

**Cape Cod and Islands  
Commission On The Status Of Women  
BYLAWS**

**ARTICLE I—NAME**

The name of this organization shall be the Cape Cod and Islands Commission on the Status of Women (CCICSW)

**ARTICLE II—PURPOSE**

The purpose of the Commission shall be to advance women toward full equity in all areas of life and to promote rights and opportunities for all women. The mission of the Cape Cod and Islands Commission on the Status of Women is to provide a permanent, effective voice for women across Barnstable, Dukes and Nantucket Counties that facilitates and fosters community and inclusiveness among women. The Commission stands for fundamental freedoms, basic human rights and the full enjoyment of life for all women throughout their lives. The Commission shall have the following responsibilities:

- a) Study, review and report on the status of women in Barnstable, Dukes and Nantucket Counties ;
- b) Inform leaders of business, education, health care, state and local governments and the communications media of issues pertaining to women;
- c) Serve as a liaison between government and community groups concerned with issues affecting women;
- d) Serve as a clearinghouse for information on issues pertaining to women;
- e) Identify and recommend qualified women from a diversity of backgrounds for appointive positions at all levels of government, business, and local institutions including boards and Commissions, as the Commission deems necessary and appropriate;
- f) Address programs and practices in all state and local agencies as they affect women, as the Commission deems necessary and appropriate;
- g) Consult with executive and legislative bodies on the effect on women of proposed legislation, as the Commission deems necessary and appropriate;
- h) Promote and facilitate collaboration among local women's organizations, as the Commission deems necessary and appropriate; and
- i) Provide an avenue to liaison between the Massachusetts Commission on the Status of Women (MCSW) and the Cape and Islands Commission on the Status of Women (CCICSW).

**ARTICLE III—POWERS OF THE COMMISSION**

The powers of the Commission shall include but not be limited to the following:

- a) To advise and submit recommendations and policies to the legislature and agencies, and officers of the state and local subdivisions of government on issues relating to women;
- b) To collaborate with concerned organizations, groups and local and state departments on issues of common concern using such voluntary and uncompensated services of private individuals, as may be needed;
- c) To enact bylaws for its own governance;
- d) To hold regular, public meetings and to hold fact-finding hearings and other public forums as it may deem necessary; and  
The Commission may request from agencies information and assistance as may be required.

**ARTICLE IV—REPORTING REQUIREMENTS**

The Commission shall annually, on or before May 1, report the results of its findings and activities of the preceding year and its recommendations to the Massachusetts Commission on Status of Women (MCSW).

**ARTICLE V—FINANCES**

**SECTION 1. FISCAL YEAR**

The fiscal year of the Commission shall be July 1 through June 30.

**SECTION 2. FUNDING**

The Commission may accept and solicit funds, including any gifts, donations, grants, or bequests, or any state/ federal funds for any of the purposes of the enabling legislation.

**SECTION 3. ACCOUNTS**

Such funds shall be deposited in a separate account, be received by the Treasurer, and expended by the Commission in accordance with state law and intent of the donor or grantors.

**ARTICLE VI—MEMBERS**

**SECTION 1. FOUNDING MEMBERS**

The initial members of the Cape Cod and Islands Commission on the Status of Women shall be appointed for the following terms: 4 members for a term of one year, 4 members for a term of two years, and 5 members for a term of three years.

**SECTION 2. MEMBERS**

The Cape Cod and Islands Commission shall consist of 13 members.

**SECTION 3. APPOINTMENTS**

Members shall be appointed by the MCSW from a pool of applicants who reside in Barnstable, Dukes, and Nantucket County. Nominations for open commission seats shall be solicited by the CCICSW between August and October of each year through an open application process using a uniform application that is widely distributed throughout the counties. CCICSW may review, interview and make commissioner recommendations. Appointments shall begin January of each year.

**SECTION 4. DIVERSITY**

Members of the Commission shall be drawn from diverse racial, ethnic, religious, age, sexual orientation, and socio-economic backgrounds from throughout Cape Cod and the Islands and shall have had experience working toward the improvement of the status of women in society.

**SECTION 5. TERMS OF OFFICE**

Each Member shall serve a term of three years duration and until a successor is appointed. (The Exception of these terms are the original members of the Cape Cod and Islands Commission who will have staggered terms see Article VI Section 1.) Commissioners may be reappointed for 2 consecutive terms. After the completion of the 2 consecutive terms, former commissioners may reapply to serve on the commission a year after the expiration of their last term.

Any commissioner who serves out three years is eligible to become a Commissioner Emerita. To become a Commissioner Emerita, such Commissioner whose terms have expired may request such title from the Commission's Executive Board, which shall be approved at the Board's discretion. The Commissioner Emerita may participate in all meetings of the Commission but shall have no voting privileges.

**SECTION 6. RESIGNATION OR INELIGIBILITY; VACANCIES**

Any Commissioner may resign by delivering her written resignation to the CCICSW. Promptly upon receipt of any such resignation or upon notice of the death of a Commissioner or upon notice that a Commissioner is no longer eligible to serve (e.g., no longer resides in Barnstable, Dukes or Nantucket Counties), the CCICSW shall forward notice of such resignation or death or ineligibility to the MCSW, which shall promptly appoint a replacement Commissioner to MCSW serve the balance of the unexpired term of the Commissioner who resigned or died or became ineligible.

**SECTION 7. REMOVAL OF COMMISSIONERS**

The CCICSW Executive Committee can recommend to the MCSW the removal a Commissioner if the best interest of the Commission would be served by such removal.

**ARTICLE VII—COMPENSATION AND LIABILITY**

**SECTION 1. COMPENSATION**

The members of the Commission shall receive no compensation for their services.

**SECTION 2. LIABILITY**

No person who is now or who later becomes a member of this Commission shall be personally liable to its creditors for any indebtedness or liability, and any and all creditors of this Commission shall look to the assets of this Commission for payment.

**ARTICLE VIII—OFFICERS**

**SECTION 1. OFFICERS**

The Commission shall elect from among its members a Chair, a Vice-Chair, a Treasurer, a Secretary, and any other officers it deems necessary, such a Corresponding Secretary and Archivist. Only members of the Commission shall be eligible for nomination and election as officers of the Commission. If an officer of this Commission shall, during their term of office, no longer be a member of the Commission, the member shall automatically cease to be an officer of the Commission.

**SECTION 2. ELECTION OF OFFICERS**

Officers shall be elected annually, at the first meeting of the calendar year. The officers shall be elected by written ballot. If there is only one nominee for each, the ballot may be dispensed with and a voice vote may be taken.

**SECTION 3. OFFICERS' TERM OF OFFICE**

The elected officers shall serve for a term of one year. The elected officers shall not serve more than two successive terms in any particular office.

**SECTION 4. OFFICER VACANCIES**

A vacancy in the Chair's office shall be filled until the next annual election by the Vice-Chair. All other vacancies shall be filled by a majority vote of the members of the Commission.

In the event the Chair and Vice-Chair are both unable to preside, a quorum of the Commission shall elect a temporary Chair.

**SECTION 5. REMOVAL OF OFFICERS**

Any Officer elected by the Commission may be removed by a majority vote of the members of the Commission, with or without cause, whenever in the judgment of the Commissioners, the best interest of the Commission would be best served by such removal.

**ARTICLE IX—DUTIES OF THE OFFICERS**

The duties of the officers are as follows:

**SECTION 1. CHAIR**

The Chair shall be entrusted to act and carry out policies and decisions of the Commission between meetings of the Commission. The Chair shall assure that the legislative mandates of the Commission are carried out as prescribed by the Legislature and as formulated in these by-laws to:

- a) Call and preside at all meetings of the Commission and conduct these in accordance with parliamentary rules;
- b) Be an ex-officio (non-voting) member of all committees with the exception of the nominating committee;
- c) Call special meetings when deemed necessary or desirable;
- d) Set the agenda for Commission;
- e) Serve as spokesperson for the Commission or direct such representation before the public and governmental bodies. Oversee all recommendations and reports to the MCSW.

- f) Work with the Vice-Chair to develop partnership and conduct outreach as identified by the Outreach Committee;
- g) Perform such other duties as the Commission may prescribe from time to time;
- h) Sign such instruments as shall be authorized by the Commission.

#### **SECTION 2. VICE-CHAIR**

The Vice-Chair shall:

- a) Perform all duties of the Chair in the event of the Chair's absence or inability to serve, or in the event of a vacancy in that office until it is filled. In the event that the Vice-Chair is required to perform the duties of the Chair, the Executive Committee may nominate another officer to serve as Vice-Chair, if appropriate;
- b) Oversee orientation of new commissioners including ensuring that all commissioners are properly sworn in and maintain required training and certifications;
- c) Propose and facilitate new training for commissioners when appropriate
- d) Manage the operations of the Commission and ensure the commissioners' compliance with protocols and procedures established in the bylaws. Serve as the Chair of the Bylaws Committee when amendments to the bylaws are proposed;
- e) Work with the Chair to develop partnership and conduct outreach as identified by the Outreach Committee;
- f) Perform such other duties as the Commission may prescribe from time to time.

#### **SECTION 3. SECRETARY**

The Secretary shall:

- a) Be responsible for the minutes of all regular and special meetings of the Commission;
- b) Assure that copies of the minutes and the Treasurer's financial statement are sent to all members of the Commission prior to the next meeting;
- c) Assure that an attendance roster is maintained for each Commission meeting and facilitate the commissioners' participation remotely as requested;
- d) Perform such other duties as the Commission may prescribe from time to time.

#### **SECTION 4. CORRESPONDING SECRETARY – elected as necessary**

The Corresponding Secretary shall:

- a) Receive and generate corresponding materials on behalf of the Commission and disseminate information to the appropriate commissioner(s) for response or awareness;
- b) Communicate posting and notices; identify meeting location, and other activities that insure that the Commission is compliant with Open Meeting Law requirements;
- c) Perform all other duties necessary for the maintenance of communications of the Commission.

#### **SECTION 5. Archivist – elected as necessary**

The Archivist shall:

- a) Act as historian to the Commission by assuring that all general correspondence, records of meetings and committees, is maintained;
- b) Perform all other duties necessary for the maintenance of adequate records and files of the Commission.

#### **SECTION 6. TREASURER**

Conditioned on the availability of financial resources the Treasurer shall:

- a) Ensure that all financial records are maintained and shall oversee budget preparation and reporting;
- b) Monitor the budget and financial records on an ongoing basis and in accordance with the provisions and requirements of the law and state agencies;
- c) Present the Treasurer's report at regular commission meetings and an annual financial report to the Commission;
- d) Chair the Finance Committee when established and strategize with the Finance Committee as to how to apply for and receive state, local, private and/or individual grants, appropriations and/or gifts in compliance with applicable state laws and regulations in order to further the purposes of the Commission;
- e) Perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned.

### **ARTICLE X—EXECUTIVE COMMITTEE**

#### **SECTION 1. ORGANIZATION.**

The executive committee shall consist of the Chair, Vice-Chair, Secretary and Treasurer.

#### **SECTION 2. DUTIES.**

The executive committee shall have the power to act for the Commission between meetings of the Commission and shall report to the Commission on all action taken by it. It shall perform such duties as may be delegated to it by the Commission. At the next regular meeting of the Commission, the Commission can ratify the acts taken by the executive committee.

#### **SECTION 3. MEETINGS.**

Meetings of the executive committee shall be held on the call of the Chair or by written request of 3 of its members.

#### **SECTION 4. QUORUM.**

The quorum of the executive committee shall be a majority of the voting members.

### **ARTICLE XI—COMMITTEES**

#### **SECTION 1. ORGANIZATION**

The Commission may create such committees, as it deems necessary to carry out the work of the Commission.

**SECTION 2. STANDING COMMITTEES, SPECIAL COMMITTEES, AND TASK FORCES**

The Commission shall establish Standing Committees for permanent ongoing tasks. Additionally special committees and tasks forces may also be established. The work of the Standing Committees, special committee and task forces shall be determined by goals and objectives established annually. All committees shall submit their recommendations to the full Commission for approval for such recommendations to be acted upon.

All Committee Chairs shall be Commissioners and the standing committees shall be composed of members of the Commission. Every Commissioner shall serve on at least one committee. Commission members may volunteer to serve on the committee of their choice.

Chairs and Co-Chairs of standing committees shall be elected by the members of the individual standing committees at their first meeting of the calendar year.

The Commission is empowered to appoint committees, taskforces, councils, or other appropriate bodies, to study specialized areas of concern and report their findings to the Commission; disseminate information on issues relating to women; develop and promote programs and services to women; and advocate for women's equity.

Membership on such committees shall not be limited to Commissioners. Special representatives other than Commission members may be appointed by the Chair to serve on task forces for the period of time designated by the Commission and would submit interim reports on their special assignments as the Commission requests.

Only Commissioners may vote to elect special committee Chairs, and only Commissioners may be Chairs of special committees.

**ARTICLE XII—MEETINGS**

**SECTION 1. SCHEDULE**

The Commission shall meet at least 6 times per year, at the members' discretion. A calendar of dates shall be set at the first meeting of the calendar year. This calendar of dates shall be sent to all Commissioners and can be amended by a majority vote of the Commission. The Chair shall designate the time and place of the meetings.

**SECTION 2. QUORUM**

A majority of Commissioners currently holding office shall constitute a quorum for the transaction of Commission business.

**SECTION 3. OPEN MEETING LAW**

All meetings shall be conducted in compliance with the Open Meeting Law. Executive sessions, as per the law, may be conducted.

**SECTION 4. SPECIAL MEETINGS**

A special meeting of the Commission can be called by:

- a) The Chair; or
- b) A majority vote of the Commission.

The purpose of the meeting shall be stated in the call. No business can be transacted at the meeting except that stated in the call. Except in cases of emergency, at least three days' notice must be given to the membership.

A special meeting can be conducted if a quorum of the Commissioners is present.

**SECTION 5. PUBLIC COMMENT**

Observers may attend meetings of the Commission and may be granted the privilege of the floor by vote of the Commission members.

Normally, fifteen minutes will be set-aside at the beginning of the meetings for this purpose. In addition, visitors may speak to specific issues as they arise during the meeting at the discretion of the Chair and the Commissioners.

**SECTION 6. ATTENDANCE**

All Commissioners are expected to maintain regular attendance at meetings of the full Commission, and to participate fully and effectively in such committees or task forces as are necessary and appropriate to conduct the business of the Commission. The Secretary of the Commission shall maintain a record of attendance at each Commission meeting. After a Commissioner's third unexcused absence from regularly-scheduled meetings of the full Commission during the twelve months commencing on January 1 of each year, the Chair of the Commission shall notify the MCSW of the failure of that Commissioner to comply with the Commission's attendance requirements; provided, however, that such Commissioner may attach her own explanation for the reasons for her absences.

**ARTICLE XIII—VOTING PRIVILEGES**

At any Commission meeting or committee meeting, each member of the Commission shall be entitled to one vote. The Chair shall not vote except in the event of a tie. There shall be no proxy voting.

**ARTICLE XIV—AMENDMENTS TO THE BYLAWS**

These bylaws may be amended at any regular meeting of the Commission by a two-thirds vote of the Commissioners present and voting provided that the proposed amendment has been submitted at the previous meeting.

**ARTICLE XV—POLICY ADOPTION AND AMENDMENTS**

The Commission, as needed, shall adopt policies. Policies may be adopted, amended, or repealed by a majority of all votes cast by the Commissioners present and voting, provided that the proposed material has been submitted at the previous meeting.

Approved – December 13, 2017

**ARTICLE XVI—PARLIAMENTARY AUTHORITY**

When not in conflict with these bylaws, Robert's Rules of Order (Newly Revised) shall govern the actions of the Commission.