

**CHESTER COUNTY  
WOMEN'S COMMISSION  
BY-LAWS**

# CHESTER COUNTY WOMEN'S COMMISSION BY-LAWS

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**CHESTER COUNTY WOMEN'S COMMISSION**  
**BY-LAWS**  
Revised April 9, 2007

**ARTICLE I. Name**

Section 1.1 Name  
The name of this organization shall be the Chester County Women's Commission.

**ARTICLE II. Purpose**

Section 2.1 Creation  
The Chester County Women's Commission was created by Resolution of the Commissioners of Chester County on December 13, 1993.

Section 2.2 Mission  
Pursuant to the Resolution passed by the Board of County Commissioners for Chester County, Pennsylvania, on December 13, 1993, the purpose of this organization shall include, but not be limited to, the following:

- A. To promote opportunities for the inclusion of women as full and equal participants in all facets of County life;
- B. To identify through annual review and discussion, those needs of women of Chester County which will then serve as a focus of action;
- C. To promote and encourage the participation of women leadership positions in Chester County;
- D. To initiate projects the provide opportunities for women to discover their uniqueness and to reach their potential;
- E. To act in an advisory capacity to the Board of Commissioners of Chester County and to educate the Board and the Chester County community regarding women's status, needs, and rights;
- F. To aid Chester County residents in identifying services and resources available for women. Such activities might include, but are not limited to: publications, financial support, coordination, collaboration, and providing other resources.

**Mission:**  
The mission of the Chester County Women's Commission is to identify and advance the diverse needs and interests of the women of Chester County, empower them to

reach their potential personally and professionally and act as an advocate to the county Board of Commissioners.

**Tag Line:**

“Empowering the women of Chester County to reach their highest potential.”

**Our Vision:**

The vision of the Chester County Women’s Commission is to serve as a catalyst for change by drawing on the passion, spirit, and strengths of women to create a more equitable community.

**ARTICLE III. Composition**

- Section 3.1 **Composition and Recommendations for Membership**  
The Commission shall be comprised of no more than twenty-one (21) members appointed by the Board of Commissioners of the Chester County, Pennsylvania. Membership recommendations shall be made by the Commission. Said membership recommendations shall be submitted to the Chester County Board of Commissioners for appointment.
- Section 3.2 **Membership Term**  
Members shall be appointed for a term of three (3) years.
- Section 3.3 **Consecutive Membership Term**  
No person may be appointed to the Commission for more than two consecutive, three year terms except by resolution of the CCWC and not to exceed one additional year.
- Section 3.4 **Member Return**  
After two successive, complete terms, a Commission member shall be ineligible for re-appointment for at least one year.

**ARTICLE IV. Nomination and Elections**

- Section 4.1 **CCWC Nominating Committee**
  - A. **Membership of Nominating Committee**  
The membership of the CCWC Nominating Committee shall be representative of a diverse population.
  - B. **Composition and Term of Nominating Committee Membership**  
The Nominating Committee shall consist of not more than five (5) members. Membership on the Nominating Committee shall be for one year.

- C. Slate for Election of Nominating Committee Members  
The slate for the election of new Nominating Committee members shall be presented by the Nominating Committee to the CCWC at its May meeting. Additional nominations may be made from the floor.
- D. Election of Nominating Committee Members  
The new members of the Nominating Committee shall be elected at the June meeting by written ballot. The Nominating Committee shall tally the votes and announce the results. The new Nominating Committee shall take office on August 1<sup>st</sup>.
- E. Nominating Committee Members Cannot be Officers  
A member of the Nominating Committee cannot be nominated for office. A member of the Nominating Committee cannot be both an officer and a member of the Nominating Committee at the same time
- F. Responsible for Slates for Membership and Officers  
The Nominating Committee shall be responsible for the presentation of proposed slates of nominees for membership and for elected offices for the following year. Members of the CCWC may not submit names for membership and elected offices to the Nominating Committee.

#### Section 4.2 Election of Officers and Memberships

- A. Membership Slate, Voting, and Installation  
The slates for the election of officers and members shall be presented by the Nominating Committee to the CCWC at its May meeting. Additional nominations may be made from the floor. The members shall vote on the recommended slate at the June meeting. New members shall take their place on the commission on August 1<sup>st</sup>.
- B. Officer Term and Installation  
Officers shall be elected at the June meeting by written ballot for a term of one year. No officer shall be eligible to serve more than two (2) consecutive terms in the same office. If an officer's term exceeds the membership term, the officer's term of office shall take precedence. The Nominating Committee shall tally all the votes and announce the results the officers shall take office on August 1<sup>st</sup>.
- C. Officer Vacancies  
A vacancy in the office of Chairperson arising from any cause shall be filled by the Vice Chairperson. If the Vice Chairperson is unable to serve and for vacancies any other offices of the CCWC arising from any cause, the un-expired term shall be filled by designation of the Nominating Committee for approval by the CCWC.

#### Section 4.3 Communication of Election Results to Commissioners

The Secretary shall insure that the results of the election shall be communicated to the Board of Commissioners of Chester County as soon after the election as is possible.

## **ARTICLE V. Vacancies**

### **Section 5.1 Resignation of Members**

Any member of the CCWC may resign at any time by giving written notice to the Secretary of the Commission. Such resignation shall take effect on the date of the receipt of such notice, or at any time specified therein. The acceptance of such resignation by the Commission shall not be necessary to make it effective.

### **Section 5.2 Removal of Members**

Members of the CCWC may take action, as set forth in the By-Laws, to remove a member for just cause. For purpose of this Section 5.2, "just cause" shall be defined to mean conduct of CCWC member that adversely reflects upon the CCWC and that serves as an impediment to the purposes of the CCWC as those purposes are set forth in these By-Laws and Policies. CCWC member's failure to attend three (3) consecutive Commission meetings or the majority of monthly meetings during a calendar year may be considered to be just cause for removal from the commission. Any CCWC member can make a motion for removal of a member for a just cause (see 7.3).

### **Section 5.3 Filling Membership Vacancies**

Any position on the CCWC left vacant by the resignation, removal, or death of a member may be filled for the remainder of the term by the Board of Commissioners of Chester County. The appointees shall be selected from the slate of qualified individuals proposed by the CCWC.

## **ARTICLE VI. Meetings**

### **Section 6.1 Regular Meetings**

The regular meetings of the CCWC shall be held each month at a time and place to be determined by the CCWC.

### **Section 6.2 Place of Meetings**

Meetings of the CCWC shall be at such place as the majority of the Commission members may from time to time select, or as may be designated in the notice calling the meeting.

### **Section 6.3 Organizational Meeting**

The regularly scheduled August meeting of the CCWC shall serve as the organizational meeting of the Commission at which new members and officers shall assume their duties.

### **Section 6.4 Special Meetings**

Special meetings of the CCWC may be called by the Chairperson when the Chairperson has received a request in writing by five (5) members of the CCWC. Notice of such special meeting shall be given by the Secretary to each member, personally, by mail, by electronic mail, or by telephone, at least three days prior to such meeting.

## **ARTICLE VII. Voting, Quorum, and Action by the CCWC**

### Section 7.1 Voting

At all meetings of the CCWC, each member shall have one (1) vote, exercisable only in person.

### Section 7.2 Quorum

A quorum shall consist of nine (9) members; the acts of the members present at a meeting at which a quorum is present shall be the acts of the CCWC. In the absence of a quorum, there will be no formal action taken at a meeting.

### Section 7.3 Special Action by Members

A vote of two-thirds of the full membership of the CCWC shall be necessary in order for the CCWC to take any of the following actions:

- A. Amendment of By-Laws;
- B. Removal of existing members;
- C. Removal of any officer;
- D. Approval of annual budget

## **ARTICLE VIII. Executive and Other Committees**

### Section 8.1 Executive Committee Composition

The Executive Committee shall consist of the Officers and the immediate past Chairperson. If the immediate past Chairperson's term has been fully served, she may be invited to sit on the Executive Committee as a non-voting participant. The Executive Committee may, by resolution, designate special committees and/or task forces as necessary and appropriate.

#### A. Duties

The Executive Committee shall:

1. Be empowered to act on behalf of the CCWC in the event such action is necessary between meetings of the CCWC except as detailed in Section 7.3.
2. Act as liaison between the Board of Commissioners of Chester County and the CCWC.
3. Develop an agenda for each Commission meeting.

4. Designate, by resolution, special committees and/or task forces as necessary and appropriate.
  5. Distribute minutes of all Executive Committee meetings to all Commission members.
  6. Set a yearly meeting schedule for the CCWC which may include special events and retreat.
  7. Select, supervise, and terminate any staff.
- B. Meetings  
The Executive Committee shall meet monthly at a time and place to decide upon by the members of the Executive Committee.
- C. Quorum  
A quorum shall consist of no less than fifty (50) percent plus one of the existing members of the Executive Committee.

## Section 8.2 Standing Committees

The CCWC shall have the following standing committees: Finance, Research/Legislative, Communications, and Programs. All committees shall be chaired by a member of the Commission. The responsibilities of the various standing committees shall include, but not be limited to:

- A. Finance Committee  
The Finance Committee shall prepare the annual budget and will insure adherence to the said budget;
- B. Research/Legislative Committee  
The Research/Legislative Committee shall gather, assess, and evaluate existing County data, identify the unmet needs of women and children in the County, recommend issue priorities to the Commission, and be responsible for identifying relevant issues in all or any legislative body and relaying such issues to the CCWC.
- C. Communications Committee  
The Communications Committee shall be responsible for disseminating information concerning the status, activities, and concerns of the women and children of Chester County.
- D. Program Committee  
The Program Committee will take the member's suggestions and plan programs and events which will help support and fulfill the mission.

## Section 8.3 Ad Hoc Committees

Ad hoc committees, task forces, or assignments which may include but not be limited to public relations and correspondence may be established and terminated by the Commission as needed.

**ARTICLE IX. Officers**

- Section 9.1 Designation  
The officer of the CCWC shall consist of a Chairperson, Vice Chairperson, Secretary, and Treasurer. The Officers shall be elected from among the CCWC members for terms of one (1) year at the June organizational meeting of the CCWC. The officers serve until their successors are duly elected and assume their duties. The officers shall perform such duties as are prescribed by these By-Laws or assigned by the CCWC.
  
- Section 9.2 Duties of the Chairperson  
The Chairperson shall preside at all meetings and act as liaison in the administration of the CCWC. The Chairperson shall be the Chairperson of the Executive Committee. In addition, the Chairperson shall perform such duties as may from time to time be assigned by the CCWC. The Chairperson shall appoint members to the committees each September, including to the standing committees set forth in this Article. The Chairperson must have served on the Commission for no less than one year prior to election to this office.
  
- Section 9.3 Duties of Vice Chairperson  
The Vice Chairperson shall have such powers and duties as may be assigned by the CCWC. In the absence of the Chairperson, the Vice Chairperson shall have the powers and execute the duties of the Chairperson.
  
- Section 9.4 Duties of the Secretary  
The Secretary shall be responsible for the minutes of the meetings of the CCWC, the recording of all votes of the CCWC, calling to order the meeting in the absence of the Chairperson and Vice Chairperson, and presiding until the election of a Chairperson pro-temp, and such other duties as may be assigned by the CCWC.
  
- Section 9.5 Duties of the Treasurer  
The Treasurer shall be responsible for the maintenance of complete and accurate records of receipts and disbursements of the CCWC, for all monetary activities of the CCWC and such other duties as may be assigned by the CCWC.

**ARTICLE X. Fiscal Year**

- Section 10.1 Fiscal Year  
The fiscal year of the CCWC shall coincide with the calendar year.

**ARTICLE XI. Amendment of By-Laws**

Section 11.1 Amendment of the By-Laws

The By-Laws may be amended by two-thirds of the full membership of the CCWC provided such amendment has been submitted to all members of the CCWC by regular mail, electronic mail, or personally at least ten (10) days prior to the meeting along with a written notice of such meeting giving the time, date, and location of the meeting and the intent to amend the By-Laws.

## **ARTICLE XII. Conduct of meetings**

Section 12.1 Conduct of Meetings

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and special rules of order the Commission may adopt.

## **ARTICLE XIII. Adoption**

Section 13.1 Adoption of the By-Laws

These By-Laws have been duly adopted on the 14<sup>th</sup> day of September, 1994.

Amended: June 19, 1996

Amended: June 18, 1997

Amended: June 18, 2001

Amended: September, 18, 2003

Amended: May 20, 2004

Amended: April 9, 2007

# CCWC COMMISSION POLICIES

## Section 1: Public Statements

### 1.1 Public Statements

The Chair and a designated liaison from the Communications Committee are authorized to speak in the name of the Commission. However, media opportunities and speaking engagements on designated subjects will be shared with Commission Board members. If directly contacted by the news media, a Commission member should call the Chairperson before making public comments. If a given statement is already in print as an official Commission position on an issue, a Commission member should feel free to restate it as such. ANY OTHER STATEMENT ON AN ISSUE SHOULD BE IDENTIFIED AS A PERSONAL OPINION.

## Section 2: Request for Endorsements, Memberships

### 2.1 Outside Organization Request for Support

Any request for support from an outside organization or source must be submitted in writing to the Chairperson for review and recommendation for Commission action.

- A. Joint projects with other organizations shall be evaluated on a case-by-case basis.
- B. To be considered, requests for joint projects must include the following types of information:
  - a. How the activity supports the goals/purposes of the Commission;
  - b. Whether there is a cost to the Commission;
  - c. What other groups, if any, would be involved;
  - d. Time schedule;
  - e. What input would be required for the Commission/Committee.
- C. When time is a relevant factor in a request, a telephone survey shall be taken of the Executive Committee and reported to the Commission at its next meeting.

### 2.2 Joining with Organizations

The Commission may join with organizations if passed by a Commission vote.

## Section 3: Policy Modification Procedure

### 3.1.1 Policy Modification Procedure

Proposals for policy change should be submitted to the Commission in writing, at least two (2) weeks prior to the meeting at which they will be considered.



## **Section 4: Advocacy**

### **4.1 Advocacy**

The Chester County Women's Commission can advocate certain positions, provided that seventy-five percent (75%) of the Commission members present at the meeting at which the issue is discussed, approve such action.

### **4.2 Procedure for Absent Members to Express Opinions**

Commission members who are unable to attend a meeting at which an issue is being discussed may voice their opinion by sending a written statement to either the Chair or the Coordinator, expressing the absent member's opinion.

### **4.3 Personal v. Commission Positions**

While the Commission may adopt and express a particular position on a given issue, individual members of the Commission may express their personal views on that position, provided they are identified as such.

## **Section 5: Commission Membership**

### **5.1 Commission Membership**

The CCWC shall be encouraged to seek members who possess special understanding and knowledge of issues relating to women.

Amended: June 19, 1996

Amended: May 20, 2004