

County of Alameda

COMMISSION ON THE STATUS OF WOMEN

RULES OF PROCEDURE

Revised and Approved _____ 2013

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SECTION I

MISSION: The mission of the Alameda County Commission on the Status of Women is to represent the women of Alameda County in maximizing social equality and parity for women of all ages.

DEFINITIONS: Unless the provisions or context otherwise requires, the following definitions will govern the construction of these rules:

- A. Commission means the Commission on the Status of Women of the County of Alameda.
- B. County means the County of Alameda, a political subdivision of the State of California.
- C. Committee means a standing or ad hoc committee of the Commission.
- D. Commissioner or Member means a duly appointed and qualified Commissioner of the Commission on the Status of Women of the County of Alameda.
- E. Staff means any regular or contract employee assigned by the Social Services Agency to serve the Commission.
- F. Rule means those rules for the conduct of business, adopted by the Commission pursuant to Alameda County Administrative Code, Section 2.90.090.
- G. Excused absence is any occasion in which a Commissioner reports to the Commission office before 5:00 p.m. on the day preceding a regularly scheduled meeting that s/he is unable to attend that meeting.
- H. Unexcused absence is any occasion in which a Commissioner fails to report to the Commission office, or reports after 5:00 p.m., on the day preceding the regularly scheduled meeting.

SECTION II

COMMISSIONERS and OFFICERS POWERS and DUTIES: The Commission consists of seventeen (17) members appointed by the Board of Supervisors. Each supervisor shall nominate three (3) members from his or her supervisory district. One member shall be nominated by, and shall be a member of, the County Human Relations Commission. One member shall be nominated by the Alameda County Mayors' Conference. No Commissioner shall serve simultaneously as the representative of a supervisory district and as the representative of either the Human Relations Commission or the Mayors' Conference.

The Commission's body of officers consists of the following: Chairperson, Vice-Chairperson, Secretary, and two (2) Members-at-Large.

A staff person will be assigned by the Director of the Social Services Agency.

A. ALL COMMISSIONERS – POWERS AND DUTIES: Commissioners will have the following powers and duties:

1. To attend all regularly scheduled meetings of the Commission.
2. To establish committees each year that will address selected areas of concern (see SECTION V) as needed; and
3. To be an active member of at least one committee each year.

B. CHAIRPERSON – POWERS AND DUTIES: The Chairperson will have the following powers and duties:

1. To preside at all meetings of the Commission and the Executive Committee;
2. To call special meetings of the Commission in accordance with the provisions of the Commission Rules and the Brown Act;
3. To appoint and remove members and Chairperson(s) of committees with the Commission's approval, and to fill vacancies in the offices of Vice-Chairperson and Secretary; except that the chairperson of the nominating committee shall be elected and can be removed by that committee once appointed.
4. To contact by phone, email, and first class mail any Commissioner who has two (2) consecutive excused or unexcused absences from regular meetings of the Commission. The Chair should make reasonable attempts to accommodate any needs of the Commissioner in order for the Commissioner to attend the regular meetings, or offer a leave of absence as appropriate. If all attempts to contact the Commissioner fail and the Commissioner does not respond to any message within thirty (30) calendar days, the Chair should bring the matter to the Commission for a vote on whether to report the matter to the appointing authority.
5. To serve as an *ex officio* member of all standing committees.
6. To serve as the official representative of the Commission and spokesperson to the public, or shall designate another Commissioner to do so.
7. To represent the Commission at the Association convention and other conventions and meetings, or to designate another commissioner to serve as representative.
8. To negotiate and sign documents, excluding contracts, on behalf of the Commission.

C. VICE-CHAIRPERSON – POWERS AND DUTIES: The Vice-Chairperson will perform all duties assigned by the Chairperson. The Vice-Chairperson will exercise the powers and perform the duties of the Chairperson when the Chairperson is absent.

In the event of a vacancy in the office of Chairperson, the Vice-Chairperson will become Chairperson for the remainder of the Chairperson's term of office.

The Vice Chair shall have the following powers and duties:

1. To preside at meetings at the request of or in the absence of the Chair;
2. To serve as an ex officio member of all committees, except the nominating committee;
3. To assist the committee chairs (except that of the nominating committee) with such activities as orientation or new member meetings;
4. To attend meetings of community organizations with the Chair or as her representative;
5. To perform other duties requested by the Chair.

D. SECRETARY – POWERS AND DUTIES: The Secretary is the recording officer of the Commission. At each meeting, the Secretary will report, upon request of the Chairperson, whether a quorum is present. In the absence of the Chairperson and Vice-Chairperson, the Secretary will exercise the powers and perform the duties of the Chairperson. The secretary may take the minutes of the meetings or may delegate that responsibility to another Commissioner or to staff.

The Secretary's duties are:

1. Review incoming correspondence and report same to the Commission;
2. Coordinate correspondence among the Commissioners;
3. Record attendance at meetings and submit report to staff;
4. Keep minutes of business meetings of the Commission and executive committee, including special and general meetings;
5. Send out draft of current month's Commission meeting minutes, together with a list of unfinished business, to the Chairperson within ten (10) days following the Commission meeting.
6. Send a copy of the minutes of the previous Commission meeting and an agenda for the upcoming Commission meeting to members five (5) days before the upcoming meeting;
7. In general, perform all duties incident to the office of Secretary as are consistent with the requirements of the Commission, or as required by the Chairperson.

E. TREASURER – POWERS AND DUTIES: The Treasurer shall be the financial officer of the Commission and the chair of the budget committee. In the absence of the Chairperson, Vice-Chairperson, and Secretary, the Treasurer will exercise the powers and perform the duties of the Chairperson.

The Treasurer’s duties are:

1. Keep books belonging to the Commission containing full and accurate accounts of all receipts and disbursements;
2. Work with assigned staff of the Social Services Agency to oversee all receipts, deposits, and disbursements as may be designated by the Commission, in accordance with Alameda County policies and procedures as stated below in Section II. G;
3. Provide monthly reports to the Commission of the budget and finances as required by the Commission;
4. Prepare, or cause to be prepared, the financial statements to be included in any required reports;
5. In general, perform all duties incident to the office of Treasurer as are consistent with the requirements of the Commission and the Social Services Agency, or as required by the Chairperson.

F. MEMBERS-AT-LARGE – POWERS AND DUTIES: Two members-at-large are Commissioners who represent the entire Commission on the Executive Committee in its deliberations and decisions. They are elected to office for two-year terms, one each in alternating years. In the absence of the Chairperson, Vice-Chairperson, Secretary, and Treasurer at a regular meeting, they may exercise the powers and duties of the Chairperson, beginning with the Member at Large who has the longest tenure.

G. EXPENDITURES OF COMMISSION:

1. Contracting. The Commission will submit all requests for contracts for goods and services to the Social Services Agency staff. All contract requests shall be processed by the Social Services Agency in accordance with County contracting policies and procedures. No Commission member may negotiate or authorize any contract independent from this procedure.
2. Disbursement of funds. All funds budgeted for and received by the Commission shall be maintained by the Social Services Agency. The Commission will request disbursements from the Commission’s account in accordance with County policies and procedures, and subject to the approval of the Social Services Agency and Auditor-Controller. The Commission may not maintain any cash accounts independent from this procedure.

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SECTION III

EXECUTIVE COMMITTEE:

- A. **Constitution:** The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary, Treasurer, and two (2) Members-at-Large. The Chairperson is an ex-officio member of all standing committees. Committee appointments shall be for a one-year term, commencing on July 1 and ending on the following June 30. A member appointed to fill a vacancy on any committee shall serve for the unexpired term of the member succeeded.
- B. **Responsibilities:** The Executive Committee may:
3. Hold regular monthly meetings not more than 15 days in advance of the next regular meeting of the Commission;
 4. Review all reports and recommendations made by other committees and make its recommendations to the Commission thereon. However, the Commission will, at every regular meeting, receive a report from any committee and can take action thereon without prior review by the Executive Committee.
 5. Investigate facts, deliberate questions of policy, and make recommendations for action to the Commission as to any and all matters within the powers and duties of the Commission.
- C. The Commission may vote to act as a Committee of the whole instead of using an Executive Committee.

SECTION IV

COMMITTEES:

- A. Each committee may hold special meetings at any time and at any place, with written notice, when the chairperson of such committee calls upon members. Provided that no meeting or action by any committee shall violate the Brown Act.
- B. Each committee, whether organized as a standing committee or an ad hoc committee, will investigate facts, deliberate questions of policy, make recommendations for action to the Commission, and disseminate information to the appropriate community groups, with the permission of the full Commission.
- C. Committee chairs will provide a written report of each committee meeting to the Chairperson at least ten (10) days before the regular Commission meeting. The Chairperson will submit

the report to staff for distribution to the Commission with the agenda for the regular meeting.

- D. Each committee chair will submit a written report of committee activity on a monthly basis (if no activity has occurred, they will report that fact) to the Chairperson of the Commission. Reports may be submitted by e-mail.
- E. The Commission Chairperson must submit the written committee reports to the Commission office no later than seven (7) days before the next regular Commission meeting.
- F. Failure to submit committee reports for two (2) consecutive months may result in removal of the committee Chair. Late reports will be treated as not having been done and will be subject to the same sanctions.
- G. Standing committees are expected to meet at least once a month. Failure to meet for three (3) consecutive months will result in the Chairperson either reconstituting the committee or appointing a new committee chair.
- H. Ad hoc committees will meet in accordance with the needs and timing of the purpose for which they were formed. In no instance should an ad hoc committee meet less often than once a month, until all the business related to its purpose is completed.
- I. Committee chairs will come to Commission meetings prepared to address questions regarding their written report(s). If a committee chair is unable to attend the Commission meeting, s/he must designate a committee member to speak for the chair.
- J. Committee chairs are not authorized to negotiate and/or sign contracts on behalf of the Commission. They must refer such business to the Chair of the Commission who will work with SSA staff to get proper authorization for any contract that needs to be signed on behalf of the Commission, in accordance with Alameda County policies and procedures as stated above in Section II. G;
- K. If a committee recommendation is passed by vote of the full Commission and circumstances arise that prevent implementation of the approved motion, the committee chair must report immediately to the Commission Chair who will take appropriate action.

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SECTION V

AREAS OF CONCERN: In any given year, the priorities of the Commission will be drawn from the following areas of concern (areas of concern may be added or deleted, as deemed appropriate by a majority of the Commissioners):

- A. Political and Legal Rights – Refers to legislation affecting women and legal problems encountered by the women of Alameda County.
- B. Employment Opportunities – Refers to employment practices in Alameda County, which affect women, including affirmative action policies and personnel practices.
- C. Economic Equity – Refers to programs and opportunities that foster the improved economic status of women.
- D. Health/Reproductive Freedom – Refers to general well-being of Alameda County women, including health programs and services available to women in Alameda County.
- E. Education/ History – Refers to educational and historical programs that affect women.
- F. Community Projects – Refers to community programs that provide services to women.
- G. Dependent Care – Refers to dependent care needs and services in Alameda County.
- H. Young Women and the Junior Commission – Refers to programs and services that particularly identify and impact the needs of young women, girls and teenage mothers.
- I. Resource Network – Refers to creating and maintaining a clearinghouse of service information for and about the women of Alameda County.
- J. Female Empowerment – Refers to programs which seek to eliminate all forms of exploitation and violence against women.
- K. Leadership and Achievement – Refers to efforts to develop leadership skills for women and honor the accomplishments of women.
- L. Demographics and Studies – Refers to collection, analysis, and dissemination of information about women in Alameda County.
- M. Women and the Military – Refers to programs and services that support women serving in the military, women veterans, and their families.

SECTION VI

Junior Commission

The Junior Commission is the responsibility of the Alameda County Commission on the Status of Women. It was established by the Commission in 2006 to:

- develop leadership ability;
- build high self-esteem;
- show how government works; and
- demonstrate how young women can become empowered.

The Junior Commission will elect its officers annually. It is under the direct guidance of the *Junior Commission Committee*, which follows all rules and procedures as listed under Section IV in these Rules of Procedure of the Alameda County Commission on the Status of Women.

SECTION VII

NOMINATIONS AND ELECTIONS PROCEDURES:

At the regular May meeting, the Chairperson shall designate three Commissioners as an ad hoc committee to nominate at least one candidate for each Executive Committee office. Any member of the Commission shall be eligible to be a member of the Nominating Committee. The Nominating Committee shall elect its own chairperson; nominate candidates for the Executive Committee offices; obtain consent from its nominees to serve in the offices for which they have been nominated; and transmit its nominations to each member of the Commission by first-class mail, postage prepaid, or by fax or E-mail transmission, not less than five (5) days prior to the regular June meeting of the Commission.

Members of the Commission, other than those nominated by the Nominating Committee, may be nominated from the floor for the Executive Committee offices; provided, however, that no member shall be eligible for the office of Chairperson for more than two (2) consecutive full terms. Nominations may also be submitted to the Chairperson of the Nominating Committee in writing no less than two (2) days prior to the June elections.

At the regular June meeting, the Commission shall elect by majority vote the Executive Committee officers to serve for the next twelve (12) months, beginning on July 1.

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SECTION VIII

MEETING PROTOCOLS – TYPE, TIME, PLACE and NOTICE OF MEETINGS: Regular meetings are held on the second Wednesday of each month at 6:00 p.m., or as set and publicly noticed by the Chairperson or designated Executive Committee member(s). The Commission shall schedule no fewer than ten (10) meetings per calendar year. The time and place of Commission meetings shall be established as follows:

- A. Regular Meetings – The Commission shall provide by public notice or posting: the date, time, and place of its regular monthly meetings. If at any time, any regular meetings falls on a holiday, such meeting shall be held at another place and time mutually agreed upon.

All votes must be cast in person. No vote may be taken with less than a quorum present. If there is no quorum within 15 minutes of the posted start time, those present may agree to extend the waiting period or cancel the meeting.

If by reason of fire, flood, earthquake or other emergency, it shall be unsafe to meet in the place designated, the meetings may be held for the duration of the emergency at such place as is designated by the Chairperson.

- B. Special Meetings: Notice – A special meeting may be called at any time by the Chairperson or by a majority of the Commissioners after making diligent efforts to contact each Commissioner in writing (by mail, fax or E-mail) and with public notice. Such notice shall be provided at least 72 hours before the time of such meeting, as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered by the Commission at such meetings. All rules that apply to regular meetings shall apply to special meetings.

- C. Adjournment of Meetings – The Commission may postpone and/or relocate any regular or special meeting to a time and place it specifies with at least seventy-two (72) hours public notice. Less than a quorum may so postpone from time to time. If all members are absent from any regular meeting, the Secretary may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided in Section VIII, B for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, or special meeting should have been held, within 24 hours after the declaration of adjournment.

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SECTION IX

CONDUCT OF MEETINGS: Meetings of the Commission shall be conducted according to the following rules:

- A. Parliamentary Authority – Except as otherwise prescribed in these Rules of Procedure for the conduct of business, all Commission meetings shall be governed by *Robert's Rules of Order*. *Robert's Rules of Order* may be suspended by a two-thirds (2/3) vote of the members present, as long as there is a quorum. For situations not covered by these Rules of Procedure, the Commission on the Status of Women will be guided by the bylaws of the California State Commission on the Status of Women .
- B. Quorum – A quorum shall consist of a majority of those Commissioners currently appointed to the Commission.
- C. Order of Business – Business shall be transacted in accordance with the agenda prepared by the Chairperson and staff, except that the Commission may at any meeting suspend the operation of this rule and provide for the transaction of business in a different order.
- D. Appearance by Members of the Public – The Chairperson shall decide the order of appearance and time limits for members of the public who wish to speak. The Chairperson's decision shall be subject to reversal by a vote of the Commissioners.
- E. Roll Call – In any roll call, the Chairperson shall be called last.
- F. Roll Call Not Required - The roll need not be called in voting upon a motion, except when requested by a member. If the roll is not called, in the absence of objection, the Chairperson may declare the motion unanimously approved.
- G. Ground Rules for conducting business of the Commission are as follows:
 - Respect each other.
 - One person talks at a time.
 - Be positive.
 - Be receptive to other people's viewpoints.
 - Focus on Commission business.
 - Utilize formal business meeting processes (e.g., Brown Act, *Robert's Rules of Order*, etc.).
 - Be concise, respect group time.
- H. To enhance preparation for meetings, staff will send outgoing correspondence to the Commissioners, along with the agenda and minutes no less than three (3) days prior to the meeting. Incoming correspondence will be summarized by the Secretary at the meeting. Informational correspondence will be circulated at the meeting. Any material

with a time value will be sent as soon as received to the appropriate Chairperson, Committee Chairperson, or Commissioner(s). Correspondence and sound recordings of meetings, when made, will be kept for one year.

- I. All material distributed at the meetings will be sent with the following month's agenda to those Commissioners not present at any meeting.

SECTION X

COMMUNICATIONS ON BEHALF OF THE COMMISSION: Communication and representation on behalf of the Commission will adhere to the following rules:

- A. Use of the Commission's Name – The Commission's name may be used in relation to a particular issue only when it is a matter of record that the Commission has taken a position on that issue. Commissioners may respond on their own behalf on any issue and may identify themselves as Commissioners whether or not the Commission has a position on that specific issue. Commissioners who take an individual position and identify themselves as Commissioners must specify that their position is personal and not that of the Commission as a whole.
- B. Representing the Commission on Other Bodies – Commissioners designated to represent the Commission on other bodies shall speak and vote in a manner consistent with established Commission policies and positions. Representatives shall report back to the Commission on issues that are raised and receive guidance from the Commission in relation to decision making. Written material from other bodies shall be forwarded to staff for distribution to the Commissioners for review and consideration.
- C. Correspondence from the Commission – Correspondence from the Commission shall be typed on Commission letterhead, signed by the Chairperson, mailed through the Commission office, and have a copy kept in the Commission files.

The Chairperson may direct correspondence from or on behalf of the Commission that may be signed by an author who is another Commissioner. When undertaking a task assigned by the Commission, a Committee Chairperson may direct and sign correspondence related to that task upon approval by the Commission Chairperson, and shall send a copy of any such correspondence to the Commission Secretary and staff.

Routine administrative correspondence will be handled by staff.

SECTION XI

AMENDMENTS: These Rules of Procedure may be amended by a two-thirds (2/3) vote of the Commissioners present at any regular meeting. Notice of any proposed amendment, together with a copy of the proposed amendment, shall be delivered personally, by mail, or by e-mail to each Commissioner at least ten (10) days in advance of the meeting at which the amendment is to be proposed.

An exception to this rule will be that when a committee is assigned the task of revising the entire Rules, the proposed revisions may be distributed with the agenda for a regular meeting.