

BYLAWS OF THE ST. MARY'S COUNTY COMMISSION FOR WOMEN

Article I

NAME

The name of this organization as established by the Commissioners of St. Mary's County shall be the St. Mary's County Commission for Women (hereinafter "Body").

Article II

PURPOSE OF THE BODY

The purpose of the Body is to provide the Commissioners of St. Mary's County with advice and assistance concerning issues affecting women such as employment, education, health, public office, home and legal rights.

Article III

FUNCTIONS OF THE BODY

To accomplish its purpose, the Body shall meet regularly, consider and advise on the following related to the Public Activity:

1. Any duty or responsibility assigned to the Body by statute, public local law or ordinance;
2. Program operations;
3. Policies, procedures and potential areas of improvement;
4. Identification of needed improvements, safety issues, and capital projects regarding any physical facilities;
5. Adherence to current Federal, State and Local regulations and standards;
6. Use and implementation of quality control measures;
7. Operating expenses and revenues;
8. Public education; and
9. Identification of needs and the best interests of the citizens of St. Mary's County;

The Body shall report annually to the Commissioners of St. Mary's County.

Article IV

MEMBERSHIP

Section 1. Members.

Membership shall be in accordance with the legal authority governing the Body.

Section 2. Appointment.

All Body members shall be appointed by the Commissioners of St. Mary's County unless otherwise provided by the legal authority governing the Body.

Section 3. Tenure and Term of Office.

Terms of office shall be in accordance with the legal authority governing the Body.

Section 4. Voting.

Each voting member, including the Chairperson, shall be entitled to one vote on each matter submitted to a vote.

Section 5. Alternates.

The Commissioners of St. Mary's County may appoint one or more alternate members. If a member is absent, an alternate member may sit as a voting member and, once seated, shall be counted in determining a quorum.

Section 6. Attendance at meetings.

Members are expected to attend all meetings. If any appointed member fails to attend three (3) consecutive regular meetings, with or without reasonable cause, or is absent from 50% of the regularly scheduled meetings during any calendar year, the Chairperson shall notify the County Administrator of the absences, for appropriate action pursuant to Section 7 below.

Section 7. Removal of Body Members.

A member may be removed with or without cause by the Commissioners of St. Mary's County.

Section 8. Resignation.

Any member desiring to resign shall submit a resignation in writing to the County Administrator.

Section 9. Vacancies.

A vacancy, because of death, resignation, removal, disqualification or otherwise, shall be filled at the pleasure of the Commissioners of St. Mary's County.

Section 10. Compensation.

Members of the Body shall serve without compensation.

Section 11. Ethics Ordinance.

All members must adhere to the provisions of the St. Mary's County Public Ethics Ordinance.

**Article V
OFFICERS**

Section 1. Officers.

The Officers of the Body shall be a Chairperson, Vice-Chairperson and Secretary.

Section 2. Chairperson of the Body.

Except as otherwise provided by law or direction of the Commissioners of St. Mary's County, the Chairperson shall (1) preside at all meetings; (2) set the agenda for the meetings; (3) appoint all committees and subcommittees authorized by the members; (4) sign any document or instrument which the members have authorized to be executed; and (5) in general shall perform all duties as may be prescribed by the members from time to time.

Section 3. Vice-Chairperson.

In the absence of the Chairperson, the Vice-Chairperson shall perform all of the duties of the Chairperson and when so acting, shall have all the powers of, and be subject to, all the restrictions upon the Chairperson. The Vice-Chairperson shall perform such other duties as from time to time may be assigned by the Chairperson or, in the alternative, requested by a majority vote of the members.

Section 4. Secretary.

The Secretary shall cause to be made and maintained a record of proceedings, deposit copies of approved Board meetings minutes with the County Administrator and prepare correspondence and other materials as directed and authorized by the members.