

# MANATEE COUNTY GOVERNMENT

## AGENDA MEMORANDUM

DATE: August 15, 1984

TO: Board of County Commissioners

FROM: County Administrator

BY: Originating Department, Community Services, Human Services Division L.H.

SUBJECT: AGENDA ITEM - REGULAR CONSENT X REQUESTED AGENDA DATE 8/28/84

RE: Commission on the Status of Women Bylaws.

County Attorney  
N/A  
APPROVED AS TO FORM

### ACTION REQUIRED:

Acceptance of the Commission on the Status of Women Bylaws into the record.

ACTION(S) REQUIRED: X Execution Acceptance                 Approval Recording                 Authorization Adoption

COST: N/A  
SOURCE:

ATTACHMENTS:  
Bylaws

BOARD RECORDS:  
\_\_\_\_\_

### AGENDA DISPOSITION

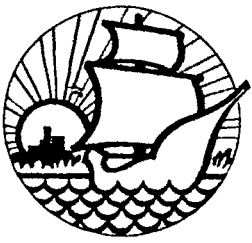
#### ACTION TAKEN BY THE BOARD:

- APPROVED
- DEFERRED UNTIL \_\_\_\_\_
- RECEIVED
- DISAPPROVED
- CONCURRED WITH STAFF RECOMMENDATION
- REFERRED TO STAFF

OTHER: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

# MANATEE COUNTY GOVERNMENT



TO: BOARD OF COUNTY COMMISSIONERS  
THRU: BOB FERNANDEZ, COUNTY ADMINISTRATOR  
FROM: KATHY SNELL, COMMUNITY SERVICES DEPARTMENT, HUMAN SERVICES DIVISION *KS*  
SUBJ: COMMISSION ON THE STATUS OF WOMEN BYLAWS  
DATE: AUGUST 15, 1984

BACKGROUND: The Commission on the Status of Women have adopted into their organization the attached Bylaws and request that these Bylaws be accepted into the record. The Commission is an advisory board, requiring no action by the Board of County Commissioners to adopt the Bylaws submitted by the Chairman.

DISCUSSION: None

RECOMMENDATION: Acceptance of the Commission on the Status of Women Bylaws into the record.

KS/LH/cd

Attachment (1)

Bylaws: Manatee County Commission on the Status of Women

ARTICLE I - NAME

The name of this group shall be the Manatee County Commission on the Status of Women. The Commission shall consist of a minimum of fifteen (15) members.

ARTICLE II -- OBJECTIVES

The objectives of this group shall be:

1. To work to create a climate in which each individual can hope to contribute the utmost in achieving a better way of life;
2. To serve as an advisory board to the County Commissioners on matters affecting, or of particular interest to women;
3. To examine the status of women in Manatee County, define areas of concern, and recommend steps to be taken to bring about changes and solutions;
4. To facilitate the establishment of a clearing-house for information of particular interest to women;
5. To establish a resource center through which people can be directed to appropriate services.

ARTICLE III -- MEMBERSHIP

Section 1. Appointment - Members of the commission are appointed by the County Commissioners for a term of three (3) years.

Section 2. Terms of Office - Terms of office will commence as designated by the County Commissioners. Reappointment or removal will be at the discretion of the Commission. To remain in good standing a member must attend each meeting of the Status of Women's Commission and should participate in committee functions. If unable to attend, the member shall notify the Chairman.

ARTICLE IV -- OFFICERS, TASK FORCES

Section 1. The Officers shall be a Chairman, a Vice-Chairman, and a Secretary-Treasurer.

Section 2. All Commission members will serve on the task force of their choice in as far as it is possible. Task forces will vary depending on programs and activities of the Commission. Each member will be responsible for a specific duty on a task force.

Section 3. Duties of Officers

I. Chairman: The Chairman shall: (a) Be the principal speaker for the Commission; (b) Preside at all meetings of the Commission; (c) Appoint the task force heads after consultation with the Vice-Chairman and the Secretary-Treasurer; (d) Bring to the Commission's attention all pertinent information from the Governor's Office; (e) Represent the Commission in local, state, and national activities.

II. Vice-Chairman: The Vice-Chairman shall: (a) Serve as Chairman in the absence of the Chairman; (b) Serve as Chairman for the unexpired term in case of illness, resignation, or in capacity of the Chairman until such time as a replacement is elected; (c) Perform other such duties as requested by the Chairman.

III. Secretary-Treasurer: The Secretary-Treasurer shall: (a) Keep the minutes of the meetings; (b) Notify members of the meetings; (c) Answer correspondence; (d) Keep account of all monies received and disbursed; (e) Perform other such duties as requested by the Chairman.

Section 4. Elections

1. Officers shall be elected at the first meeting of the year in January.
2. Officers shall be elected by voice vote if there is only one candidate.
3. Nominations may be made from the floor.

ARTICLE V -- MEETINGS

Section 1. The meetings of the Commission will be held at least four (4) times a year.

Section 2. Special meetings may be called by the Chairman provided that all members are notified of the time, place, and purpose of such meeting.

Section 3. Six (6) members shall constitute a quorum. No member shall have more than one (1) vote.

ARTICLE VI -- AMENDMENTS

A proposed amendment to the Bylaws should be submitted in writing to the Chairman. Members must be advised of the proposed amendment at least thirty (30) days prior to the meeting at which a vote is taken. The Bylaws may be amended by a two-thirds vote of the members present and voting.

Roberts Rules of Order, Newly Revised will govern the procedure of the meetings.

Adopted by the Manatee County Commission  
on the Status of Women, June 14, 1982

By: Marjorie Kinnan

Marjorie Kinnan, Chairman