

**BYLAWS
OF
SHREVEPORT MAYOR'S WOMEN'S COMMISSION**
(Adopted June 5, 2008, and ratified during July 3, 2008 Commission Meeting)

Article I
Name

The name of this organization is the Shreveport Mayor's Women's Commission.

Article II
Mission Statement and Purposes/Functions

Mission Statement

The Shreveport Mayor's Women's Commission is dedicated to:

- A. Promoting and furthering the economic status, health, safety, education, leadership, and advocacy opportunities for the advancement of the women and youth in the City of Shreveport;
- B. Enhancing the quality of life for all area residents, particularly women and families; and
- C. Seeking partnerships with government agencies, nonprofit groups, and private groups and business to develop the information, expertise, volunteers, financing, and/or other resources to accomplish the goals and work of the Commission.

Purposes/Functions

The purposes/functions of this organization are to:

- A. Serve as a clearinghouse for information regarding the concerns of women in the City of Shreveport;
- B. Act as a liaison with the Mayor and his Office concerning issues affecting women;
- C. Serve as an ex-officio board of women to whom the Mayor or other City officials may come and address the City's concerns regarding women's issues in Shreveport;
- D. Plan, promote and assist in implementing programs that address critical issues affecting the well-being of Shreveport women and youth;
- E. Partner with other organizations and public bodies in advancing the causes of women and youth in Shreveport;
- F. Foster an across-the-board support of women in the City of Shreveport; and
- G. Submit an annual report to the Mayor that identifies progress made in addressing the needs of the women and youth of Shreveport during the previous year and recommendations for addressing critical problems that may need addressing in the following year.

Article III
Commission's Responsibilities

Section 1. Management of the Organization

The Commission is responsible for management and direction of the Organization. It shall establish policies governing all aspects of the Commission's activities. It shall have the power to elect officers and at-large members, and establish committees. It shall control all assets and be responsible for finances.

Section 2. Attendance at Meetings

Commissioners are expected to attend all meetings of the organization.

Section 3. Participation in Commission Events

All Commissioners are expected to participate in the planning and execution of activities and attend all events sponsored by the Commission.

Article IV
Executive Committee

There shall be an Executive Committee, consisting of the Officers of the Commission, the City Liaison, three (3) Members-at-Large, and the Immediate Past President. The Parliamentarian, if one is appointed, shall serve as a non-voting member of the Executive Committee. The Executive Committee shall meet in December to evaluate the performance of the organization in achieving its purposes and finalize the Annual Report covering its activities over the past year. The Report will be presented to the members at the January meeting for approval, and once approved, the report will be submitted to the City Liaison for presentation to the Mayor. Other meetings of the Executive Committee shall be held upon the request of the President.

Article V
Membership

Section 1. Members

The Commission shall consist of 20 to 30 members. In addition, the Mayor will appoint a city liaison who will have voting rights. All members, excluding the city liaison, will be approved by the Membership Committee and the Commission. The approved members will, in turn, be submitted to the Mayor for the Mayor's final approval of membership.

Section 2. Qualifications

Commission members shall be residents of Shreveport or be employed in the city of Shreveport, and must be able to be active members of the Commission able to attend meetings and participate in Commission sponsored events. The makeup of the Commission shall reflect the diversity of the community insofar as the ethnic, economic, age, and cultural make up of the city's population. At least one member will be selected from each zip code area in the city; those zip code areas with larger populations may have more than one member. The same concern for diversity shall apply when filling all vacancies, resignations or terminations.

Section 3. Selection of New Members

Applications for membership will be sought and collected by the Membership Committee throughout the year. Additionally, women-related organizations listed in the "Area Agencies and Organizations Directory" maintained by the Reference Department of Shreve Memorial Library will be sent invitations, including an application form, each September inviting them to submit names of women who are interested in being considered for membership on the Commission.

The Membership Committee will be responsible for ensuring that the applicants understand that they will be required to attend monthly meetings and participate in Commission-sponsored events. In October of each year, the Membership Committee shall submit all applications received during the course of a year to the Nominating Committee. The Nominating Committee will use the applications in developing a slate of new members to be presented to the Commission for approval during the November meeting each year. Upon approval by the Commission, the names will be forwarded to the City Liaison, who will present the slate to the Mayor for his final approval. Upon approval by the Mayor, the President will send letters to the new members informing them of their selection, and inviting them to attend the Annual Meeting in January. See Article V, Section 7 for information for replacing a Commissioner who resigns, is terminated, or dies in office.

Section 4. Term of Office

All Commission members shall serve a three (3) year term. Members may choose to run for a second term of three years. Each term will begin in January following the election of the new member during the Commission's meeting in November of each year, and approval by the Mayor. All commission members who have served for two (2) consecutive terms shall be ineligible for re-election for a period of at least one (1) full year following the expiration of their second full term.

Section 5. Assessment of Dues

Members shall be assessed dues in the amount of \$50.00 annually. This amount may be changed upon a majority vote at any Commission meeting, provided that the notices sent to the members for the meeting state that changing

the dues assessment will be discussed at the specific meeting. Dues must be paid within 30 days of the Annual meeting which is held in January of each year. One reminder notice will be sent to members who have not paid their dues within 30 days. The reminder notice will be sent no later than 15 days after the 30 day time requirement has expired. If dues are not paid within 30 days of the sending of the reminder notice, the member will automatically be dropped from membership, and a replacement will be named in accordance with the procedures outlined elsewhere in these Bylaws.

Section 6. Termination of Membership

- A. A member may terminate membership by resignation in writing to the President of the Commission. The resignation will take effect immediately.
- B. If a member is absent for two (2) consecutive meetings, the Chairman of the Membership Committee, on behalf of the Commission, will notify the member in writing that a third missed consecutive meeting will result in termination. If a member so notified does not attend the next meeting, it will be assumed that the member is unable or does not want to continue as a member of the Commission, and the seat will be declared vacant. A replacement will be appointed following the rules outlined in Section 7, below.
- C. If a member is absent for more than four meetings during a year, that member will be terminated and a replacement appointed following the rules outlined in Section 7, below.
- D. If a member fails to participate in at least 60% of the meetings or special events held each year, that member may be terminated and a replacement appointed following the rules outlined in Section 7 below.
- E. Failure to pay the assessed dues within 30 days of the reminder notice being mailed will cause a member to be terminated.

Section 7. Replacement of Terminated Members

Replacement of members terminated for any of the reasons listed in Section 6 above shall take place at the next Commission meeting following the termination where a quorum is present. The Membership Committee will be responsible for making a recommendation to the Commission from the applications for membership that they have received. Following the recommendation from the Membership Committee, the President will open the floor for additional nominations from the members. If more than one person is nominated to fill the vacancy, a secret ballot shall be taken, and the individual who receives the most votes during the secret ballot shall be elected to fill the vacancy. The Vice President shall be responsible for totaling the votes of the secret ballot. The person elected to fill the vacancy will have the same term of office as the Commissioner being replaced, and will be seated following the same procedures as Commissioners elected during the November meeting as outlined in Article V, Section 3.

Article VI **Membership Meetings**

Section 1. Regular Meeting

Regular monthly meetings will be held the first Thursday of each month, unless the date falls on a City holiday, then the meeting date shall be changed to the date approved by a majority vote of the Commission at the previous meeting where a quorum is present.

Section 2. Special Meetings

Special meetings may be called by the President and/or at the discretion of the Executive Committee.

Section 3. Annual Meeting

The Annual Meeting will be held in January for the purpose of: 1) installing new Commissioners and officers and at-large members elected during the November meeting, 2) approving the Annual Report prepared by the Executive Committee in December, and 3) approving the annual budget.

Section 4. Notice of Meetings

Written or electronic notice stating the place and time of the meetings shall be given to each member at least one week in advance of any meeting.

Section 5. Quorum

One-third (1/3) plus one of the current number of Commissioners shall constitute a quorum at any meeting of the

Commission.

Article VII
Voting

- A. All members who are current in their dues shall have the right to vote on matters coming before the Commission.
- B. A quorum must be present, and a majority vote of the members present is required to pass any motion.

Article VIII
Election of Officers and At-Large Members

Section 1. Officers.

The officers shall consist of a President, a President-Elect, Vice President, Secretary, and Treasurer. The officers shall be elected by a majority vote of the Commission.

Section 2. At Large Members

Three (3) Members-at-Large will serve on the Executive Committee and act on behalf of the Commission in intervals between meetings.

Section 3. Terms of Office

The terms of office will be for one year, with renewal of one additional year possible should the Commissioners so approve. No Commissioner shall serve in the same office for more than two consecutive years.

Section 4. Election of Officers and At-Large Members

The election of officers shall be held annually during the November meeting each year. A slate of officers and three (3) Members-at-Large shall be presented by the Nominating Committee. Before the vote is taken, the President will open the floor for nominations for each office. If no nominations are made, the nominations for offices will be closed. If additional nominations are made from the floor, the election will be held by secret written ballot. The ballots will be counted by the Nominating Committee. The results will be given to the President to be presented to the Commission. In the event of a tie for a specific office, a re-vote will be taken, again by secret ballot, with the Nominating Committee responsible for counting the ballots cast in the re-vote.

Section 5. Vacancy

Vacancies in any office shall be filled by majority vote of the Commission present at the next meeting of the Commission where a quorum is present. Nominations for the replacement may be made by any Commissioner. If more than one person is nominated to fill a particular vacancy, a secret ballot shall be taken, and the individual who receives the most votes during the secret ballot shall be elected to fill the vacancy. The Vice President shall be responsible for totaling the votes of the secret ballot.

Article IX
Duties of the Officers

Section 1. President

The President shall preside at all meetings of the Commission and perform such tasks as stated in the by-laws.

- A. Plan the meeting's agenda in consultation with the Executive Committee.
- B. Develop a membership roster in collaboration with the Secretary.
- C. Appoint Chairmen for each of the Standing Committees and consults with each Committee Chairman as to the progress of each committee.
- D. Establish goals and programs for the presiding year based on the previous years' activities in conjunction with the Commission members, and in consultation with the Mayor or the Mayor's designated representative.
- E. Serve as official spokesperson for the Commission.
- F. Perform any and all duties that pertain to the Office of President.

- G. Present and distribute written reports of the progress and activities of the Commission at the Annual Meeting.
- H. May appoint a Commission Member as Parliamentarian.

Section 2. President-Elect

- A. Preside in the absence of the Commission President.
- B. Assist the Commission President as needed.
- C. In the event of a vacancy in the Presidency, the President-Elect shall assume the Presidency. If the President-Elect serves more than six months in office as President following a vacancy in the office of the President, she may only be re-elected for one additional term, in keeping with Article VIII, Section 8 that states an officer may not serve more than two terms in the same office.
- D. Assume other duties as may be required or delegated.
- E. Become the President following the completion of the existing President's term(s) in office.

Section 3. Vice President

- A. Preside in the absence of the Commission's President and President-Elect.
- B. Assist the Commission President and President-Elect as needed.
- C. Responsible for totaling the vote of any secret ballot required to replace a Commission member who has resigned, been terminated or is deceased, or to fill a vacancy in an officer position during all elections except the Annual election held in November of each year.
- D. Assist the Secretary as needed.

Section 4. Secretary

- A. Have general charge over all Commission records.
- B. Keep complete minutes of Commission and Executive Committee meetings.
- C. Responsible for maintaining the official membership roster of the Commission and updating the roster for distribution to the membership.
- D. Responsible for notifying the members of regular, special, and annual meetings of date, stating time and location.
- E. Distribute copies of the minutes to each member prior to each meeting.
- F. Prepare all correspondence and/or communication concerning the Commission's business.
- G. Perform any other duties as assigned.

Section 5. Treasurer

- A. Responsible for all funds received by the Commission subject to State and Federal laws and/or regulations.
- B. Collect dues from Commissioners, and maintains the Commission's checking account.
- C. Manage and maintain records of all Commission's finances.
- D. Prepare a monthly financial report and distributes copies to each member prior to each meeting.
- E. Disburse funds necessary to satisfy obligations.
- F. Serve as ex-officio member of all committees that utilize Commission funds.
- G. Generate all financial communication (i.e., invoices and receipts).
- H. Chair the Finance Committee.
- I. Perform any other duties as assigned.

Article X
Standing Committees

Standing Committees: The Commission will consist of the following standing Committees, whose chairs shall be appointed by the President, unless otherwise stated herein.

Section 1. Finance Committee

The Finance Committee shall consist of the Treasurer who will be chair, and committee chairs. The committee shall prepare a budget for the following fiscal year (January 1 through December 31). A detailed description of the activities proposed to be funded under the submitted budget shall be provided to the Executive Committee in

November of each year to substantiate the budget request. This information will be incorporated into the Annual Report prepared by the Executive Committee for submittal for approval to the Commission Members at the Annual Meeting.

In addition to preparing the annual budget, the committee also is responsible for preparing and submitting any financial reports or amendments to the budget, and for keeping the Commission informed concerning the financial condition of the Commission.

Section 2. Strategic Planning/Goals Committee

The Strategic Planning Committee is responsible for developing programs that will address the Goals annually established by the Commission as a whole. Individual committees, with chairs, will be established to plan and implement each of the Goals.

Section 3. Membership Committee

The Membership Committee is responsible for collecting applications for new members and bringing before the Commission recommendations for appointment of new members to the Commission as vacancies occur during the year. Additionally, in October of each year, they will provide the Nominating Committee with copies of the accumulated applications, which the Nominating Committee will use to nominate new members to replace members who have completed their two terms on the Commission. Additional responsibilities of the Membership Committee will be to keep current attendance records of all members and to notify members, in writing or electronically, when they are not in compliance with the attendance requirement outlined in Article III, Section 6.

Section 4. Nominating Committee

The Nominating Committee will be appointed by the President during October of each year. The Committee will be composed of three to five members. The Committee is responsible for nominating a slate of officers and at-large members to be presented to the Commission in November of each year, as well as nominating new members to replace open Commission seats. The Nominating Committee is responsible for obtaining applications accumulated throughout the year by the Membership Committee and considering those applications in making their recommendations for new Commissioners. Information pertaining to the background of each nominee for Commissioner must be presented to the Commission at the time their names are proposed for consideration.

No member serving on the Nominating Committee may be proposed to serve as an Officer or At-Large Member on the slate the Nominating Committee presents to the Membership during the November meeting.

Section 5. HERA Awards Committee

The HERA Awards Committee is responsible for coordinating activities for the annual HERA Award Reception, which will be held each March in conjunction with Women's History Month. The Committee also will be responsible for developing the criterion for the award(s) presentation on behalf of the Commission and reviewing applications submitted for consideration. In addition to the award(s) presented on behalf of the Commission, each Shreveport City Council person will annually name a recipient from their particular district to receive the award.

Section 6. Website Committee

The Website Committee will be responsible for establishing and maintaining a website that provides information of value and benefit to the women and youth of Shreveport.

Section 7. Resource Committee

The Resource Committee will serve as an adjunct to the Commission and be composed of 1) members whose terms have expired but would like to continue working with the Commission, 2) members who have left the Commission because they could not meet the attendance requirement due to family or job commitments but would like to continue working with the Commission, and 3) women who are interested in helping the Commission accomplish its goals and purposes. Members of the Resource Committee may serve on any Commission Committee and attend Commission meetings as non-voting members. There are no restrictions as to the number of individuals who may serve as members of the Resource Committee.

Section 8. Other Committees

Other Committees may be established as deemed appropriate.

Section 7. Committee Reports

Each committee chair will submit an annual report of its activities to the Executive Committee at its December meeting. These reports will be used to prepare the Commission's annual report to the City.

Article XI
Parliamentary Authority

In matters of procedure not provided for by these bylaws, or not otherwise provided by the Commission, *Robert's Rules of Order, Revised* shall govern. These rules may be suspended by a majority vote of the Commission at any session provided that the safeguards or rights as explained in *Roberts Rules of Order, Revised* under the heading "Suspension of the Rules" shall always be adhered to.

Article XII
Amendments

These bylaws may be amended with due notice by a simple majority vote of the members present at any meeting, with the exception of Article II, which must be approved by the Mayor prior to its being amended. The new proposed bylaws must be distributed to the Commissioners via mail or electronic means one week prior to the meeting asking for confirmation of any amendment(s).

Amended Bylaws approved by the Commission on June 5, 2008
Ratified with June 5, 2008 changes incorporated into Bylaws on July 3, 2008

Secretary's Signature 

President's Signature 