



COUNTY OF  
SANTA BARBARA  
**COMMISSION  
FOR WOMEN**

**Bylaws**

*123 Anapamu Street, 2<sup>nd</sup> Floor  
Santa Barbara, CA 93101  
(805) 568-2467*

# By-Laws

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## I. ESTABLISHMENT OF COMMISSION

The Commission for Women was established by order of the Board of Supervisors on June 18, 1973, to serve as a fact-finding body on the status of women in the County today in the critical areas of employment, housing, education, credit and law, medical and child care.

- II. The Commission for Women promotes the well-being and equal status of women in Santa Barbara County. The Commission will advise the Board in critical areas affecting women, especially women who have the greatest need. To accomplish this purpose, the Commission may collaborate with other commissions and community groups; facilitate, recognize, and recommend programs; gather and disseminate information, hold public meetings, advise the board, and take other action to accomplish its purpose.

## III. MEMBERSHIP

- A. The Commission consists of fifteen (15) members allocated equally among the five (5) Supervisors and appointed by the Supervisors by nomination of the respective Supervisors. Each Commissioner shall have a term of three (3) years or until his or her respective successor is appointed and notified.
- B. No Commissioner shall be eligible to serve more than two (2) consecutive terms, in addition to any portion of any unexpired term, which he or she may have served.
- C. An excused absence requires a minimum of 24 hours' notice given to the Chair and County Administrative staff via email.
- D. If any member has three (3) unexcused absences from the regularly scheduled meetings during the fiscal year, it shall be recommended to the appointing Supervisor that the individual's membership be terminated. If any member has three (3) consecutive excused absences, that member will automatically be placed on inactive status. To be reactivated, said Commission member must attend the next two (2) consecutive meetings. If member fails to attend said meetings it shall be recommended to the appointing Supervisor that the individual's membership be terminated. The appointing Supervisor will have the authority to terminate said Commissioners term on the Commission.
- E. The resignation of a Commissioner shall be in writing and shall be filed with the Clerk of the Board of Supervisors and with the Chair of the Commission.

#### **IV. ELECTION OF OFFICERS – POWERS AND DUTIES**

- A. The officers of the Commission shall be a Chair and Vice-Chair, who should serve as the Chair-elect. If the Chair is from the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> Supervisorial District, the Vice-Chair should be from the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> Supervisorial District, and vice versa. The Chair and Vice-Chair shall not be from the same district. One Co-Chair and/or one Vice Co-Chair may be elected as officers of the Commission. The Co-Chair and/or Vice Co-Chair may be elected from any Supervisorial District.
- B. These Officers shall be elected from the membership of the Commission at the regular meeting of the Commission, held on or before June of each Year. Nominations may be submitted to the Chair prior to or at this meeting. The Chair and Vice-Chair shall take office at the start of the annual retreat and hold office for one year until re-elected, or their successors are elected.
- C. Any Co-Chair and/or Vice Co-Chair may be elected on or before June of each year or, at any time throughout the year through a formal vote of the Commission. Nomination may be submitted to the Chair prior to the next regular meeting. The elected Co-Chair and/or Vice Co-Chair shall assume office at the beginning of their election and serve a term that runs consecutively with the current Chair and Vice Chair.
- D. No officer may serve in the same office for more than two (2) consecutive years, in addition to any portion of any unexpired term, which he or she may have served.
- E. The Chair, shall preside at all meetings of the Commission, shall sign all resolutions, reports, and other documents adopted by the Commission, and shall make appointments to such committees of the Commission as are authorized by the Commission.
- F. At any meeting of the Commission, if the Chair is absent, all powers and duties of the Chair will first go to the Co-Chair, if elected. In the absence of the Chair and Co-Chair, all the powers and duties of the Chair will go to the Vice Chair, then the Vice Co-Chair. In the absence of all the officers of the Commission, the remaining members shall appoint one of their members to act as Chair Pro-Tempore.

When the office of the Chair or Vice-Chair become vacant during the term of such office, the Commission shall elect a successor from its membership at the earliest meeting in which such an election is practicable. Such election shall be for the unexpired term of such office.

#### **V. MEETING OF THE COMMISSION**

- A. All meetings of the Commission shall be open and public.
- B. The Commission shall hold regular meetings once a month. The time, place

and agenda for regular meetings shall be posted on the County of Santa Barbara Commission for Women webpage no less than seventy-two (72) hours before the time of the meeting. If the regular meeting falls on a holiday weekend, as defined by Section 6700 of the Government Code (as the same may be amended from time to time), such meeting shall be held on a date agreed upon by the consent of the Commission.

- C. The Commission may adjourn any regular, special, or adjourned special meeting to a time and place specified by the order of adjournment. Less than a quorum may so adjourn. When a meeting is adjourned, the resulting adjourned meeting is a regular meeting for all purposes, including advance notice to the public and all Commission members.
- D. Special meetings of the Commission may be called by order of the presiding officer of the Commission or by majority of the members of the Commission. Written notice shall be provided to each local newspaper of general circulation, radio or television stations requesting notice in writing. Notice for any special meeting shall comply with Government Code section 54956 of the Ralph M Brown Act, as amended from time to time. Such notice must be posted on the county of Santa Barbara Commission for Women webpage and available to the public at least twenty-four hours before the time of such meeting as specified therein. (The notice shall specify the time and place of the special meeting and the business to be transacted there at, and no other business shall be considered at such meeting.) Written notice may be dispensed with as to any member who is actually present at the meeting at the time it was arranged.
- E. If needed, the Commission may hold any meeting by use of teleconferencing. Such a meeting will meet the requirements for notice to the public as described in V(A & C). of these Bylaws and in accordance with the Brown Act. All votes taken during a teleconferenced meeting shall be by roll call; it is the responsibility of the Chair to ensure all votes taken are properly accounted for.

## **VI. QUORUM – VOTES REQUIRED**

- A. The presence of a majority of the members of the Commission shall constitute a quorum. If members are unable to attend in person, they may attend and vote via electronic means, through either audio or video, or both, provided that a quorum of the Commission participates within the County. Vacant Commission positions shall not be taken into account in calculating whether a quorum is present.
- B. When a quorum is present, the adoption of any motion shall require the concurrence of a majority of those present.
- C. No member shall be permitted to vote on a question unless present, either in person or connected by electronic means, through either audio or video, or both. Proxies shall not be permitted. Written votes are permitted for specific issues at special meetings only as described in V(C) of these Bylaws.
- D. Voting on all matters may be by voice vote, provided that a roll call vote may be called for at the discretion of the Chair or upon the request of any member of the Commission. A roll call vote shall be recorded showing those voting aye, no, abstain, or absent.

## **VII. COMMISSION AGENDA**

- A. The Chair shall prepare the agenda for the Commission. Items to be placed on the agenda of any regular meeting shall be on file with the Chair 10 days before the scheduled meeting. Any member of the Commission may place an item on the agenda. The Agenda shall be mailed so as to reach members by the Monday preceding the regular meeting.
- B. The Chair may recognize persons desiring to address the Commission on any matter whether listed on the agenda or not. The decision of the Chair to recognize or not recognize a person may be changed by Order of the Commission.
- C. The Commission may take action on items of business not appearing on the posted agenda upon approval of two-thirds of Commissioners present at the meeting or, if less than two-thirds of the Commissioners are present, a unanimous vote of those members present.

However, this is subject to the Commissioners making the following two findings:

- 1) there is a need to take immediate action; and
- 2) the need to take action came to the attention of the Commission after the posting of the agenda.

Adding an item or items to the agenda is subject to the restrictions discussed in the Brown Act.

## **VIII. COMMITTEES AND TASK FORCES**

- A. The Chair shall appoint members of all committees created by the Commission. Any such committee shall be composed only of Commission members and no committee shall consist of fewer than two members. Commissioners must serve on at least one (1) committee.
- B. All committee decisions shall be bound by majority vote and are subject to approval by the full Commission.
- C. Task Forces may be formed at the discretion of the Commission. The Chair of the Commission shall appoint Task Force Coordinators from the Commission membership. Task Force Coordinators may name members of the public and other Commissions to the Task Force by the Commission. Task Forces shall report to the Commission at times designated by the Commission.

## **IX. AMENDMENTS TO BYLAWS**

- A. These Bylaws may be amended at any meeting of the Commission provided written notice has been given to each Commissioner at least seven (7) calendar days prior to the meeting. The notice shall identify the section or sections of the bylaws proposed to be amended. If the proposed amendment consists of the addition of one or more sections, the complete text thereof shall be set forth in the notice. Any proposed amendment may be further amended at such meeting without further notice and thereafter adopted at such meeting as modified.

B. Amendments of the Bylaws shall require the affirmative vote of a majority of the members of the Commission and approval of the Board of Supervisors.

**X. RULES OF ORDER**

Except as provided in these Bylaws, meetings, hearings, and other business of the Commission shall be conducted in accordance with Robert's Rules of Order, latest edition.