A. These rules may be amended by a quorum vote of commissioners at any regular commission meeting or any special meeting of the commission called for this purpose. Written notice of proposed amendments shall be forwarded to all commission members and postmarked at least thirty (30) days prior to the date of the meeting.

Notwithstanding the foregoing, no amendments to these By-Laws shall be effective until reviewed and finally approved by the County Commissioners.

(Ratified by the Membership of the Charles County
Commission for Women on October 14, 1999)

(Approved by the Charles County Commissioners
On April 10, 2000)