

**THE MAYOR'S COMMISSION ON THE STATUS OF WOMEN
LAWTON, OKLAHOMA**

BYLAWS

ARTICLE I

Name and Purpose

Section 1. The name of this organization shall be The Mayor's Commission on the Status of Women (MCSW) as established by Ordinance 89-13 on March 28, 1989.

Section 2. The purpose of the MCSW is to identify problems faced by women in the Lawton-Fort Sill community, advise the Mayor and City Council on these problems, and seek remedies to these problems by:

- A. Reviewing and strengthening existing services available in the community and promoting self-growth opportunities for women through continuing education programs and a strong network support system;
- B. Recommending programs and policies designed to alleviate inequities facing women;
- C. Educating the community on the status of women by publicizing in all appropriate ways information on their rights and obligations;
- D. Acting as a central clearing house and a coordinating agency for activities and information relating to the status of women in the community;
- E. Stimulating awareness in the public and private sector of the full potential and importance of contributions by women to the development of the community and highlighting organizations and individuals who have made outstanding contributions;
- F. Encouraging and promoting access to all levels of government by women; and

G. Developing and promoting programs that enrich the quality of life for all women in the community.

ARTICLE II Membership

Section 1. The membership of the MCSW shall consist of not more than twenty-one (21) members. All members of the MCSW must be actual residents of the ward, district, county or area from which they are appointed.

Section 2. The members of the MCSW shall be appointed by the City Council based upon the nomination by the Mayor as follows: Two (2) members shall be nominated from each ward in the city of Lawton; two (2) members shall be nominated from Fort Sill; and one (1) member from each county commissioner's district. The City Council may accept, veto or make its own nominations.

Section 3. Each member of the MCSW shall be appointed for a term of two (2) years or until a successor is named. No member shall serve more than three (3) consecutive terms, each consisting of two (2) years. However, after serving three (3) terms for a total of six (6) consecutive years, a member may serve again after remaining inactive for one (1) full two (2) year term.

Section 4. Appointments to fill any vacancy on the MCSW shall be by majority vote of the City Council and that member shall serve for the remainder of the unexpired term of office. Filling an unexpired term does not constitute a full term towards the three (3) term limitation.

Section 5. Applications can be obtained through the Mayor's Office and can be submitted at any time. Completed applications will remain on file for two (2) years and may be used by the Mayor to make nominations to fill vacancies or by the MCSW to fill committee positions.

Section 6. Members may not hold elected office or become candidates for election to any City of Lawton office while serving on the MCSW.

ARTICLE III
Duties of Members

Section 1. Ensure that the MCSW operates in compliance with the Bylaws and adopts such Bylaws deemed best for the conduct of its business.

Section 2. Attend meetings and regularly participate in MCSW activities.

Section 3. Volunteer for at least one (1) committee.

ARTICLE IV
Officers and Executive Board

Section 1. The Officers shall consist of a Chair, Vice-Chair, Second Vice-Chair, Recording / Corresponding Secretary, and Parliamentarian, and collectively constitute the Executive Board.

Section 2. The Chair shall be elected by the membership of the MCSW. Any member nominated for the office of Chair must have served in an elected position and have served one term prior to holding that office. The Chair shall only vote to resolve a tie. The term of office shall be one (1) year. The Chair may serve no more than two (2) consecutive terms.

Section 3. The Vice-Chair, Second Vice-Chair, and the Recording / Corresponding Secretary shall be elected by the membership of the MCSW. The term of office shall be one (1) year. These officers may serve no more than two (2) consecutive terms.

Section 4. The Parliamentarian shall be appointed by the Chair immediately upon being elected and is not entitled to vote. The term of office shall be one (1) year.

ARTICLE V
Duties of Officers and Executive Board

Section 1. The Chair shall:

- A. Preside at all meetings of the MCSW and ensure compliance with the Oklahoma Open Meetings Act, Oklahoma Open Records Act, and MCSW Bylaws;
- B. Establish the agenda of all matters to come before the MCSW at least seven (7) days prior to the regular monthly meeting;
- C. Oversee all MCSW activities;
- D. Appoint the Parliamentarian in accordance with the Article IV, Section 4 of the MCSW Bylaws;
- E. Appoint such committees and positions as may be necessary for the operation of the MCSW;
- F. Serve as an ex officio member of all committees; and
- G. Follow up on matters of absenteeism in accordance with the Article VII, Section 9 of the MCSW Bylaws;

Section 2. The Vice-Chair shall:

- A. Act in the absence, disqualification, or disability of the Chair and assume those duties, responsibilities, and authority otherwise vested in the Chair;
- B. Chair the Outstanding Woman of Comanche County Event Planning Committee; and
- C. Perform other duties as requested by the Chair.

Section 3. The Second Vice-Chair shall:

- A. Act in the absence, disqualification or disability of the Vice-Chair, and assume those duties, responsibilities, and authority otherwise vested in the Vice-Chair;
- B. Co-chair the Bylaws Review Committee with the Parliamentarian, and ensure the Bylaws are reviewed every two (2) years in accordance with Article XII, Section 4 of the MCSW Bylaws; and
- C. Present recommended changes to the Bylaws to the MCSW at least thirty (30) days prior to a vote.

Section 4. The Recording / Corresponding Secretary shall:

- A. Attend all meetings and record, sign, and preserve the minutes of all regular and special MCSW meetings and present them for approval at the following MCSW meeting;
- B. Prepare a notice of meetings and the agenda and mail/e-mail the same to MCSW members at least one (1) week prior to the next regular meeting;
- C. Make available an approved copy of MCSW meeting minutes in a designated place where all members may read them;
- D. Submit one (1) copy of the minutes of all meetings and financial statements to the Mayor's Office in accordance with regulations and other applicable policies; and
- E. Prepare any other records or correspondence needed.

Section 5. The Parliamentarian shall:

- A. Attend all meetings and ensure that all meetings run in an orderly manner and within the dictates of Roberts Rules of Order Newly Revised and the current Bylaws of the MCSW;
- B. Maintain a motion book of all motions passed by the MCSW membership and Executive Board.
- C. Oversee voting procedures and count votes;
- D. Co-Chair the Bylaws Review Committee with Second Vice-Chair;
- E. Maintain and make available to the membership current copies of the MCSW Bylaws;
- F. Ensure that motion book, Bylaws and all amendments are turned over to the successor upon departure from the office; and
- G. Chair the Nominating Committee for Election of Officers.

Section 6. The Executive Board shall:

- A. Propose annual activities for approval by the MCSW membership and establish a calendar of events;
- B. Oversee the use of MCSW funds;
- C. Convene an independent panel of judges to select The Outstanding Woman of Comanche County by December; and
- D. Prepare annual reports which shall be submitted to the Mayor and City Council in accordance with Section 2-3-13-384 of Lawton City Code.

ARTICLE VI
Appointed Positions

Section 1. The MCSW Chair may appoint members to the following positions as may be necessary for the operation of the MCSW:

A. Membership Chairperson. Responsibilities shall include:

1. Prepare, distribute, and maintain permanent name tags for meetings and events;
2. Compile and distribute MCSW notebooks to new members;
3. Maintain a current roster of MCSW members, including their tenure, and provide updated copies, including date of revision, to members; and
4. Actively seek new members.

B. Publicity Chairperson. Responsibilities shall include:

1. Coordinate all publicity for the MCSW; and
2. Maintain and update the bulletin board located at City Hall.

C. Education Chairperson. Responsibilities shall include planning and coordinating participation in educational activities such as continuing education programs, conferences and workshops.

D. Historian. Responsibilities shall include:

1. Take photos and compile MCSW yearly photo album for the archives;
2. Create the photo album presented annually to the Mayor and MCSW Chair;
3. Provide photos to the Publicity Chairperson, as needed; and
4. Coordinate the display table of historical photo albums as requested by the Chair.

Section 2. Members appointed to Appointed Positions may form and chair committees to assist with the performance of their duties. Participation on such committees shall not be limited to MCSW members.

Section 3. Members appointed to Appointed Positions shall hold the position for the remaining term of the MCSW Chair, unless otherwise limited by the MCSW Chair at the time of making the appointment. The MCSW Chair may fill vacancies as required.

Article VII Standing Committees

Section 1. Standing Committee Chairs shall be appointed by the MCSW Chair unless otherwise designated herein.

Section 2. Standing Committee Chairs shall present After Action Reports to MCSW after special events.

Section 3. The Citizen of the Month (COM) Committee shall:

- A. Distribute nomination forms to appropriate agencies and organizations throughout the community;
- B. Obtain completed forms from the Mayor's office;
- C. Verify that nominees have not previously received the COM Award;
- D. Verify the volunteer status of all nominees;
- E. Present the names and supporting documentation of eligible nominees to commission members for review and selection;
- F. Inform nominating parties of the status of their nomination; and
- G. Coordinate with Publicity Chairperson to publicize the winner of COM Award with local media.

Section 4. The Outstanding Woman of Comanche County Event Planning Committee shall:

- A. Be presided over by the Vice Chair;
- B. Solicit nominations from all areas of Comanche County by distributing nomination forms to local newspapers and other media outlets, as well as public and private organizations in the community;
- C. Ensure that completed nomination forms are submitted to the panel of judges no later than January, and that all nominees are notified at least forty-five (45) days prior to the awards reception; and
- D. Be responsible for planning the awards reception, to include reserving location, coordinating refreshments, sending invitations at least thirty (30) days prior to event, making programs, obtaining gifts for nominees, and obtaining door prizes.

Section 5. The Nominating Committee for Election of Officers shall:

- A. Be chaired by the Parliamentarian and consist of the Parliamentarian and two active MCSW members, excluding those interested in being nominated for election as an officer, other than the Parliamentarian;
- B. Be selected no later than the regular February meeting at which time eligible MCSW members shall submit committee nominees in secret ballot form to the Parliamentarian who shall randomly select two (2) ballots;
- C. Accept nominations for the four (4) officer positions of the MCSW at the regular meeting in March;
- D. Contact all MCSW members individually to determine their interest in holding an office; and

E. Prepare a slate of one (1) or more nominees for each elected officer position and present it to the MCSW at the regular April meeting, or at least thirty (30) days prior to voting. The slate shall include the nominations received from the floor, names obtained by individually contacting MCSW members, and any suggestions the Nominating Committee may have.

ARTICLE VIII

Meetings and Quorums

Section 1. Regular meetings of the MCSW will be held on the first Tuesday of each month at 5:45 PM at the Lawton Municipal Library at 110 South 4th Street and B Avenue in a designated conference room. When the date of a regular meeting comes on a legal holiday, the Chair will designate the date for the next regular meeting.

Section 2. The Recording / Corresponding Secretary will publish a notice of the meeting and agenda of all matters to come before the MCSW and mail or e-mail the same to all MCSW members at least one (1) week preceding the next regularly scheduled meeting. Any MCSW member may request items be placed on the agenda by advising the Secretary no later than twelve (12) o'clock PM, ten (10) days preceding the next regularly scheduled meeting. Notice of the meeting and the agenda must be posted at City Hall no later than twenty-four (24) hours in advance of the meeting.

Section 3. Special meetings may be called by the Chair at any time giving suitable notice of the time and place of such meeting to all members, and may also be called upon the request of any six (6) members. Notice of special meetings and their agendas must be posted at City Hall at least forty-eight (48) hours in advance of the meeting.

Section 4. A majority of the current voting membership of the MCSW must be present to constitute a quorum. Decisions on any issue are determined by majority vote of the quorum (50 percent plus 1). Vacancies in the Commission shall not impair the right of the remaining members to exercise all powers of the Commission.

Section 5. Each member of the MCSW is entitled to one vote, except for the Parliamentarian, who is without a vote, and the Chair who votes only to resolve a tie. Non-voting members will not be counted for purposes of determining a quorum. MCSW members may not vote by proxy.

Section 6. Proceedings of MCSW meetings are recorded in summary form by the Recording / Corresponding Secretary, and include the name of members in attendance and names of members absent. Reports shall be given by committees as necessary, and opportunity for comment may be given by the Chair.

Section 7. The minutes and financial statement of the preceding month shall be reviewed and approved by the MCSW and signed by the Chair and Recording / Corresponding Secretary. The financial statement shall be reviewed and approved by the MCSW and signed by the Chair. Both shall then be submitted to the mayor or a designated representative of the mayor's office.

Section 8. All business is to be conducted in accordance with the Oklahoma Open Meeting Act. The rules contained in Robert's Rules of Order Newly Revised will govern the MCSW meetings unless otherwise specified in these Bylaws.

Section 9. Any appointed member who has not participated in regular meetings or MCSW activities for a period of sixty (60) days will be contacted by the Chair, to determine the member's intentions to participate on the MCSW. If the member is unable to resume active participation in MCSW meetings and/ or activities within thirty (30) days, the position shall be declared vacant. Such vacancies shall be filled by nomination by the Mayor subject to confirmation by the City Council.

ARTICLE IX Elections and Voting

Section 1. The Nominating Committee for Election of Officers will prepare a slate of officers which will be presented to the MCSW at the April meeting. The Chair must receive the written consent of all nominees ten (10) days prior to the election or that nomination will not be placed on the ballot.

Section 2. The four (4) officers will be elected by the membership at the regular MCSW meeting in June, and will be installed and take office at the regular July meeting.

Section 3. A majority of the current membership must be present for elections. MCSW members may not vote by proxy. Officers will be elected by simple majority.

Section 4. Voting will be conducted by secret written ballot. If there is only one (1) nominee for an office, acceptance by acclamation is authorized.

Section 5. The Chair may change the dates of nominations, election, and installation, if deemed necessary.

ARTICLE X

Activities

Section 1. The MCSW shall work to obtain data on the status of women in the Lawton-Fort Sill Community and identify issues facing women in the community. Sources of data may include, but is not limited to, formal and informal surveys, census data, employment statistics, and the like. This information will be used to guide the Commission's yearly activities and programs.

Section 2. The MCSW shall coordinate with other community organizations to sponsor continuing education programs, conferences and workshops that address women's issues.

Section 3. The MCSW shall recognize individuals who have made outstanding contributions to the Lawton- Fort Sill community, including but not limited to, the following:

A. The Outstanding Woman of Comanche County: This award shall be given annually. The MCSW shall solicit nominations from all areas of Comanche County. The Executive Board of the MCSW will convene an independent panel of judges, consisting of five (5) members of the Lawton-Fort Sill community, to review nominations and select the Outstanding Woman of Comanche County. The MCSW

shall coordinate an OWCC award reception. Commission members are not eligible to nominate or be nominated for this award.

- B. The Citizen of the Month: This award will recognize one (1) outstanding volunteer in the Lawton-Fort Sill community. The Citizen of the Month Committee shall present the applications of eligible nominees to the commission for selection at its regular meetings. The Citizen of the Month Award shall be presented to the recipient at the first City Council meeting of each month. Commission members are not eligible to nominate or be nominated for this award.

Section 4. The MCSW shall network with other community organizations and support their efforts to address challenges faced by women.

Section 5. The MCSW shall coordinate Special Projects, including but not limited to, sponsoring community organizations that provide direct assistance to women, such as shelters, group homes, etc., by making charitable contributions as needed.

ARTICLE XI

Finances

Section 1. Funding for MCSW activities is determined and approved annually by the Mayor and City Council. The fiscal period is from July 1 of the current year through June 30 of the next year. Any requests for funds or reimbursements must be submitted to the Mayor's Office by the last business day in May.

Section 2. Expenditures may include those relating to: educational programs, Outstanding Woman of Comanche County Award, Citizen of the Month Award, and MCSW supplies (nametags, shirts, notebooks, etc.).

ARTICLE XII

Amendments

Section 1. The Bylaws may be amended by the MCSW membership.

Section 2. Notice of amendments to the Bylaws shall be given at a regular meeting one month prior to a vote.

Section 3. Amendments must be approved by a majority vote of the MCSW and the mayor or his/her designated representative.

Section 4. A committee will be convened every two (2) years to review the Bylaws.

Section 5. Past Revisions:

- A. 1st Revision February 5, 1991;
- B. 2nd Revision January 6, 1998;
- C. 3rd Revision October 5, 1999;
- D. 4th Revision March 5, 2002;
- E. 5th Revision February 7, 2006; and
- F. 6th Revision May 2, 2006

ARTICLE XIII
Adoption

Section 1. These Bylaws will become effective upon adoption by majority vote at the regular meeting of the MCSW and upon approval by the Mayor or his/her designated representative.

Section 2. The Bylaws most recently approved and adopted shall supersede all previous Bylaws and amendments thereto.

Approved by majority vote of the MCSW held on: _____

Chair

Parliamentarian

Approved by the Mayor of the City of Lawton on: _____

Mayor