



# *City of Brockton*

## *Commission on Women's Issues*

**JAMES E. HARRINGTON**  
MAYOR

**LISA M. RHEAULT-SLINEY**  
CHAIRPERSON

## *Bylaws*

### **ARTICLE I - NAME and AUTHORITY**

- A. The name shall be Brockton Commission on Women's Issues.
- B. The authority for and of the commission is granted by the Mayor and the City Councilor of the City Of Brockton.

### **ARTICLE II - PURPOSE and OBJECTIVE**

- A. The purpose of the Commission shall be to address itself to the needs of women and encourage them to participate more fully in shaping the future of the city.
- B. The objective of the Commission is to support women's issues on the local, state, and national level. This Commission is a non-political entity and shall not endorse individuals for political or appointed positions.

### **ARTICLE III - MEMBERSHIP VOTE and QUORUM**

- A. Membership:
  - 1. The Commission shall be comprised of members appointed by the Mayor, and must be a Brockton Resident and shall reflect the diversity of the City. To initiate appointments, the interested person shall send a letter of request to the Mayor.
  - 2. Active members:
    - a. Shall attend the majority of meetings, not to exceed 10 in a calendar year
    - b. Shall participate in the activities of the Commission
    - c. A member shall notify the Chair or Member of the Board when unable to attend a meeting. After three consecutive unexcused absences, the member shall become an Adhoc member.
  - 3. Adhoc Committee:
    - a. An Adhoc member is one who wishes to support the Commission but cannot attend meetings on a regular basis or participate in the activities of the Commission. They shall have no vote.
- B. Vote:
  - 1. Each active member shall have one vote.
- C. Quorum
  - 1. A quorum shall be (51 %) of active members in good standing.

## **ARTICLE IV-OFFICES**

A. The offices shall be:

1. Chair
2. Vice Chair
3. Secretary
4. Treasurer

## **ARTICLE V - DUTIES OF OFFICE**

- A. The Chair shall preside at all meetings of the Commission and shall be a member, ex officio of all committees except the Nominating Committee. She shall appoint the Parliamentarian and other Committee Chairs as necessary
- B. The Vice Chair shall preside in the absence of the Chair or when the Chair requests her do so. She shall be responsible for reporting to the Membership at each general meeting; or upon the request of the Chair or membership.
- C. The Secretary shall keep minutes of all meetings and mail them to the membership. She shall maintain a complete roster of the Commission membership, including addresses and telephone numbers.
- D. The Treasurer shall be responsible for handling all finances, the financial statement including disbursements as requested by the Chair.

## **ARTICLE VI - IMPLEMENTATION AND FUNCTION**

- A. The Commission shall operate through Task Forces and committees.
- B. The Commission shall act as a liaison between the City and the Public and shall investigate issues and recommend solutions.

## **ARTICLE VII - NOMINATION**

- A. A Nominating Committee shall be elected by the body at the September meeting. It shall consist of two members, one of whom the Nominating Committee shall choose as a Chair. The Committee shall prepare a slate of qualified nominees who have consented serve, to be presented at the annual meeting. The annual meeting is to be held in January
- B. Elections shall be held at the annual meeting. Voting shall be by ballot. Two tellers shall be appointed by the nominating committee. In the event of a vacancy in an office during the term, the Chair may make an appointment subject to the approval of the membership
- C. Officers shall serve for a two year term and shall not serve more than two consecutive terms.

## **ARTICLE VIII – MEETINGS**

- A. Regular meetings shall be held as set forth in the Standing Rules.
- B. Executive meetings may be called on a 48 hour notice by the chair.

## **ARTICLE IX - AMENDMENTS**

These Bylaws may be amended by a two-thirds vote of the voting active membership. Due notice shall be given the body to insure time for deliberation.

## **ARTICLE X - AMENDMENTS**

The Authority for this Commission shall be Robert's Rules. Newly Revised

## **ADDITIONAL REQUIREMENTS**

1. Regular meetings of the commission shall be held regularly.
2. Task Forces and Committees will set their own meeting schedules.
3. Members shall receive all mailings.
4. There shall be an annual report of the programs and activities of the Commission made to the members at the annual meeting.
5. A written copy of the yearly Commission report shall be given to the Mayor, each member of the City Council and each member of the Commission.
5. The operating format of the Commission shall follow Parliamentary Procedure.
7. The Standing Committee shall be:
  - a. Publicity
  - b. Programs
  - c. Nominating
8. Task Forces and Committees shall be initiated each year as the need arises. Each active member will be expected to join one of the existing committees.

These By-Laws were adopted on \_\_\_\_\_ 2008, by a vote of the membership represented by the Chair's signature.

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Chairperson