

**Bylaws of the
Bloomington Commission on the Status of Women**

**ARTICLE I.
Members.**

Section 1. Appointment. Bloomington Municipal Code (BMC) Section 2.23.060 (2) or its successors specifies the appointment mechanism. BMC Section 2.08.020 (5) or its successors specifies filling of vacancies.

Section 2. Qualifications. In addition to the qualifications stated in BMC Section 2.23.060 (3) or its successors, members are expected to attend regular monthly meetings and contribute to all programs and projects of the Commission.

Section 3. Attendance. BMC Section 2.08.020 (4) or its successors specifies attendance requirements. Members shall give prior notice to the Chairperson or the Special Projects Coordinator of the Community and Family Resources Department if they are unable to attend a regular or special meeting.

Section 4. Resignation. Resignations shall be in writing by the resigning member, and shall be conveyed to the Chairperson and the appointing office of the resigning member.

**ARTICLE II.
Officers.**

Section 1. Positions. Officers of the Commission can include but not be limited to the Chairperson, the Vice-Chairperson, the Secretary, and/or whatever the Commission determines best carries out the functioning of the Commission. Community and Family Resources Department (CFR) staff to the Commission is not a member of the Commission.

Section 2. Eligibility. All officers shall be members of the Commission; no member shall hold more than one office at a time; and no member shall be eligible to serve more than two consecutive terms in the same office. The Chairperson shall have been a member for at least six months prior to becoming Chairperson.

Section 3. Election. All officers shall be elected at the annual meeting by a majority of the current membership of the Commission.

Section 4. Term. Officers shall be elected to serve for one year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. Officers shall deliver to their successors all accounts, papers, records, and other commission property within two weeks of their expired term.

Section 5. Removal. An officer may be removed for cause, provided a member or members of the commission submit(s) a signed statement outlining the charges to the Commission and, following the proper procedure, cause is established. Proper procedure includes distribution of the statement to all Commission members; a written response within ten days of receipt of the stated causes from the officer in question; decision as to removal will be made by majority vote at the next scheduled meeting. Removal from office is not a vote for dismissal from the Commission.

Section 6. Vacancies. If an office becomes vacant, the term shall be filled by election at the next regular meeting. If the officer resigns from the office giving advance notice, the election shall take place at the next regular meeting after the resignation is submitted.

Section 7. Chairperson duties. The Chairperson should prepare an agenda for all meetings, preside over all meetings (except when she/he designates another person, or the Vice Chair); the Chair shall appoint a nominating committee prior to the annual election of officers; the Chair should prepare and distribute an annual report of the previous year's activities.

Section 8. Vice Chairperson duties. The Vice Chairperson shall serve as the Chairperson in the absence of the Chairperson; shall perform all duties that may be delegated by the Chairperson; shall aid the Chairperson on request; and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Commission.

Section 9. Secretary duties. In addition to the duties stated in BMC Section 2.08.020 (10) or its successors, the elected Secretary shall be responsible for overseeing and maintaining the minutes of all meetings and handling correspondence of the Commission. The Secretary shall ensure that copies of all minutes, committee reports, etc. are kept on file in the Community and Family Resources Department of the City of Bloomington.

Section 10. Community and Family Resources Department staff duties. CFR staff will provide notice of all Commission meetings as required by IND. CODE 5-14-1.5-1 through 7 or its successors; and provide other support for Commission activities as agreed to by the Director of Community and Family Resources.

ARTICLE III.

Meetings.

Section 1. Regular meetings. Regular meetings of the Commission shall be held monthly.

Section 2. Annual meetings. The regular meeting in April shall be known as the annual meeting and shall be to elect officers and for any other business that may arise.

Section 3. Special meetings. BMC Section 2.08.020 (11) or its successors specifies requirements for calling special meetings. Notice of special meetings must be given in advance and the purpose of a special meeting shall be set forth in the notice thereof.

Section 4. Notice. Notice of each regular meeting shall be conveyed to Commission members before each meeting and shall include the agenda. The news media shall also be notified in accordance with IND. CODE 5-14-1.5-1 through 7 or its successors.

Section 5. Quorum. BMC Section 2.08.020 (7) or its successors specify requirements for a quorum.

Section 6. Votes. Each member shall be entitled to one vote. All business of the Commission shall be conducted by majority vote of those present except where otherwise specified in these bylaws.

ARTICLE IV.

Parliamentary Authority.

BMC Section 2.08.020 (8) or its successors specifies requirements for Parliamentary Authority.

ARTICLE V.

Amendment of Bylaws.

BMC Section 2.23.060 (4) or its successors describes the procedure required to change these bylaws or any other rules of the Commission. In addition, amendments shall be discussed at the regular meeting immediately prior to the meeting in which the vote is taken on the proposed amendment. Notice of such a meeting shall be given to all members not less than 14 days before such meeting.

(j) Approve or veto ordinances, orders and resolutions of the legislative body, pursuant to State statutes. (Ord. 84-44 §§ 1-5, 1984).

2.08.020 General provisions.

For the executive branch, the statutory boards, commissions and councils the following general provisions apply unless otherwise provided by statute or ordinance.

(1) **Appointments.** All department heads shall be appointed by the mayor, subject to commission or board approval when required by this title, and serve at the pleasure of the mayor. Department heads shall appoint deputies and other employees within their departments with the approval of the mayor.

(2) **Terms.** Membership on all boards, commissions and councils established under ordinances repealed by this ordinance terminate on the effective date of this ordinance. Initially members shall be appointed for staggered terms unless specified otherwise by statute. If the appointing authority is authorized to make one appointment, the appointee's term shall expire on January 31, 1984; two appointments, the second appointee's term shall expire on January 31, 1985; three appointments, the third appointee's term shall expire on January 31, 1984; four appointments, the fourth appointee's term shall expire on January 31, 1985; five appointments, the fifth appointee's term shall expire on January 31, 1984. Any additional appointment shall alternate in a similar manner. Thereafter, all terms shall be for two years, expiring on the thirty-first day of January unless otherwise specified by state Code or city ordinance.

(3) **Residential Requirement.** All appointments to city boards, commissions and councils shall be made from residents of the city and those residents of the areas intended for annexation as defined by the city planning department, except those positions that are directed otherwise by state law or city ordinance. If a city employee is appointed to a city board, commission or council by virtue of the employment position, the residency requirement may be waived.

In the event a member of a board, commission, or council no longer resides in the city and its area intended for annexation, the member shall resign immediately and notify the appropriate appointing official or body.

(4) **Removal for Cause.** Except for appointees who serve at the pleasure of the mayor, a member of a board, commission or council may be removed for cause. Cause shall include, but not be limited to, failure to attend three consecutive regularly scheduled meetings of the board, commission, or council or four regularly scheduled meetings in any twelve month period; provided, that any member may submit in writing to the appointing authority any extenuating circumstances. Such written submission shall be made within five business days before the formal decision to remove is reached. Acceptance of extenuating factors by the appointing official or body puts the member on notice that further excessive absenteeism shall result in removal.

(5) **Vacancies by Death, Resignation-Failure to Appoint.** In the event that a vacancy occurs in the membership of a board, commission, or council through resignation or death, the appointing authority shall appoint a person to fill the unexpired term of the resigned or deceased member. If a member's term has expired, but the appointing authority has failed to act, the appointment of the member whose term has expired carries over until the appointing authority reappoints or appoints a successor.

(6) **Majority Vote.** Majority vote means a majority of the members of a board, commission or council who are present and voting.

(7) **Quorum.** Unless otherwise specified, a majority of the members serving on a board, commission or council, excepting the nonvoting ex officio members, constitute a quorum for purpose of conducting the official business of the board, commission or council.

(8) **Parliamentary Procedure.** Meetings of all boards, commissions and councils shall be conducted according to procedures set forth in Roberts Rules of Order, except where a different procedure is required by state law, this ordinance, or other ordinances of the city.

(9) **Officers.** Each board, commission and council shall elect a chairperson, secretary, treasurer, and such other officers as may be necessary.

(10) **Duties of the Secretary.** The secretary of each board, commission or council shall keep for every meeting written minutes in which the results of any vote are recorded and, when appropriate, specific findings of facts and conclusions are set forth.

(11) **Special Meetings.** A special meeting of a board, commission or council may be called by the chairperson, the mayor, or by a majority of the members then serving on the board, commission or council requesting such meeting in writing. Upon receiving such request, the chairperson shall thereafter call a special meeting to be held within twenty days.

(12) **Office Space and Staff.** Provision of office space and staff to boards, commissions and councils shall be at the discretion of the mayor, subject to common council appropriation approval.

(13) **Budget.** All departments, divisions of departments, boards, commissions and councils shall prepare and submit annual budgets in accordance with the forms, timetables, and procedures promulgated by the mayor. (Ord. 97-03 §§ 1, 2, 1997; Ord. 83-6 § 2 (part), 1983).

New rules, regulations, and guidelines may be adopted by the Commission after a public hearing by a majority vote of the Commission.

The rules, regulations, and guidelines of the Commission shall be available to the public at the office of the Commission.

(5) Powers and Authority. The Commission shall have the power and authority to carry out the aims and goals as defined in this chapter, including but not limited to the following:

(a) To advise the Mayor, and where appropriate, the Common Council, on the hiring of personnel necessary to the implementation of this section; all such personnel shall be employees of the Human Resources Department and shall be subject to supervision and direction by the Director of Human Resources;

(b) To hold hearings and undertake any other activities which may be necessary, desirable, or proper to carry out the purposes of this section;

(c) To gather and distribute information and to issue such publications and educational information and the results of such investigations and research as in its judgment will further the purposes and intent of this section;

(d) To report in writing on its activities to the Common Council and the Mayor quarterly;

(e) To apply for any federal, state, local or private grants, appropriations or gifts upon approval of the Human Resources Department Director in order to carry out the purposes of this section;

(f) To cooperate with, and secure the cooperation of, any department, division, board, bureau, commission or other agency of the state, federal and local government to facilitate properly the execution of the powers and duties of this Commission;

(g) To enter into a working relationship with the City Human Rights Commission to perpetuate the mutual objectives set forth in this section and the Bloomington Human Rights Commission section;

(h) To propose other ordinances in order to carry out this section and to propose additions or amendments to this section as deemed necessary and appropriate to insure the effectiveness of this section; and

(i) To refer persons to the appropriate governmental unit or private organizations which can adequately deal with their problem.

(6) Education Program. The Commission may prepare educational programs in order to support and emphasize the purpose and intent of this section among the various groups and individuals in the City and to further goodwill among such groups and individuals; to publicize and encourage participation in this and other boards and commissions.

2/11

Revised Code

2.23.060 Commission on the Status of Women--Establishment.

There is hereby created within the Human Resources Department a Commission on the Status of Women. The purpose of this Commission is to assure that women and men have equal opportunity to function fully and optimally as citizens of the City of Bloomington, as equal participants in the economy, in politics and government, in education, in social development, in the system of justice, and in all other facets of life.

(1) Aims and Goals. It shall be the aim and goal of the Commission:

(a) To identify the needs of women in the City, available resources and services meeting the needs of women in the City, and gaps in existing services;

(b) To monitor and review federal, state and local policy for its impact on City women and to make recommendations regarding those policies to the Human Resources Department for appropriate action to assure women's equity;

(c) To stimulate and encourage legislation for the development of human resources of particular benefit to women in the City and the state;

(d) To issue publications, educational materials and results of research, legislative review and investigations in order to educate the entire community as to the aims and goals of this Commission;

(e) To establish and maintain a close working relationship with, and to support the efforts of, the Bloomington Human Rights Commission and the Bloomington League of Women Voters;

(f) To maintain close liaison with other women's commissions throughout the state; state women's advocacy groups; and other local, state or federal programs that relate to the needs, problems and opportunities of women;

(g) To maintain close liaison with federal efforts in programs affecting women to insure appropriate City participation in such programs and to consolidate those federal programs for maximum efficient uses of federal efforts at the local level;

(h) To enter into contracts and accept grants for the administration of research projects, as may contribute to the strengthening and refinement of a coordinated program, upon approval of such contracts by the Mayor and, when appropriate, the Common Council;

(i) To assure a coordinated city-wide effort in achieving a comprehensive women's program to improve opportunities for women of the community.

(2) Appointments. The Bloomington Commission on the Status of Women shall be composed of seven members. Four members shall be appointed by the Mayor, and three members shall be appointed by the Common Council.

(3) Qualifications. The members of the Bloomington Commission on the Status of Women shall be representative of the diverse educational, employment, economic, business and community service elements of the community. Preference for appointments shall be given to persons with experience working for women's issues, knowledge of legislative and policy making processes, and direct knowledge and experience working with women's needs and community resources.

In order that the concerns of the total community be adequately represented on the Commission, Commission membership may include both women and men.

(4) Procedure--Rules and Regulations. The Commission may adopt substantive rules and regulations to effectuate the purposes of this section and to make more specific the procedures deemed necessary for orderly and equitable compliance with this section.

ORDINANCE 08-03

*(Passed 7-0)
Wishers absent
Valan absent*

TO AMEND THE TITLE 2 OF THE BLOOMINGTON MUNICIPAL CODE ENTITLED
"ADMINISTRATION AND PERSONNEL"

Re: Amending Section 2.23.060 Entitled "Commission on the Status of Women -
Establishment" to Increase Its Size from Seven to Nine Commissioners

WHEREAS, on February 7, 2008, the Commission on the Status of Women voted to increase its size because of an increase in its activities;

NOW THEREFORE, BE IT HEREBY ORDAINED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION 1. Section 2.23.060(2) entitled "Appointments" shall be amended by increasing the number of appointments so that the section shall read as follows:

- (2) Appointments. The Bloomington commission on the status of women shall be composed of nine members. Five members shall be appointed by the mayor, and four members shall be appointed by the common council.

SECTION 2. If any section, sentence or provision of this ordinance, or the application thereof to any person or circumstance shall be declared invalid, such invalidity shall not affect any of the other sections, sentences, provisions, or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this 19th day of MARCH, 2008

Susan Sandberg
SUSAN SANDBERG, President
Bloomington Common Council

ATTEST:

Regina Moore
REGINA MOORE, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this 20th day of MARCH, 2008.

Regina Moore
REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this 24th day of MARCH, 2008.

Mark Kruzan
MARK KRUZAN, Mayor
City of Bloomington

SYNOPSIS

This ordinance is sponsored by Councilmembers Sandberg and Piedmont and amends Section 2.23.060 of the Bloomington Municipal Code entitled "Commission on the Status of Women - Establishment" by increasing its size from seven to nine commissioners.

*Signed copies to:
Regina (10)
Clerk (10)
Webmaster
CPR Dept
Buz (10) (2)
CPRC
File
CA/OA (3)*