

REVISIONS FOR REVIEW

COOK COUNTY COMMISSION ON WOMEN'S ISSUES BYLAWS

PREAMBLE

The Cook County Commission on Women's Issues (the "Commission") was established by Resolution of the Cook County Board of Commissioners (the "Resolution") adopted and approved March 1, 1994 and enacted as an ordinance on _____ (UPDATE AFTER COUNTY BOARD APPROVAL OF RESOLUTION) to serve as an advisory body to the Cook County Board of Commissioners and the President of the Cook County Board. The purpose of the Commission is to ensure that issues and perspectives of women and girls are considered in the formation of public policy in Cook County.

Pursuant to the Resolution/Ordinance, the Commission shall have the following objectives:

1. Make recommendations for legislative and/or executive action to eliminate discrimination against women and girls and to ensure equal opportunities;
2. Work for the elimination of inequities in laws, practices and conditions, which particularly affect women and girls;
3. Make recommendations that will promote the equal status of women and girls and create new opportunities;
4. Review county policies, procedures and practices for their impact on women and girls and offer recommendations;
5. Work with the Cook County Board to make recommendations to improve the delivery of services to women and girls;
6. Advise the Cook County Board and Cook County Health on issues affecting the health and welfare of women and girls;
7. Assist in the collection and dissemination of data on the conditions of and opportunities for women and girls in Cook County as well as help develop programs to meet assessed needs; and
8. Encourage women to serve in county positions at all levels.

Article I

MEMBERSHIP

The members of the Commission shall be women who reside in Cook County. The membership shall be representative of the different races, faiths, ethnic groups, age groups and educational levels of the women of Cook County. Members shall have demonstrated their concern for the needs of women and girls and the issues impacting women and families.

The Commission shall be composed of twenty-one members which includes a Chairperson and Vice Chairperson. Members of the Commission shall be appointed by the Cook County Board President upon recommendation of the seventeen Cook County Board Commissioners. Four (4) at-large members who reflect the population of Cook County shall be appointed by and serve at the pleasure of the President of the Cook County Board and ratified by the Cook County Board.

Members of the Commission may not be employed by Cook County government during their term.

The Commission may designate former Chairpersons of the Commission, County officials and leaders in the women's community as honorary members without voting privileges.

The Chairperson of the Commission, upon recommendations from the members of the Commission, may designate individuals as community members of any ad hoc committee or subcommittee of the Commission.

The Chairperson will serve by Presidential appointment for a four (4) year term. At the completion of her term, the President may reappoint the Chairperson or appoint a new Chairperson. If there is a vacancy of the Chairperson's position, the Vice Chairperson will serve as the Interim Chairperson until a new Chairperson is appointed.

The Vice Chairperson will serve by Presidential appointment for a two-year term. The Chairperson may make recommendations to the President as to which member may be well suited to serve as Vice Chairperson. In the event of a vacancy in the Vice Chairperson's position, the President shall appoint the Vice-Chairperson from the existing membership.

The term of the members of the Commission shall be four (4) years from the date of their appointment. Members may be reappointed.

Commission members are expected to attend regularly scheduled monthly meetings. A vacancy on the Commission shall be established when a member misses three (3) consecutive meetings without an excused absence and fails to actively participate in the Commission's work.

Active participation may occur through attendance at meetings, committee work, availability for consultation, guidance and advice, the provision of expert services, or a combination of any or all of these activities. After consultation with the Chairperson, the President's Liaison shall remind Commission members of this provision if they are inactive for two meetings. Exceptions may be made for illness or other sufficient reason.

Article II

DUTIES OF THE COMMISSION MEMBERS

The Chairperson shall:

- Preside at meetings of the Commission;
- Vote on issues and proposals presented at Commission meetings;
- Establish ad hoc committees and designate their chairpersons;
- Serve as an *ex officio* member of all committees;
- Designate a member of the Commission to preside at Commission meetings when the Chairperson and Vice Chairperson cannot attend;
- Represent the Commission; and
- Supervise implementation of Commission decisions.

The Vice Chairperson shall:

- Serve as a member of the Commission;
- Perform the Chairperson's duties when she is not available;
- Report to the Chairperson;
- Work closely with the Chairperson and other staff;
- Serve as an *ex officio* member of all committees; and
- Perform other responsibilities assigned by the Chairperson.

The Commission members shall:

- Attend Commission meetings regularly;
- Attend Commission organized activities and events;
- Recommend resolutions and proposals to recognize outstanding leadership that promotes the welfare of women and girls;
- Support the passage of legislation and implementation of policies that improve the lives of women and girls;
- Complete Open Meetings Act training on an annual basis as provided by the Illinois Attorney General's Office; Participate on ad hoc committees as needed; and
- Vote on issues and proposals presented at Commission meetings.

Article III

MEETINGS OF THE COMMISSION

The Commission shall hold regular meetings at least nine (9) times per year. Meetings will be held at a time and place agreed to by the full Commission or upon the call of the Chairperson or, in the Chairperson's absence, the Vice Chairperson.

Special meetings of the Commission may be called by order of the Chairperson or upon request of one-third of the total membership of the Commission. Members shall be given a seven (7) day notice that includes the date, time, place and purpose of the special meeting. The agenda for such meetings shall be posted at least 48 hours in advance of the meeting. If seven (7) day notice is not practicable, the notice of any such meeting and the agenda for such meeting shall comply with Open Meeting Act requirements.

All meetings of the Commission shall be open to the public and comply with the Open Meetings Act.

The Commission shall hold at least one hearing annually to receive public input on issues affecting women and girls. Public hearing input will be used to recommend actions by Cook County government.

The Commission shall hold an annual event to honor women and girls from across Cook County.

Article IV

QUORUM - VOTING

The presence of a majority of the total voting members of the Commission shall constitute a quorum. A quorum must be present for any action to be adopted by majority vote except as otherwise stated in these Bylaws.

Members may participate in remote meetings by means of electronic, video, audio, or telephonic communication pursuant to Section 2-470 of the Cook County Code of Ordinances..

Article V

COMMITTEES



TASK FORCES AND AD HOC COMMITTEES

The Commission may create task forces or ad hoc committees to accomplish a goal or undertake a task. Meetings of ad hoc committees or task forces must comply with the Open Meetings Act.

Article VI

MISCELLANEOUS

RULES OF ORDER

The meetings and proceedings of the Commission shall be regulated and controlled according to the most current version of Robert's Rules of Order.

STAFF

The Commission staff shall consist of a Liaison from the President's office and other County personnel necessary to assist the Commission in carrying out the work of the Commission and ensure compliance with the Open Meetings Act.

In addition, each Bureau Chief of Cook County government may designate a staff person to act as a liaison with the Commission and to cooperate with the Commission in its work.

COMMISSION MEETING AGENDA

The Chairperson shall prepare the agenda for Commission meetings in consultation with the President's Liaison.

The agenda and minutes shall be publicly available in compliance with the Open Meetings Act.

The agenda shall be posted with the Secretary of the Cook County Board and outside the Commission office and the Commission meeting room at least 48 hours in advance of the Commission meeting. Amendments and additions to the agenda may be made during a Commission meeting as proposed by any member of the Commission and adopted by a majority vote of the quorum subject to the provisions of the Open Meetings Act.

BYLAWS AMENDMENTS

These bylaws may be amended by a two-thirds vote of the Commission members in attendance and voting at a properly convened meeting. Any member of the Commission may propose amendments to the bylaws. Printed notice setting forth the proposed amendments shall be given to all voting members of the Commission at least two weeks prior to the meeting and shall also provide the meeting date; time, and place at which the vote will be recorded.

ADOPTED 12/20/96

REVISED