

RESOLUTION APPROVING THE AMENDED BYLAWS FOR THE
COMMISSION ON THE STATUS OF WOMEN

WHEREAS, Somerset County Commission on Women was created by the Somerset County Board of Chosen Freeholders by Resolution R85-030 on January 14, 1985 in order to further an understanding of the needs of women in Somerset County and to identify the needs of women residents of Somerset County and to identify existing services and resources available to meet those needs, identify gaps in services, examine coordination (or lack thereof) of current services to the women residents of Somerset County, and to develop and design proposals for programs and services required to fulfill unmet needs of women residents of Somerset County; and

WHEREAS, a Resolution creating the Somerset County Commission on Women provided that the commission may adopt Bylaws for the regulation of its affairs subject to the approval of the Board of Chosen Freeholders; and

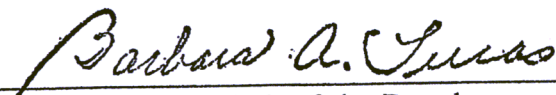
WHEREAS, the Somerset County Commission on the Status of Women have made certain amendments to its bylaws and proposes to adopt Amended Bylaws, a copy of which are on file in the Office of the Clerk of the Board of Chosen Freeholders; and

WHEREAS, the Somerset County Board of Chosen Freeholders have reviewed the Amended Bylaws on the Commission of the Status of Women and is desirous of approving same.

NOW, THEREFORE, IT IS AGREED by the Somerset County Board of Chosen Freeholders that these amended Bylaws of the Somerset County Commission on the Status of Women is hereby approved and the Board recommends that the Amended Bylaws be formally adopted by the Commission on the Status of Women.

This Resolution shall take effect immediately upon passage.

I, Barbara A. Lucas, Clerk of the Board of Chosen Freeholders of the County of Somerset in the State of New Jersey, do hereby certify that the foregoing is a true copy of a Resolution adopted by said Board of Chosen Freeholders at its regularly convened meeting of January 21, 1997.



Barbara A. Lucas, Clerk of the Board

Approved as to Form and Legality
Somerset County Counsel

By: TC Miller

BYLAWS
OF SOMERSET COUNTY COMMISSION
ON THE STATUS OF WOMEN

ARTICLE I

The name of this Commission shall be the SOMERSET COUNTY COMMISSION ON THE STATUS OF WOMEN, hereafter referred to as the "Commission".

ARTICLE II

AUTHORITY

The Commission is organized under and authorized to exercise the authority granted in a resolution of the Board of Chosen Freeholders of the County of Somerset adopted January 14, 1985, hereinafter referred to as the "resolution".

ARTICLE III

OFFICE AND STAFF

- A. The business office of the Commission shall be located at a place designated by the Board of Chosen Freeholders.
- B. Staff shall be assigned by the Board of Chosen Freeholders.

ARTICLE IV

MEMBERSHIP

- A. In accordance with the statute, and the resolution, the Board of Chosen Freeholders shall appoint the members of the Commission, hereinafter referred to as "Commissioners".
- B. Any Commissioner absent to two consecutive meetings without notification and valid excuse will, upon recommendation of the majority of the Commission, be referred to the Board of Chosen Freeholders for replacement.
- C. Each commissioner shall be entitled to one (1) vote. The Chairperson shall have the right to vote as a commissioner on all issues.

ARTICLE V

MEETINGS

- A. The Commission shall hold an annual meeting in January, at a time and place determined by the commissioners, for the election of officers.
- B. In addition to the annual meeting, the Commission shall meet at least three other times each year, at times and places determined by the commissioners.
- C. In addition to the meeting required by Paragraphs A and B of this Article, special meetings of the Commission may be called at any time by the Chairperson or by any two (2) commissioners, provided that the Chairperson or the commissioners calling the special meeting notify all commissioners in writing no less than ten (10) days prior to the meeting.
- D. At each meeting, all members of the Commission shall be given an opportunity to present to the members such matters as they may wish to have considered.
- E. In accordance with the Open Public Meetings Act, R.S. 10:4-6 et seq., meetings shall be open to the general public, and notice of meetings shall be provided in accordance with the R. S. 10:4-9. Participation by citizens shall not be in order except with the sanction of the Commission.
- F. All meetings shall proceed as follows:
 - a. Roll call
 - b. Compliance with the Open Public Meetings Act
 - c. Approval of minutes
 - d. Public Session – five (5) minutes per individual
 - e. Report by Chairperson
 - f. Report by Committees
 - g. Complete unfinished business
 - h. New business
 - i. Adjourn meetings

Continuance, dismissals and/or adjournment requests with or without prejudice shall be at the discretion of the Commission in any matter for good cause shown.

ARTICLE VI

GOVERNMENT

- A. Five Commission members shall constitute a quorum for the transaction of any business.
- B. All motions shall be enacted by a majority vote of those present unless otherwise provided in these bylaws.
- C. No activity using the name of the Commission may be undertaken unless authorized by duly enacted resolution of the Commission.
- D. Five (5) affirmative votes shall be required to allocate money for a project.
- E. All matters involving the Board of Chosen Freeholders or county procedure shall be referred to the Freeholder liaison for approval.
- F. All legal matters shall be referred to the County Counsel and through Freeholders for an opinion.

ARTICLE VII

OFFICERS

- A. The officers of the commission shall be a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer.
- B. The Chairperson shall be appointed by the Freeholders upon recommendation received from the members of the Commission.
- C. The officers shall be elected by the Commissioners from the members of the Commission at the annual meeting.
- D. Each officer shall hold office for a term of one year taking office at the next regular meeting following the annual meeting, and serving until a successor has been elected at the next annual meeting.
- E. In case of a vacancy in any office, the Commission shall hold an election to fill the vacancy at the next regularly scheduled meeting, or at a special meeting called for that purpose. All members, including those presently in office, may be considered for election to a vacant position.

ARTICLE VIII

DUTIES OF OFFICERS

A. The Chairperson shall:

- a. preside as Chairperson at all meetings of the Commission;
- b. prepare the agenda for all meetings;
- c. prepare the annual budget and submit same for approval to the Commission and the Freeholders;
- d. purpose the establishment of committees and appoint commissioners to committees and designate the chairperson of committees.
- e. **shall appoint all representatives from the Commission to any board, committee, or commission that requires the same.**
- f. **keep or cause to be kept a current list of their names, addresses, telephone numbers, date of appointment, and length of membership term of all commissioners.**
- g. **send or cause to be sent to commissioners and Freeholders liaison written notices specifying time and place of all meetings, and notify all members of the Commission of any other meetings or matters requiring the attendance of, or of interest to, such members;**

B. The Vice Chairperson shall:

- a. preside at meetings during the absence of the Chairperson;
- b. perform such further duties as may be prescribed by the Chairperson.

C. The Secretary shall:

- a. preside at meetings during the absence of the Chairperson and Vice Chairperson;
- b. make or cause to be made minutes of all meetings of the Commission, including the statements required under R.S. 10:40-10 and R.S. 10:4-14;
- c. take or cause to be taken all actions required to insure that meetings of the Commission are conducted in accordance with the pen Public Meetings Act, and take or cause to be taken all actions required by R.S. 10:4-18 and 10:4-19;
- f. keep or cause to be kept a current list of their names, addresses, telephone numbers, date of appointment, and length of membership term of all commissioners. (Moved to Chairperson's duties)
- g. send or cause to be sent to commissioners and Freeholders liaison written notices specifying time and place of all meetings, and notify all members of the Commission of any other meetings or matters requiring the attendance of, or of interest to, such members; (Moved to Chairperson's duties)

The Treasurer shall:

- a. Supervise the financial affairs of the Commission.

ARTICLE IX

AMENDMENTS

Any provision of these bylaws may be amended or repealed upon the vote of two-thirds (2/3) of the commissioners, provided that a written notice of the proposed change has been served upon the commissioner at least ten (10) days prior to the meeting at which the vote is to be taken. Each amendment and repeal shall be submitted to the County Counsel and shall be void ad initio if Counsel opinions that such amendment or repeal is not in accordance with applicable law.

ARTICLE XI

FUNDS

Before expenditures are incurred they should be authorized by the Commission as a whole. All requests for payment of "bills" shall be submitted, on voucher, exhibit B, with bills attached if paid for by the Commissioner, who will present them to the Clerk of the Board for payment. **Payment vouchers shall be initialed by two of the following signatures, Chairperson and Treasurer or in the absence of one of the above, the Vice Chairperson.** Whenever possible purchases should be committed in advance by "purchase request" exhibit C, with payment directly to vendor (delete Committees shall not maintain their own funds or accounts).

Note: Allocated Freeholder Commission Funds are handled by the Clerk of the Board of Chosen Freeholders.