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**BYLAWS OF THE
Commission for Women**

ARTICLE 1. NAME.

The name of the commission is Commission for Women.

ARTICLE 2. PURPOSE AND DUTIES.

The purpose of the commission is to serve as an advisory body that advocates for and inspires the city council and city manager to prioritize women's quality of life, so that Austin becomes the most equitable city in the nation for women and girls. The commission shall develop goals and coordinate research for planning, programming, and action relating to opportunities, needs, problems, and contributions of women in the city.

ARTICLE 3. MEMBERSHIP.

- (A) The commission is composed of eleven members appointed by the city council.
- (B) A member serves at the pleasure of the city council.
- (C) Commission members serve for a term of four years beginning March 1st on the year of appointment.
- (D) An individual commission member may not act in an official capacity except through the action of the commission.
- (E) A commission member who is absent for three consecutive regular meetings or one-third of all regular meetings in a "rolling" twelve-month timeframe automatically vacates the member's position subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an absence due to illness or injury of the commission member, an illness or injury of a commission member's immediate family member, active military service, or the birth or adoption of the commission member's child for 90 days after the event. The commission member must notify the staff liaison of the reason for the absence not later than the date of the next regular meeting of the commission. Failure to notify the liaison before the next regular meeting of the commission will result in an unexcused absence.
- (F) At each meeting, each commission member shall sign an attendance sheet and shall indicate that the member does not have a conflict of interest with any item on that agenda or identify each agenda item on which the member has a conflict of interest. Failure to sign the sheet will result in the member being counted as absent and his/her votes will not be counted.
- (G) A member who seeks to resign from the commission shall submit a written resignation to the chair of the commission, the staff liaison, or the Office of the City Clerk. If possible, the resignation should allow for a 30-day notice so the city council can appoint a replacement.

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3 **ARTICLE 4. OFFICERS.**
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- 5 (A) The officers of the commission shall consist of a chair and a vice-chair.
6
7 (B) Officers shall be elected annually by a majority vote of the commission at the first regular meeting
8 after April 1st. In the event a current officer becomes ineligible to serve as an officer, the
9 commission may hold an emergency election as needed.
10
11 (C) The term of office shall be one year, beginning May 1st and ending April 30st. An officer may
12 continue to serve until a successor is elected. A person may not serve as an officer in a designated
13 position of a commission for more than four consecutive one-year terms. A person who has served
14 as an officer in a designated position of a commission for four consecutive terms is not eligible for
15 re-election to that designated office until the expiration of two years after the last date of the
16 person's service in that office. The commission may override the term limit provision for an officer
17 by an affirmative vote of two-thirds of the authorized commission members.
18
19 (D) A member may not hold more than one office at a time.
20

21 **ARTICLE 5. DUTIES OF OFFICERS.**
22

- 23 (A) The chair shall preside at commission meetings, appoint all committees, represent the commission
24 at ceremonial functions, and approve each final meeting agenda.
25
26 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.
27

28 **ARTICLE 6. AGENDAS.**
29

- 30 (A) Two or more commission members may place an item on the agenda by oral or written request to
31 the staff liaison at least five days before the meeting. After first consulting with and receiving input
32 from the staff liaison, the chair shall approve each final meeting agenda.
33
34 (B) The commission liaison shall submit the meeting agenda through the online agenda posting system
35 for each meeting not less than 72 hours before the meeting.
36
37 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open
38 Meetings Act).
39

40 **ARTICLE 7. MEETINGS.**
41

- 42 (A) The commission meetings shall comply with Texas Government Code Chapter 551 (Texas Open
43 Meetings Act).
44
45 (B) Commission meetings shall be governed by Robert's Rules of Order.
46
47 (C) The commission may not conduct a closed meeting without the approval of the city attorney.
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3 (D) The commission shall meet monthly or when the commission is legally required to meet in order to
4 comply with a legal deadline. In November of each year, the commission shall adopt a schedule of
5 the meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled
6 meetings.
7

8 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three
9 or more members. The call shall state the purpose of the meeting. A commission may not call a
10 meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule,
11 more often than once a quarter, unless the meeting is required to comply with a statutory deadline
12 or a deadline established by Council.
13

14 (F) Six members constitute a quorum.
15

16 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting,
17 then the meeting may not be held.
18

19 (H) To be effective, a commission action must be adopted by an affirmative vote of the number of
20 members necessary to provide a quorum.
21

22 If only a quorum is present at a meeting, a commission action is adopted by an affirmative vote of
23 two-thirds of the quorum (13 member commission = 5 votes; 15 member commission = 6 votes). If
24 more than a quorum is present at a meeting, a commission action must be adopted by an affirmative
25 vote of the number of members necessary to provide a quorum (13 member commission = 7 votes;
26 15 member commission = 8 votes).
27

28 (I) The chair has the same voting privilege as any other member.
29

30 (J) The commission shall allow citizens to address the commission on agenda items and during a
31 period of time set aside for citizen communications. The chair may limit a speaker to three minutes.
32

33 (K) The staff liaison shall prepare the commission minutes. The minutes of each commission meeting
34 must include the vote of each member on each item before the commission and indicate whether a
35 member is absent or failed to vote on an item.
36

37 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The
38 Office of the City Clerk shall retain all other commission documents. The documents are public
39 records under Texas Local Government Code Chapter 552 (Texas Public Information Act).
40

41 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the commission votes to continue
42 the meeting.
43

44 (N) Each person and commission member attending a commission meeting should observe decorum
45 pursuant to Section 2-1-48 of the City Code.
46

47 (O) A member of the public may not address a commission at a meeting on an item posted as a briefing.
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4 **ARTICLE 8. COMMITTEES/WORKING GROUPS.**
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6 **COMMITTEES**
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- 8 (A) The Commission for Women will have no committees.
9
10 (B) Each committee must be established by an affirmative vote of the commission. A committee cannot
11 meet until its creation is approved by the Council Audit and Finance Committee. Each committee
12 shall consist of at least three commission members appointed by the chair. A staff member shall be
13 assigned to each committee by the director of the Human Resources Department.
14
15 (C) The commission chair shall appoint a commission member as the committee chair, with the
16 member's consent.
17
18 (D) A majority of the total number of appointed committee members constitutes a quorum.
19
20 (E) Each committee shall meet on a regularly scheduled basis at least quarterly.
21
22 (F) Each committee shall make an annual report to the commission at the January commission meeting.
23
24 (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551
25 (Texas Open Meetings Act).
26
27 (H) At each committee meeting, a committee member shall sign in on a sheet provided and shall
28 indicate that the member has no conflict of interest with any item on the committee meeting agenda
29 or identify each agenda item on which the member has a conflict of interest.
30

31 **WORKING GROUPS**
32

- 33 (A) The commission can determine the size of a working group but the number of commission
34 members serving on the working group must be less than a quorum of the commission.
35
36 (B) A working group may designate a chair, with the member's consent, but is not required to do so.
37
38 (C) Quorum requirements do not apply to working groups.
39
40 (D) Staff support will not be provided for working groups.
41
42 (E) Working groups are not required to post their meetings in accordance with the Texas Government
43 Code Chapter 551 (Texas Open Meetings Act).
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45 **ARTICLE 9. PARLIAMENTARY AUTHORITY.**
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1 The rules contained in the current edition of Robert's Rules of Order shall govern the commission
2 in all cases to which they are applicable, except when inconsistent with these bylaws or with special
3 rules of procedure which the commission or city council may adopt.
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7 **ARTICLE 10. AMENDMENT OF BYLAWS.**
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9 A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.
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11 The bylaws were approved by the Austin City Council at their meeting held on March 24, 2016.
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Staff Liaison