



**Massachusetts Commission on the Status of Women
Program & Planning Committee Agenda**

Tuesday December 9, 2025 / 4:00pm – 5:00pm EST

[Web Meeting Link](#)

1. Call to order
2. Minutes –
 - a. [November Meeting Minutes](#) (vote)
3. Program & Planning Secretary (vote)
4. Regional Commissions
 - a. [Regional Appointments](#) (vote)
 - b. Regional Events & Updates
 - i. Regional Liaisons
5. Program Updates
 - a. Girls Listening Session Public Hearing Recap & Debrief
 - b. October Hearing Summary
 - c. Listening Session for Trans Women & Girls -- February 26 2026
 - d. GELI 2026- [Proposal Form due](#) 1/2/2025
 - e. Scholarship Application - Now Open!
 - i. Scholarship Event?
 - f. [Speakers Bureau](#) - To be considered, complete this [form](#).
6. [MCSW Glossary/FAQ](#)
7. POB Boards & Commissions Form Submissions (Masscsw.org)
8. Next Steps and Follow Up
9. Adjourn

Attachments:

- November 2025 Meeting Minutes
- Regional Commission Candidates for Appointment Sheet
- 2025 North Adams Hearing Summary
- MCSW Glossary

Date updated: 12/2/2025

Approved by: Dr. Kimberly Shea, Committee Chair

Date posted:

Committee Members:

Dr. Kimberly Shea, Committee Chair
Giselle Byrd, Committee Vice-Chair
VACANT, Secretary

Associate Members:

Mary-dith Tuitt
Carol Campbell
Allison Goldberg

Section from MCSW Policy Manual:

Regional and Local Commissions

Regional Commissions

Supporting the Commission are 11 regional commissions, each composed of 9-13 volunteers who have had prior experience working towards the improvement of the status of women. These regional commissions exist to provide an effective voice for women and girls in their respective regions. The MCSW makes appointments to regional commissions and provides guidance, support, and oversight. Additionally, each regional commission submits its own annual report for review which can be found on the [MCSW Website](#).

Local Commissions

There are also currently 11 local women's commissions that represent various cities and towns in the Commonwealth. While these commissions are independent of MCSW, 14 the Commission serves as a resource and a partner and maintains contact with them on a regular basis. Local commissions include Boston's Mayor's Office for Women's Advancement, Brockton Mayor's Commission on Women's Issues, Brookline Commission for Women, Cambridge Commission on the Status of Women, Melrose Commission on Women, Newton Commission on the Status of Women, Quincy Mayor's Commission on Women, Somerville Commission for Women, Springfield Commission for Women, and Worcester City Manager's Advisory Committee on the Status of Women. Communication between the state, regional, and local commissions is vital for an effective network.

Section from MCSW Policy Manual:

Regional Commission Management & Appointments

Regional Commission Management

MCSW is the appointing authority for all regional commissions. MCSW will promote a call-for-applications when applicable (either during the annual application period between August and October or on an as-needed basis). Candidates must complete an e-form ([available on the MCSW website year-round](#)). Once the applications have been received, it is the responsibility of the Program and Planning Committee to review the candidates and make a recommendation to MCSW's Full Commission to vote to appoint the appropriate number of commissioners. Regional commissioners are issued initial terms staggered between one and three years. Commissioners are eligible to apply for reappointment to serve a second term upon completion of their first term.

Regional Commissioner Appointment Consideration

In accordance with the mission of the Massachusetts Commission on the Status of Women to work towards the improvement of the status of all women in Massachusetts, the following should be considered of potential appointees to regional commissions:

- a) The diversity of the applicant's background, especially as it pertains to race, ethnicity, religion, age, sexual orientation, gender identification, and socioeconomic background;
- b) The experience of the applicant in working toward the improvement of the status of women;
- c) The area of residence of the applicant, as it relates to the regional commission to which the applicant has applied.

First Time Regional Application Process

1. MCSW will promote a call-for-applications (for all regional commissions) during the annual application period, between August and October each year. If a seat becomes open outside of the annual application period, the MCSW will review the queue of applicants from the most recent application period. If no applicants exist in the queue, a separate call for applications can be issued for that individual regional commission.
2. Applicants apply through an MCSW-issued electronic form (e-form) that is shared with the public during any call-for-applications promotion and can be found on the MCSW website. Regional commissions are encouraged to share this e-form with prospective candidates in their region.
3. When the application window has closed, MCSW makes a record of applicants received for each regional commission.

Application Review

1. The MCSW Regional Commissions Director (RCD) will share applicant packets (application, cover letter, resume) with respective regional commissions to review and interview candidates.
2. Regional commissions will return the rating sheet containing compiled, specific candidate feedback to the RCD.
3. The RCD will share each regional commission's rating sheet and applicant packets with the MCSW Program and Planning Committee.
4. MCSW Program and Planning Committee members individually review candidates in advance of the next Program and Planning Committee meeting.
5. The MCSW Program and Planning Committee deliberates as a group at their next public meeting and shall vote on candidates to recommend to the MCSW Full Commission.
6. The Program and Planning Committee Chair shall bring their candidate recommendations before the Full Commission.
7. The Full Commission votes on whether to approve the Program and Planning Committee's candidate recommendations and may formally appoint candidates to the regional commissions effective on the first day of the following month.

Regional Term Limits

Regional commissioners are issued initial terms depending on the regional commission seat they are appointed to fill.

- a) Regional commissioners who are offered a three-year initial term, are eligible to request reappointment to a second, three-year term, for a total of six years served. Thereafter, they are not eligible for reappointment.
- b) Regional commissioners who are offered a one- or two-year initial term, are eligible to request reappointment to a second term, which would be a three-year term. Thereafter, they are eligible to

apply to a third term, as they have not yet completed six years of service. Thereafter, they are not eligible for reappointment. **If a Regional Commissioner is still interested in serving, she is welcome to apply to be a State Commissioner by applying through one of the four appointing bodies of the MCSW.*

Regional Reappointment Process

Note: This is not an automatic process, MCSW reserves the right to deny reappointment.

Process for Regional Reappointment Requests

1. Regional Commission Chairs lead reappointment conversations with those regional commissioners who are eligible for another term.
2. Regional Commission Chairs notify the MCSW Regional Commissions Director on whether regional commissioners wish to be reappointed to another term, no later than 60 days prior to the expiration of a regional commissioner's term (November 1).
3. The MCSW Regional Commissions Director will share the reappointment list with the Program and Planning Committee for consideration.

Reappointment Review

1. Program and Planning Committee members individually review reappointment candidates in advance of the next available Program and Planning Committee meeting.
2. The Program and Planning Committee deliberates as a group and shall vote on reappointment candidates at the next available Program and Planning Committee meeting.
3. The Program and Planning Committee will bring their reappointment recommendations before the Full Commission.
4. The Full Commission shall vote on whether to approve these recommendations, and may formally reappoint candidates to the regional commissions on the 1st day of their new term.

Notification of Appointment

1. The MCSW Regional Commissions Director will notify regional commission Chairs of vote outcome.
2. The MCSW Regional Commissions Director will issue appointment letters to successful regional commission appointees and connect appointees with the Chair of the regional commission to which they were appointed.
3. The Chair then takes over as main point of contact for the new regional commissioner.
4. MCSW will issue a formal notification to unsuccessful candidates.

Should a regional commissioner move to another region and wish to join another regional commission:

1. The commissioner should notify the Chair of the current commission of her resignation due to a change in residence outside of the region.
2. The commissioner may apply to become a regional commissioner of the new region as a new applicant.
3. *The Chair of the current commission may contact the Chair of the new regional commission and offer her a reference of the commissioner, indicating whether the commissioner is in good standing at the current commission.*

4. The commissioner may also contact the Chair of the commission to which she now resides or is moving to - and indicate that she has applied.
5. The commissioner's application will be reviewed in the regular manner (as described in the "Application Review" Section above).

Attendance Policy

All regional commissioners are expected to maintain timeliness and consistent attendance at each regularly scheduled meeting of their regional commission as a basic requirement of their appointment, and to participate fully and effectively in committees and workgroups to conduct the business of the commission. The secretary/clerk of the commission shall maintain a record of attendance at each commission meeting. A commissioner who has a scheduling conflict with a regular meeting of the commission shall notify the chair as soon as they are aware of the conflict, except in the cases of emergency or unanticipated events when a commissioner should contact the chair as soon as they are able. In either case, a written notice of absence is required, regardless of the reason, for recordkeeping purposes.

Should a leave of absence be requested for personal or professional reasons, and for no more than three months, a written request should be sent to the chair explaining the situation. The chair will share the request with the commission's executive committee to determine if the request is reasonable and will not affect the business of the commission, including meeting quorum. If the executive committee agrees to grant the leave of absence, the decision will be presented as a recommendation to the full regional commission for a vote.

Regional commissioners are expected, at a minimum, to attend 75% of their regularly scheduled meetings in a calendar year. If this threshold is not met, the chair of the commission will speak to the commissioner to discuss their attendance record and to determine whether the issue has been resolved or if there is a likelihood of further failure to comply with the attendance policy going forward. After speaking with the commissioner, the chair will notify the MCSW Regional Commissions Director of the conversation, and if there are continued attendance concerns, the following process will take effect.

1. The MCSW Regional Commissions Director will contact the regional commissioner to discuss their attendance and any reasons that prevent them from attending their regularly scheduled meetings. The commissioner will be reminded of the importance of attendance and the role it has in conducting commission business.
2. The MCSW Regional Commissions Director will send written acknowledgement of the conversation to the regional commissioner and will copy the regional chair.
3. Should attendance not improve, the regional chair will notify the MCSW Regional Commissions Director, and the commissioner will be subject to review and possible removal from her position.
4. The MCSW Program and Planning Committee, upon evidence and review of the attendance record, may make a removal recommendation.
5. The MCSW State Commission shall discuss and vote on whether to approve any recommendation of removal.

6. Should removal be approved, a letter by the MCSW Chair will be sent to the regional commissioner informing her of the decision with the MCSW Regional Commissions Director being copied and the Regional Commission Chair being notified.

Resignations & Removals

**Policy Amended & Adopted 5/27/2025*

*Should a regional commissioner **wish to resign** from her position, the following steps shall be taken:*

1. The regional commissioner should notify the Regional Chair of their intent to resign and schedule a conversation to discuss the circumstances.
2. Upon completion of the conversation, the regional commissioner should submit a letter of resignation to their regional Chair, copying the MCSW Regional Commissions Director, a minimum of 30 days before her resignation becomes effective (except under extenuating circumstances).
3. MCSW will issue an acknowledgment of resignation acceptance to the regional commissioner, copying the regional Chair – and the vacancy will be recorded, making the seat available for appointment in the next cycle to cover the unexpired term.

*Should a regional commission request removal of a **regional commissioner** due to an **ethics violation**, the following steps shall be taken:*

1. After MCSW receives notification of an alleged ethics violation, the **MCSW Chair and the Chair of the Program and Planning Committee** shall open an inquiry into the matter and investigate the alleged violation.
2. The commissioner in question shall be provided with the opportunity to defend her actions.
3. The Program and Planning Committee will review and discuss the findings of the investigation conducted by the MCSW Chair and the Program & Planning Committee Chair, which will include the testimony of the commissioner, and formulate a resolution.
4. If removal is recommended, the Full Commission shall vote on whether to approve the Program and Planning Committee's recommendation of removal.

*Should a **regional commission** be accused of an **ethics violation**, the following steps shall be taken:*

1. After MCSW receives notification of an alleged ethics violation, the **MCSW Chair and the Chair of the Program & Planning Committee** shall open an inquiry into the matter and investigate the alleged violation.
2. The regional commission in question shall be provided with the opportunity to defend their actions.
3. The Program and Planning Committee will review and discuss the findings of the investigation conducted by the **MCSW Chair and the Program & Planning Committee Vice Chair**, which will include the testimony of the regional commission, and formulate a resolution.
4. This resolution will be reported to the Full Commission.

Should a regional commissioner violate the MCSW Code of Conduct:

1. The Regional Commissioner expressing concerns regarding another Regional Commissioner shall alert the Regional Chair OR Regional Commissions Director and their Regional Liaison as soon as possible.
 - a. Encourage direct communication between the parties involved, if appropriate.
 - b. Suggest Mediation by a third party (i.e. Regional Liaison or Program & Planning Committee member)
 - c. Formal written complaint to Commissioner's appointing body and Chair of the commission.
2. The Regional Commissions Director and Regional Liaison will review the facts of the concern, determine appropriate action and offer a response (in writing cc-ing the Chair of MCSW and the Chair of the Program & Planning Committee).
 - a. Investigation process- interviews, evidence/documentation review.
 - b. Possible actions- mediation, training
 - c. If the only option is to terminate a Regional Commissioner, the Chair of MCSW must send a letter of Expulsion immediately and alert the Program & Planning Committee.
3. **Consequences of Non-Compliance** - Failure to engage in good-faith conflict resolution efforts, repeated disruptive behavior, or retaliation against involved parties may result in disciplinary actions, including warnings, mediation requirements, reassignment, or termination as deemed necessary by the MCSW.
4. **Training & Awareness**- The MCSW will provide periodic training on conflict resolution strategies, effective communication, and maintaining a positive workplace culture.