

**BYLAWS OF THE  
TALLAHASSEE-LEON COUNTY COMMISSION  
ON THE STATUS OF WOMEN AND GIRLS**

In order to govern its function and operation in a manner consistent with Enabling Resolution No. 15-56 adopted by the Leon County Board of County Commissioners (hereinafter the “County”) on March 12, 2013 and Enabling Resolution No. 15-R-28 adopted by the City of Tallahassee Commission (hereinafter the “City”) on March 13, 2013, the Tallahassee-Leon County Commission on the Status of Women and Girls (hereinafter the “CSWG”) hereby adopts as its Bylaws the following:<sup>1</sup>

**ARTICLE I.  
APPLICABLE FLORIDA LAWS AND BOARD POLICIES**

**Section 1.1 Public Records Law and E-Mails:** Each member of the CSWG<sup>2</sup> (hereinafter referred to as “Commissioner”) shall comply with the Florida’s Public Records Law, Chapter 119, Florida Statutes.<sup>3</sup>

**Section 1.2 Government In the Sunshine Law:** Each Commissioner of the CSWG shall comply with the Florida Government in the Sunshine Law, Chapter 286, Florida Statutes, as may be amended from time to time.

**Section 1.3 Code of Ethics:** The CSWG shall comply with the following state laws and Board Policies with regard to the Florida Code of Ethics for Public Officers and Employees:

**Clause 1.3.1** Each Commissioner of the CSWG shall comply with Section 112.3143, Florida Statutes, and “Voting Conflicts”, as may be amended from time to time, and shall be provided a copy of Section 112.3143.

**Clause 1.3.2** Each Commissioner of the CSWG shall abide by the Standards of Conduct set forth in Section 112.313, Florida Statutes, as may be amended from time to time, and shall be provided a copy of Section 112.313, Florida Statutes.

**ARTICLE II.<sup>4</sup>  
APPOINTMENT OF COMMISSIONERS**

**Section 2.1** The CSWG shall have twenty-one (21) members, to be appointed as follows:

**Clause 2.1.1** Seven (7) shall be appointed by the County. Each County Commissioner shall appoint one (1) member.

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<sup>1</sup> Amended to reflect the City of Tallahassee’s involvement (5-20-13).

<sup>2</sup> “Committee” changed to “CSWG” where appropriate throughout the document (5-20-13).

<sup>3</sup> Partial content removed. (5-20-13)

<sup>4</sup> Articles renumbered to account for new content (“Appointment of Commissioners”). New content replaces original Section 8.1 (“Special Provisions”) (5-20-13).

**Clause 2.1.2** Seven (7) shall be appointed by the City. The Mayor and each City Commissioner shall appoint one (1) member; the remaining two (2) appointments shall be made by the full City Commission.

**Clause 2.1.3** Seven (7) shall be appointed by the CSWG and ratified by the City and the County.

### **ARTICLE III.<sup>5</sup> TERM OF COMMISSIONERS**

**Section 3.1** Each Commissioner shall serve on the CSWG for a term of two (2) years. A term year runs from October 1 – September 30<sup>6</sup> each year.

**Section 3.2** A Commissioner who is elected to fill a vacancy will assume the remainder of the two-year term of the prior appointed Commissioner.<sup>7</sup>

**Section 3.3** Commissioners may be reappointed at the expiration of a term provided, however, that no Commissioner may serve more than three (3) consecutive full two-year terms.

**Clause 3.3.1** After remaining off the CSWG for one (1) year a Commissioner may be considered for reappointment.

**Section 3.4** Commissioners whose service on the Commission is vacated due to absences (see Section 8.1) may be reappointed after remaining off the CSWG for one (1) year.

### **ARTICLE IV.<sup>8</sup> OFFICERS AND DUTIES**

**Section 4.1** For all purposes the operating year for the CSWG is October 1 - September 30.

**Section 4.2** By no later than September 30 of every year the CSWG shall elect, from among its Commissioners, a Chairperson and a Vice-Chairperson, each of whom shall serve a one (1) year term (from October 1 – September 30).

**Clause 4.2.1** A Commissioner may serve an additional term of one year as either Chairperson or Vice Chairperson without re-election for a total of two (2) consecutive years, upon approval by the Organizational and Bylaws Committee

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<sup>5</sup> Article IV (“Terms of Members”) is now “Terms of Commissioners.” New content clarifies Commissioner term dates and limits (5-20-13).

<sup>6</sup> Term year changed to October 1 – September 30 (10-10-14).

<sup>7</sup> Previously, this section considered the remainder of the vacant two-year term to be the new appointee’s first full term.

<sup>8</sup> Articles renumbered to account for renumbered content. Former Article IV (“Meetings”) renumbered to Article V. New content specifies the CSWG operating year and clarifies appointments of the Chair and Vice Chair (5-20-13).

**Clause 4.2.2** After at least one (1) year of not serving in either capacity a Commissioner may be reconsidered for election as Chairperson or Vice-Chairperson.

**Section 4.3** The Chairperson shall preside at all full CSWG meetings. In the event of the Chairperson's absence, or at the direction of the Chairperson, the Vice-Chairperson shall assume the powers and duties of the Chairperson.

**Section 4.4** In the event that either the Chairperson or the Vice-Chairperson is unable to complete their term, the CSWG shall, as soon as reasonably possible, elect a replacement from among its Commissioners.

## **ARTICLE V. MEETINGS**

**Section 5.1 Regular Meetings:** The CSWG shall hold regular meetings at a place and time established by the Organization & Bylaws Committee. Each meeting will be publicly noticed.<sup>9</sup>

**Section 5.2 Special Meetings:** The Chairperson may call a special non-regular meeting of the CSWG to discuss any issue properly before the CSWG. Such special meeting may be convened only after notification is given to each Commissioner of the CSWG and after public notice is given no less than forty-eight (48) hours before the special meeting is scheduled to begin.

**Section 5.3 Public Participation:** Although all meetings of the CSWG will be open to the public, the CSWG is not obligated to honor requests from the public to participate in the meetings. The CSWG may, by majority vote, allow limited participation by the public, if it deems it appropriate.

**Section 5.4 Meeting Agendas:** The Staff Support Person shall assist the Chairperson of the CSWG in developing an agenda for each meeting of the CSWG. Any Commissioner of the CSWG may request that appropriate items be placed on the agenda.

**Section 5.5 Official Acts and Quorum:** Any and all official acts by the CSWG shall require a majority vote of the Commissioners present. However, the CSWG shall take no such action unless a quorum is present at the meeting. In order to constitute a quorum, there must be a majority of the CSWG's current membership physically present at the meeting. The minutes of the meeting shall reflect the number of affirmative votes on a motion and shall specify the names of any Commissioners voting against the motion. Commissioners may not abstain from voting, unless declaring a conflict of interest on the record.<sup>10</sup>

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<sup>9</sup> Content revised regarding meeting location and duration. The clause regarding time limitations on agenda items was removed (5-20-13).

<sup>10</sup> Content revised to include clause regarding abstaining from votes (5-20-13).

**Section 5.6 Meeting Minutes:** Minutes shall be taken at all regular and special meetings of the CSWG. The Staff shall assist the Chairperson in determining the manner in which the minutes of the meeting shall be prepared and filed with the City and County.<sup>11,12</sup>

## **ARTICLE VI. COMMITTEES**

**Section 6.1 Creation:** The CSWG will create Committees to best meet its objectives.

**Section 6.2 Standing Committees:** Standing Committees are created, amended and terminated by Commission vote.<sup>13</sup>

**Clause 6.2.1 Organizational and Bylaws Committee:** The Organizational and Bylaws Committee is responsible for reviewing and recommending policies and/or procedures that impact the general well-being of the CSWG. This could include organizing public hearings, addressing governance issues, and/or making recommendations to the Chairperson on a variety of issues. The Committee is also responsible for review, drafting changes, implementation and interpretation of the Bylaws. The CSWG Chairperson is a voting member of the Committee.

**Section 6.3 Ad Hoc Committees:** The Chairperson may create Ad Hoc Committees, which will expire at the conclusion of the Chairperson's term.<sup>14</sup>

**Section 6.4 Membership:** CSWG Commissioners shall serve on at least one (1) Committee. Commissioners may request to serve on specific Committees, but the appointment approval is made by the Chairperson.<sup>15</sup>

**Section 6.5 Committee Chairs:** The Chairperson will be responsible for appointing the Chair of each Committee<sup>16</sup> by October 31 each year, as needed throughout the year or within 30 days of committee formation.<sup>17</sup>

**Section 6.6 Sunshine:** Committee meetings are subject to the Sunshine law. A Committee meeting is defined as a meeting convened by the CSWG in which more than one Commissioner is present.<sup>18</sup>

**Section 6.7 Public Participation:** A Committee may seek the collective input of members of the public by allowing them to participate in the matters being discussed by the Committee and

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<sup>11</sup> Content revised to reflect City of Tallahassee's involvement (5-20-13).

<sup>12</sup> Section regarding Roberts' Rules of Order Revised was removed (5-20-13).

<sup>13</sup> Section 6.2 ("Standing Committees") added (5-20-13).

<sup>14</sup> Section 6.3 ("Ad Hoc Committees" added (5-20-13).

<sup>15</sup> Procedural amendment (5-20-13).

<sup>16</sup> Amended to replace "CSWG" with "Committee" (4-10-15).

<sup>17</sup> Procedural amendment (5-20-13).

<sup>18</sup> Definition of what constitutes a Committee meeting added (4-10-15).

state<sup>19</sup> their support or opposition to any matter to be voted on by the Commissioners. However, such members of the public are prohibited from voting on any such matters.<sup>20</sup>

**Section 6.8 Minutes:** Committees are required to maintain minutes of meetings and to submit them to the staff as soon as possible after the committee meeting.<sup>21</sup>

**Section 6.9 Official Acts and Quorum:** Quorum for a Committee meeting shall be a majority of members present. In addition, any and all official acts by a CSWG Committee shall require a majority vote of the members present.

**Clause 6.9.1** Any vote or action taken by a Committee may be overturned by a vote of the full CSWG.

## **ARTICLE VII. AMENDMENTS TO BYLAWS**

**Section 7.1 Amendments:** At any regular or special meeting of the CSWG, these Bylaws may be amended by an affirmative vote of a majority of the Commissioners present at the meeting.

**Section 7.2 Approval:** The Amended Bylaws shall become effective upon the approval of the City Manager, County Administrator and/or the City and/or County Attorneys.<sup>23</sup>

## **ARTICLE VIII.<sup>24</sup> ATTENDANCE AND REPLACEMENT OF COMMISSIONERS**

**Section 8.1 Attendance at CSWG Meetings:** Commissioners are expected to attend both committee and full CSWG meetings.

**Clause 8.1.1** If a Commissioner arrives after roll call, staff will indicate the time of arrival in the minutes.

**Clause 8.1.2** A Commissioner is considered absent from a meeting if they miss at least half of the duration of the meeting.

**Clause 8.1.3** At the Chair's discretion, absences at specially scheduled meetings maybe excused.. Commissioners will be notified if a meeting absence is excused or unexcused.

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<sup>19</sup> Staff non-substantive edit. Changed "stating" to "state" (5-4-15).

<sup>20</sup> Amended to reflect that membership of members of the public must be approved by a majority of the Commissioners serving on the committee (5-20-13). Amended to reflect that members of the public may neither serve as members of Committees nor vote on Committee business, but that Committees may seek the collective input of members of the public to consider prior to voting (4-10-15).

<sup>21</sup> Procedural amendment (5-20-13).

<sup>23</sup> Amended to reflect the City of Tallahassee's involvement (5-20-13).

<sup>24</sup> Complete procedural revisions (5-20-13). Complete procedural revisions, with the exception of Section 8.4 ("Replacement of Commissioners") (10-10-14).

**Clause 8.1.4** At the Chair's discretion, absences related to an extraordinary circumstance, such as but not limited to: illness, medical treatment, parental leave, or family emergencies may be excused. Commissioners will be notified if a meeting absence is excused or unexcused..<sup>25</sup>

**Clause 8.1.5** Meeting attendance by teleconference technology may be allowed if, in the Chair's discretion, the absence is related to an extraordinary circumstance, such as but not limited to: illness, medical treatment, parental leave, or family emergencies. Commissioners attending by teleconference technology may not count towards quorum required to conduct a public meeting and the quorum that is physically present at the meeting must vote in favor of allowing the Commissioner(s) to attend by teleconference technology. Once approved, the Commissioner appearing by teleconference technology may fully participate in the meeting, including voting on all items before the Commission..<sup>26</sup>

**Clause 8.1.6** Any Commissioner who exceeds three (3) unexcused full CSWG meetings within the CSWG year will be immediately terminated from the CSWG.

**Clause 8.1.7** Any Commissioner who exceeds three (3) unexcused Committee meetings, per Committee served on, will be immediately terminated from the CSWG.

**Section 8.2 Expectation of Absence Notification:** Absences will be recorded as excused or unexcused. Whenever possible, Commissioners are expected to provide written notice of an anticipated absence to the Staff Liaison no later than hours prior to the meeting for the purpose of confirming quorum

**Section 8.3 Attendance Reports:** Staff will provide Commissioners with a report of their quarterly attendance. Commissioners may also request their individual attendance record at any time.

**Section 8.4 Replacement of Commissioners:** In the event a vacancy occurs in the membership of the CSWG, a new Commissioner shall be appointed as soon as possible by the original appointing party (City, County Commission(er) or the CSWG) of the vacant seat in accordance with Article II above..<sup>27</sup>

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<sup>25</sup> Wording to include allowances for absences without the accrual of points in "extraordinary circumstances" added. (10/28/17) – Wording adjusted to no longer be a points system. (DATE TBD)

<sup>26</sup> At the advisement of the Assistant County Attorney wording was added to allow teleconferences in "extraordinary circumstances." (10/28/17)

<sup>27</sup> Wording ("in accordance with Article II above") added at the advisement of the Assistant City Attorney (4-10-15).

**ARTICLE IX.<sup>28</sup>**  
**SPECIAL PROVISIONS**

**Section 9.1** The CSWG shall be assisted by the Oasis Center for Women & Girls, which has been designated by the City and the County as staff support to the CSWG.

Bylaws amendment #1 approved by vote at the May 20, 2013 meeting of the CSWG.

Bylaws amendment #2 approved by vote at the October 10, 2014 meeting of the CSWG.

Bylaws amendment #3 approved by vote at the April 10, 2015 meeting of the CSWG.

Bylaws amendment #4 approved by vote at the October 28, 2017 meeting of the CSWG.

Bylaws amendment #5 approved by vote at the March 26, 2021 meeting of the CSWG.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Megan Doherty  
Commission Chairperson

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<sup>28</sup> Complete revision (5-20-13).

**Approved As To Form and Content:**<sup>29</sup>

**City Manager's Office**

BY: \_\_\_\_\_  
Reese Goad  
City Manager

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Cassandra K. Jackson  
City Attorney

DATE: \_\_\_\_\_

**County Administrator's Office**

BY: \_\_\_\_\_  
Vincent S. Long  
County Administrator

DATE: \_\_\_\_\_

APPROVED AS TO FORM:  
Chasity H. O'Steen, County Attorney  
Leon County Attorney's Office

BY: \_\_\_\_\_  
Daniel J. Rigo, Sr. Assistant County Attorney

DATE: \_\_\_\_\_

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<sup>29</sup> Signature block revised to include City Manager (5-13-13). Signature block revised to include City and County Attorneys at the advisement of the Assistant City Attorney (4-10-15).