

**SANTA CRUZ COUNTY WOMEN'S COMMISSION
BYLAWS**

1. PURPOSE

Pursuant to Santa Cruz County Code Section 2.80.050, the purpose of the Commission is to advise and assist the Board of Supervisors in its efforts to achieve a parity of equal rights and opportunities on behalf of all people of Santa Cruz County. In carrying out its duties, the Commission may undertake to do all of the following:

- A. Advise the Board of Supervisors on matters affecting any current inequalities suffered by citizens of this County.
- B. Make recommendations to the Board of Supervisors to rectify any such inequalities.
- C. Make available to the public information and resources concerning equal rights and opportunities. The Commission shall also maintain a current file of services and resources useful to the community.
- D. Review the Santa Cruz County's Affirmative Action plan and policies and recommend to the Board of Supervisors and the Affirmative Action Commission any revisions which may be necessary to eliminate employment discrimination against women.
- E. Review Santa Cruz County rules and job descriptions and make recommendations to the Board of Supervisors and to the Civil Service Commission, as necessary, to assure that any unnecessary barriers to the employment of women are removed.
- F. Study the present and projected needs of women. Develop comprehensive goals to achieve present solutions and effective future planning.
- G. Review pending Federal and State Legislation, which would impact upon women and, where appropriate, advise the Board of Supervisors of its recommendations.
- H. Exercise any other responsibilities related to the needs and concerns of women as set forth in the Commission's bylaws as approved by the Board of Supervisors.

2. MEETINGS

A. Regular Meetings

Regular meetings of the Commission shall convene at 6:00 P.M. and shall be held on the second Thursday of each month in every month except August. The regular meeting shall be held at 701 Ocean Street in the County Administrative Office Conference Room except as noted below.

- 1) Every effort shall be made to hold meetings in all districts of the county. No fewer than two meetings per year shall be held in districts outside of the district where the Commission office is located.

- 2) Two meeting per year shall be specifically issue-oriented consistent with the Commission's purposes. Special notice to the media shall be given concerning the two issue meetings.

B. Special Meetings

Special meetings may be called by a co-chair or by a majority vote of the Commission during any regular or special meetings.

C. Non-Discrimination Policy

No meeting of this Commission shall be held in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, sexual orientation or sex or which is inaccessible to disabled persons or where members of the public may not be present without making a payment or purchase.

D. Notice of Meetings and Agendas

The public shall be notified in advance of the time, place and agenda of meetings.

- 1) At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed to each Commission member, and to each representative of the news media and to each other person who has submitted a written request to the Commission for notification of meetings, and shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is freely accessible to the public. The agenda shall state the time and place of the meeting and shall contain a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon determination by two-thirds vote of the membership of the Commission, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Commission subsequent to the agenda being posted.
- 2) At least twenty-four (24) hours prior to each special meeting, an agenda for the special meeting shall be mailed to each Commission member and to each representative of the news media and to each other person who has submitted a written request to the Commission for notification of meetings; and shall be posted at least twenty-four (24) hours prior to the special meeting at a location that is freely accessible to members of the public.
- 3) Commissioners may waive notice of a special meeting by filing a waiver of notice with a co-chair prior to the meeting or by attending the meeting.
- 4) Commissioners may request items to be placed on the agenda by notifying either the Commission coordinator or a co-chair one-week in advance of the next meeting.

E. Adjournment

A regular meeting may be adjourned or continued to a time and place specified in a Notice of Adjournment which is to be conspicuously posted within 24 hours on or near the door of the meeting place. A meeting may be continued by less than a quorum of the Commission or committee or, if all members are absent, then the clerk or secretary of the Commission or committee may adjourn or continue the meeting and give notice in the same manner as provided for special meetings. No other notice is required for adjourned or continued regular meetings.

F. Public Communications

Public participation in Commission meetings shall be allowed as follows:

- 1) An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of the item.
- 2) In addition, the agenda will provide for community oral communications on items not on the agenda, which are within the subject matter jurisdiction of the Commission at the beginning of each regular meeting agenda.
- 3) The co-chairs of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.
- 4) A person shall not be required to register his, or her, name or fulfill any other obligation as a condition to attendance at any meeting of this Commission, but may volunteer such information for inclusion in the Commission's minutes (Government Code Section 54953.3)

G. Conduct of Meetings

The meetings will be conducted in accordance with Robert's Rules of Order Revised unless otherwise specified by the authorizing legislation or Bylaws of this Commission.

3. **VOTING**

- A. A quorum shall be defined as a majority of the voting members of the Commission.
- B. All official acts of the Commission shall comply with Santa Cruz County Code Section 2.38.150.
- C. A Commission member will abstain from voting where a Conflict of Interest exists as defined in the Conflict of Interest Code for Santa Cruz County.

4. **OFFICERS**

- A. The officers of the Commission shall be co-chairs.

- B. The duties of the co-chairs shall be to preside over meetings, prepare agendas, represent the Commission, and be responsible for communication with the Board of Supervisors.
- C. The co-chairs shall be elected by a majority of the Commissioners present at the first meeting in April each year.
- D. Candidates shall be nominated by any Commissioner at the March meeting. If no action is taken at the March meeting, the nominations may be made at the beginning of the April meeting.

5. SUB-COMMITTEES

- A. On an annual basis, the Commission shall review the existing subcommittees and review the duties and goals of each sub-committee.
- B. At the next regular meeting following this review, action shall be taken by a majority vote of the Commissioners to establish subcommittees for the next twelve months or to terminate a subcommittee.
- C. When necessary, either co-chair may establish or terminate a sub-committee with the majority approval of the Commissioners.
- D. All sub-committees shall comply with the notice and agenda requirements otherwise applicable to the Commission in these bylaws, except for sub-committees composed solely of less than a quorum of the members of the Commission, which are not standing subcommittees of the Commission with either a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of the Commission.

6. ATTENDANCE

- A. Failure to Attend
 - 1) A member shall be automatically removed from office upon missing three consecutive regular meetings without good cause entered on the Commission's minutes Santa Cruz Code 2.38.200A
 - 2) A member shall be automatically removed from office upon missing any three meetings during any six month period without good cause entered on the Commission's minutes.
- B. Good Cause Defined Good Cause is defined as death of a loved one or hospitalization of a Commissioner.
- C. Attendance Record Attendance shall be noted in the minutes. Commissioners shall be noted as present, absent, absent with good cause or on leave consistent with subsection B above.
- D. Resignation
 - 1) Upon the second consecutive absence of an Commissioner or the second absence within 6 months, the member shall be contacted by

mail or phone and informed of this provision of the bylaws. Such notices shall be given at least 24 hours prior to the next scheduled meeting.

- 2) At the time of the third absence, the absence shall be noted in the minutes. The co-chairs will write a letter to the Commissioner informing the Commissioner of her third absence and informing her that she has been considered to have resigned according to Commission bylaws. The Commissioner has 10 days from the date of the letter to respond. In the absence of a showing that the notice required by 6D1) was given, the third absence shall, upon request of the Commissioner, be considered to be an absence for good cause.

7. LEAVE OF ABSENCE

Each Commissioner is entitled to take one leave of absence during her four- year term, such leave shall not exceed four months in duration.

8. SPONSORSHIP

- A. The Commission shall sponsor, fund or administer programs and activities solely, or with other organizations, which further the purposes of the Commission.
- B. Subject to approval of the Board of Supervisors in conformity with the County Code, the Commission may apply for, receive or administer funding from any source to further the purposes of the Commission.

9. APPROVAL OF BYLAWS

These Bylaws, and any subsequent amendments thereto, shall be submitted to the Board of Supervisors for approval pursuant to Santa Cruz Code, Section 2.38.140.

10. AMENDMENTS TO BYLAWS

Amendments to these Bylaws may be recommended to the Board of Supervisor by a majority vote of the Commission.