

**MORRIS COUNTY  
ADVISORY COMMITTEE ON WOMEN**

**Bylaws**

Article I      NAME

On December 22, 2003, the then Board of Chosen Freeholders of Morris County, here in is referred to as the "BOARD", adopted Resolution No. 42 creating the Morris County Advisory Committee on Women. It shall herein be referred to as the "COMMITTEE".

Article II      PURPOSE

The purpose of the COMMITTEE is to be a resource to the BOARD by;

- A) Serving as a fact finding resource by studying the needs, problems, interests and concerns of the women who reside and work in Morris County
- B) Researching and centralizing information regarding resources, issues, events and programs which involve women's concerns and promote their interests
- C) Advising and promoting reforms in the law, public policy and public attitudes that will advance the status of women
- D) Recommending programs to address the needs of women including, but not limited to, business, leadership, equal opportunity and quality of life issues

Article III      MEMBERSHIP

Section 1. Composition

- A) Membership shall consist of a minimum of 11 and a maximum of 15 voting representatives, appointed by the BOARD, who reside or work in Morris County, are representative of the community, and who have a demonstrated interest in women's issues. If a member moves their residence out of Morris County, he or she must resign. Members shall serve without compensation.
- B) The BOARD will designate one of each of the following persons to serve:
  - a. A Commissioner or their designate and
  - b. Department of Human Services staff liaison

Section 2. Appointments

- A) If a vacancy is created, the Chair of the COMMITTEE will notify the BOARD who will fill the vacancy. The COMMITTEE may submit membership recommendations to the BOARD.
- B) Members serve at the pleasure of the BOARD and shall be appointed annually by the BOARD.

### Section 3. Resignations

A member may resign by submitting a letter to the COMMITTEE Chair.

### Section 4. Attendance

Attendance shall be recorded by the Secretary. In the event of the Secretary's absence, the Chair shall appoint a member to assume the duty for that meeting. Two successive absences from scheduled meetings shall be grounds for termination unless excused by the Chair.

## Article IV      OFFICERS

### Section 1. Titles

The officers of the COMMITTEE shall be Chair, Vice-Chair and Secretary

### Section 2. Terms of Office

Officers shall be elected by a majority present at the first meeting of the COMMITTEE held after the BOARD's reorganization meeting. An officer shall cease to continue to hold office if the officer ceases to be a member of the COMMITTEE. Officers shall serve for two terms and may be reelected after the end of their term. In the event of a vacancy, the Chair shall declare a vacancy to exist and conduct an election to fill the unexpired term at the next scheduled meeting of the COMMITTEE.

### Section 3. Duties of the Officers

- A) The Chair shall:
  - a. Preside at all regular and special meetings of the COMMITTEE
  - b. Appoint all committees and their respective Chair
  - c. Faithfully execute the decisions of the COMMITTEE
  - d. Enforce the observance of the bylaws

- e. Be the official spokesperson for the COMMITTEE or designate a member to do so
  - f. Prepare the meeting agenda with the assistance of the Secretary
  - g. Prepare and submit the COMMITTEE's Annual Report to the BOARD in the following year
  - h. Maintain the COMMITTEE files which shall contain copies of the minutes, annual report and other relevant documents
  - i. Give written notice to a member of any two successive absences from scheduled meetings with a copy to the Vice-Chair
- B) The Vice-Chair shall:
- a. Assist the Chair upon request in the performance of her duties
  - b. Assume the office of the Chair for the unexpired term in the event of a vacancy
  - c. Perform the duties of the Chair in her absence
- C) The Secretary shall:
- a. Record attendance.
  - b. Prepare and maintain a file of the minutes of COMMITTEE meetings and provide copies of the minutes to all members in advance of meetings
  - c. Assist the Chair and Vice-Chair as directed

Article V      SUBCOMMITTEES

Section 1. General Provisions

- A) Any subcommittee, as necessary, shall be approved by the COMMITTEE at which time the Chair shall set forth its members, objectives and function
- B) No subcommittee shall establish policy or take action without COMMITTEE approval. A request for action or approval of activities shall be included in their report to the COMMITTEE
- C) Each subcommittee shall consist of a Chair, appointed by the COMMITTEE Chair, and a minimum of two members

Article VI      MEETINGS

## Section 1 Reorganization

The annual reorganization meeting of the COMMITTEE shall be held at its first meeting after the BOARD's reorganization meeting.

## Section 2 Meetings

- A) All meetings of the COMMITTEE shall be held in accordance with the "Open Public Meetings Act" and shall be held at least four times annually. The calendar of meetings, place and time shall be outlined during the organizational meeting.
- B) Special meetings may be held at any time upon call of the Chair or upon written request of five members of the COMMITTEE. Notice, time and place shall be given in writing at least five working days prior.
- C) A quorum shall consist of a majority of the appointed members of the COMMITTEE and is required for the transaction of business. No action shall be taken without a quorum. Proxies may be utilized when deemed necessary by the Chair of the COMMITTEE.
- D) The most recent edition of Robert's Rules of Order Newly Revised shall be followed.

## Article VII      AMENDMENTS TO BYLAWS

Any proposed amendment to the bylaws shall be brought to the COMMITTEE five days before any changes shall be adopted by a two thirds vote of the members present at a regularly scheduled meeting at which the amendment was reviewed.