

# **BYLAWS OF THE ALEXANDRIA COMMISSION FOR WOMEN**

## **ARTICLE I: NAME**

The name of the Commission shall be the Alexandria Commission for Women. When appropriate, “CFW” or “the Commission” will be used.

## **ARTICLE II: MISSION**

The Alexandria Commission for Women provides guidance and advice to the Mayor and City Council to help eliminate discrimination because of sex; encourages and promotes policies supporting equal opportunity for women in employment, recreational opportunities and facilities, health services, housing, education, government, community services and credit; recommends legislation and policy changes; receives complaints of discrimination; conducts educational programs and other activities to support issues of importance to women in Alexandria.

## **ARTICLE III: MEMBERS**

Members of the Commission will be appointed by the Alexandria City Council for a term of up to three years. At the completion of a Commissioner’s term, the Commissioner may apply for reappointment. Commissioners may not serve on the Commission for longer than 10 consecutive years.

## **ARTICLE IV: TERMS OF OFFICE**

The Chair, First Vice Chair, Second Vice Chair, and Immediate Past Chair shall serve terms of one year.

## **ARTICLE V: EXECUTIVE COMMITTEE**

Section 1. The Executive Committee of the Commission shall consist of a Chair, a First Vice Chair, a Second Vice Chair, and the Immediate Past Chair.

Section 2. Roles

Section 2a. The role of the Chair shall be to uphold the bylaws and integrity of the Alexandria Commission for Women, oversee the actions and work of the Commission, and act as the representative of the Commission to the Alexandria City Council.

Section 2b. The role of the First Vice Chair shall be to uphold the bylaws and integrity of the Alexandria Commission for Women, support the role of the Chair of the Commission,

assume the duties of the Chair in his or her absence, and serve as the Executive Committee liaison to the Friends of the Alexandria Commission for Women.

Section 2c. The role of the Second Vice Chair shall be to uphold the bylaws and the integrity of the Alexandria Commission for Women, support the role of the Chair of the Commission, and assume the duties of the Chair in the event that the Chair and the First Vice Chair are absent.

Section 2d. The role of the Immediate Past Chair shall be to uphold the bylaws and the integrity of the Alexandria Commission for Women, support the role of the Chair of the Commission, and assume the duties of the Chair in the event that the Chair, First Vice Chair, and Second Vice Chair are absent.

## **ARTICLE VI: MEETINGS**

Section 1. Meetings of the Commission for Women shall be held on the second Tuesday of each month. There will be at least 10 regular monthly meetings each calendar year. The annual retreat will be held in August to discuss yearly accomplishments and goals for the following year. Special meetings may be called by the Chair as needed.

Section 2. Members of the Commission must attend at least 75% of the regular monthly meetings, i.e. eight meetings per annum. Excused absences shall be granted only by the Chair/Executive Committee. Attendance at the Commission meetings will be reported to the Alexandria City Council as required by City of Alexandria ordinances and regulations. Each member of the Commission is expected to contribute eight (8) hours of volunteer time to Commission activities per month.

Section 3. A majority of Commissioners must be present to establish a quorum.

Section 4. Per City of Alexandria Ordinance, the Executive Committee shall meet on a predetermined scheduled meeting before each Commission meeting and at other times as deemed necessary by the Chair.

Section 5. Members of the Executive Committee must attend at least 75% of the regular scheduled Executive Committee meetings during the year.

## **ARTICLE VII: COMMITTEES**

Section 1. The Commission for Women reserves the right of special purpose to delegate Standing and Special Purpose Committees to execute the work of the Commission.

Section 2. It is the obligation of each Commissioner to serve on at least one committee, either standing or special purpose.

## **ARTICLE VIII. ANNUAL REPORT**

The Commission will complete a performance review on its activities on a bi-annual basis; once during the annual retreat and again six months from the date of the annual retreat. The process for the performance will be determined by the Chair.

## **ARTICLE IX: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall govern all meetings of the Alexandria Commission for Women when applicable and not inconsistent with these bylaws or City ordinances.

## **ARTICLE X: ELECTION OF OFFICERS**

Section 1. The Chair, the First Vice Chair and the Second Vice Chair shall be elected annually.

Section 2. The Chair of the Alexandria Commission for Women shall ask for members of the Commission to serve on the Nominating Committee in March of each year.

Section 3. The Nominating Committee shall solicit and receive nominations for the positions of Chair, First Vice Chair and Second Vice Chair. The Nominating Committee shall solicit and receive nominations between the March and April Commission meetings.

Section 4. The Chair may not serve more than two consecutive terms unless the Nominating Committee is unable to identify an appropriate nominee, and the Chair agrees to serve an additional term.

The Nominating Committee shall:

- a. Contact each member of the Commission to solicit nominations for Chair, First Vice Chair and Second Vice Chair. A nominee must be a Commissioner in good standing (i.e., the Commissioner has attended at least 75% of the regular scheduled meetings). A Commissioner may self-nominate or nominate another Commissioner.
- b. Ascertain the willingness of those nominated to serve.

Section 5. The Nominating Committee will announce the slate of nominees at the regular meeting of the Commission during the month of April.

Section 6. Election of officers will take place at the regular meeting of the Commission during the month of May of each year.

Section 7. Selection Procedure:

A. The Chair of the Nominating Committee shall be recognized to offer the nomination(s) for Chair. If only one candidate is nominated for Chair, the vote will be by a show of hands. If there are two or more candidates, the voting will be conducted by a signed ballot.

B. The Nominating Committee will offer the candidates for the positions of First Vice Chair and Second Vice Chair. If only one candidate is named for each position, the vote will be by a show of hands. If there are more than one candidate for either Vice Chair, the vote will be conducted by signed ballot.

C. In the event of a signed ballot in either voting for Chair, First Vice Chair or Second Vice Chair, the Nominating Committee will conduct the tabulation. The Nominating Committee will announce the successful candidates, immediately.

D. A quorum of at least 75% of the Commissioners must be present and voting to elect the Chair, the First Vice Chair and the Second Vice Chair. If no candidate receives a majority on the first ballot, a second round of voting will be conducted. In such cases the Nominating Committee will ask the Commissioners to choose between the two candidates receiving the most votes on the first ballot. The Nominating Committee will then tabulate the ballots and report the result, immediately.

E. Newly elected officers shall assume duties the day after the election.

## **ARTICLE XI: VACANCIES**

Section 1. In the event the Chair is unable to perform the duties of office, the First Vice Chair shall serve in this capacity for the remainder of the term and the Second Vice Chair will assume the responsibilities of the First Vice Chair. The Nominating Committee shall poll the Commissioners for nominations for the position of Second Vice Chair and present the slate for a vote at the next regular meeting. The voting process shall proceed pursuant to ARTICLE X.

Section 2. In the event the First Vice Chair is unable to perform the duties of office, the Second Vice Chair shall serve in this capacity for the remainder of the term. The Nominating Committee shall poll the Commissioners for nominations for the position of Second Vice Chair and present the slate for a vote at the next regular meeting. The voting process shall proceed pursuant to ARTICLE X.

Section 3. In the event the Second Vice Chair is unable to perform the duties of office, the Nominating Committee shall poll the Commissioners for nominations for the position of Second Vice Chair and present the slate for a vote at the next regular meeting. The voting process shall proceed pursuant to ARTICLE X.

## **ARTICLE IX: AMENDMENT OF THE BYLAWS**

Amendment of these bylaws shall be by a two-thirds vote of the total voting membership of the Alexandria Commission for Women. The proposed amendment to these bylaws shall be submitted at the previous regular monthly meeting and written notification shall be given to all members of the Commission.

**Amended March 13, 2018**