

ATLANTIC COUNTY ORDINANCE NO. / 1994

AN ORDINANCE ESTABLISHING AN ATLANTIC COUNTY ADVISORY
COMMISSION ON WOMEN

WHEREAS, Atlantic County desires to continue to foster a supportive environment for all its citizens, and

WHEREAS, the County desires to provide a forum for the women of the County to discuss, research, study, and make recommendations on issues effecting women in Atlantic County, and

WHEREAS, in order to promote this goal, Atlantic County desires to establish an Advisory Commission to aid the County on issues affecting women.

NOW, THEREFORE, BE IT ORDAINED by the Board of Chosen Freeholders of the County of Atlantic that:

SECTION 1. There is hereby established the Atlantic County Advisory Commission on Women under Section 4-64.10q, which provision shall read in its entirety:

q. Advisory Commission on Women. There shall be an Advisory Commission on Women under the Office of the County Administrator.

(1) Membership shall consist of 15 persons who reside in Atlantic County and who have a demonstrated interest in women's issues who shall be appointed for staggered terms of three years commencing March 1. Members shall serve without compensation. Membership shall include at least one person who will represent women's issues in each of the following areas: (a) Women with disabilities and/or handicapping conditions; (b) Labor (both public and private sector labor organizations); (c) Health care; (d) Women in the professions; (e) Women in government employment; (f) Providers of women's services; (g) Clients of women's services providers; (h) Education; (i) Business; (j) Women's service organizations; and (k) Women in the home. The remaining membership of the Commission shall be filled with at large members in such a manner as to assure that the membership of the Commission represents a cross-section of the population of the County by race, creed, color, national origin, ancestry, age, marital status, veteran status, disability, sex and geographic area. Members shall be appointed by the County Executive with the advice and consent of the Board of Chosen Freeholders.

(2) The County Executive shall designate the person who shall serve as the Chair of the Advisory Commission on Women for the first year. In subsequent years, all officers shall be elected from among the membership of the Commission according to its by-laws.

(3) The functions of the Women’s Advisory Commission shall be:
(a) to be a catalyst and advocate for women’s issues; (b) to increase public awareness of the needs, interests, concerns, contributions, and potential of women; (c) to promote the participation of women in educational programs and the work force; (d) to recommend and urge reforms in the law, public policy, services, and public attitudes on women; (e) to keep the Atlantic County Board of Chosen Freeholders and the Atlantic County Executive aware and current on women’s issues within the county; (f) to act as a resource center, clearinghouse and implementor of education programs, outreach projects, and public hearings; and (g) to accomplish the above within the parameters established under Federal and State laws and regulations and within the limits of County powers.

SECTION 2. Section 4-13 shall be amended to add the following as paragraph D.: D. Advisory Commission on Women.
There shall be a Advisory Commission on Women within the office of the County Administrator as established by Section 4-64.10q.

<u> </u> Thomas R. Somers, Clerk Board of Chosen Freeholders	Richard E. Squires County Executive
	Dated: <u>2-4-94</u>

APPROVED AS TO FORM:

<u> </u> Dennis Levinson, Chairman Atlantic County Board of Freeholders	Terry J. Dailey County Counsel
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Revised 9/2/2008

NOTICE IS HEREBY GIVEN that the foregoing ordinance was introduced and passed first reading at a meeting of the Board of Chosen Freeholders of the County of Atlantic held on Tuesday, January 11, 1994 and said ordinance will be further considered for passage and adoption at the public meeting held thereon at a meeting of the Board of Chosen Freeholders to be held at 201 Shore Road, Stillwater Building, Northfield, New Jersey on Tuesday, February 1, 1994 at 4:00 p.m.

ATLANTIC COUNTY ADVISORY COMMISSION ON WOMEN

VISION STATEMENT:

Atlantic County: A community where women and girls choose to live, grow and contribute toward a more equitable tomorrow.

MISSION STATEMENT:

The Atlantic County Advisory Commission on women advocates on behalf of women and girls by providing venues that foster equality, knowledge and opportunities to obtain well being.

PURPOSE:

*To serve as a fact finding and advisory commission to the public at large, the County Executive and County Board of Chosen Freeholders, by studying the needs, problems, interests, concerns and capabilities of the women who reside, work and visit Atlantic County.

*To centralize and disseminate information regarding resources, issues, events and programs which involve women's interests and concerns.

*To suggest and urge reforms in the law, public policy and public attitudes toward women.

*To provide a forum to help increase the interaction among county women, organizations, government agencies and institutions working to improve the lives of women of all ages and their families in Atlantic County.

ATLANTIC COUNTY
ADVISORY COMMISSION ON WOMEN

By-laws

Article I Name

The Advisory Commission, established by the Atlantic County Board of Chosen Freeholders, by Ordinance No. 1 of 1994, shall be known as the Atlantic County Advisory Commission on Women, hereinafter referred to as the “Advisory Commission.”

Article II Purpose

It shall be the purpose of the Advisory Commission to:

- A. Serve as a fact finding and Advisory Commission to the public at large, the County Executive, and the County Board of Chosen Freeholders by studying the needs, problems, interests, concerns, and capabilities of the women who reside, work and visit Atlantic County;
- B. Centralize and disseminate information regarding resources, issues, events, and programs which involve women’s interests and concerns;
- C. Suggest and urge reforms in the law, public policy and public attitudes towards women.
- D. Recommend programs which will help meet the needs of Atlantic County women, and
- E. Provide a forum to help increase the interaction among County women and other organizations or government agencies working to improve the lives of women of all ages and their families in Atlantic County.

Article III Membership

Section 1 Appointments

The membership of the Advisory Commission is determined by ordinance by the Board of Chosen Freeholders of the County of Atlantic. The membership shall be representative of the county’s population established in Section I.a (1) of the ordinance:

Membership shall consist of 15 persons who reside in Atlantic County and who have a demonstrated interest in women's issues who shall be appointed for staggered terms of three years commencing March 1. Members shall serve without compensation. Membership shall include at least one person who will represent women's issues in each of the following areas: a) Women with disabilities, b) Labor (both public and private sector labor organizations), c) Health care, d) Women in the professions, e) Women in government employment, f) Providers of women's services, g) Clients of women's services, h) Education, i) Business, j) Women's service organizations, and k) Women in the home.

Membership shall be selected from among individuals committed to the goals of the Advisory Commission and able to devote sufficient time to the Commission work.

A member of the Advisory Commission shall be a resident of Atlantic County, and if an Advisory Commissioner moves out of the county, he or she must resign. The Advisory Commission shall be nominated for appointment by the County Executive, with consent and approval of the Board of Chosen Freeholders. The Commission may submit membership recommendations to the County Executive.

Section 2 Liaisons of Elected Officials

Each Federal, State, County and Municipal office holder, who represents the voters of Atlantic County or any part of the county, shall be entitled to appoint a representative to act as liaison between her/his office and the Advisory Commission. The elected officials and/or the representative of these elected office holders shall be ex-officio or non-voting members of the Advisory Commission and shall have no voting privilege.

Section 3 Term of Office

Each Advisory Commissioner shall serve a three (3) year term, except for those Advisory Commissioners who are appointed to fulfill an unexpired term of a former Advisory Commissioner. An Advisory Commissioner shall be permitted to serve two (2) consecutive terms. Terms shall be staggered so that the terms of office of one-third (or a number as near thereto as possible) of the Advisory Commissioners expire in each year.

The members of the Advisory Commission shall serve without compensation for their duties.

Section 4 Vacancies

A vacancy in the Advisory Commission's membership shall be filled by the County Executive with the consent and approval of the Board of Chosen Freeholders. The Commission may submit membership recommendations to the County Executive.

If an Advisory Commissioner resigns before her/his terms expires, it is the responsibility of the Advisory Commissioner to present a letter of resignation to the County Executive with a copy forwarded to the Chairperson of the Commission.

Article IV Nominations and Elections

Section 1 Nominations

The Leadership Committee shall meet in January to develop a slate of officers for consideration. This slate of officers shall be presented by the Leadership Committee at the February meeting. Nominations for officers may also be made from the floor at the February meeting. Nominations will be closed at the end of this meeting.

Those persons

nominated by the Leadership Committee along with any persons nominated from the floor at the February meeting shall be voted upon at the March meeting as provided in Section II.

Section 2 Elections

Membership shall vote by a written ballot. Absent members will be permitted to vote by absentee e-mail ballot which will be submitted via email to the nominating chairperson prior to the March meeting. For order to be counted, the email ballot must be submitted prior to the commencement of the March meeting. Those candidates receiving a majority of the votes cast shall be duly elected. Votes will be tabulated and the new officers announced at the March meeting.

Article V Officers

Section 1 Titles

The officers of the Advisory Commission shall be Chairperson, Vice-Chairperson, Secretary and Treasurer.

Section 2 Term of Office for Officers

Officers shall take office beginning April 1 and shall serve for one (1) year or until their successors are duly elected; but in no event shall an Officer continue to hold office if the Officer ceases to be a member of the Advisory Commission. Officers may succeed themselves only once. The roles and duties of the Chairperson and Vice-Chairperson may be interchanged on a six month basis.

Section 3 Vacancy of Officer

In the event of the death, resignation, or incapacity of the Chairperson, the Vice-Chairperson shall become the Chairperson for the unexpired portion of the term.

In the event of a vacancy of an officer other than the Chairperson, the Chairperson shall declare a vacancy to exist, and call for a special election to be held at the next regular meeting to fill the office in question until the next annual reorganization meeting. Nominations will be accepted from the Leadership Committee and from the floor. Notice of the vacancy and a call for a special election shall go out seven (7) days prior to said meeting.

Article VI Duties of Officers

Section 1 The Chairperson shall:

- A. Preside at all regular and special meetings of the Advisory Commission and the Executive Committee;
- B. Appoint all committees, and their respective Chairperson, with the exception of the Leadership Committee, and be responsible to the Advisory Commission for the faithful performance of their duties;
- C. Serve as an ex-officio (non-voting) member of all committees, with the exception of the Leadership Committee;
- D. Faithfully execute the decisions of the Advisory Commission;
- E. Enforce the strict observance of the by-laws;
- F. Put all questions to and declare the determination of the Advisory Commission;
- G. Represent the Advisory Commission or appoint a designee from the membership to represent the Advisory Commission;
- H. Serve as the official spokesperson for the Advisory Commission;
- I. Prepare the agenda, with the assistance of the Executive Committee, for the Advisory Commission;
- J. Report to the County Administrator, County Executive and the Board of Chosen Freeholders as necessary; and

- K. Perform such duties as are usually associated with the office of Chairperson.
- L. Work as a team with the other officers and committee chairpersons and in particular with the Vice-Chairperson with whom the position of chair may alternate every six months.
- M. Serve on the Executive Committee as the immediate past chair after her/his term of office is completed, providing the chair continues as a member of the Atlantic County Advisory Commission on Women.

Section 2 The Vice Chairperson shall:

- A. Assist the Chairperson upon request in the performance of her/his duties;
- B. Assume the office of the Chair for the unexpired term in the case of death, resignation or incapacity of the Chairperson;
- C. Assume the coordination and chairship of such committees as designated by the Chairperson;
- D. Most specifically, chair and work with the Chairperson on the preparation of the agenda for the Executive Committee meetings;
- E. Participate and contribute as a member of the Advisory Commission's management team; and
- F. Perform the duties of the Chairperson in her/his absence.

Section 3 The Secretary shall:

- A. Attend to matters of correspondence, as directed by the Chairperson;
- B. Keep track of the attendance of Commissioners and give written notice to a member of any two consecutive absences from regularly scheduled meetings;
- C. Record, prepare and disseminate the monthly minutes of the full commission.
- D. Maintain files and documents of the Advisory Commission for submission with the annual report and maintain all documentation in an electronic format for future reference;
- E. Participate and contribute as a member of the Advisory Commission's management team, and;

- F. Assist the Chairperson in the performance of the Advisory Commission duties.

Section 4 The Treasurer shall:

- A. Research and develop the financial/organization structure in order for the Advisory Commission to handle funds;
- B. Work closely with all Committees that are planning activities that require expenditures;
- C. Examine proposed expenses of all activities/projects conducted by the Advisory Commission;
- D. Provide leadership in developing the Advisory Commission's policies and procedures in determining and approving expenditures;
- E. Report to the Executive Committee and the Advisory Commission on the status of current and potential funding and provide recommendations;
- F. Report fully to the Advisory Commission at each regular and Executive Committee meeting on the Advisory Commission's current financial status;
- G. Prepare an annual financial report showing the amount of money received by or on behalf of the Advisory Commission during the previous year;
- H. Make available copies of such reports and statements to each Advisory Commissioner;
- I. Maintain an accurate set of books reflecting the true amount of the financial status of the Advisory Commission;
- J. Perform other duties from time-to-time as the Commission deems appropriate.

Article VII Committees

Section 1 General Provisions

- A. There shall be such committees, as these by-laws provide, and such other standing or ad hoc committee, as authorized by the Advisory Commission.
- B. No committee shall establish policy or take action without Advisory Commission approval. A committee request for action or approval of

activities shall be included in the committee's report to the full Advisory Commission. Whenever possible, a committee shall provide the Advisory Commission members with a written description of the policy or action to be taken.

- C. Each standing committee shall consist of a Chairperson and a minimum of two Advisory Commissioners. Each Advisory Commissioner is required to serve on a minimum of one Standing Committee.
- D. It shall be the duty of each committee Chairperson to:
1. Call meetings of the committee and forward a list of meeting dates to the Advisory Commission Chairperson and Ex-officio county staff person.
 2. Report verbally on the work of the committee at each Advisory Commission meeting.
 3. Provide twenty-four (24) hours notice of all special meetings of the committee. Notice may be in writing, by facsimile copy, telephone or email.
- E. Every committee and/or subcommittee shall be chaired by an Advisory Commissioner. Committee members may include non-Advisory Commission members.

Section 2 Standing Committees

There shall be the following standing committees of the Advisory Commission:

- A. *Executive Committee* shall be chaired by the (Vice) Chairperson of the Advisory Commission. The Executive Committee shall consist of five (5) members:
- The Chair
 - The Vice Chair
 - The Immediate Past Chair
 - The Secretary
 - The Treasurer

All committee chairs are encouraged to attend the Executive Committee meetings. This committee shall:

1. Conduct business for the Advisory Commission in the intervals between regular meetings;

2. Assist the Chairperson in the development of an agenda for the regular meetings;
3. Review and recommend to the full Commission proposed amendments to the by-laws in accordance with Article XI, Section 1;
4. Address any questions regarding the interpretation of any Commission by-laws, policies and procedures;
5. Work with the full Commission on the development of annual goals.

B. *Public Policy Committee* shall

1. Stay informed of local, county, state, and national issues affecting girls and women and present issues of public policy to the Advisory Commission for its consideration;
2. Update the Advisory Commission each month regarding legislation affecting girls and women on local, county, state and national levels;
3. Draft letters in response to policy and legislative activities for approval by the full Commission and to be forwarded to the County Executive;
4. Pull in experts in the areas the committee is investigating.

A. *Public Information Committee* shall

1. Increase awareness of the historical and modern-day contributions of women;
2. Disseminate information about the Advisory Commission, its functions, and its program by writing letters to the print and electronic media. General announcements must have the approval of this Committee, while special items and all promotional materials must have the approval of a majority vote of the full Commission;
3. Work closely with the programming committee in publicizing events sponsored by the Commission.

A. *Leadership Committee* shall:

1. Have a volunteer membership identified during the (reorganization) meeting in April and if there are more than three (3) volunteers, three names are drawn from a hat and those named Commissioners will make up this committee's membership;
2. Select a Chairperson during its first meeting;
3. Make recommendations to the full Commission on people to fill the vacancies which occur in the Executive Committee or general membership;
4. Present a slate of officers to the full Commission during its February reorganization meeting;
5. Develop a means for recruiting new members into the Commission and assisting in the development of a list of experts on a range of pertinent topics who could be used as Ad Hoc committee members;
6. Develop or review and recommend amendments to the by-laws and policies and procedures as needed. The recommendations will be presented to the Executive Committee in accordance with Article XI, Section 1.

A. *Programming Committee* shall:

1. Develop at least three programs to be held during the year which will highlight the Commission's annual goals and objectives;
2. Work in concert with other organizations and collaborate on events which focus on girls and women in Atlantic County;
3. Organize the events noted in point 1 and work with the public information committee and the county office of public information on disseminating information about the event.

A. *Special Ad Hoc Committees* shall:

1. Be formed as needed by the Chairperson of the Advisory Commission under the advice of the Executive Committee and general membership;
2. Not have its Chairperson participate in the Executive Committee;
3. Function under the general provisions in Article VII.

Article VIII Meetings

Section 1 Reorganization

The annual reorganization meeting of the Advisory Commission shall be held at the April meeting.

Section 2 Regular Meetings

A) Regular meetings of the Advisory Commission shall take place at least six (6) times a year. The calendar of meetings will be outlined during the reorganization meeting. Committee meetings will take place at least six (6) times a year on the alternate month from the full Commission meetings.

B) *Regular meeting schedule* - The regular full Commission meetings will take place at a location and time to be determined by the Advisory Commission. The date and time of any individual meeting may be changed by a two-thirds (2/3) vote of the Advisory Commissioners present at the regular meeting.

C) *Special meetings* - Special meetings may be held at any time, upon the call of the Chairperson, or upon the written request of five (5) members of the Advisory Commission, addressed to the Chairperson and Secretary. The time and place of all the special meetings shall be designated in the call to the meeting. Notice shall be given in writing of any special meeting at least five (5) working days prior thereto.

D) *Meeting notice* - Written notice of a meeting, setting forth the place, date and hour of such meeting, shall be mailed by first class mail to all members at least seven (7) days in advance of such meetings.

E) *Quorum* - A quorum of fifty-five (55%) of the appointed members of the Advisory Commission shall constitute a quorum for the transaction of business. No action shall be taken without a quorum. Except as may be otherwise provided in these by-laws, a majority vote of those present and voting shall be sufficient for the adoption of any action or resolution.

F) *Absenteeism* - Any officer or other Advisory Commissioner who fails to attend more than three (3) consecutive regular Commission meetings, in any twelve (12) month period, may be recommended for removal from the Commission in accordance with the approved attendance policy.

Article IX Order of Business

A) The regular order of business at all meetings shall be as follows:

1. Call to order
2. Roll call
3. Approval of minutes from previous meeting
4. Reports:
 - - Executive Committee
 - - Standing Committees
 - - Special Ad Hoc Committees
5. Public portion
6. Old business
7. New business
8. Announcements
9. Adjournment

A) Unless otherwise provided for in these by-laws, the provisions within Robert's Rules of order shall be followed.

Section X Implementation of Commission Business

Section 1

Any agenda item which requires Advisory Commission action must be voted on by the Advisory Commission. If an affirmative vote is reached on the requested action, it is the responsibility of the Chairperson, or a person designated by the Commission vote, to carry out said action.

Section 2

No member or members shall represent the Advisory Commission before any governmental body, in any county, or before any other public or private group, unless authorized to do so by the Chairperson or by vote of the Advisory Commission as a whole.

Section XI Amendments to By-Laws

Section 1

Any proposed amendment to these by-laws shall be in writing and shall be submitted to the Executive Committee for review at least ten (10) days prior to its next scheduled meeting. The Committee shall present the proposed amendment in writing at least five days in advance of the next meeting to the Advisory Commission.

Section 2

An amendment shall be adopted by a two-thirds (2/3) vote of the Advisory Commissioners present at the regular meeting following the meeting at which the amendment was presented.