

BYLAWS OF THE LEBANON COUNTY COMMISSION FOR WOMEN
as Amended June 7, 2009

On 20 March 2003, the Commission of Lebanon County (County Commissioners) established the Lebanon County Commission for Women (LCCW) to inform and advise the Lebanon County Commissioners on issues of concern to women in Lebanon County.

Mission Statement: The Lebanon County Women's Commission will work to assist women to enhance their status in the community.

ARTICLE I
Membership

Section 1: The LCCW shall consist of no more than 21 members (men and/or women who reside and/or are employed in Lebanon County). Members shall be appointed by the County Commissioners. Members shall be broadly representative of women in the county. Each member shall be required to serve on a standing committee.

ARTICLE II
Terms of Members

Section 1: Except for initial terms of the founding members, terms shall be three years in duration.

Section 2: Initial terms of founding members shall be as follows:

- Seven (7) Members shall serve three-year terms;
- Seven (7) Members shall serve two-year terms;
- Seven (7) Members shall serve one-year terms.

The method of determination of initial terms shall be decided by lottery.

Section 3: Members shall serve no more than two consecutive terms, but may be reappointed after one year. However, founding Members serving one or two year initial terms may serve two consecutive terms immediately thereafter.

Section 4: Terms shall commence immediately upon appointment or reappointment.

Section 5: Appointment to fill an unexpired term shall be for the remainder of that term. Thereafter, the member so appointed shall be eligible for reappointment to fill a full term of office. A member who has served more than half a specific term shall be considered to have served the full term for the purpose of determining eligibility to serve additional terms.

Section 6: Attendance at meetings is expected. Notice of absence from a regularly scheduled general meeting shall be made to the Chair prior to the start of the meeting. If a member is absent from two (2) regularly scheduled general meetings without good cause as determined by the Chair, the Chair shall recommend to the members that the position be deemed vacant. If that recommendation is accepted by the members, the Chair shall so inform the absentee member in writing. The Nominating Committee shall recommend a new member to the membership with a copy to the County

Commissioners. The chair may grant a sabbatical, for up to one year, for any member requesting same due to family illness, military duty or medical emergency.

Section 7: As members rotate off LCCW or in the event of a vacancy, the Nominating Committee shall review the pool of candidates and make recommendations to the members for submission to the county commissioners for appointment. (see Art. 1, S1.)

ARTICLE III Meetings

Section 1: The LCCW shall operate on a calendar year basis, January 1-December 31, with respect to both its fiscal and operating years.

Section 2: The LCCW shall meet at least six times a year. The first meeting of the calendar year shall be deemed the Annual Meeting. Additional special meetings may be called for a stated purpose by the Chair or by written request of one-third of the current members.

Section 3: General and special meetings shall be open to the public. Notice of meetings shall be provided to members in writing together with a written agenda and a copy of the minutes of the previous meeting 7 days prior to the scheduled meeting.

Section 4: A simple majority of those present shall constitute a quorum. A quorum shall be sufficient for all actions except amendment of these by-laws. (see Art. VII, § 2).

Section 5: Meetings shall be conducted according to Robert's Rules of Order.

ARTICLE IV Officers and Committees

Section 1: Members shall elect a Chair, Vice-Chair, Secretary, and Treasurer. Election of officers for the next year shall occur at the last meeting of each calendar year. The Chair must have served on LCCW for no less than one year prior to election to that office with the exception of the organizing year.

Section 2: An officer who has completed three consecutive terms of office shall not be considered for reappointment to that office for a period of one year from the date of expiration of the latter term.

Section 3: The Nominating Committee shall consist of three members to be appointed by the Chair at the first meeting of each calendar year. The Nominating Committee shall present a slate of officers at the next-to-last meeting of the calendar year. Nominations may also be accepted from the floor at that meeting. The Nominating Committee also shall maintain a current list of individuals interested in present and future membership and recommend them to the members as membership openings arise. (see Art. II, §§ 6 & 7).

Section 4: Officers shall be elected by written ballot for a term of one year, with their terms to begin on the first day of the new calendar year. The ballot may be dispensed with by a unanimous vote when there is but one candidate for the office. In case of a

tie, up to a total of three ballots shall be taken. If the vote remains tied after the third ballot, the election shall be determined by the Nominating Committee.

Section 5: When a vacancy occurs in any office, names of one or more candidates to fill the balance of the unexpired term shall be submitted to the members by the Nominating Committee and voted upon by the members at the next LCCW meeting. (see Art. II, § 7).

Section 6: The Chair shall appoint a Finance Committee who shall be responsible for preparing a budget request for review and approval by majority vote of the general membership prior to submission to the County Commissioners. The Finance Committee shall also be responsible for determining the distribution of funds approved by the County to the various committees.

ARTICLE V

Duties

Section 1: The Chair shall plan, convene and facilitate general and special meetings, coordinate the activities of, and act as the official spokesperson for the LCCW. The Chair, in order to maintain the impartiality required of the presiding officer, shall refrain from voting except when necessary in accordance with Robert's Rules of Order.

Section 2: The Vice-Chair shall assist the Chair in coordinating LCCW activities, planning and implementing orientation of new Members, and in the chair's absence, carry out the duties of the Chair.

Section 3. The Secretary shall maintain an official record of all LCCW minutes, the Commission's roster and committee lists, adopted policies and procedures and the Bylaws. The Secretary is responsible for regularly transmitting this information to the Office of the County Commissioners in addition to the names and resumes of Commission nominees and the names of those members whose term will expire in the current fiscal year. In conjunction with the manager of the Commission's web site, assures that the Commission's meeting dates, minutes, roster, committee lists and Bylaws are accurate and current.

Section 4: The Treasurer shall maintain a record of all LCCW expenses and shall request and maintain a record of all funds received from the County Commissioners and from any other sources. The Treasurer shall provide a written financial report at all meetings. An annual statement of expenditures and funds received shall be furnished to the members at the last meeting of each calendar year and subsequently to the Office of the County Commissioners.

ARTICLE VI

Committee Considerations

Section 1: Standing and Ad Hoc Committees shall be established and reviewed annually by the Executive Committee.

Section 2: Non-LCCW Members may be invited to serve on *ad hoc* Committees as desired by the members.

Section 3: Written committee reports and plans of work shall be submitted to the Secretary electronically ten (10) days in advance of the next general meeting.

Section 4: The Chair is an ex officio member of all committees except the Nominating Committee. A member of the Nominating Committee who seeks an office may not participate in Committee deliberations for that particular office.

ARTICLE VII
Amendment of Bylaws

Section 1: A proposed amendment of the Bylaws must be circulated to all members at least ten (10) days prior to the meeting at which it shall be voted upon.

Section 2: A minimum of two-thirds of the total current membership must be present to vote on an amendment.

Section 3: An affirmative vote of two-thirds of those present and voting is required to approve an amendment to the Bylaws.