



Florida Commission on the Status of Women

Bylaws

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The Florida Commission on the Status of Women recognizes and supports women of all ages to achieve their fullest potential.

Florida Commission on the Status of Women
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Article I - Name

The Florida Commission on the Status of Women was established by Section 14.24, Florida Statutes, on October 1, 1991, and is referred to in these Bylaws as “the Commission.”

Article II - Statement of Purpose

Section 1: Mission

The Florida Commission on the Status of Women recognizes and supports women of all ages to achieve their fullest potential.

Section 2: Florida Statutes

14.24 Florida Commission on the Status of Women.—

1. There is established in the Office of the Attorney General the Florida Commission on the Status of Women, consisting of 22 members. The Speaker of the House of Representatives, the President of the Senate, the Attorney General, and the Governor shall each appoint four members, and the Chief Financial Officer and the Commissioner of Agriculture shall each appoint three members, for a term of 4 years. The members appointed shall include persons who represent rural and urban interests and the ethnic and cultural diversity of the state’s population. No member shall serve more than 8 consecutive years on the commission. A vacancy shall be filled for the remainder of the unexpired term in the same manner as the original appointment.
2. The commission shall meet once in the first, second, and fourth quarters of each year and upon the call of the chairperson or two other officers. Annually, at the meeting in the first quarter, officers consisting of a chairperson, vice chairperson, secretary, and treasurer shall be elected. Each officer shall serve until a successor is elected and qualified. No officer shall serve more than two consecutive terms in the same office.
3. Members of the commission shall serve without compensation, but shall be reimbursed for per diem and travel expenses in accordance with s. 112.061.
4. It shall be the duty of the commission to study the changing and developing roles of women in American society. The study shall include, but not be limited to, the following areas:
 - a. The socioeconomic factors that influence the status of women.
 - b. The development of individual potential.
 - c. The encouragement of women to utilize their capabilities and assume leadership roles.
 - d. The coordination of efforts of numerous women’s organizations interested in the welfare of women.
 - e. The identification and recognition of contributions made by women to the community, state, and nation.

f. The implementation of paragraphs (a)-(e) where working conditions, financial security, and legal status of both sexes are improved.

(5) The commission may apply for and accept funds, grants, gifts, and services from the state, the government of the United States or any of its agencies, or any other public or private source for the purpose of defraying clerical and administrative costs as may be necessary in carrying out its duties under this section.

(6) Beginning January 1, 1993, the commission shall report annually on January 1 to the Governor, the Attorney General, the Cabinet, the Speaker of the House of Representatives, the President of the Senate, and the minority leaders of the House and Senate on the study carried out under the provisions of this section.

History.—ss. 1, 2, ch. 91-77; s. 4, ch. 91-429; s. 4, ch. 2003-6.

265.001 Florida Women's Hall of Fame.—

1. It is the intent of the Legislature to recognize and honor those women who, through their works and lives, have made significant contributions to the improvement of life for women and for all citizens of Florida.

2 a. There is hereby established the Florida Women's Hall of Fame. The Department of Management Services shall set aside an area on the Plaza Level of the Capitol Building and shall consult with the Florida Commission on the Status of Women regarding the design and theme of such area.

b. Each person who is selected as a member shall have a designation placed in the Florida Women's Hall of Fame, which designation shall provide information regarding the member's particular discipline or contribution and any vital information relating to the member.

3a. Every year, the commission shall accept nominations for persons to be recommended as members of the Florida Women's Hall of Fame. The commission shall recommend to the Governor 10 persons from which up to three members shall be selected.

b. In making recommendations pursuant to this subsection, the commission shall recommend women who were born in Florida or adopted Florida as their home state and base of operation and who have made a significant contribution to the enhancement of women in this state.

4. The Florida Commission on the Status of Women may set specific time periods for acceptance of nominations and the selection of members to coincide with the appropriate activities of the Florida Women's Hall of Fame.

History.—s. 1, ch. 92-48; s. 15, ch. 95-143; s. 41, ch. 98-279; s. 41, ch. 2000-158; s. 3, ch. 2000-340.

Article III – Duties

Section 1:

- A. It shall be the duty of the Commission to study the changing and developing roles of women in American society, and make recommendations based on those studies. The study shall include, but not be limited to the following areas:
 - 1. The socio-economic factors that influence the status of women.
 - 2. The development of individual potential.
 - 3. The encouragement of women to utilize their capabilities and assume leadership roles.
 - 4. The coordination of efforts of numerous organizations interested in the welfare of women.
 - 5. The identification and recognition of contributions made by women to the community, state, and nation.
 - 6. The implementation of paragraphs (1)-(5) where working conditions, financial security, and legal status of both sexes are improved.
- B. The Commission shall employ an Executive Director, who shall retain such additional staff as necessary subject to funding availability.
- C. The Commission shall establish annual goals and adopt a budget to implement those goals.
- D. The Commission shall monitor and report the progress of its goals.

Section 2:

- A. The Commission shall accept nominations for the Florida Women's Hall of Fame from April 1 to July 15 each year, and shall recommend to the Governor 10 women by October 1 from which as many as three members shall be selected. In making recommendations, the Commission shall recommend women who were born in Florida or adopted Florida as their home state, and who have made a significant contribution to the improvement of life for women and for all citizens of Florida.
- B. No sitting member of the Commission may be nominated for the Florida Women's Hall of Fame.
- C. Immediate family of current members of the Florida Commission on the Status of Women are not eligible.

Section 3:

Pursuant to Section 14.24, Florida Statutes, the Commission shall report annually to the Governor, the Attorney General, the Cabinet, the President of the Senate, the Speaker of the House of Representatives, and the minority leaders of the Senate and the House.

Article IV - Duties of the Executive Director

(Job descriptions are being revised and will be inserted upon approval.)

Article V - Membership

Section 1:

The Commission, established in the Office of the Attorney General, consists of 22 members. The Governor, the Attorney General, the President of the Senate, and the Speaker of the House shall each appoint four members. The Chief Financial Officer and the Commissioner of Agriculture shall each appoint three members.

Section 2:

Each Commissioner is appointed for a four-year term. No member shall serve more than eight consecutive years on the Commission. A vacancy shall be filled for the remainder of any unexpired term in the same manner as the original appointment pursuant to Section 14.24, Florida Statutes.

Section 3: Terms of Office

- A. The Commissioner's term ends upon the appointment of another Commissioner to fill the Commissioner's position.
- B. Letters of resignation from Commissioners shall be provided to their appointing authority with a copy to the Commission Office.
- C. Only an appointing authority can remove a Commissioner from the Commission.

Section 4: Quarterly Meeting Attendance

Commissioners are expected to attend all regularly scheduled quarterly meetings. If a Commissioner misses two consecutive meetings or has two unexcused absences in a calendar year, the Chair will send a letter to the Commissioner advising her/ him of the violation of this policy. The Commissioner's appointing authority shall be copied.

Article VI - Officers

Section 1:

The officers of the Commission shall be the Chair, Vice Chair, Secretary and Treasurer. The members of the Executive Committee shall be the Chair, Vice Chair, Secretary, Treasurer, two Members-At-Large elected by the Commission, the Immediate Past Chair, and the Parliamentarian. The Parliamentarian is a non-voting member.

Section 2:

No officer shall hold the same office for more than two consecutive years. This does not preclude any Commission member from serving in that office at a later date.

Section 3:

Terms of office shall be for a one-year period. Each officer shall serve until a successor is elected.

Article VII - Duties of Executive Committee and Officers

Section 1: Duties of Executive Committee

- A. The Executive Committee approves recommended pay adjustments of all staff.
- B. The Executive Committee will review and mediate all staff complaints regarding evaluations, pay adjustments or other grievances. In the event an outcome cannot be reached to satisfy all parties, the matter may be brought to the full Commission for consideration.
- C. The Executive Committee, upon recommendation of the Executive Director, approves formal discipline of staff (reprimand, suspension, or dismissal).
- D. The Executive Committee may reprimand or suspend the Executive Director. The Executive Committee may recommend termination of the Executive Director to the full Commission. Termination of the Executive Director requires a majority vote of a quorum of the full Commission.
- E. The Executive Committee shall create the schedule for upcoming Commission meetings. If possible, both weekend and weekday meetings will be scheduled.

Section 2: The Chair shall:

- A. Preside at all meetings of the full Commission.

- B. Appoint committee chairs, committee members, and a Parliamentarian.
- C. Serves as a non-voting, ex-officio member of all committees, standing and ad-hoc, with the exception of the Executive Committee. The Commission Chair shall serve as Chair of the Executive Committee with all of the rights and privileges of committee membership, including the right to make motions and to vote.
- D. Evaluate the Executive Director based on agreed upon performance standards between the Commission and the Executive Director and outlined in the official job description, as required by Florida Statute, and make recommendations regarding the performance of the Executive Director to the Executive Committee.
- E. The Chair may accept feedback on the Executive Director's performance from Commissioners, and parties with whom the Executive Director has worked with on behalf of the Commission, in accordance with the provisions of Florida's Sunshine Law.
- F. Submit the evaluation of the Executive Director to the Executive Committee and the Personnel Office of the Attorney General.
- G. Supervise the work of the Executive Director with assistance from the Executive Committee.
- H. Approve all media events including but not limited to news releases and media conferences.
- I. Serve as official spokesperson for the Commission.

Section 3: The Vice-Chair shall:

- A. Preside in the absence of the Chair.
- B. Assist the Chair in the performance of her/his duties.
- C. Perform other duties as assigned by the Chair.

Section 4: The Secretary shall:

- A. Assist the Executive Director in preparing minutes of full Commission meetings.
- B. Review minutes of full Commission meetings for accuracy.

Section 5: The Treasurer shall:

- A. Assist the Executive Director in preparing an annual budget.
- B. Monitor the budget and financial records on an ongoing basis.
- C. Present the budget for adoption to the Commission.
- D. Present the Treasurer's report to the Commission and Executive Committee as needed.

Section 6: The Immediate Past Chair shall:

- A. Preside in the absence of the Chair and Vice Chair.
- B. Serve on the Executive Committee.
- C. Serve as Chair of the Nominating Committee.

Section 7: The Member-at-Large shall:

- A. Serve on the Executive Committee.
- B. Participate in Commission activities as designated by the Chair.

Section 8: Parliamentarian shall:

- A. Serve as a non-voting member on the Executive Committee.
- B. Participate in Commission activities as designated by the Chair.
- C. Advise the Commission on questions of parliamentary law and matters of procedure.

Article VIII - Committees

Section 1:

The Commission shall establish functional committees each year as recommended by the Chair of the Commission and approved by the Executive Committee, to address the priority goals or issues identified by the Commission. The Commission will maintain the following standing Committees: Annual Report, Awards and Recognition, Bylaws, Executive, Public Outreach,

Public Policy, Nominating, and Women's Hall of Fame.

Section 2:

Each Commissioner shall serve on at least two committees.

Section 3:

Each committee shall meet regularly in order to perform its functions. Committee meetings shall be noticed as required by law.

Section 4:

Written minutes of the committee meetings shall be provided to the Commission members at the next regularly scheduled Commission meeting.

Section 5:

Unless otherwise provided for in the Bylaws or Policies & Procedures, no committee shall implement any program or take any action without first presenting program or action plans to the Commission for a majority vote of approval at a regularly scheduled or special meeting. After the initial approval, committees may act within the pre-approved scope.

Section 6:

Special committees shall be formed on an as-needed basis to perform a specific task and will cease to exist when the committee's final report has been presented to the Commission.

Section 7:

When necessary, the Commission Chair will appoint a Search Committee that will be authorized to act on behalf of the Commission to solicit and review applications, interview candidates, and select the Executive Director. Except for good cause, the Search Committee will minimally include the current Chair, the Immediate Past Chair and the Vice Chair.

Section 8:

A simple majority of appointed committee members, defined as half of the total members rounded up, shall constitute a quorum. For those committees that are comprised of five members or less, two members will constitute a quorum, except for the Nominating Committee, where three members will constitute a quorum.

Section 9:

Committee members are encouraged to attend all regularly scheduled meetings. In the event that any Commissioner fails to attend three consecutive Committee meetings without providing prior notice to the Commission office, the Chair of that committee may remove the Commissioner from said Committee by notifying the Commissioner of such action.

Article IX- Meetings and Activities

Section 1:

The Commission shall meet once in the first, second and fourth quarters of each year and upon the call of the Chair or Executive Committee. All Commission meetings must be noticed as required by law.

Section 2:

Commission members shall participate in and/or support activities endorsed or sponsored by the Commission and its committees. Commissioners, while representing the Commission in public, shall limit their comments to the policies and actions previously adopted by the Commission.

Section 3:

Gender-neutral language will be used at all meetings and in all correspondence.

Section 4:

A simple majority of the appointed members, defined as half of the total members rounded up, shall constitute a quorum except as otherwise provided herein. Formal action by the Commission may be taken by majority vote of those members present at any meeting, provided a quorum of the Commission is present.

Article X - Nominating Committee

Section 1:

Prior to the fourth quarter of each year, the Commission shall elect a Nominating Committee of five members to nominate a single slate for the offices of Chair, Vice Chair, Secretary, Treasurer and two Members-At-Large. A maximum of two members of the Executive Committee may be members of the Nominating Committee. The Commission Chair shall not serve on the

Nominating Committee in any capacity. The Immediate Past Chair shall serve as Chair of the Nominating Committee. If no Immediate Past Chair currently serves on the Commission, the Commission Chair shall appoint the Nominating Committee Chair.

Section 2:

Nominating Committee members shall have served on the Commission for a minimum of six months.

Section 3:

Nominating Committee members may be nominated for office.

Article XI- Election of Officers

Section 1:

All Commissioners who have served for six months immediately prior to the election are eligible for nomination and election regardless of when his or her term ends.

Section 2:

Officers shall be nominated and elected at the regular meeting in the fourth quarter of the year and shall assume the duties pertaining to her/his office on January 1. Each officer shall serve for a term of one year. In the event a Commissioner's appointment to the Commission expires prior to the completion of the elected office, she/he may remain in Office to serve the remainder of her/his term.

Section 3:

The Nominating Committee's report shall be provided to the Full Commission with the agenda prior to the fourth quarter Commission meeting. At that meeting, the Nominating Committee shall present a single slate of Nominees. Nominations may be made from the floor providing the permission of the nominee has been secured.

Section 4:

Elections shall be by majority vote of a quorum of the Commission. In the event that there is no majority vote, there shall be a run-off election between the two candidates receiving the highest votes. No voting proxies shall be permitted. In case of a tie, the winner shall be chosen by lot.

Section 5:

In the event an office becomes vacant, a special election will be held for the following offices: Vice Chair, Secretary, Treasurer and Member at Large. If the Chair does not complete his or her term, the Vice Chair shall complete that term. This service will not count as a full term.

Section 6: Special Election

In the event a special election is required, the Chair shall direct staff to notify the full Commission, in writing, of the vacancy and request volunteers to fill the vacancy for the remainder of the term. All Commissioners willing to fill the vacancy shall notify the Commission office, in writing. The full Commission shall, by a majority vote of a quorum at a noticed meeting called for that purpose, select a Commissioner to fulfill the remainder of the vacancy

Section 7: Succession of Officers

Upon completion of the Chair position, the Chair will serve as the Immediate Past Chair. If there is no Immediate Past Chair available, then the position of Immediate Past Chair will remain vacant.

Article XII B Amendments

Bylaws may be amended by a vote of two-thirds of a quorum at any regular or special meeting of the Commission. The text of the proposed amendments shall be included in the meeting notice sent at least 10 days prior to the meeting at which such amendment(s) may be adopted. Amendments to these Bylaws shall become effective at the adjournment of the meeting at which they were adopted.

Article XIII- Parliamentary Authority

The latest edition of *Robert's Rules of Order*, amended and revised, shall be the parliamentary authority of the Commission, except where the Commission's Bylaws specifically state otherwise.

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