

**BYLAWS  
OF THE  
WOMEN'S COMMISSION FOR OAKLAND COUNTY**

**ARTICLE I  
Name and Purpose**

**Section 1: Name.** The name of this organization shall be Women's Commission for Oakland County, hereinafter referred to as the Women's Commission.

**Section 2: Authority.** The Women's Commission was created by the Oakland County Board of Commissioners pursuant to Miscellaneous Resolution #07236.

**ARTICLE II  
Mission and Function**

**Section 1: Mission.** The Women's Commission is a voluntary non-political, non-partisan entity organized to survey the status of women in Oakland County, to assess their needs, and to promote empowerment in areas of but not limited to health, safety, education and economic autonomy.

**Section 2: Function.** The Women's Commission shall serve as a fact-finding body on the status of women in Oakland County. The Women's Commission may conduct forums and study matters concerning women and shall report their findings to the Oakland County Board of Commissioners through its General Government Committee.

The functions of the Women's Commission shall also include:

- a) To receive and duly consider the ideas and opinions of the Oakland County Board of Commissioners.
- b) To coordinate participation in activities of information gathering.
- c) To encourage community outreach.

**ARTICLE III  
Duties and Responsibilities**

**Section 1:** The Women's Commission shall have the following duties and responsibilities:

- (A) Enact Bylaws for its own governance and to conduct its own meetings.
- (B) Hold public forums, fact-finding hearings, and disseminate information from these forums to the Oakland County Board of Commissioners, the County Executive, and other public and private entities, as appropriate.
- (C) Use appropriate and available voluntary services of private individuals, agencies and organizations to assist in carrying out its mission.

- (D) Analyze and work with statistical information that is obtained from the County, other governmental and human services departments, and/or private agencies.
- (E) Recommend and advise appropriate governmental departments and agencies on ways to improve the status of women in Oakland County.
- (F) Provide a report to the Oakland County Board of Commissions and the County Executive on or before the last Board of Commissioners meeting of the calendar year.

#### **ARTICLE IV Membership**

**Section 1:** The Women’s Commission shall be comprised of 25 members, each of whom shall be appointed by his or her respective Oakland County Commissioner.

- (A) Each appointed person must reside in the district his or her County Commissioner represents, and each serves at the pleasure of the appointing County Commissioner. If the appointed member moves out of the district, membership is forfeited.
- (B) Two Oakland County Commissioners, one from the majority party and one from the minority party, shall serve as ex-officio members of the Women’s Commission. The General Government Committee of the Board of Commissioners shall recommend the two County Commissioners who shall serve as non-voting ex-officio members, and shall have all other rights and privileges as voting members.
- (C) Each member of the Women’s Commission shall have voting rights.
- (D) The members of the Women’s Commission shall serve without remuneration.

**Section 2:** TERM OF OFFICE: Members of the Women’s Commission shall serve a one-year term. Appointment for an additional one-year term shall be by the same manner as the original appointment.

**Section 3:** VACANCIES IN OFFICE: When a vacancy occurs on the Women’s Commission either by death, resignation, illness, or any other unforeseen matter, the vacancy shall be filled for the unexpired term in the same manner as the original appointment.

#### **ARTICLE V Officers**

**Section 1:** OFFICERS: The Women’s Commission shall elect by a majority vote a Chair, a Vice-Chair, and any other officers it deems appropriate. In the event there are Co-Officers, the Executive Committee shall determine specific duties and responsibilities of each and shall be mutually agreed between the Co-Officers. If a vacancy occurs the

Office shall be filled by a majority vote of the members present at the next Women's Commission meeting.

**Section 2: CHAIR:** The Chair's duties and responsibilities shall include but are not limited to the following:

- (A) Preside at all meetings of the Women's Commission.
- (B) Appoint all standing and special committees of the Women's Commission.
- (C) Be the ceremonial representative of the Women's Commission and perform duties as necessary to fulfill the mission.
- (D) Submit an annual report to the Oakland County Board of Commissioners.
- (E) Perform all other duties that are incident to the Office.
- (F) Develop and submit an agenda for each business and executive meeting.
- (G) Appoint the Parliamentarian.

**Section 3: VICE-CHAIR:** The Vice-Chair shall be elected by and from the membership of the Women's Commission. The Vice-Chair shall assume the duties and responsibilities of the Chair in the Chair's absence, and shall perform such other duties as may from time to time be assigned. If the Chair position becomes vacant by death or resignation or if the Chair is otherwise unable to discharge her duties, the Vice-Chair shall assume all duties and responsibilities of the Chair until such time as a new Chair is elected. A vacancy in the office of the Vice-Chair shall be filled by a majority vote of the members present at the next Women's Commission meeting.

**Section 5: RECORDING SECRETARY:** The Recording Secretary shall keep the minutes of the meetings of the Women's Commission and the Executive Committee; be custodian of the records; and perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Chair. The Secretary shall send the approved minutes to the General Government Committee.

**Section 6: CORRESPONDING SECRETARY:** The Corresponding Secretary shall (a) see that all Women's Commission and Executive Committee meeting notices, agendas and approved minutes, and any other documents that the Women's Commission deems necessary, are posted; (b) secure room reservations for all Women's Commission and Executive Committee meetings; (c) disseminate to Commissioners all Women's Commission and Executive Committee meeting agendas, draft and approved minutes, and any other documents related to Women's Commission and Executive Committee meetings; (d) perform all duties incident to the office of Corresponding Secretary and such other duties as from time to time may be assigned by the Chair.

**Section 7: PARLIAMENTARIAN:** The Chair shall appoint the Parliamentarian. The Parliamentarian shall follow the Robert's Rules of Order and the established Bylaws as the standards of conducting business protocol. She shall advise the Chair or the presiding officer in responding to points of order by giving an explanation directly to the members at large. Her role shall be only advisory. Only the Chair or the presiding officer can rule on the proper application of the rule(s).

**Section 8:** Each Officer shall serve a one year term.

## **ARTICLE VI Meetings**

**Section 1: REGULAR MEETINGS:**

- (A) The Women's Commission shall meet at least four times a year, with additional meetings as necessary to conduct business. To the extent practicable, the meetings scheduled for each year shall be set at the first meeting of that calendar year.
- (B) All meetings of the Women's Commission as well as committee meetings, special meetings, etc., shall be subject to the Open Meetings Act, MCLA 15.261, et seq.

**Section 2: SPECIAL MEETINGS:** A special meeting of the Women's Commission may be called by the Chair upon written notice being served on each member with at least 18 hours prior notice of the special meeting.

**Section 3: ATTENDANCE** Members of the Women's Commission are expected to attend all meetings. Prior notice of absence shall be given to the Corresponding Secretary. After three consecutive absences the respective County Commissioner will be notified of the absences.

**Section 4: ORDER OF BUSINESS:** The Women's Commission meetings shall be conducted by way of an established and properly noticed agenda. Each member shall have opportunity to submit items of discussion prior to its posting. There shall be a place on the agenda for public comment. The meeting shall be called to order by the presiding officer, and shall follow the order of business as prescribed in the agenda.

**Section 5: RULES OF ORDER:** Robert's Rules of Order shall govern the procedures of the Women's Commission, unless those Rules are inconsistent with these Bylaws, any special rules or order of the Women's Commission, or any procedural rules promulgated by the Oakland County Board of Commissioners for the Women's Commission.

**Section 6: VOTING:** With the exception of the two non-voting, ex-officio County Commissioner members, each appointed member shall have the right to one (1) vote. Voting by proxy, telephone, or e-mail is not allowed. Except as otherwise provided by these Bylaws, statute, or Robert's Rule of Order, all questions shall be determined by a majority vote of the members present.

**Section 7: DISTRIBUTION OF MINUTES:** Minutes of the meetings of the Women's Commission, as well as minutes of any standing, special, ad hoc, or otherwise properly established committees of the Women's Commission, shall be available for public inspection. The resolutions, minutes, and records created by the Women's Commission,

shall be recorded in the manner as those of the Oakland County Board of Commissioners. Copies of Women's Commission minutes shall be forwarded to the General Government Committee of the Board of Commissioners.

## **ARTICLE VII Committees**

**Section 1:** The Women's Commission may establish standing committees and special committees, which shall meet at the call of their respective chairs. The Chair of the Women's Commission may appoint such committees, as determined necessary to meet the purposes and responsibilities of the Women's Commission. Committee membership may solicit input from non-Women's Commission persons, as determined appropriate by the respective committee chair.

- (A) The Executive Committee shall consist of all of the Officers and other members as deemed necessary and appropriate.

## **ARTICLE VIII Amendments to Bylaws**

These Bylaws may be amended, altered, changed, revised or repealed by the affirmative vote of a majority of the members of the Women's Commission at any regular or special meeting, provided notice of the Bylaws or Rule amendments comply with the notice provisions of the Open Meetings Act. Any revisions shall conform to guidelines or policies as may be from time to time established by the Oakland County Board of Commissioners. A two-thirds vote of the entire Women's Commission shall be required when a motion to amend, alter, change, add to or repeal these Bylaws is not included in the regular agenda.

The Women's Commission for Oakland County approved these Bylaws.