

Operating Bylaws
Delaware Women's Hall of Fame Committee

Article 1: Mission

Section 1.1 Mission Statement: The Delaware Women's Hall of Fame Committee shall be responsible for fostering an understanding of and an appreciation for the many contributions of the women of Delaware to their home, community, State and nation and annually recognize and acknowledge the achievements of remarkable Delaware women through the Delaware Women's Hall of Fame.

Section 1.2 Guiding Principles In pursuing this mission, the Delaware Women's Hall of Fame Committee is guided by the following principles:

- A. We believe in a nomination and selection process that is fair and transparent.
- B. We believe in casting a wide net for nominations in order to receive a diverse pool of nominees throughout the state.
- C. We strongly encourage and seek nominations for women with diverse backgrounds including people of various occupations, ages, educational levels, national origins, colors, cultures, sexual orientations, disabilities, etc.

ARTICLE 11: Duties of the Committee

2.1 Duties of the Committee

- A. Establish and publicize the eligibility requirements for the Delaware Women's Hall of Fame.
- B. Solicit a diverse pool of nominations throughout the state for the Delaware Women's Hall of Fame.
- C. Review and select inductees to the Delaware Women's Hall of Fame using a grading rubric that is fair and transparent.
- D. Organize a public award ceremony and reception to recognize and acknowledge the achievements of remarkable women through the Delaware Women's Hall of Fame.
- E. Create a historical record to inform the public regarding the current and past members of the Delaware Women's Hall of Fame.

ARTICLE 111: Membership

Delaware Women's Hall of Fame Committee shall consist of 7 members who shall be appointed as follows:

1. Delaware Women's Hall of Fame committee shall consist of 7 members who shall be appointed as follows:

- A. One members appointed by the Speaker of the House of Representatives and shall serve at the pleasure of the Speaker.
 - B. One 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 Delaware Women's Hall of Fame Committee 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 Delaware Women's Hall of Fame Committee, 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 Delaware Women's Hall of Fame Committee shall be appointed by the Governor from among the 7 members, and shall serve at the pleasure of the Governor.
2. The Delaware Women's Hall of Fame Committee may elect by a majority present and voting such officers as it deems necessary.
3. Elected officials will be: A Vice Chair.
4. The Committee Chair's duties:
 - A. The Chair will be responsible for the general business of the Committee.
 - B. The Chair has the right to delegate any of her/his powers to a Vice Chair or a Committee member.
 - C. The Chair shall ensure that all scheduled Committee subcommittee meetings are posted and recorded in accordance with Delaware state law by working with the Office of Women's Advancement & Advocacy Staff.
 - D. The Chair shall be responsible for documentation of all Committee meetings by working with the Office of Women's Advancement & Advocacy Staff.
 - E. The Chair shall perform other duties as the Committee may from time to time prescribe.
 - 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 Committee member to serve as Chair of each active subcommittee.
- C. The Vice Chairs duties:
 - A. The Vice Chair is elected annually by members of the Committee.
 - 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.
- D. Members of Delaware Women's Hall of Fame Committee shall serve without compensation, except that they may be reimbursed for reasonable and necessary expenses incident to their duties as members of Delaware Women's Hall of Fame Committee in accordance with state law.

ARTICLE V: Committee Business

1. The Committee will meet as needed and at least 6 times a year, except in July and August.
2. A quorum will be necessary to conduct Committee 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 Committee 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 Committee will call special meetings when it is deemed necessary.

ARTICLE VI: Subcommittees

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

1. The Committee or Executive Committee shall review and decide when a sub-committee is essential and vote to establish such sub-committee.
2. The Committee Chair shall designate a Committee member to Chair assigned sub-committee.
3. The Chair of the Committee may appoint subcommittees and their chairs as needed to carry out the business and responsibilities of the Committee.
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 Committee members at each scheduled Committee meeting through the duration of the project.
5. Non Committee 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 Committee 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 Committee 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 Committee.

ARTICLE VIII: Rules of Order

Roberts Rules of Order will be utilized at all meetings.

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