

**Operating Bylaws
Governor's Commission for Women**

Article 1: Mission

Section 1.1 Mission Statement The Commission for Women shall focus on advocacy and outreach on behalf of women's interests.

Section 1.2 Guiding Principles In pursuing this mission, the Governor's Commission for Women is guided by the following principles:

- A. Service is an important strategy for addressing community needs and problems.
- B. Citizens of all ages are critical resources in addressing community needs and problems.
- C. Service in Delaware can be augmented by effective private-public collaborations, and a general willingness for all sectors to partner for the advancement of women's interests.

ARTICLE 11: Duties of the Commission

2.1 Duties of the Commission

- A. Advise the Office of Women's Advancement and Advocacy on strategic planning, project development and programming.
- B. Advocate and promote programs that benefit women.
- C. Advise the Governor, the Cabinet and members of the General Assembly, and other state policy makers on means to improve the delivery of services that benefit the women of Delaware including, but not limited to, education, social services, health care, economic and financial independence.
- D. Develop outreach activities in the communities of the state.

ARTICLE 111: Membership

The Commission for Women shall consist of 9 members who shall be appointed as follows:

1. The Commission for Women shall consist of 9 members who shall be appointed as follows:
 - A. Two members appointed by the Speaker of the House of Representatives and shall serve at the pleasure of the Speaker.
 - B. Two members appointed by the President Pro Tempore of the Senate and shall serve at the pleasure of the President Pro Tempore.
 - C. Five members appointed by the Governor representing all 3 counties and the City of Wilmington. Of the Governor's appointees, no more than 3 members shall be members of any one political party.
2. Members of the Commission for Women appointed by the Governor shall serve for a term of 3 years. All members are eligible for reappointment.
4. If any member fails to attend 4 successive meetings of the Commission for Women, that member's position may be deemed vacant and the appointing authority shall appoint a replacement.

ARTICLE IV: Officers, Powers, Duties and Compensation

1. The Chairperson of the Commission for Women shall be appointed by the Governor from among the 9 members, and shall serve at the pleasure of the Governor.
2. The Commission for Women may elect by a majority present and voting such officers as it deems necessary.
3. Elected officials will be: A Vice Chair and a Secretary.
4. The Commission Chair's duties:
 - A. The Chair will be responsible for the general business of the Commission.
 - B. The Chair has the right to delegate any of her/his powers to a Vice Chair or a Commission member.
 - C. The Chair can designate the Vice Chair to preside over a meeting in the event of her/his absence.
 - D. The Chair shall preside over the Executive Committee and serve as an ex officio member of all other assigned subcommittees.
 - E. The Chair shall appoint a Commission member to serve as Chair of each active subcommittee.
5. The Vice Chairs duties:
 - A. The Vice Chair is elected annually by members of the Commission.
 - B. In the event of a vacancy in the Chair position, the Vice Chair shall be acting Chair until the Governor appoints a new Chair.
 - C. The Vice Chair shall take over the Chair's responsibilities in the absence of the Chair unless otherwise stated by the Chair.
6. The Secretary's duties:
 - A. The Secretary shall ensure that all scheduled Commission subcommittee meetings are posted and recorded in accordance with Delaware state law.
 - B. The Secretary will be responsible for documentation of all Commission meetings.
 - C. The Secretary shall perform other duties as the Commission may from time to time prescribe.
7. Members of the Commission for Women shall serve without compensation, except that they may be reimbursed for reasonable and necessary expenses incident to their duties as members of the Commission for Women in accordance with state law.

ARTICLE V: Commission Business

1. The Commission will meet every other month, and at least 6 times a year, except in July and August.
2. A quorum will be necessary to conduct Commission business. A quorum will be a majority of members either physically present or attending the meeting via video conferencing.
3. A member may participate in a Commission meeting via phone. However, a phone participant may not be counted as a quorum member.
4. For quorum purposes all public meetings will be noticed and conducted in accordance with Delaware law, except that the subcommittees may conduct interim telephone meetings to discuss agenda, strategies, or conduct other business in preparation for a public meeting.
5. The Chair of the Commission will call special meetings when it is deemed necessary.

ARTICLE VI: Subcommittees

The Chair of the Commission can appoint subcommittees and their chairs as needed to carry out the business and responsibilities of the Commission.

1. The Commission or Executive Committee shall review and decide when a sub-committee is essential and vote to establish such sub-committee.
2. The Commission Chair shall designate a Commission member to Chair assigned sub-committee.

3. The Chair of the Commission may appoint subcommittees and their chairs as needed to carry out the business and responsibilities of the Commission.
4. The sub-committee Chair shall:
 - a. Assign all sub-committee meeting dates.
 - b. The subcommittee chair shall ensure the meetings are posted, followed by posted minutes, according to statutory requirements.
 - c. The subcommittee chair shall ensure that all sub-committee progress is presented to the Commission members at each scheduled Commission meeting through the duration of the project.
5. Non Commission members may participate in sub-committee meetings and work. The sub-committee members may reach out for assistance as needed to accomplish the assigned project.
6. All established sub-committee members shall be responsible to accomplish assigned projects in a timely manner.
7. Sub-committee critical decisions should be addressed at scheduled Commission meetings for a vote prior to the sub-committee action. If the sub-committee is working with a deadline and needs sudden action, and there is not a scheduled Commission meeting to address the need in a timely manner, the Chair of the sub-committee shall address the Executive Committee for a decision.

ARTICLE VII: Amendments

These bylaws may be amended by a 2/3 majority of all members of the Commission.

ARTICLE VIII: Rules of Order

***Roberts Rules of Order* will be utilized at all meetings.**