



BY-LAWS
OF
ATLANTA COMMISSION ON WOMEN



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I. **PURPOSE**

01 The Atlanta Commission on Women, hereinafter referred to as the Commission, was established by ordinance (00-0-0192) of the Atlanta City Council, approved by the Mayor on March 28, 2000, for the purpose of supporting and advocating women's issues through research; the collection and dissemination of information; and the review and analysis of city laws. The Commission shall (1) promote, encourage and provide advisory assistance to other women's organizations; (2) conduct studies and hold public hearings on issues affecting women; (3) promote access and awareness of issues facing women; and (4) provide leadership by taking action to impact legislation that will protect and support women.

II. **MISSION AND LIFE**

02 The mission of the Commission is to study, address and advocate issues affecting the quality of life, status and well-being of women in the Atlanta area; to promote access and awareness; and to provide leadership and take action to impact legislation that will protect and support women.

03 The mission of the Atlanta Commission on Women can be accomplished by:

- a) Review and analysis of studies impacting the lives of women;
- b) Attention to and analysis of various complaints from women, such as domestic violence;
- c) Review of existing laws and regulations in order to update them;
- d) Collection and dissemination of information regarding the status of women;
- e) Creation of a directory of resources and services for women and girls; and
- f) Networking and collaborating with women and women's advocacy groups to improve the quality of life of women in the Atlanta area.

III. **LOCATION AND DESIGNATED BACE CONTACT PERSON**

04 The Chair is the official representative and spokesperson for the Commission. At the discretion of the Chair or by consensus of the Executive Committee, the Vice Chair or any other officer may serve as the official representative of the Commission at a particular function.

IV. **STRUCTURE AND POWERS**

05 The Commission shall be led by (6) six elected officers.

06 The **Chair** shall preside at meetings of the Commission; chair and preside at Executive Committee meetings; approve all expenditures; sign contracts; and serve as the official representative of the Commission, unless otherwise designated by the Chair. The Chair shall also serve as the Ex Officio member of all committees.

07 The **Vice Chair** shall preside at meetings in the absence of the Chair; serve on the Executive Committee; and perform any other duties deemed necessary by the Chair and/or the Executive Committee.

08 The **Secretary** shall keep the official records of meetings; coordinate with the staff in the preparation of the minutes and meeting notices; maintain files; coordinate functions; prepare mailings; assist with telephone calls/messages; send emails; assist with copying; coordinate all formal correspondence; generate publicity by flyers and other media; serve as the behind-the



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scenes media liaison for publicity; serve on the Executive committee; and perform any other duties deemed necessary by the Chair and/or the Executive Committee.

09 The **Correspondence Secretary** shall assist with the development of brochures published by the Commission; develop and assemble resource packets and materials; assist in generating publicity for monthly meetings; assist in generating public awareness of the Commission; assist staff with mass mailings for the Commission; develop a sponsor list for donations; make contacts with sponsors; assist with updates on the website; assist with copying as needed; assist with the organization of events sponsored by the Commission by providing information packets and other handouts related to the Commission; serve on the Executive Committee; and perform any other duties deemed necessary by the Chair and/or the Executive Committee.

10 The **Treasurer** shall keep the financial books and records of the Commission; account faithfully for its funds, financial assets, and other assets entrusted to the care and custody of the office; make monthly treasurer’s reports to the Commission detailing monthly expenditures, receipts, and balances; carry out all duties in a manner that is to the credit and benefit of the Commission; submit all bills and invoices to the City for payment from the Trust on behalf of the Commission as set forth in Article VIII below; create and maintain an annual budget; serve on the Executive Committee; and perform any other duties deemed necessary by the Chair and/or the Executive Committee.

11 The **Parliamentarian** is responsible for interpreting and applying the bylaws of the Commission and applying rules of order to meetings. The Parliamentarian will advise the Chair, Vice Chair, and other officers on meeting procedure and on the processes for nominating and electing officers.

V. GOVERNANCE AND COMPOSITION

A. Governing Laws

12 The Bylaws of the Commission may be amended by a two-thirds vote of the membership at the Annual Business Meeting in January of each year, or at any other Regular meeting of the Commission provided that:

- a) A motion to consider the amendment(s) at such Regular Meeting is approved by a two-thirds vote of the members present.
- b) Copies of the proposed amendment(s) are submitted in writing and distribute to the membership at least 30 days prior to such Regular Meeting.
- c) The proposed amendment(s) is included in the meeting notice as an agenda item.

13 Business of the Commission, not otherwise covered by these Bylaws or Policies and Procedures governing the Commission, shall be conducted in accordance with the City of Atlanta’s Policies and Code of Ordinances or Robert’s Rules of Order.

B. Composition

14 The Commission shall be composed of nineteen (19) members to be appointed and confirmed by the Council as follows:

- a) Two (2) members shall be appointed by the Mayor;
- b) Two (2) members shall be appointed by the President of Council;
- c) One (1) member by each council member (Districts 1 through 12);



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d) One (1) member by each council member (At-large Posts 1 through 3).

15 The Commission shall elect a Chair, Vice Chair, Secretary, Correspondence Secretary, Treasurer, and Parliamentarian from among its members for terms of two years. Any member shall be eligible for successive election to such office by the Commission. No Commissioner may serve more than a single two-year term in each ACOW office. Chairperson, Secretary, and Parliamentarian are elected in even years. Vice-Chair and Treasurer are elected in odd years.

16 The **Executive Committee** shall be composed of the Commission's officers – Chair, Vice Chair, Secretary, Correspondence Secretary, Treasurer, and Parliamentarian and shall meet as deemed necessary by the Chair. The Commission Chair shall serve as Chair of the Executive Committee. Three members shall constitute a quorum of the Executive Committee.

17 Other **Standing Committees** can include but are not limited to:

- a) Pay Equity and a Livable Wage
- b) Domestic Violence
- c) Homeless Women and Children
- d) Women's Health
- e) Discrimination in the Workplace
- f) Legislation
- g) Liaison (State and City)
- h) Women in Criminal Justice
- i) Women in the Electoral Process
- j) Communications/Archivist
- k) Finance
- l) By-Laws
- m) Nominating (to be appointed by the Chair 30 days prior to annual elections)

C. **Appointment/Election of Positions/Members**

18 The members of the Commission shall be women and men of recognized ability and achievement. Each person appointed to the Commission shall be a resident of the City of Atlanta. Any member who ceases to be a resident of the City of Atlanta during the term of their membership shall be removed from the Commission and the appointing officials shall appoint a new member to the Commission.

19 The Chair shall appoint a Nominating Committee at least 30 days prior to the Annual Business Meeting wherein the election is held to nominate a slate of officers. At the Annual Business Meeting, the Nominating Committee shall present a slate of officers to be voted on by the Commission. Nominations may also be received from the floor upon a proper motion.

20 The position of an officer of the Commission shall be deemed vacated:

- a) Upon the expiration of his or her term;
- b) Upon the death of the member;
- c) Upon the disability or incapacity of the member for more than 90 days;
- d) Upon written resignation submitted and accepted by the Commission;
- e) By the member ceasing to be a resident of the City of Atlanta; or
- f) Upon removal of the officer by a majority vote of the commission for malfeasance of office, failure to meet the obligations of the office, or the absence from three consecutive meetings of the Commission without good cause.



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21 Filling Unexpired Terms of Offices

- a) If the office of Chair of the Atlanta Commission on Women becomes vacant prior to the end of the normal term of office, the Vice Chair shall assume and discharge the duties of the office of the Chair for the duration of the Chair's unexpired term of office.
- b) If a vacancy occurs in the office of Vice chair, Secretary, Correspondence Secretary, Treasurer, or Parliamentarian, the Commission shall appoint a member to assume and discharge the duties of the unexpired term remaining in said office(s) in accordance with the following procedures:
 1. Upon notification of a vacancy in the office of Vice Chair, Secretary, Correspondence Secretary, Treasurer, Parliamentarian, nominations to fill the vacancy shall be made from the floor at the next regular meeting of the Commission following the vacancy.
 2. If only one nomination is made from the floor for such vacancy, the nominee shall be appointed by ascension.
 3. If there is more than one nomination for such vacancy, the nominees shall be voted on by paper ballot. A paper ballot, on which the names of all nominees are printed, shall be distribute to Commission members. Commission members shall circle the name(s) of the nominee(s) fo their choice and return it to the Chair. The Chair shall cause the ballots to be tallied and announce the results. Such ballots shall become a part of the official record. If there is a tie, the vote will be taken until the tie is broken. The nominee receiving the most votes shall serve the remaining unexpired term of the office.
 4. Any Commission member who has been nominated shall have the opportunity to withdraw his or her name from consideration.

D. Terms of Office

22 All vacancies shall be filled for the unexpired term by the original appointing official.

23 Pursuant to the Atlanta City Charter, section 2-1854 (c), members appointed to two-year terms may serve up to four (4) full, consecutive terms and members appointed to three-year terms may serve up to three (3) full, consecutive terms.

24 The initial term of the Commission members appointed by the Mayor shall be for three (3) years; the initial term of the Commission members appointed by the President of Council shall be for three (3) years; all other appointments shall be for two (2) years. Thereafter, all appointments shall be for a two-year term.

25 Officers of the Commission shall serve for two years.

VI. MEETINGS

26 Applicability of Georgia Open Meetings Act and Georgia Open Records Act All meetings of the Board, including regular and special called meetings, shall be conducted in accordance with the requirements of the Georgia Open Meetings Act (O.C.G.A. 50-14-1, et seq.). All records created, maintained and received by the Board, the Administrator, or by individual trustees, during the performance of activities related to the Board are subject to the requirements of the Georgia Open Records Act. (O.C.G.A. 50-18-70 et seq.).



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A. Regular Meetings

27 Except as permitted under state law, meetings of the Board shall be open public meetings.

28 The Commission shall meet on the first Tuesday of each month at 6.30PM, at City Hall, 55 Trinity Avenue, Atlanta Georgia, 30335.

29 The Commission may vote at any time to change the date, time or location of the Regular Meeting.

30 The Chair or Executive Committee may poll members to make changes for a particular meeting because of special circumstances.

31 If there is a change in the date, time, or place of the Regular Meeting, a notice must be posted on the door of the meeting location at least 24 hours in advance of the regularly scheduled meeting.

B. Order of Business

32 A printed agenda shall be prepared for Regular Meetings and distributed to the members in advance.

33 Chair of the Commission or his or her designee shall preside over all Regular and Called Meetings. The regular order of business will include:

- a) Call to Order
- b) Welcome
- c) Recognition of Members Present
- d) Guest Presentations
- e) Minutes
- f) Treasurer's Report
- g) Committee Reports
- h) Old Business
- i) New Business
- j) Announcements
- k) Adjournment

34 **Guest Presentations** Unless otherwise authorized by a majority vote of the commission, Guest Presentations shall be approved by the Chair or his or her designee prior to appearing on the agenda. Request for presentations must be made in writing no less than one week prior to the date of the impending meeting. Unless authorized by the Chair, each presentation will be limited to (5) five minutes (including, overview, literature distribution, and specific request to the Commission). A maximum of three Guest Presentations will be permitted at each meeting. Following each Guest Presentation, the Chair will recommend appropriate action, including, but not limited to, the following:

- a) **Committee Referral or Assignments** The appropriate committee will consider the Guest Presentation, confer with the presenter if necessary, and make a recommendation to the commission at the next scheduled meeting. The Committee Chair shall draft a letter to be signed by the Commission Chair to respond to the presenter explaining the position or actions taken by the Commission.
- b) **Materials Accepted as Informational/Archival** "FYI" presentations shall be received as resource information to be used by the commission at a later date or as needed in promoting awareness and advocating issues facing women.



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- c) **Formal Action/Endorsement** The presenter may ask for generic support from the Commission at the time of the presentation. The Chair may issue a statement of support in writing from the Commission in lieu of additional review or research at the committee level. The Chair shall have the discretion to determine if a vote/action should be taken immediately following the presentation. If so, a written statement formalizing the Commission's action shall be forwarded to the presenter as soon as is reasonable.

C. Minutes

35 The Administrator shall prepare draft meeting minutes in accordance with the requirements of the Georgia Open Meetings Act. The minutes shall be considered final on approval by a majority of the Board at their next regularly scheduled meeting. The Administrator shall maintain the official minutes of the meetings.

D. Special Meetings

36 Annual Business Meeting The Regular Meeting of the Commission held in January shall be the Annual Business Meeting. In addition to any other business to be considered at that meeting, the Commission shall:

- a) Elect officers for the ensuing year.
- b) Consider any bylaw changes published at the previous, regularly scheduled meeting of the Commission.
- c) Establish committees and appoint chairs.
- d) Set forth goals and objectives for the new term.

37 Executive Session The Board may enter into executive session as authorized by the Georgia Open Meetings Act. The Chair, or other presiding officer, of the meeting at which an executive session occurs shall execute an affidavit as required by law. Minutes of an executive session shall be recorded but shall not be a public record.

38 Called Meeting The Commission, the Executive Committee, or the Chair may schedule a specially called meeting to discuss a specific item or items of business. All Commission members must be notified by mail, phone, fax or email at least 48 hours before the specially called meeting.

E. Legal Construction and Conflicts

39 Legal Construction Nothing contained herein shall be construed in a manner that is inconsistent with any laws of the City of Atlanta, the State of Georgia, or the United States.

40 Conflicts If a conflict is determined to exist between a provision of these Bylaws and any law of the City of Atlanta, the State of Georgia, or the United States, the provisions of any such law shall supersede a conflicting provision in these Bylaws.

VII. QUORUM/VOTING PROCEDURES

41 A quorum must be present to take official action on any agenda item at any Regular or Called Meeting. A quorum for transacting business shall be 50% of seated Commissioners + 1.

VIII. FUNDING AND BUDGET



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42 Commission Trust Fund A Trust shall be established by the City of Atlanta for the administration of funds maintained by the City on behalf of the Atlanta Commission on Women in accordance with all ordinances, resolutions, and other procedures governing such Trusts.

43 Annual Statement/Fiscal Year Not more than one month after the close of each fiscal year, the Treasurer shall prepare a balance sheet showing in reasonable detail the financial conditions of the Commission at the close of its most recent fiscal year. The fiscal year of the Commission shall be the calendar year.