

**GLOUCESTER COUNTY COMMISSION FOR WOMEN**  
**Woodbury, New Jersey 08096**

**BYLAWS**

ARTICLE I

**Name**

This organization shall be known as the “Gloucester County Commission for Women.”

ARTICLE II

**Purpose**

It shall be the purpose of the Gloucester County Commission for Women, hereinafter referred to as “the commission,” to:

A. Serve as a fact finding and advisory Commission to the public at large and to the Gloucester County Board of Chosen Freeholders regarding the concerns of women in Gloucester County; and

B. Suggest and urge reforms in the law, public policy, and public attitudes towards women.

ARTICLE III

**Membership**

A. **Appointments**

This Commission shall consist of not less than 15 nor more than 25 members (hereinafter referred to as “Commissioners”) appointed by the Gloucester County Board of Chosen Freeholders (“the Board”).

B. **Terms of Office**

Each Commissioner shall serve for a term of three years.

C. **Filling of Vacancies**

A vacancy in the Commission’s membership shall be filled by recommendation of the Commission to the Board of Chosen Freeholders.

Names shall be forwarded to the Board of Chosen Freeholders for each vacancy.

D. **Expiration of Terms**

At the expiration of a Commissioner's term of office, recommendations for reappointment or appointment of a new member may be made to the Board of Chosen Freeholders by the Commission, local governments, community organizations, or the Board itself.

ARTICLE IV

**Election of Officers**

A. **Qualifications of Officers**

Any member of the Commission shall be eligible to hold any office.

B. **Election of the Chairperson, Chair-Elect, Secretary, Treasurer, and Public Relations Chair**

The chairperson, Chair-elect, secretary, treasurer, and public relations chair shall be elected at the meeting prior to the reorganization meeting of the Commission.

C. **Terms of Office**

All officers shall hold office for two years or until a successor is duly elected.

D. **Vacancies**

A vacancy in any office shall be filled by election of the membership within sixty (60) days of its occurrence. In the event of a vacancy in the office of chairperson, the chair elect shall serve as a chairperson until a new chair-elect is elected.

E. **Nomination for Chairperson, Chair Elect, Secretary, Treasurer, and Public Relations Chair**

Nomination of officers shall be made by the nominating committee and from the floor by any member of the Commission and seconded by any other member.

F. **Method and Election**

Election shall be held as follows:

(1) A temporary chairperson shall be appointed by the chairperson then in office to conduct the election for the chairperson.

(2) In order to hold office, an individual must receive greater than fifty percent (50%) of the votes cast.

(3) In the event no candidate receives a majority on the first ballot:

- (a) Any candidate may withdraw.
- (b) Of the remaining candidates, the two (2) with the highest number of votes received on the first ballot, will be the only candidates eligible on succeeding ballots.

G) **Election by Ballot**

(1) Only members of this organization who are present in person shall be entitled to vote. No proxies shall be recognized.

(2) Ballots shall be distributed to the Commissioner's present at the meeting, and each shall fill in the name of the individual of his or her choice for the office under consideration.

(3) Each candidate for office may select one teller to assist in the tally of the vote. Candidates may select the same tellers if they so choose.

(4) After each member entitled to vote has done so, the secretary, assisted by the tellers, shall tally the ballots and announce the votes for each office.

(5) The secretary of the commission may cast a unanimous ballot by order of the body.

ARTICLE V

**Duties of the Officers**

A. **Chairperson**

The chairperson shall:

- (1) Preside at all regular meetings of the Commission;
- (2) Appoint all committees, the chairpersons of standing committees, and be responsible to the Commission for the faithful performance of their duties.
- (3) Serve as an ex-officio member of all committees;
- (4) Faithfully execute the decisions of the Commission;
- (5) Enforce, at all times, the strict observance of the bylaws;
- (6) Put all questions to and declare the determination of the Commission;

(7) Represent the Commission or appoint a designee to represent the Commission; and

(8) Report to the Board of Chosen Freeholders as necessary.

B. Chair Elect

The Chair elect shall:

(1) Assist the chairperson upon request in the performance of his or her duties:

(2) In the absence of the Chairperson, preside at meetings of the Commission;

(3) Assume the coordination of all committees.

C. **Recording Secretary**

The recording secretary shall:

(1) Keep full and correct minutes of the proceedings of the Commission;

(2) Keep a complete roster of all members of the Commission;

(3) Submit copies of the approved minutes to the appropriate county office;

(4) Maintain files and documents of the Commission.

(5) Prepare and E-mail/mail notice of all meetings and previous month's minutes of the Commission at least seven (7) days in advance; and

(6) Attend to all matters of correspondence, as directed by the chairperson.

D. **Treasurer**

The treasurer shall:

(1) Prepare an annual financial report, showing the amount of money received by or on behalf of the Commission during the previous year;

(2) Prepare and file such financial statements as may be required of the Commission;

(3) Make available copies of such reports and statements to each Commissioner;

(4) Prepare and countersign all vouchers prior to submission to the Board of Chosen Freeholders;

- (5) Act as chairperson of the Budget and Finance Committee.

E. **Public Relations Chair**

The public relations chair shall:

- (1) Chair the public relations committee;
- (2) Provide information about the Commission's activities to the County Public Information Officer;
- (3) Arrange speakers for community organizations, as requested; and
- (4) Perform such other functions from time-to-time as they become necessary.

ARTICLE VI

**Committees**

A. **Standing Committees**

There shall be the following standing committees of the Commission

(1) **Executive Committee**

The Executive Committee conducts business for the Commission in the intervals between regular meetings and develops the agenda for regular meetings of the Commission. This committee is chaired by the chairperson of the Commission, and shall consist of the chairperson, chair elect, secretary, treasurer, public relations chairperson, and chairpersons of committees.

(2) **Budget and Finance Committee**

The Budget and Finance Committee develops an annual operating budget for approval by the Commission and conducts such other financial business as may be appropriate from time to time. This committee is chaired by the treasurer of the Commission. Other members are appointed by the chairperson of the Commission.

(3) **Public Policy Committee**

The Public Policy Committee stays informed on local, county, state, and national issues affecting women and presents issues of the public policy to the Commission for its consideration. The chair and members of this committee are appointed by the chairperson of the Commission.

(4) **Public Relations Committee**

The Public Relations Committee disseminates information about the Commission, its function and its program by working closely with the County Public Information Officer. The Public Relations Committee also sends items for publication on the Commission's website. The public relations chairperson is the chair of this committee. Others are appointed by the chairperson of the Commission.

(5) **Nominating Committee**

The Nominating Committee will be made up of three volunteers from the membership. They will present a slate of officers one meeting prior to the election. The committee will be organized at the September meeting.

(6) **Special Committee**

Special Committee may be formed as needed by the chairperson.

ARTICLE VII

**Meetings**

A. **Reorganization Meeting**

The annual reorganization meeting of the Commission shall be held at the next regular meeting of the Commission, after the Annual Reorganization meeting of the Board of Chosen Freeholders.

B. **Other Regular Meetings**

At least six (6) meetings per year shall be held, day and time designated at the reorganization meeting of the Commission. The date and time of any individual meeting may be changed by a two-thirds (2/3) vote of the Commissioners present at the regular meeting.

C. **Executive Meetings**

The Executive Committee shall have at least two (2) meetings per year (and at such other times as may be necessary).

D. **Special Meetings**

Special Meetings may be held at any time upon the call of the chairperson, or upon the written request of fifteen percent (15%) of the Commission, addressed to the chairperson and the secretary of the Commission.

E. **Quorum**

Thirty percent (30%) of the appointed members of the Commission shall constitute a quorum for the transaction of business.

F. **Absenteeism**

Any member of the Commission who fails to attend more than three (3), or fifty percent (50%) of the meetings, without providing a valid excuse, in any twelve month period, may be recommended to the Board of Chosen Freeholders for removal as a member. A member of the Commission is sent/Emailed a letter after a second unexcused absence that such action will be taken.

G. **Notice of Meetings**

Written notice of a meeting, setting forth the place, date, and hour of such meeting, shall be Emailed/mailed by first class mail by the secretary or designee to all Commissioners seven (7) days in advance of such meeting.

ARTICLE VIII

**Order of Business**

The regular order of business at all meetings shall be as follows:

- (1) Call to Order.
- (2) Roll call.
- (3) Minutes of previous business transacted.
- (4) Treasurer's Report
- (5) Reports from:
  - (a) Chairperson;
  - (b) Standing Committees;
  - (c) Special Committees.
- (6) Public portion.
- (7) Old business.
- (8) New business.
- (9) Announcements
- (10) Adjournment.

Unless otherwise provided for in these bylaws, all business shall be governed by Robert's Rules of Order.

## ARTICLE IX

### **Implementation of Commission Business**

A. Any agenda item which requires Commission action must be voted on by the Commission. If an affirmative vote is reached on the requested action, it is the responsibility of the chairperson, or a person designated by the Commission by vote, to carry out said action.

B. Any issue or concern between meetings should be referred to the chairperson for decision on appropriate action to be taken.

C. No member or members shall represent the Commission before any governmental body, in any county, or before any other public or private group, unless authorized to do so by the chairperson or by vote of the Commission as a whole.

## ARTICLE X

### **Amendments to Bylaws**

#### **A. Submission of Amendments**

Any proposed amendment to these bylaws shall be in writing and shall be submitted to the Executive Board for review at least ten (10) days prior to a regular meeting of the Commission. The committee shall present the proposed amendment to the Commission at that next regularly scheduled meeting, and shall cause the proposed amendment to be circulated in writing to the entire membership by Emailed/mail within five (5) days of its presentation.

#### **B. Recommendation & Adoption**

An amendment shall be recommended for adoption by the Board of Chosen Freeholders by a two-thirds (2/3) vote of the Commissioners present at the regularly scheduled meeting next following the meeting at which the amendment was presented, providing such amendment has been circulated in accordance with Article X, Section A, above. These bylaws shall become effective immediately upon adoption by the Gloucester County Board of Chosen Freeholders.



ADOPTED BY THE GLOUCESTER COUNTY COMMISSION ON WOMEN:  
May 15, 1984

ADOPTED BY THE GLOUCESTER COUNTY BOARD OF CHOSEN  
FREEHOLDERS: June 20, 1984

AMENDED: February 27, 1985; October 28, 1992

AMENDMENTS ADOPTED BY THE GLOUCESTER COUNTY COMMISSION ON  
WOMEN: May 16, 2006

AMENDMENTS ADOPTED BY THE GLOUCESTER COUNTY BOARD OF  
CHOSEN FREEHOLDERS: June 7, 2006

AMENDMENTS ADOPTED BY THE GLOUCESTER COUNTY COMMISSION FOR  
WOMEN: SEPTEMBER 21, 2010

AMENDEMENTS ADOPTED BY THE GLOUCESTER COUNTY BOARD OF  
CHOSEN FREEHOLDERS: OCTOBER 6, 2010

Presented @ Commission meeting: April 18, 2006

Retyped with corrections for presentation @ Commission meeting: May 16, 2006

Filed named: COMONWOMENBYLAWS