

**ATLANTIC COUNTY  
ADVISORY COMMISSION ON WOMEN**

**BY-LAWS**

**Last revised 9/2017**

**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.)Nonprofit b.)Education c.)Healthcare d.)Professional e.) Homemaker f.)Service Organization g.)Private Sector and h.) Public Sector. 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.

There will be two college student representatives that are considered non-voting ex-officio members of the Advisory Commission. 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. Preferably one student from Stockton University and one student from Atlantic Cape Community College will be selected.

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. 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. The Atlantic County Liaison will inform Members as to the expiration of their term, Members may renew their Membership Term at their option by notifying the Atlantic County liaison and Board President in writing.

## **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**

Nominations for officers may be made from the floor at the April meeting. Nominations will be closed at the end of this meeting.

**Section 2                    Elections**

Membership may vote by a written or verbal ballot. Those candidates receiving a majority of the votes cast shall be duly elected. Votes will be tabulated and the new officers announced at the April meeting.

**Article V                    Officers**

**Section 1                    Titles**

The officers of the Advisory Commission shall be Chairperson, Vice-Chairperson, Secretary. If the Advisory Commission chooses they can elect Co-Chairpersons to share the responsibilities of the Commission.

**Section 2                    Term of Office for Officers**

Officers shall take office beginning June 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.

**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, if Committees are necessary.
  
- C. Serve as an ex-officio (non-voting) member of all committees
  
- 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;
- 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.

**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. Participate and contribute as a member of the Advisory Commission's management team; and
- E. 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.

## **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. 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.

## **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 8 (8) times a year. The calendar of meetings will be outlined during the reorganization meeting.

B) *Regular meeting schedule* - The regular full Commission meetings will take place at a location and time to be determined by the Advisory Commission.

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 e-mailed all members at least three (3) days in advance of such meetings.

E) *Quorum* - A simple majority of the Advisory Commission Membership must be present for a quorum. 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) unexcused 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. Public Portion
4. Approval of minutes from previous meeting
- 5.. Reports:  
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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**

An amendment shall be adopted by a quorum of the Advisory Commissioners.