



Bylaws

BYLAWS

ANNE ARUNDEL COUNTY COMMISSION FOR WOMEN

BYLAWS

ARTICLE I

NAME

The name of the organization shall be the Anne Arundel County Commission for Women. The Anne Arundel County Commission for Women is hereinafter referred to as "Commission."

MISSION STATEMENT

To serve as a resource and advocacy group for women of the County and to enrich the lives of women and families in the County.

ARTICLE II

PURPOSE

The purpose of the Commission shall be to advise the County Executive on issues of significance to women; to cooperate with the County Executive, governmental agencies, and private industry in programs beneficial to women; provide direction in solving problem to of particular concern to women through community outreach and education; to increase community awareness of women's opportunities and problems; to serve as a resource and advocacy group to promote equal rights for women; and to promote political, economic and social equality for women.

ARTICLE III

MEMBERS

SECTION 1. MEMBERS AND DUTIES. The Commission shall consist of 18 Anne Arundel County residents appointed by and serving at the pleasure of the County Executive. Members shall serve without compensation.

12.01

- a. **Term of Appointment.** Commissioners shall be appointed to serve a two (2) year term from the date of appointment. At the expiration of a member's term, a member shall continue to serve until a replacement is appointed. A member appointed to fill a portion of an unexpired term shall serve that portion of the unexpired term unless reappointed.

- b. **Term Limitations.** No Commissioner shall be eligible to serve more than four (4) consecutive terms.
- c. **Duties.** Commissioners shall participate in at least two (2) Commission- sponsored functions during a calendar year. Service on the Executive Board counts as one function. Commissioners may vote, hold office, and chair standing committees and ad hoc committees.

SECTION 2. RESIGNATION.

- 12.01** Any member desiring to resign from the Commission shall submit her resignation in writing to the Secretary, who shall present it to the Executive Board for action.

SECTION 3. REMOVAL

- 12.01** The Commission may make recommendation to the County Executive that a Commission Member's appointment be withdrawn. The Commission's recommendation for removal must be preceded by two-thirds vote of Commissioners, at any regularly scheduled or special meeting of the Commissioners, whenever it is in the best interests of the Commission. Failure to attend three consecutive meetings without excuse shall constitute a resignation from the Board. The County Executive may remove a member at any time, with or without cause, upon written notification to the member.

ARTICLE IV

OFFICERS, DUTIES OF OFFICERS, AND EXECUTIVE BOARD

- SECTION 1. OFFICERS.** The officers of the Commission shall include a Chair, a Vice Chair, and a Secretary. These named officers are collectively known as the Executive Board.

- **Appointment of Chair**
 - a. A chair shall be appointed by the County Executive and shall serve at the discretion of the County Executive.
- **Election of Officers.**
 - a. The Vice Chair and Secretary shall be elected at the May meeting of Commissioners. The May meeting of Commissioners shall also be referred to as the Election of Officers Meeting.
 - b. At the March meeting of the Commissioners, the Chair shall appoint a Nomination Committee of four members, of which one (1) member shall be a member of the Executive Board, and at least two (2) members shall be Commissioners.

- c. Nominations of officers or a slate of officers shall be presented by the Nomination Committee at the monthly meeting of members held in April. Additional nominations may be made from the floor at the monthly meeting of members held in May, otherwise known as the Election of Officers Meeting.
 - d. The officers or slate of officers shall be elected by majority vote of ballots cast at the Call for Ballots at the Election of Officers Meeting.
 - e. The Nomination Committee shall present its final report at the June Commission meeting, at which time its duties are rendered complete and the Nomination Committee shall stand down.
- **Term.** An elected officer shall serve a one (1) year term in office, commencing on July 1st and concluding on June 30th of the following year.
 - **Limitations.** A Commissioner shall not hold more than one (1) Executive Board position concurrently.
 - **Resignation.** An elected officer desiring to resign from office shall submit a resignation in writing to the Secretary, who shall present it to the Executive Board for action.
 - **Vacancies.** In the case of vacancy of Chair, the Vice Chair shall serve as Chair until the County Executive has appointed a new Chair. In the case of a vacancy of Vice Chair or Secretary, the Executive Board by majority vote shall appoint a Commissioner to fill the vacancy until the next annual election of officers. If a tie vote occurs, the Chair shall be the decision-maker.

SECTION 2. DUTIES OF OFFICERS

- **Chair.** The Chair shall preside over all
- Pm m r meetings; report to the County Executive; serve as the official representative of the Commission; and. Subject to approval by the Executive Board, appoint all standing committees; ensure the Commission's compliance with the Maryland Open Meetings Act, and fulfill such other duties applicable to the office or otherwise assigned by the County Executive.
- **Vice Chair.** The Vice Chair shall preside over all meetings in the absence of the Chair and fulfill such other duties applicable to the office.
- **Secretary.** The Secretary shall keep a record of all proceedings of the Commission that comply with the Maryland Open Meetings Act and relevant provisions of the County Code; make available minutes of the previous meeting and distribute them to the Commission members and to the County's Boards and Commissions Officer in advance of each meeting; send out meeting notices to the Commission members and to the County Boards and Commissions Officer; keep on file all committee reports; maintain a current listing of the Commissioners with contact

information; serve as the records custodian for the Commission under the provisions of the Maryland Public Information Act; in the absence of the Chair and Vice Chair, call the meeting to order and preside until the election of a chairman pro tern; handle correspondence not specifically assigned to other officers or committees; and fulfill such other duties applicable to the office. The Secretary shall draft, with the input of the Commission, the Annual Report.

SECTION 3. EXECUTIVE BOARD

- **Executive Board Composition.** The officers of the Commission shall constitute the Executive Board.
- **Executive Board's Duties and Authority.** The Executive Board shall have general supervision of the affairs of the Commission, establish the hour and place of Commission meetings, make recommendations to the Commission, and perform such other duties as are specified in these Bylaws. The Executive Board shall be subject to the actions of the Commission 1 and none of its acts shall conflict with actions taken by the Commission. Actions of the Commission shall be defined by majority vote of a Commission quorum.

ARTICLE V

MEETINGS AND ANNUAL REPORT

SECTION 1. COMMISSION MEETINGS

- 1.01 Monthly Meetings.** Monthly meetings of all Commission members shall be held on the second Thursday of each month from August to June, inclusive, unless otherwise ordered by the Executive Board. The May Commission meeting shall be otherwise known as the Election of Officers Meeting. The June Commission meeting shall be otherwise known as the Annual Meeting. The August Commission meeting shall be otherwise known as the Strategic Planning Meeting.
- 1.02 Annual Meeting.** The Annual Meeting of Commission members shall be held on the second Thursday of June and shall be for the purpose of receiving year-end reports of officers and committee chairpersons, identifying new committee chairpersons to serve during the upcoming fiscal year, and conducting any other business that may arise.

- 1.03 Strategic Planning Meeting.** A Strategic Planning Committee of all Commission members shall be held during the month of August. The purpose of this meeting is to calendar the Commission's yearly events, update Bylaws of the Commission, update Policies and Procedures of the Committees as appropriate, and conduct additional business that may arise.
- 1.04 Special Meetings.** Special meetings may be called by the Chair or by majority vote of the Executive Board or shall be called upon receipt of written request by three (3) Commissioners submitted to the Secretary of the Executive Board. The purpose of the meeting shall be stated in the Call for Special Meeting as prepared by the Secretary. Except in cases of emergency, at least three (3) days* notice shall be given prior to a special meeting of the Commission being convened.
- 1.05 Annual Meeting with County Executive.** The Commission shall meet annually with the County Executive *or* the designee of the County Executive.
- 1.06 INFORMAL ACTION BY COMMISSION MEMBERS; MEETINGS BY CONFERENCE TELEPHONE.**
- a. **A maximum of twice per year,** a Commissioner may participate in a meeting of the Commission or a committee of the Commission by means of conference telephone or by any means by which all persons participating in the meeting are able to communicate with one another, and such participation shall constitute presence at the meeting. A commissioner desiring to participate in a meeting by telephone must make prior arrangements to do so.
- 1.07 Voting.**
- a. A majority vote of the qualified Commissioners present shall be required to carry any motion at a Regular Meeting. A sixty-six percent (66%) vote of the qualified members present shall be required to carry any motion at a Special Meeting. "Present" at a meeting includes those participating in a meeting by means of conference telephone or by any means by which all persons participating in the meeting are able to communicate with *one* another.
- 1.08 Quorum.** A quorum shall consist of a simple majority or fifty percent (50%) of commissioners.
- 1.09 Notice.** The Commission shall comply with all requirements of the Maryland Open Meetings Act. Notices of meetings shall be in writing and delivered to members and to the County's Boards and Commissions Officer at least 10 days before the day of the meeting, Written notice of the meetings may be delivered by electronic transmission. Failure of

notice to any member shall not invalidate the meeting or any action taken at the meeting.

SECTION 2. EXECUTIVE BOARD MEETINGS.

2.01 Executive Board Meetings. Unless otherwise agreed to by the Executive Board, regular meetings of the Executive Board shall be held on the first Thursday of each month. Special meetings of the Board may be called by the Chair or shall be called upon the written request of two (2) members of the Executive Board.

SECTION 3. ANNUAL REPORT

3.01 Annual Report. The Commission shall provide a report to the County Executive by January 31 each year that describes its activities and *fulfillment* of its mission statement and purposes during the prior fiscal year, as well as its recommendations for the succeeding fiscal year. The report shall specifically include:

- a. The status of issues of significance to women, including services and programs for women in the County; and
- b. Recommendations for funding and more effectively addressing issues of significance to women.

ARTICLE VI

COMMITTEES

SECTION 1. LEGISLATIVE COMMITTEE. The Legislative Committee shall be composed of one (1) member of the Executive Board and at least two (2) additional Commission members. The Legislative Committee Chair shall be appointed by the Commission Chair and shall serve for one (1) year from July 1 through June 30. The Legislative Chair may appoint, with consent of the Commission Chair, the *additional* Commission members to serve with her on the Legislative Committee. It shall be the duty of this committee to monitor and report on actions by State and local governmental entities, including, but not limited to the Maryland General Assembly and the Anne Arundel County Council, develop and review Legislative Committee policies and procedures, and fulfill any additional duties or responsibilities deemed necessary by the Commission. Commission members may not participate in any pre-legislative activities in their capacity as a Commissioner; however, commission members may participate in pre-legislative activities in an individual capacity.

SECTION 2. OTHER COMMITTEES; CHAIR'S EX-OFFICIO MEMBERSHIP. Such other committees, standing and/or special, shall be appointed by the Commission Chair as deemed necessary to carry on the work of the Commission. The Chair of the Commission shall be deemed an ex-officio member of all committees, except for the Nomination Committee.

ARTICLE VIII

CODE OF ETHICS

Commission members are bound by and subject to the Anne Arundel County Government Code of Ethics and other applicable laws.

ARTICLE VII

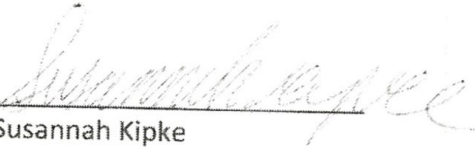
AMENDMENT OF BYLAWS

Amendments to provisions of these Bylaws that are not controlled by State or County laws, State or County regulations, or County Executive Order may be proposed by any member of the Commission. The proposed Amendment shall be submitted to all Commission members in writing at least 10 (ten) days prior to the meeting date. Voting upon Bylaws Amendment may be held at any regular meeting of the Commission. The Bylaws shall be amended upon two-thirds affirmative vote of Commissioners.

Adopted by the Anne Arundel County Commission for Women this 14th day of March 2013.

Revised 11/13/2014.

Revised 06/12/2018.

Signed: 

By: Susannah Kipke

Title: Chair

Date: 06/12/2018