

**MORRIS COUNTY
ADVISORY COMMITTEE ON WOMEN**

Bylaws

Article I NAME

On December 22, 2003, the Board of Chosen Freeholders of Morris County, here in is referred to as the "BOARD", adopted Resolution No. 42 creating the Morris County Advisory Committee on Women. It shall herein be referred to as the "COMMITTEE".

Article II PURPOSE

The purpose of the COMMITTEE is to be a resource to the BOARD by;

- A) Serving as a fact finding resource by studying the needs, problems, interests and concerns of the women who reside and work in Morris County
- B) Researching and centralizing information regarding resources, issues, events and programs which involve women's concerns and promote their interests
- C) Advising and promoting reforms in the law, public policy and public attitudes that Will advance the status women
- D) Recommending programs to address the needs of women including but not limited to business, leadership, equal opportunity and quality of life issues

Article III MEMBERSHIP

Membership shall consist of 11 persons, appointed by the Board, who reside in Morris County, are representative of the community, and who have a demonstrated interest in women's issues. If a member moves their residence out of Morris County, he or she must resign. If a vacancy is created, the Chair of the COMMITTEE will notify the BOARD who will fill the vacancy. The COMMITTEE may submit membership recommendations to the BOARD. Members shall serve without compensation.

Article IV TERM OF OFFICE

Members serve at the pleasure of the BOARD and shall be appointed annually by the BOARD.

Article V. RESIGNATIONS

A member may resign by submitting a letter to the COMMITTEE Chair.

Article VI. ATTENDANCE

Attendance shall be recorded by the Secretary. In the event of the Secretary's absence, the Chair shall appoint a member to assume the duty for that meeting. Two successive absences from scheduled meetings shall be grounds for termination unless excused by the Chair.

Article VII. OFFICERS

Section 1. Titles

The officers of the COMMITTEE shall be Chair, Vice-Chair, and Secretary.

Section 2. Term of Office for Officers

Officers shall be elected by a majority present at the first meeting of the COMMITTEE held after the Board's reorganization meeting and shall serve for one year. An officer shall cease to continue to hold office if the officer ceases to be a member of the COMMITTEE. Officers shall serve for one term and may be reelected after one year out of office. In the event of a vacancy, the Chair shall declare a vacancy to exist and conduct an election to fill the unexpired term at the next scheduled meeting of the COMMITTEE...

Article VIII. DUTIES OF OFFICERS

Section 1. The Chair shall:

- A) preside at all regular and special meetings of the COMMITTEE
- B) Appoint all committees and their respective Chair
- C) Serve as an ex-officio (non-voting) member of all committees
- D) Faithfully execute the decisions of the COMMITTEE
- E) Enforce the observance of the bylaws
- F) Be the official spokesperson for the COMMITTEE or designate a member to do so

- G) Prepare the meeting agenda with the assistance of the Secretary
- H) Prepare and submit the Committee's Annual Report to the BOARD in the first quarter of the following year
- I) Maintain the COMMITTEE files which shall contain copies of the minutes, annual report and other relevant documents

Section 2. The Vice-Chair shall:

- A) Assist the Chair upon request in the performance of her duties
- B) Assume the office of the Chair for the unexpired term in the event of a vacancy
- C) Perform the duties of the Chair in her absence

Section 3. The Secretary shall:

- A) Act as liaison to the BOARD as directed by the Chair
- B) Record attendance and give written notice to a member of any two successive Absences from scheduled meetings with a copy to the Chair
- C) Prepare and maintain a file of the minutes of COMMITTEE meetings and Provide copies of the minutes to all members in advance of meetings
- D) Assist the Chair as directed

Article IX STANDING COMMITTEES

Section 1. General Provisions

- A) There shall be Standing Committees as provided by these bylaws
- B) No Standing Committee shall establish policy or take action without COMMITTEE approval. A request for action or approval of activities shall be included in their report to the COMMITTEE
- C) Each Standing Committee shall consist of a Chair, appointed by the COMMITTEE Chair, and a minimum of two members. Each COMMITTEE member is required to serve on a minimum of one Standing Committee

D) It shall be the duty of each Standing Committee Chair to:

1. Call meetings of the committee, providing sufficient notice to its members, and forward a list of meeting dates to the COMMITTEE Chair.
2. Report on their activities at each COMMITTEE meeting
3. Appoint a subcommittee as needed which may include members not serving on the COMMITTEE
4. Consult with experts, commissions, boards, committees and organizations as needed that can provide information, insight and recommendations

Section 2. COMMITTEES

There shall be the following Standing Committees:

A) Executive Committee:

It shall be chaired by the Vice-Chair of the COMMITTEE and shall consist of five members:

- the Chair
- the Vice Chair
- the immediate past Chair (or a member if past Chair is not available)
- the Secretary
- a current member

Any committee member may attend the Executive Committee meetings. This committee shall:

1. Conduct business for the COMMITTEE in the intervals between regular meetings as necessary
2. Review and recommend to the COMMITTEE proposed amendments to the bylaws
3. Address any questions regarding the interpretation of the bylaws, policies and procedures.

B) Public Policy:

It shall consist of up to four members of the COMMITTEE and shall be chaired by an appointee of the COMMITTEE Chair. The committee shall:

1. Be informed of local, county, state and national issues and pending legislation affecting women and notify the COMMITTEE

2. Identify and recommend programmatic opportunities which will improve conditions for women with emphasis on areas as specified in Article II D.

3. Draft letters in response to policy and legislative activities for approval by the COMMITTEE and to be forwarded to the BOARD

4. Make an end-of-year report to the COMMITTEE

5. Make recommendations for future program opportunities.

C) Ad Hoc Committees:

Ad Hoc committees shall be approved by the COMMITTEE at which time the Chair shall set forth its members, objectives and function.

D) Public Relations

It shall consist of up to three members of the COMMITTEE and shall be chaired by an appointee of the COMMITTEE Chair. The committee shall:

1. Promote the interests, viability and awareness of the COMMITTEE and its programs

E) Board Fulfillment

It shall consist of up to three COMMITTEE members and shall be chaired by an appointee of the COMMITTEE Chair. The committee shall:

1. Identify and cultivate the interest of qualified women to serve on the COMMITTEE
2. Develop and maintain a file of potential candidates for membership

X MEETINGS

Section I Reorganization

The annual reorganization meeting of the COMMITTEE shall be held at its first meeting after the BOARD's reorganization meeting.

Section II Meetings

A) Regular meetings of the COMMITTEE shall take place as needed but no less than quarterly. The calendar of meetings, place and time shall be outlined during the organizational meeting.

B) Special meetings may be held at any time upon call of the Chair or upon written request of five members of the COMMITTEE. Notice, time and place shall be given in writing at least five working days prior.

C) A Quorum shall consist of a majority of the appointed members of the COMMITTEE present and is required for the transaction of business. No action shall be taken without a quorum. Proxies may be utilized when deemed necessary by the Chair of the COMMITTEE

XI ORDER OF BUSINESS

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

1. Call to order
2. Roll call
3. Approval of minutes from previous meeting
4. Reports:
 - Executive Committee
 - Public Policy
 - Program Committees
 - Public Relations
 - Board Fulfillment
 - Ad Hoc Committee
5. Unfinished Business
6. New Business
7. Announcements

8. Public comment

9. Adjournment

B) The most recent edition of Robert's Rules of Order Newly Revised shall be followed.

XII AMENDMENTS TO BYLAWS

Any proposed amendment to the bylaws shall be brought to the COMMITTEE five days before any changes shall be adopted by a two-thirds vote of the members present at a regularly scheduled meeting at which the amendment was reviewed.

BYLAWS ADOPTED 10/28/04: AMENDED _____/09