

## ENABLING MANDATE (DRAFT 1-31-18)

*Approved by Committee 2-05-2018*

### SOLANO COMMISSION FOR WOMEN AND GIRLS

#### CREATION OF COMMISSION

The Board of Supervisors of Solano County creates the Solano Commission for Women and Girls. This commission shall continue to represent Solano County until such time as the Solano County Board of Supervisors takes action to terminate the commission.

#### PURPOSE OF COMMISSION

The Solano Commission for Women and Girls shall provide community education and advisement to the Solano County Board of Supervisors and other entities as necessary on issues relating to the changing social and economic conditions of women and girls in the County. The Commission shall work to increase awareness of women's issues, celebrate the achievements of local deserving women, champion opportunities for women and girls, and recommend legislative solutions at the city, county, state and federal level. Areas of focus, will include, but not be limited to, socio-economic conditions, workplace issues, social treatment of gender issues, **education** and health and safety for women and girls.

#### MEMBERSHIP OF THE SOLANO COMMISSION FOR WOMEN AND GIRLS

- (a) The Commission shall consist of 17 members, approved by the Board of Supervisors. Commission members shall receive no compensation for their services. All members of the commission shall be residents of Solano County.
- (b) The membership shall be selected as follows:
  - 1) Each County Supervisor shall appoint one Commissioner (5).
  - 2) One Commission member shall be appointed by the Solano County Superintendent of Schools (1).
  - 3) Seven citizen Commissioners shall be appointed by the seven cities within Solano County (Benicia, Dixon, Fairfield, Rio Vista, Suisun, Vacaville, and Vallejo); (7).
  - 4) The Commission shall appoint two Youth Commissioners (age 14-24) and two At-Large Commissioners. These four appointees shall be selected by the Women Commission and recommended to the Board of Supervisors for confirmation of appointments (4).
- (c) Commission members shall comply with the terms of the California Political Reform Act;
- (d) The Commission shall develop a full membership application process.

#### TERMS OF OFFICE FOR MEMBERS AND VACANCY IN OFFICE

- (a) The terms of office for each commission member shall be three years, and the terms shall be staggered. Nothing herein shall prohibit a person from serving more than one term.

In addition to the selection criteria, the Commission shall compile and execute a comprehensive recruitment effort. (See example attached.)

- (b) Each commission member shall remain in office, at the conclusion of that member's term, until a successor member has been selected and installed into office.
- (c) An office shall become vacant if a commission member discontinues to function in the area from which appointed, or fails to attend three commission meetings in a row.
- (d) A member may be removed for cause after a hearing by the Board of Supervisors. A member appointed upon recommendation by the Solano County Office of Education, County Superintendent may be removed by the County Superintendent without cause. A member appointed by a County Supervisor may upon recommendation of the appointing County Supervisor, be removed. A hearing shall be initiated by a majority vote of the Commission recommending removal of any members for cause. Cause may include malfeasance in office, excessive absences, or other circumstances rendering the member unfit for service on the Commission.

## **POWERS AND DUTIES OF COMMISSION**

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The powers and duties of the Commission shall include but are not limited to:

- (a) Advise the Solano County Board of Supervisors on women and girls' issues;
- (b) Design special projects that affect women and girls where they are not currently being implemented by existing county agencies;
- (c) Perform services in connection with outreach, communication, and liaison to neighborhood women, the women's community, and women's organizations;
- (d) Advise the County Legislative Committee concerning state and federal legislation and programs that are of concern to women;
- (e) Develop and implement a county-wide women's recognition event;

- (f) Act as an information center on the status of women and girls, and women's educational, employment, and other related needs;
- (g) Promote and facilitate collaboration among local women's organizations in the county, as the commission deems necessary and appropriate.

## **ADMINISTRATION**

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The powers of the Commission shall include, but not be limited to, the following:

- (a) To use voluntary and uncompensated services of private individuals, agencies and organizations as may be needed from time to time;
- (b) To enact bylaws for its own governance;
- (c) To hold regular public meetings, and to hold fact-finding hearings and other public forums as it may deem necessary;
- (d) To administer all programs, research and reports established pursuant to this chapter and to develop any necessary policies and procedures to implement these programs;
- (e) To provide a written report to the Board of Supervisors concerning its operations.

## **FUNDING**

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- (a) The Commission may accept and solicit funds, including any gifts, donations, grants or bequests, or any federal funds for any of the purposes of this section. Such funds shall be deposited in a separate non-profit account to be expended at the discretion of the Commission.

## **OPEN AND PUBLIC MEETINGS**

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The open meeting laws contained in The Ralph M. Brown Act shall apply to the Commission's meetings.