

## Operating Procedures

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### PURPOSE

The purpose of this document is to provide written operating procedures for the Tallahassee-Leon County Commission on the Status of Women and Girls (hereinafter “CSWG” or “Commission”). Procedures are developed and reviewed by the Organizational and Bylaws Committee (hereinafter “OBC”) and approved by the Full CSWG.

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

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**Policy # 001      Procedure Title: Relationship with Staff**

<b>Organizational &amp; Bylaws Committee Approval Date:</b>	<b>CSWG Approval Date:</b>	<b>Effective Date:</b>
		<b>Replaces policy Dated:</b>
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<b>Chair, Org &amp; Bylaws</b>		<b>Chair, CSWG</b>

**PROCEDURE:**

The Tallahassee City Commission and the Leon County Board of County Commissioners contract with The Oasis Center for Women & Girls, Inc., (hereinafter “Oasis”) to provide administrative and program support to the CSWG.

The CSWG recognizes that Oasis is funded to provide administrative and program support and that Oasis must be able to regulate the time of its staff members based on available funding.

1. The Executive Director of Oasis (hereinafter “EDO”) is the lead fiduciary staff person.
2. The Director of the CSWG (hereinafter “DOC”) is the lead staff person for all CSWG programmatic work.
3. The DOC will designate any other personnel to provide additional administrative and program support for CSWG work.
4. The DOC will meet regularly with the CSWG Chair in order to ensure that the needs of the CSWG are being met.
5. The DOC will attend the meetings of the OBC and all Full Commission meetings. The EDO will meet regularly with the DOC in order to ensure that the needs of the CSWG are being met and that the contract with the City and County are being met.

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

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**Policy # 002      Procedure Title: Committee Meeting Agendas**

<b>Organizational &amp; Bylaws Committee Approval Date:</b>	<b>CSWG Approval Date:</b>	<b>Effective Date:</b>
		<b>Replaces policy Dated:</b>
<hr/>		<hr/>
<b>Chair, Org &amp; Bylaws</b>		<b>Chair, CSWG</b>

**PROCEDURE:**

Agendas for all Committee meetings will be prepared and distributed in advance of the meetings so that members may review materials and come to Committee meetings prepared to make informed decisions on matters that come before them.

1. Committee Chairs are responsible for working with the designated CSWG Staff person to produce the agenda for their meetings. The designated CSWG Staff person, will distribute the agenda to the Committee members, the Chair of the CSWG, and any other appropriate personnel.
2. Every effort will be made to provide the agenda at least three (3) business days in advance of a Committee meeting.
3. Any Commissioner, whether they are a member of the Committee or not, may request an item be placed on the agenda. Approval by the Committee Chair is required.
4. All Committee meetings shall be open to the public and noticed in accordance with Florida's Government-in-the-Sunshine Law, Chapter 286, Florida Statutes (hereinafter, "the Sunshine Law").

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

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**Policy # 003      Procedure Title: Committee Meeting Minutes**

<b>Organizational &amp; Bylaws Committee Approval Date:</b>	<b>CSWG Approval Date:</b>	<b>Effective Date:</b>
		<b>Replaces policy Dated:</b>
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<b>Chair, Org &amp; Bylaws</b>	<b>Chair, CSWG</b>	

**PROCEDURE:**

Records shall be kept of all meetings of Committees of the CSWG in accordance with Florida’s Public Records Act, Chapter 119, Florida Statutes (hereinafter “the Public Records Law”). These records shall include the agenda, the minutes of the meeting, and any supporting documentation presented in advance or at the meeting.

1. CSWG Staff is responsible for recording and distributing minutes of Committee meetings.
2. Minutes will be succinct and record dates, times, attendees, general discussion, actions taken, and assignments given.
3. Draft minutes will be sent to the Committee Chair within five (5) business days after the meeting for approval.
4. The Committee Chair will edit and/or approve and return to the CSWG Staff member within five (5) business days after receipt.
5. After Committee Chair approval, CSWG Staff will distribute the minutes to Committee members, the CSWG Chair, and any other appropriate personnel.
6. Committee members will review the prior month’s Committee meeting minutes in advance of the meeting, at which their adoption will be considered and approved by a Committee majority vote.

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

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**Policy # 004      Procedure Title: Full Commission Meeting Agendas**

<b>Organizational &amp; Bylaws Committee Approval Date:</b>	<b>CSWG Approval Date:</b>	<b>Effective Date:</b>
		<b>Replaces policy Dated:</b>
_____		_____
<b>Chair, Org &amp; Bylaws</b>		<b>Chair, CSWG</b>

**PROCEDURE:**

Agendas for all Full Commission meetings will be prepared and distributed in advance of the meetings so that Commissioners may review materials and come to meetings prepared to make informed decisions on matters that come before them.

1. Meeting agendas are developed by the CSWG Chair in consultation with CSWG Staff.
2. Any Commissioner may request appropriate items be placed on the agenda by contacting CSWG Staff who will consult with the CSWG Chair.
3. Requests for items to be placed on the agenda should be made at least ten (10) days prior to the Full Commission meeting in order to allow time for CSWG Staff and the CSWG Chair to confer.
4. The CSWG Chair will determine the response to an agenda request and will either: (1) assign the item to a Committee for discussion prior to it being placed on a Full Commission meeting agenda, (2) postpone the item for consideration at a future meeting, (3) approve the request, or (4) deny the request.
5. Prior to the Full Commission meeting, the Chair or CSWG Staff will notify the requester of how the agenda request has been handled.
6. CSWG Staff will distribute Full Commission meeting packets at least five (5) business days prior to Full Commission meetings. Each packet will include:
  - a. Full Commission Meeting Agenda
  - b. Full Commission Meeting minutes since the distribution of the last Full Commission meeting packet that require approval
  - c. CSWG Committee meeting minutes since the last Full Commission meeting
  - d. Any other materials necessary to conduct the business of the Full Commission meeting

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

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**Policy # 005      Procedure Title: Full Commission Meeting Minutes**

<b>Organizational &amp; Bylaws Committee Approval Date:</b>	<b>CSWG Approval Date:</b>	<b>Effective Date:</b>
		<b>Replaces policy Dated:</b>
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<b>Chair, Org &amp; Bylaws</b>		<b>Chair, CSWG</b>

**PROCEDURE:**

Records shall be kept of all meetings of the Full Commission in accordance with the Public Records Law. These records shall include the agenda, the minutes of the meeting, and any supporting documentation presented in advance or at the meeting.

1. CSWG Staff is responsible for recording and distributing minutes of Full Commission meetings.
2. Full Commission meeting minutes will be succinct and record dates, times, attendees, general discussion, actions taken, and assignments given.
3. Draft minutes will be sent to the CSWG Chair within five (5) business days after the Full Commission meeting.
4. The CSWG Chair will edit and/or approve and return to the CSWG Staff member within five (5) business days after receipt.
5. After CSWG Chair approval, CSWG Staff will distribute the minutes to all Commissioners.
6. Commissioners will review the prior month's Full Commission meeting minutes in advance of the meeting at which their adoption will be considered and approved by a majority vote.

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

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**Policy # 006      Procedure Title: CSWG Annual Retreat**

<b>Organizational &amp; Bylaws Committee Approval Date:</b>	<b>CSWG Approval Date:</b>	<b>Effective Date:</b>
		<b>Replaces policy Dated:</b>
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<b>Chair, Org &amp; Bylaws</b>		<b>Chair, CSWG</b>

**PROCEDURE:**

The CSWG will hold an Annual Retreat in order to introduce new Commissioners to the work of the Commission and to establish priorities for the coming Commission year. This Retreat shall be scheduled at a time and date determined by the Chair in consultation with CSWG Staff. All efforts to hold the Annual Retreat as soon as possible following the appointment of new Commissioners by the CSWG, City of Tallahassee and Leon County Commissions shall be made.

1. The date of the CSWG Annual Retreat will be 30-60 days after the appointment of new CSWG Commissioners and election of new Chair and Vice-Chair. The date will be set in consultation with the CSWG Chair, OBC, and CSWG Staff.
2. The purpose of the Annual Retreat is to build effective working relationships and exchange information. Additionally, the CSWG may consider recognizing the work of former Commissioners and introducing outgoing and incoming Commissioners, which may be appropriate at the Annual Retreat or an additional event.
3. The CSWG Chair and Vice-Chair, in partnership with the OBC and CSWG Staff, will develop the Annual Retreat agenda.
4. The Annual Retreat will be open to the public and noticed in accordance with the Sunshine Law.
5. The Annual Retreat is considered a Full Commission Meeting for attendance purposes and all Commissioners are highly encouraged to attend.

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

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**Policy # 007      Procedure Title: Social Media**

<b>Organizational &amp; Bylaws Committee Approval Date:</b>	<b>CSWG Approval Date:</b>	<b>Effective Date:</b>
		<b>Replaces policy Dated:</b>
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<b>Chair, Org &amp; Bylaws</b>		<b>Chair, CSWG</b>

**PROCEDURE:**

The CSWG shall maintain a presence on appropriate social media as part of its function to enhance public awareness regarding issues of concern to women and girls in Tallahassee and Leon County.

1. All social media sites for the CSWG will be maintained by CSWG Staff and/or a CSWG Commissioner appointed by the CSWG Chair.
2. All social media sites will have a disclaimer posted alerting the public that the site is in the Sunshine and that their comments will be saved for public records requests. The City of Tallahassee “Terms of Use” and Leon County Government “Terms of Use” will be posted on the site.
3. Social media sites will be checked a minimum of once per business day or in accordance with any mandate by the City of Tallahassee or Leon County.
4. Oasis will contract with a vendor who provides a backup service that preserves data from the social networking sites so as to abide by the Public Records Law.
5. In order to comply with the Sunshine Law, Commissioners shall refrain from responding to or “liking” comments made by other Commissioners on any social media site when the comment may be construed as relating to Commission business.



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**Policy # 008      Procedure Title: Media Relations**

<b>Organizational &amp; Bylaws Committee Approval Date:</b>	<b>CSWG Approval Date:</b>	<b>Effective Date:</b>
		<b>Replaces policy Dated:</b>
_____		_____
<b>Chair, Org &amp; Bylaws</b>		<b>Chair, CSWG</b>

**PROCEDURE:**

Comments to the media are managed to ensure accuracy, consistency, and compliance with the requirements of the City of Tallahassee and Leon County.

1. The DOC has primary responsibility for overseeing contact with the media, as outlined below.
2. The DOC is the lead media contact on all Commission public notices and press releases; however, they may include Commissioner designees when appropriate and agreed to by the Commissioner who might be included on the press release as the contact.
3. The DOC, or their staff designee, is empowered to answer all media inquiries of an administrative nature including those pertaining to meeting dates, times, and locations.
4. The CSWG Chair, or their designee, will serve as the primary and official spokesperson to the media in general and at official CSWG events, although the CSWG Chair may designate another Commissioner. If the CSWG Chair is unavailable, the DOC or their designated staff will contact the CSWG Vice-Chair to respond to media inquiries.
5. Any Commissioner may represent the CSWG to the media as long as the Commissioner is designated to speak on behalf of the CSWG by the CSWG Chair, or if the CSWG Chair is unavailable, by the CSWG Vice-Chair. The CSWG Chair and Vice-Chair will coordinate media contacts with the DOC.
6. The DOC should ensure that anyone who speaks to the media on behalf of the CSWG has access to the necessary materials and information to fully and accurately respond to the media inquiry.
7. A Commissioner should not speak to the media in their official capacity as a CSWG Commissioner or regarding the CSWG unless they have made prior contact with the DOC and the CSWG Chair or Vice-Chair as outlined herein.

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**Policy # 009      Procedure Title: Records**

<b>Organizational &amp; Bylaws Committee Approval Date:</b>	<b>CSWG Approval Date:</b>	<b>Effective Date:</b>
		<b>Replaces policy Dated:</b>
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<b>Chair, Org &amp; Bylaws</b>	<b>Chair, CSWG</b>	

**PROCEDURE:**

Oasis is required to keep electronic or physical records of all business conducted by the Commission in accordance with the Public Records Law. These records include all documents and email correspondence.

1. All Commissioners are responsible for maintaining their own records of Commission-related emails and materials and must make them available in a reasonable amount of time when requested. All Commission-related communications, including correspondence by email, are subject to the Public Records Law.
2. CSWG minutes and other meeting records will be stored electronically on an external hard drive maintained by CSWG staff and stored securely at Oasis.
3. CSWG Staff will maintain an online document storage account that allows Commissioners and members of the public, upon request, access to Commission records. Commissioners will be informed of the username and log-in at the time of their appointment.

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**Policy # 010      Procedure Title: Relationship with Tallahassee City Commission and Leon County Board of County Commissioners**

<b>Organizational &amp; Bylaws Committee Approval Date:</b>	<b>CSWG Approval Date:</b>	<b>Effective Date:</b>
		<b>Replaces policy Dated:</b>
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<b>Chair, Org &amp; Bylaws</b>	<b>Chair, CSWG</b>	

**PROCEDURE:**

The CSWG is a Citizens’ Advisory Committee accountable to the Tallahassee City Commission and the Leon County Board of County Commissioners. The respective governing bodies provide funding to the CSWG for administrative support and for general CSWG operations. This funding is provided through contracts between each of the government bodies and Oasis.

1. The EDO is the primary contact for the CSWG with the City and county on all fiduciary matters.
2. The DOC is the primary contact for the CSWG with the City and County on all administrative matters.
3. The CSWG Chair is the primary spokesperson to the members of the City and County Commissions on policy issues and public testimony.
4. In order to fulfill our purpose all CSWG Commissioners are expected to meet with their designated elected official at least one time during the CSWG program year. If the Commissioner is an internal appointment, they will work with CSWG Staff to identify an elected official to meet concerning Commission business.
5. Any CSWG Commissioner may talk with any City or County Commissioner at any time about Commission business, but may not represent the opinions of the CSWG as a whole, unless they have been designated to do so and informed CSWG Staff of their meeting/conversation.

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**Policy # 011 Procedure Title: Oasis Staffing Assessment**

<b>Organizational &amp; Bylaws Committee Approval Date:</b>	<b>CSWG Approval Date:</b>	<b>Effective Date:</b>
		<b>Replaces policy Dated:</b>
_____		_____
<b>Chair, Org &amp; Bylaws</b>		<b>Chair, CSWG</b>

**PROCEDURE:**

Administrative support for the CSWG is provided by Oasis under contracts with the City of Tallahassee and Leon County. The Board of Directors of Oasis approves the staffing assignments of the DOC. The DOC works under direct supervision of the EDO. Other CSWG staffing assignments work under direct supervision of the DOC.

Although formal evaluation of Oasis staff members is a responsibility of that organization, members of the CSWG must have a structured opportunity to offer feedback to the Oasis Board of Directors on the performance of the DOC and the performance of Oasis in the carrying out of its administrative responsibilities to the Commission.

1. The CSWG Chair or their designee(s) shall conduct, at a minimum, an annual assessment of the DOC and administrative services provided to the CSWG by Oasis.
2. The assessment shall be related to the performance of Oasis responsibilities as outlined in this document and other responsibilities as may, from time to time, be assigned to the Commission by the City and County.
3. The CSWG Chair or their designee(s) may seek input from all Commissioners in preparing the assessment.
4. The CSWG Chair or their designee(s) will provide the assessment in a format and at a time agreed upon between the CSWG and the Board of Directors of Oasis.
5. The DOC will be given ample notice of the assessment in order to work with the CSWG Chair on any administrative details if needing to be placed on an agenda at a regularly scheduled meeting.

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6. A written summary of the assessment shall be presented to the OBC for review and comment and those comments shall be included as part of the assessment as appropriate.
7. In the period between assessments, if the CSWG Chair or other Commissioners have concerns regarding the DOC or Oasis' compliance with the responsibilities as administrative support to the CSWG, the CSWG Chair or their designee(s) shall contact the Oasis Board member who has been designated as as a liaison to the CSWG for this purpose.
8. It shall be the responsibility of the Oasis Board of Directors to provide a copy of the assessment to the City of Tallahassee or Leon County, if requested.

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**Policy # 012      Procedure Title: Budget and Funding**

<b>Organizational &amp; Bylaws Committee Approval Date:</b>	<b>CSWG Approval Date:</b>	<b>Effective Date:</b>
		<b>Replaces policy Dated:</b>
_____		_____
<b>Chair, Org &amp; Bylaws</b>		<b>Chair, CSWG</b>

**PROCEDURE:**

The CSWG is funded by a joint resolution of the City of Tallahassee and Leon County through a contractual relationship with Oasis. The contract funds administration and support of Commission activities, with some specific parameters. The contract is periodically reviewed by Oasis in order to advocate for appropriate funding levels to both cover the costs of administering the Commission and supporting its activities on behalf of women and girls in Tallahassee-Leon County.

Each fiscal year the DOC in collaboration with the EDO and the CSWG Chair, will develop a budget request for the funds supplied by the City and County for support of Commission activities. This budget must be approved by the Full Commission and the Board of Directors of Oasis.

1. At the Annual Retreat or within thirty (30) days of the fiscal year closing, the DOC or the EDO will present budget vs. actual expenditures for the prior fiscal year.
2. Within thirty (30) days following the first Full Commission meeting, the DOC will submit a funding allocation recommendation to the CSWG Chair and Vice-Chair to be reviewed at the OBC. The recommendation will reflect funding requirements related to administration of the Commission allocations for contractual parameters under the Scope of Work as stipulated by the joint funding agreement with the City of Tallahassee and Leon County.
3. Voting on ratification of budget within (60) days of the start of first day of the new program year Oct. 1st.
4. Within sixty (60) days following the first full Commission meeting, Committee Chairs will submit action plans to the Chair that include any itemized estimates of funds needed for accomplishing their Committee goals. - DELETE
5. Within ninety (90) days following the first full Commission meeting, the Organizational and Bylaws Committee (OBC) will present a draft budget to the full Commission for consideration. If the full body fails to approve the draft budget, the OBC is authorized to review and approve

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a revised draft budget at the next publicly-noticed opportunity. The CSWG-approved budget will then be reviewed by the DOC, the EDO, and the Board of Directors of Oasis for final approval. - DELETE

6. The DOC will work with the EDO to review the budget on a quarterly basis.
7. The DOC will review the budget with the Chair, or their designee, on a quarterly basis. The Chair, or their designee, may choose to present a budget report at the following full Commission meeting.
8. On a quarterly basis, amendments to the budget may be proposed. A majority vote is required for amendments to the budget that exceed 10% of the budgeted amount. The amendment will then be sent to the DOC and the EDO for final approval.

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**Policy # 013      Procedure Title: Endorsements**

<b>Organizational &amp; Bylaws Committee Approval Date:</b>	<b>CSWG Approval Date:</b>	<b>Effective Date:</b>
		<b>Replaces policy Dated:</b>
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<b>Chair, Org &amp; Bylaws</b>	<b>Chair, CSWG</b>	

**PROCEDURE:**

The CSWG may be asked to endorse grant applications, projects, individuals, or organizations. Because of the relationship between the CSWG and the City and County Commissions, such endorsements could be construed as endorsements by the respective governmental bodies and, therefore, are generally not appropriate. If the CSWG Chair deems such a request to fall within the purview of the CSWG, the CSWG Chair may present the request to the Full Commission for its consideration.

1. Requests for endorsements received by DOC, Oasis Staff, or any Commissioner shall come to the CSWG Chair for a determination about whether the request is appropriate for the consideration by the Full Commission. The CSWG Chair may consult with the Vice-Chair or the OBC in making this determination.
2. If the CSWG Chair determines the request is not appropriate for consideration by the Full Commission, this determination shall be conveyed to the requestor in writing in compliance with the public records procedure outlined in Policy #009 included in this document.
3. If the request is determined to be appropriate for consideration by the Full Commission it shall be added to the agenda for the next Full Commission meeting, with appropriate documentation included in the meeting packet.
4. Once an endorsement request is reviewed by the Full Commission and a vote on that request is undertaken by the Commission, the decision of the CSWG shall be conveyed in writing to the requestor in compliance with the public records procedure outlined in Policy #009 included in this document.



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**Policy # 014 Procedure Title: Political Endorsements and Contributions**

<b>Organizational &amp; Bylaws Committee Approval Date:</b>	<b>CSWG Approval Date:</b>	<b>Effective Date:</b>
		<b>Replaces policy Dated:</b>
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<b>Chair, Org &amp; Bylaws</b>	<b>Chair, CSWG</b>	

**PROCEDURE:**

The CSWG or Oasis may be asked to endorse political candidates for public office. Because of the relationship between the CSWG, Oasis, and the City and County Commissions, such endorsements could be construed as endorsements by the respective governmental bodies or Oasis and, therefore, are not permissible.

1. Oasis is prohibited by federal law from direct or indirect participation in political campaigns (26 C.F.R. 1.501(c)(3)-I). Oasis serves as the 501(c)3 fiscal sponsor of the CSWG, therefore, the CSWG will not engage in activities that directly or indirectly participate in or support political campaigns.
2. CSWG will not accept sponsorships or donations that are contingent upon public recognition of a political candidate or engage in activities that could be construed as supporting or endorsing a candidate for public office.

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**Policy # 015 Procedure Title: Revisions and Additions to Policies and Procedures**

<b>Organizational &amp; Bylaws Committee Approval Date:</b>	<b>CSWG Approval Date:</b>	<b>Effective Date:</b>
		<b>Replaces policy Dated:</b>
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<b>Chair, Org &amp; Bylaws</b>	<b>Chair, CSWG</b>	

**PROCEDURE:**

From time to time, additions or amendments to the policies contained in this document may need to be made. These alterations shall follow a consistent process as outlined below.

1. Substantive amendments to the policies contained in this document, additional policies, or deletion of policies will require a vote by the Full Commission in order to be officially enacted.
2. Any Commissioner may propose an amendment, a new policy, or the deletion of a policy when, in the judgment of that Commissioner, such a change is necessary to help the Commission to fulfill its responsibilities.
3. Policy changes may also be recommended by the DOC or Oasis staff with the approval of the CSWG Chair.
4. All proposed policy and procedure changes shall be considered and approved by the OBC prior to their submission to the Full Commission for approval.
5. Policies shall become effective immediately upon the approval by the Full Commission and shall remain in effect until amended or rescinded by a vote of the Full Commission.
6. DOC or Oasis staff shall have the authority to make scrivener's changes to this document and the policies contained herein provided such changes do not alter the substance or intent of the policy.

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**Policy # 016      Procedure Title: Attendance Records**

<b>Organizational &amp; Bylaws Committee Approval Date:</b>	<b>CSWG Approval Date:</b>	<b>Effective Date:</b>
		<b>Replaces policy Dated:</b>
_____	_____	
<b>Chair, Org &amp; Bylaws</b>	<b>Chair, CSWG</b>	

**PROCEDURE:**

According to Article VIII of the CSWG Bylaws, Commissioners are expected to attend both Committee and Full Commission meetings. Any Commissioner who exceeds three (3) unexcused Full Commission meetings within the CSWG year will be immediately terminated from the CSWG. Any Commissioner who exceeds three (3) unexcused Committee meetings, per Committee served on, will be immediately terminated from the CSWG.

1. Any Commissioner who arrives after roll call will have their time of arrival noted in the meeting minutes. Commissioners who miss 50% of the duration of the meeting or more will be considered absent in the attendance records.
2. Commissioners must provide, in writing, a notice of anticipated absence to the CSWG Staff no later than 48 hours prior to the meeting for the purpose of quorum.
  - If within 48 hours of the meeting a Commissioner determines they cannot attend the meeting, the Commissioner should send written notice to the CSWG Staff as soon as possible.
3. At the CSWG Chair’s discretion per Bylaws, absences may either be marked as excused or unexcused for regularly scheduled Committee and Full Commission meetings. With this:
  - The Chair must make a determination if the absence is excused or unexcused within five (5) business days of written notice from a Commissioner.
  - CSWG Staff will let Commissioners know, in writing, whether or not an absence will be justified as excused within five (5) business days of the Chair’s determination.
  - For the good of the order, CSWG Staff will record attendance at all meetings, regardless of whether or not absences are excused or unexcused.
4. At the CSWG Chair’s discretion per Bylaws, absences at specially scheduled meetings may not result as an unexcused absence. With this:

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- The Chair must make a determination if the absence is excused or unexcused at the time the special meeting is scheduled.
  - CSWG Staff will let Commissioners know, in writing, at least 24 hours in advance if a special meeting has been scheduled as well as whether or not an absence will be justified as excused.
  - For the good of the order, CSWG Staff will record attendance at all meetings, regardless of whether or not absences are excused or unexcused.
5. CSWG Staff will provide each Commissioner an individual report of their attendance on a quarterly basis.
  6. Commissioners may request their attendance records from the CSWG Staff at any time. CSWG Staff will acknowledge the request and, from that time, has two (2) business days to produce the requested attendance record.
  7. CSWG Staff will inform the CSWG Chair of attendance policy violations within five (5) business days of the violation.
  8. The DOC is responsible for terminating any Commissioner in violation of the attendance policy through written notice to the Commissioner and with City and County staff.

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**Policy # 017      Procedure Title: Commissioner Elections**

<b>Organizational &amp; Bylaws Committee Approval Date:</b>	<b>CSWG Approval Date:</b>	<b>Effective Date:</b> <b>Replaces policy Dated: N/A</b>
_____	_____	_____
<b>Chair, Org &amp; Bylaws</b>	<b>Chair, CSWG</b>	

**PROCEDURE:**

The CSWG is responsible for the appointment of seven (7) Commissioners to its body. Appointments are made in one of two circumstances: 1) annually for any seat in which the incumbent’s appointment is ending, and 2) as necessary when unanticipated vacancies arise.

1. For any vacancy for one or more of the CSWG’s seven appointments, the CSWG may set a deadline for individuals to submit applications for consideration to provide adequate time for Commissioners’ to review.
  - Since applications to serve on the CSWG are accepted on a rolling basis and do not expire, the CSWG must be explicit in its messaging to the public that any deadlines set are specific to the CSWG’s review of applications and do not apply to the City of Tallahassee Commission or the Leon County Board of County Commission reviews of applications.
  
2. Each year, the Chair will create an ad hoc Nominating Committee to provide a preliminary review of CSWG applications for consideration to fill one or more of the CSWG appointments. The Nominating Committee is empowered by the full body to pre-screen applications and provide the Full Commission with a list of finalist applicants not to exceed three (3) times the number of vacancies. The Nominating Committee convenes in the Spring or Summer immediately preceding regularly scheduled elections or as needed in the case of vacancies.
  - The Vice-Chair of the CSWG serves as Chair of the Nominating Committee. In addition to the Vice-Chair, the Nominating Committee is composed of four (4) Commissioners, for a total of five (5) members.
  - To determine the four (4) Commissioners that serve on the Nominating Committee alongside the Vice-Chair, individual Commissioner interest in serving on the Nominating Committee is assessed by e-mail to CSWG Staff and/or at a Full CSWG meeting. The Organizational and Bylaws Committee votes to appoint four (4) of the interested Commissioners to serve on the Nominating Committee.

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## TALLAHASSEE-LEON COUNTY COMMISSION ON THE STATUS OF WOMEN & GIRLS

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- The Nominating Committee is responsible for identifying criteria for the evaluation of applications based on the needs of the CSWG. Based on these evaluation criteria, the Nominating Committee is responsible for creating an evaluation rubric that can be shared with the Full CSWG to demonstrate rationale for its selection of finalist applicants.
  - The Nominating Committee or CSWG Staff can be responsible for contacting finalist applicants to a) ask any clarifying or follow-up questions to the application; and b) ensure the applicant is familiar with the CSWG's commitment, expectations, including informing the applicant of regularly scheduled Full Commission meeting days and times.
3. The final selection of the appointee(s) for vacancies that the CSWG is responsible for fulfilling will be decided by a vote of the Full CSWG.
- Prior to voting, Commissioners are expected to review the applications of all finalists presented by the Nominating Committee to make an informed vote. Additionally, Commissioners are welcome to consider applications from all interested applicants, which staff will provide to Commissioners.
  - The Nominating Committee can choose to put forth a slate by two (2) means:
    1. A slate of candidates that would fill the exact number of vacancies and request a vote of the Full Commission for ratification of those candidates.
      - The election process can either call for a motion to ratify the Nominating Committees slate with a proper second, and then be approved with a majority vote by the Full Commission.
    2. A slate of candidates that exceeds the number of vacancies.
      - The election process begins with two (2) rounds of discussion among Commissioners. In the first round, Commissioners may each speak for up to 60 seconds to advocate for the election of one or more applicants. Once each Commissioner has had an opportunity to speak, a second-round is held, wherein Commissioners each have an additional 60 seconds to advocate for the election of one or more applicants.

- Following Commissioner discussion, one (1) round of voting via paper ballot is held to elect applicants to the CSWG. Each Commissioner must vote for as many applicants as there are vacancies, ranking their choices from first preference to last. A Commissioner's top choice receives the highest point value and their last choice receives the lowest point value.
  - The number of vacancies determines point values for each election. For example, if there are four (4) vacancies, a Commissioner's first preference receives four (4) points, second preference receives three (3) points, third preference receives two (2) points, and fourth preference receives one (1) point.
  - Once all Commissioners' ballots are received, CSWG Staff calculates the total points received by each applicant.
  - CSWG vacancies are filled starting with the applicant receiving the most points and continuing in descending order until all vacancies are filled.
  - A second round of voting will only be held in instances where a tie results in exceeding the number of vacancies.
4. The City of Tallahassee Commission and the Leon County Board of County Commissioners must ratify all appointments made by the CSWG.

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

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**Policy # 018 Procedure Title: Policy Recommendation Procedures**

<b>Organizational &amp; Bylaws Committee Approval Date:</b>	<b>CSWG Approval Date:</b>	<b>Effective Date:</b>
		<b>Replaces policy Dated:</b>
_____		_____
<b>Chair, Org &amp; Bylaws</b>		<b>Chair, CSWG</b>

**PROCEDURE:**

The CSWG shall have standing Committees tasked with focusing on policy topics pertaining to their specific Committee areas of focus. One of the main functions of the CSWG serving as an advisory board to the City of Tallahassee and Board of Leon County Commissioners is to recommend public policy regarding issues that affect women and girls in our area.

1. Each Standing Committee shall make recommendations for policy topics as the Committee deems relevant. Such recommendations shall be considered for ratification by the OBC; if approved, the OBC will send the amendment to the Full Commission for a vote.
2. Each Standing Committee shall be charged with tracking the status of measurable indicators in its policy topic area and reporting such status each year to the Full Commission and the public through an annual publication or report. To measure progress, each Standing Committee shall review the pertinent findings in the previous CSWG's annual publications or reports.
3. Each Standing Committee shall make at least one recommendation to the
  4. Leon County Board of County Commissioners and the Tallahassee City Commission for action or policy
  5. to be included in the CSWG's annual report. Additional recommendations for community actions may
  6. also be included.
  - 7.
- 8.
9. Each
3. Oasis is prohibited by federal law from direct or indirect participation in political campaigns (26 C.F.R. 1.501(c)(3)-I). Oasis serves as the 501(c)3 fiscal sponsor of the CSWG, therefore, the CSWG will not engage in activities that directly or indirectly participate in or support political campaigns.



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4. CSWG will not accept sponsorships or donations that are contingent upon public recognition of a political candidate or engage in activities that could be construed as supporting or endorsing a candidate for public office.