

# **BYLAWS OF THE SACRAMENTO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS**

## **Article I. Establishment of the Commission**

The Sacramento County Commission for the Status of Women and Girls (herein referred to as “the Commission”) was established by the Board of Supervisors by Resolution 2020-0810, dated December 15, 2020. Through this Resolution, the Board directed the Commission to adopt bylaws consistent with the recommendations of Blue Ribbon Commission on the Establishment of a Sacramento County Women’s Commission that sets forth the membership, election of officers (including powers and duties), schedule and rules governing meetings and agendas, quorum requirements, committees and task forces, rules governing bylaw amendments, the rules of order, and conflict-of-interest reporting requirements.

The Commission adopted the following bylaws on March 22, 2022.

## **Article II. Mission**

The mission of the Commission is to improve the social welfare, health, economic status, and overall quality of life for women and girls in Sacramento County.

## **Article III. Purpose**

The Commission’s purpose includes, but is not limited to:

- Community education and advisement to the Sacramento County Board of Supervisors, and other entities as necessary, on issues relating to the social and economic conditions and wellbeing of women and girls in the county.
- Raising awareness of women’s issues and celebrating the achievements of local deserving women.
- Championing opportunities for women and girls.
- Recommending policy and legislative solutions at the city, county, state and federal level. Areas of focus will include, but are not limited to: socio-economic conditions, workplace issues, social treatment of gender issues, and health and safety for women and girls.
- Serving as a resource to advance gender equity, justice, and wellbeing for all women and girls, with particular attention to increasing economic opportunities and representing marginalized and traditionally underserved communities.
- Holding public hearings, publishing reports, collecting data, conveying and recommending programs, policies, and legislation to promote and ensure equal rights.
- Reflecting the unique diversity of Sacramento County and addressing the barriers to equity that exist within specific communities of women and girls.

## **Article IV. Powers and Duties**

- The Commission’s powers and duties include, but are not limited to:
- Establishing and upholding bylaws by which to operate; and amending such bylaws, as needed. Bylaws may be amended by a quorum of the Commissioners at any meeting after proper notice.
- Organizing and adopting rules for Commission and committee meetings consistent with the bylaws and Brown Act.
- Creating standing and/or ad hoc committees to further the work of the Commission.
- Organizing and adopting rules for recruitment of members of the Commission consistent with Sacramento County’s advisory board principles and policies.

*Bylaws of the Sacramento County Commission on the Status of Women and Girls*

- Subject to approval of the County Administrator, requesting of any county department information, services, facilities and other assistance for the purposes of furthering the objectives of the Commission.
- Providing regular written or verbal reports to the Board of Supervisors concerning its operations and/or areas of focus.
- Performing other duties consistent with the purposes of the Commission, such as community engagement and education on women’s issues.

**Article V. Membership**

Members shall be referred to as “Commissioners” and shall serve on a voluntary basis, without compensation.

Section A. Seats, Application, and Appointment

1. The Commission shall comprise fifteen (15) Commissioners reflecting a cross-section of the diverse communities of women within Sacramento County, shall reside and/or work in Sacramento County, be inclusive of communities outside the urban core of the City of Sacramento, and be appointed and/or ratified by the Board of Supervisors:
  - Five (5) Commissioners representing each of the County’s five (5) supervisorial districts, appointed by each Supervisor from that district;
  - Three (3) youth Commissioners (ages 14-21) – one (1) of whom shall hold a seat on and be appointed by the Sacramento County Youth Commission and ratified by the Board of Supervisors; the other two appointed by the Board of Supervisors; and
  - Seven (7) at-large Commissioners recommended by “The Friends of the Sacramento Commission on the Status of Women and Girls” (an affiliate 501(c)(3) corporation), who shall be responsible for reviewing applications and recommending the candidates for approval by the Commission. Commission-approved candidates will be forwarded to the Board of Supervisors for ratification.
2. Representatives of the Commission may participate in candidates’ interviews

Section B. Terms

1. Youth Commissioners shall be appointed for one (1)-year terms, with a limit of two (2) consecutive terms.
2. The remaining Commissioners shall be appointed for staggered three (3)-year terms, with a limit of two (2) consecutive terms.
3. Each Commissioner may remain in office at the conclusion of that Commissioner’s term until a successor has been selected and installed into office.
4. If a midterm vacancy occurs, a new appointee selected through the membership process described above in Section A shall serve for the unexpired term of the member being replaced.

Section C. Leave of Absence/Resignation/Removal

1. Commissioners may resign by communicating directly in writing with the Commission Chair, who will provide a copy to the County Clerk of Member Advisory Boards. Such resignation shall take effect on the date of receipt of such notice or at any later date specified.
2. Commissioners may be removed by the Board of Supervisors, at the recommendation of the Commission, for good cause. Cause may include, but is not limited to: malfeasance in office, excessive unexcused absences, or other circumstances rendering the member unfit for service on the Commission.

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3. The Commission may review Commissioners' status at a regularly scheduled meeting of the Commission and discuss and make recommendations, if any, to the Board of Supervisors regarding removal of any members for cause. Such recommendations shall be determined by a majority vote of a quorum of members.
4. A Commissioner may request a leave of absence for good cause. The power to offer excused absences to a member will fall within the purview of the Chair.

### **Article VI. Election of Officers**

#### Section A. Election and Terms of Officers

1. The officers of the Commission shall be Chair, Vice-Chair, and Treasurer/Secretary. Officers must be Commissioners.
2. Officers shall be elected by a quorum of the full Commission at the first meeting after May 31st each year.
3. Officer nominations may be made from the floor on the day of the election.
4. Officers shall be elected by a majority voice vote of a quorum of members. In the event that a result cannot be ascertained, the Chair may call for a roll call vote.
5. Officers shall not serve more than two (2) consecutive one (1)-year terms in any particular office, unless there are extenuating circumstances, as agreed upon by majority vote of a quorum of members, to justify a third consecutive one (1)-year term.
6. Newly elected officers shall assume their positions immediately.

#### Section B. Officer Vacancies

1. In the event that the Chair position becomes vacant, the Vice-Chair shall fill the vacancy and serve out the remainder of the term.
2. In the event that the Vice-Chair position becomes vacant, the Chair shall appoint a Commissioner to serve out the remainder of the term.
3. In the event that the Treasurer/Secretary position becomes vacant, the Chair shall appoint a Commissioner to serve out the remainder of the term.

### **Article VII. Duties of the Officers**

#### Section A. Chair

The Chair shall:

1. Assure that the mandates of the Commission are carried out, as prescribed by the Board of Supervisors and as formulated in these bylaws.
2. Act on matters that arise, and carry out policies and decisions, between regular Commission meetings; said action shall be noted on the agenda at the following Commission meeting.
3. Serve as spokesperson for the Commission or direct such representation before the public and governmental bodies. Oversee all recommendations, reports, and correspondence.
4. Guide the activities of any work plans determined by the full Commission.
5. Set the agenda and plan for regular and special meetings of the Commission.
6. Call and preside at all meetings of the Commission and conduct these in accordance with the Commission's established rules of order for its meetings, or Robert's Rules of Order in the absence of such. Call special meetings when deemed necessary or desirable.
7. Present actions to the full Commission for ratification.
8. Serve as a liaison to the "Friends of the Sacramento County Commission on the Status of Women and Girls."

*Bylaws of the Sacramento County Commission on the Status of Women and Girls*

9. Work with and provide guidance to Commission staff.
10. Perform such other duties as the Commission may prescribe from time to time.

Section B. Vice-Chair

The Vice Chair shall:

1. Assist the Chair in the execution of their office.
2. Work with the Chair to act on matters that arise, and carry out policies and decisions, between regular Commission meetings.
3. Preside at meetings in the absence of the Chair.
4. Oversee Commission social media planning and implementation.
5. Exercise such other powers and perform such other duties as may be delegated by the Chair or prescribed by the Commission.

Section C. Treasurer/Secretary

The Treasurer/Secretary shall:

1. Oversee the fiscal records and reports of the Commission, work with the Commission's Fiscal Agent to review the financial statements and/or formation or review of the annual budget, and issue reports as deemed necessary by the Commission.
2. Work with the Commission's Fiscal Agent to keep and maintain records of accounts and transactions of the Commission.
3. Work with the Friends of the Commission on shared financial matters.
4. In the absence of staff, take the minutes of meetings of the Commission, as needed.
5. Review participation and attendance of members of the Commission and communicate any issues to the appropriate Commissioner.
6. Perform all other duties necessary for the maintenance of adequate records, files and communications of the Commission.

**Article VIII. Staffing**

The County shall provide staff support to the Commission. Staff support includes, but is not limited to, reserving meeting rooms, posting agendas and minutes taking, and serving as liaison between the Commission and the County of Sacramento.

**Article IX. Meetings of the Commission**

Section A. Schedule of Meetings

1. The Commission shall meet a minimum of six meetings per calendar year.
2. A schedule of regular meetings of the Commission shall be established at the first meeting of each calendar year, and shall include the time, dates, and location of the meetings. This schedule may be modified by a majority vote of a quorum of members.
3. Committee meetings may be scheduled at the call of the Chair of the committee.
4. Meetings may be adjourned to a specific place, date, and time by a majority vote.

Section B. Adherence to Ralph M. Brown Act

1. All meetings of the Commission and its standing committees are subject to the Ralph M. Brown Act (Government Code section 54950 et seq.).
2. The meetings are open to the public and shall be held in accessible, public places.

*Bylaws of the Sacramento County Commission on the Status of Women and Girls*

3. Notice and agendas of all regular Commission meetings shall be given to Commissioners and posted in a publicly accessible place for a period of 72 hours prior to the meeting. Special meetings require 24-hour notice to Commissioners and posting in a publicly accessible place for 24 hours.
4. In the event that an item is raised that is not otherwise listed on the agenda and meets Brown Act requirements for sufficient urgency, the item may be added to the agenda.
5. Commissioner discussion on any item outside of the publicly noticed Commission meeting is strictly prohibited (i.e., emails, phone calls, or in-person meetings such as daisy-chain, hub and spoke, and so forth).

Section C. Rules of Order

The Commission may formulate specific procedural rules to govern the conduct of its meetings, or Robert's Rules of Order shall be followed in the absence of such.

**ARTICLE X. QUORUM, CONSENSUS AND VOTING REQUIREMENTS**

1. A quorum is necessary to conduct business and make recommendations. A quorum shall consist of a simple majority (50% plus one) of the Commissioners.
2. Each Commissioner has one vote. Each Commissioner shall disclose any conflict of interest and recuse themselves from voting on any matter in which they may have a disqualifying conflict of interest under applicable law.
3. In the event of a tie vote, the Chair may direct that the item be brought back for reconsideration at the next Commission meeting.
4. Commissioners may, at any point in a meeting, decide to make decisions on a unanimous consent basis. If there is any objection, regular voting procedures under Robert's Rules of Order apply.

**Article XI. Committees and Task Forces**

1. No committee shall have the power to financially or contractually obligate the Commission.
2. Committees may recruit non-Commissioner candidates to the committee, subject to approval by the Commission.
3. The Chair and/or Co-Chairs of any committee or task force shall be a Commissioner.
4. Committee attendance requirements shall follow that of the Commission.
5. Members acting as representatives of the Commission on other committees serve as advocates for the Commission and its priorities. These members shall also report back on the activities of these groups, at regular Commission meetings.
6. In order to expedite and facilitate the business and projects of the Commission, ad hoc committees or task forces for limited purposes may be established by the Commission or the Chair.

**Article XII. Conflict-of-Interest and Reporting Requirements**

Members are required to complete and file a Statement of Economic Interests (Form 700), complete State mandated local Ethics Training, and comply with applicable laws and regulations, including the County of Sacramento's conflict of interest code. (Sacramento County Board of Supervisors Resolution No. 2015-0616 and 2015-0617)

**Article XIII. Funding of the Commission**

The Commission may accept and solicit funds, including any gifts, donations, grants or bequests, or any federal, state, or local government funds for any of the purposes of these bylaws. Such funds shall be

*Bylaws of the Sacramento County Commission on the Status of Women and Girls*

deposited in a separate non-profit account to be expended at the discretion of the Commission for Commission-related activities and functions. *[Consulting with County Fiscal Agent on this language]*

**Article XIV. Lack of Affiliation**

The Sacramento County Commission on the Status of Women and Girls is a non-partisan, non-sectarian organization. It shall not officially take part in, nor lend its influence to, any political party or candidate.