



## **SOLANO COUNTY BOARD OF SUPERVISORS ADVISORY BOARD/COMMISSION REVIEW SHEET**

**Date:** October 31, 2018

**Name of Advisory Board:** Solano Commission for Women and Girls

**Name of person completing review sheet:** Michelle Heppner

**Name and Department of County Contact/Staff assigned to Board:**

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### **PURPOSE**

(1) What is the purpose of the advisory board?

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 will 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, and health and safety for women and girls.

(2) Does the board/commission have a mission statement? If so, please provide.

The mission of the Solano Commission for Women and Girls is to: Improve the economic status, health and social welfare, and overall quality of life for women and girls in Solano County.

(3) Please provide the most recent copy of board/commission's bylaws and include the date they were approved by the Board of Supervisors.

This commission held its first meeting on October 17, 2018. Attached is an interim copy of the commission's bylaws, submitted by the Formation Committee on August 14, 2018, which have not yet been approved by the Board of Supervisors. It is anticipated that the Commission will be ready to bring the bylaws for the Board's approval on December 11<sup>th</sup>.

(4) Please reference how, why and when the board/commission was created.

The Solano County Board of Supervisors adopted a resolution on April 24, 2018 establishing the Solano Commission for Women and Girls. Commissioners will work together to increase awareness of women's issues, celebrate achievements of local deserving women, champion opportunities for women and girls and recommend legislative solutions at the city, county, state and federal levels.

### **MEETING SCHEDULE**

(1) How often does the advisory board meet?

Monthly.

(2) Does the board/commission adopt an annual work plan? If so, please provide a copy, and include the County staff involved? If there is no work plan, please explain.

The Solano County Commission for Women and Girls have only met once on October 17, 2018. The commissioners are still working on an annual work plan.

(3) Please attach membership list and attendance records for October 2017 through September 2018 or since the last reporting period.

Please see attached Excel Spreadsheet.

## **BROWN ACT REQUIREMENTS**

Please answer the following related to the Advisory Board Principles and Policies. If you answered "no" to any of the questions below, please explain:

(1) Was a quorum present at each meeting?

Yes.

(2) Did each new member receive training and written guidelines on the Brown Act?

No. The commission had its first meeting on October 17, 2018. Commissioners have coordinated with Solano County Counsel to receive Brown Act training at a future Commission for Women and Girls meeting within the allotted time frame.

(3) Did existing members receive a review of the Brown Act?

Existing members received a copy of the Brown Act Quick Reference Guide until Brown Act training can be arranged.

(4) Were agendas posted and minutes taken in accordance with the Brown Act and the Advisory

Yes.

(5) Did existing members receive a copy of the Board of Supervisors' adopted Board Principles and Policies?

Yes.

## **OBJECTIVES AND ACCOMPLISHMENTS**

List primary goals and objectives from the last reporting period and note if they were met.

The commission met for the first time on October 17, 2018.

List primary goals and objectives for the current reporting period.

At their first meeting the Commission for Women and Girls reviewed the purpose, mission and goals for the commission, reviewed training objectives and the bylaws, elected officers, established a marketing and communications committee and review committee for appointing members at large and scheduled future meetings.

Briefly outline accomplishments for the current reporting period (October 2017 – September 2018), and how those accomplishments were shared with other agencies.

The commission met for the first time on October 17, 2018 and therefore is not within the reporting range.

# Solano Commission for Women and Girls

## Attendance Record

October 2018 through September 2019

Inaugural Meeting-October 17, 2018

Committee Position	Member	Term of Office	10/17/2018	11/15/2018	12/20/2018	TBD	TBD	TBD	TBD	TBD	TBD	July (TBD)	TBD	TBD	TBD	TBD	Date of Brown Act Training and/or Review	Date of Last AB 1234 Training	Received Copy of BOS Principles and Policies
District 1 Representative	Olivia Ruiz	9/11/18 - 9/10/20	X									NO MEETING							Yes
District 2 Representative	Ana Petrero, Secretary	8/7/18 - 8/6/21	X																Yes
District 3 Representative	Stephanie Beardsley	9/11/18 - 9/10/21	X																Yes
District 4 Representative	Jennifer Hamilton	9/11/18 - 9/10/20	X																Yes
District 5 Representative	Laura Petty, Vice-Chair	9/11/18 - 9/10/21	X																Yes
City of Benicia	Gayle Vaughan	10/16/18 - 10/15/20	X																Yes
City of Dixon	Mary Lou Batchelor		X																Yes
City of Fairfield	VACANT		V																
City of Rio Vista	Kay Kelley	8/22/18 - 8/21/21	X																Yes
City of Suisun	VACANT		V																
City of Vacaville	VACANT		V																
City of Vallejo	Elease Cheek	10/9/18 - 10/8/21	X																Yes
Solano County Office of Education	Rochelle Sherlock, Chair	10/10/18 - 10/9/20	X																Yes
Member at Large - Adult	VACANT		V																
Member at Large - Adult	VACANT		V																
Member at Large - Youth	VACANT		V																
Member at Large - Youth	VACANT		V																

Minutes sent to BOS		Y																	
Minutes sent to CAO		Y																	
Quorum Present *	* 51% of filled positions	Y																	

X = PRESENT  
A = ABSENT  
Y = YES  
N = NO  
V=Vacant

Agenda Posting Locations:		County Administration Center Bulletin Board HSS (275 Beck Street) Bulletin Board
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Brown Act Training is required within one year of appointment and reviewed every two years thereafter.

AB1234 is required within one year of appointment and renewed every two years thereafter. Renewal trainings satisfy the above Brown Act review requirements.

## **INTERIM BYLAWS OF THE SOLANO COMMISSION FOR WOMEN AND GIRLS (SCWG)**

### **ARTICLE I – MISSION**

The mission of the Solano Commission for Women and Girls is to: Improve the economic status, health and social welfare, and overall quality of life for women and girls in Solano County.

### **ARTICLE II –PURPOSE**

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 will 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, and health and safety for women and girls.

### **ARTICLE III – GOALS**

- 1) Provide a focal point for issues related to women and girls in Solano County
- 2) Educate and advise the Board of Supervisors and the public on issues relating to the changing social and economic conditions of women and girls in the county, with emphasis on the economically disadvantaged
- 3) Legislatively advocate on behalf of women and girls
- 4) Advocate for full equality in all areas of life for women and girls and promote their rights and opportunities
- 5) Organize and co-sponsor conferences, forums, and public hearings which address issues related to women and girls

### **ARTICLE IV – MEMBERSHIP**

#### *Section A: Selection of Members*

The Solano Commission for Women and Girls shall be comprised of seventeen (17) members appointed and approved by the Board of Supervisors. The membership shall be selected as follows:

- 1) Each member of the commission shall be a resident of Solano County.

- 2) Each member of the Board of Supervisors shall appoint one (1) Commissioner to represent the five (5) supervisorial districts of the County.
- 3) The Solano County Superintendent of Schools shall appoint (1) Commissioner.
- 4) Each of the seven (7) cities within Solano County (Benicia, Dixon, Fairfield, Rio vista, Suisun, Vacaville, and Vallejo) shall appoint one (1) Commissioner.
- 5) The members of the Commission for Women and Girls shall recommend to the Board of Supervisors two (2) Youth Commissioners (between ages of (14-24) and two (2) At-Large Commissioners for confirmation of appointment.

*Section B: Term of Membership*

- 1) 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.
- 2) 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.
- 3) Members shall serve on a voluntary basis and without compensation.

*Section C: Recruitment of Commissioners*

- 1) In addition to the selection criteria, the Commission shall develop and execute a comprehensive recruitment effort. The Commission is encouraged to continually recruit diverse women living anywhere within Solano County who will contribute positively to the work of the Commission.

*Section D: Cause for Removal*

- 1) Appointed members: A member appointed by a Solano County Supervisor, the Superintendent of the Solano County Office of Education, or a city, may be removed with or without cause by the appointing body.
- 2) Notification: In the event a commission member discontinues to function in the area from which appointed or fails to attend three commission meetings in a row, a letter will be automatically sent notifying the commission member within 10 days .
- 3) At-large and youth commission members: At-large and youth members may be removed for cause. Cause includes, but is not limited to, malfeasance in office or excessive absences (e.g., absence from any three consecutive general membership meetings or four general membership meetings in a one-year

period), or other circumstances rendering the member unfit for service on the Commission.

- 4) Process: The executive board will review member status and make recommendations to the full body regarding removal of any at-large or youth members for cause at the next regularly scheduled meeting of the full Commission. The appointing body will be notified of the Commission's decision.

## **Article V - MEETINGS OF THE COMMISSION**

### **Section A: Schedule of Meetings**

- 1) A schedule of regular meetings of the Commission shall be established at the first meeting of the year, including the time, dates, and location of the meetings.
- 2) Sub-committee meetings will be scheduled at the call of the Chair of the committee.
- 3) Meetings may be adjourned to a specific place, date, and time by a majority vote.

### **Section B: Ralph M. Brown**

- 1) All meetings of the Commission and its sub-committees are subject to the Ralph M. Brown Act (Government Code section 54950 et seq.).
- 2) The meetings are open to the public and shall be held in accessible, public places.
- 3) Notice and agendas of all regular Commission meetings shall be e-mailed or faxed to Commissioners and posted in a publicly accessible place for a period of 72 hours prior to the meeting. Special meetings require 24-hour notice to Commissioners and posting in a publicly accessible place for 24 hours.

## **ARTICLE VI - CONSENSUS AND VOTING REQUIREMENTS**

- 1) A quorum is necessary to conduct business and make recommendations. A quorum shall consist of a majority (50% plus 1) of the appointed members.
- 2) Each member has one vote. She shall disclose any conflict of interest and recuse herself from voting on any matter in which she may have a disqualifying conflict of interest under applicable law.
- 3) In the event of a tie vote, the Chairperson may cast the deciding vote. If the Chair chooses to abstain, the Chair may direct that the item be brought back for reconsideration at the next Commission meeting.
- 4) In the event that an item comes up, that is not otherwise listed on the agenda, and meets Brown Act requirements for sufficient urgency, then the item can be

added to the agenda with a vote of 2/3 of the full Commission or by unanimous vote if 2/3 of the members are not present.

- 5) Efforts to develop consensus on any item outside of the publicly noticed Commission meeting is strictly prohibited (i.e., emails, phone calls, or in-person meetings such as daisy-chain, hub and spoke, and so forth).
- 6) Members may, at any point in a meeting, decide to make decisions on a unanimous consent basis. If there is any objection, regular voting procedures under Robert's Rules of Order apply.

## **ARTICLE VII - STAFFING**

The County Administrators Office (CAO) shall provide staff support as specified by the Solano County Advisory Board Policies and Principles. Staff support includes reserving meeting rooms, posting agendas, and serving as liaison between the Commission and the County of Solano.

## **ARTICLE VIII - OFFICERS**

### *Section A: Election and Terms of Officers*

- 1) The officers of the Commission shall be a Chair, a Vice-Chair, Past-Chair, a Secretary, and any other officers it deems necessary.
- 2) Officers must be Commission members.
- 3) Officers shall be elected by the Commission membership at the first meeting of each fiscal year.
- 4) The officers shall be elected by written ballot. If there is only one nominee for each office, the ballot may be dispensed with and a verbal vote may be taken.
- 5) Officers shall not serve more than two consecutive one-year terms in any particular office, unless extenuating circumstances, as agreed upon by majority vote, justify a third consecutive one-year term.
- 6) Newly elected officers shall assume their positions immediately following the election, at the same meeting.

### *Section B: Officer Vacancy*

- 1) If an officer of the Commission loses her membership status on the Commission, she shall automatically cease to be an officer of the Commission.
- 2) In the event that the Chair position becomes vacant, the Vice-Chair shall fill vacancy and serve out the remainder of the term.

- 3) All other vacancies shall be filled by a majority vote of the members of the Commission. In the event the Chair and Vice-Chair are both unable to preside, a quorum of the Commission shall elect a temporary Chair.

## **ARTICLE IX - DUTIES OF THE OFFICERS**

The duties of the officers are as follows:

### **Section A: Chair**

- 1) The Chair shall be entrusted to act and carry out policies and decisions of the Commission between meetings of the Commission and the Executive Board. The Chair shall present actions to the full Commission for ratification. The Chair shall assure that the legislative mandates of the Commission are carried out as prescribed by the Legislature and as formulated in these by-laws.

The Chair shall:

- 2) Call and preside at all meetings of the Commission and of the Executive Board and conduct these in accordance with parliamentary rules.
- 3) Be an ex-officio member of all committees with the exception of the nominating committee.
- 4) Call special meetings when deemed necessary or desirable;
- 5) Set the agenda for Commission and Executive Board meetings;
- 6) Supervise the work of the Director, and, or any staff.
- 7) Serve as spokesperson for the Commission or direct such representation before the public and governmental bodies. Oversee all recommendations and reports to the Executive and Legislative branches
- 8) Perform such other duties as the Commission may prescribe from time to time.

### **Section B: Vice-Chair**

The Vice Chair shall assist the Chair in the execution of her office, to preside at meetings in the event of the absence of the chair, and to exercise such other powers and to perform such other duties as may be delegated by the Chair or as may be prescribed by the Commission.

### **Section C: Secretary**

The Secretary shall:

- 1) Be responsible for reviewing the minutes of all regular and special meetings of the Commission and of the Executive Board;



- 2) Assure that the Commission staff furnish copies of the minutes and of the Treasurer's financial statement to all members within a reasonable length of time prior to the next meeting;
- 3) Assure that an attendance roster is maintained for each Commission meeting and committee meeting;
- 4) Act as historian to the Commission by assuring that all general correspondence, records of meetings and committees, and business before the Commission is maintained;
- 5) Sign such instruments as shall be authorized by the Commission;
- 6) Perform all other duties necessary for the maintenance of adequate records, files and communications of the Commission.

## **ARTICLE X - POWERS AND DUTIES OF THE COMMISSION**

### **Section A: Powers and Duties of the Commission**

- 1) Organize and adopt rules for its meetings.
- 2) Create standing and/or ad hoc committee meetings to further the work of the Commission.
- 3) Organize and adopt rules for recruitment of members of the Commission consistent with the Solano County Advisory Board Principles and Policies.
- 4) Study and research by means of meetings, conferences, public hearings, or other appropriate means, the conditions affecting women and girls which impose special limitations or burdens on them or society, or which limit or tend to limit opportunities available to women and girls.
- 5) Subject to approval of the County Administrator, request of any county department information, services, facilities and other assistance for the purposes of furthering the objectives of this resolution.
- 6) Prepare and disseminate information to raise awareness and educate residents of the County, the Board of Supervisors, the County Administrator and the departments of the County, and other bodies as directed by the Board, on general or special matters relating to the conditions affecting women and girls which impose special limitations or burdens on them or society, or which limit or tend to limit opportunities available to women and girls, in accordance with the terms of the California Political Reform Act, Government Code section 1090 et seq.
- 7) Recommend to the Board of Supervisors necessary procedures, programs, or legislation to promote and ensure greater equality in the areas of housing,

education, employment, community services, and related activities for women.

- 8) Consult and cooperate with the Board of Supervisors, federal, state, city and other public agencies and refer to the proper agencies any matters already in the jurisdiction of their existing power, with the intent that duplication of efforts should be avoided
- 9) Power to endorse or support issues (e.g., legislation and Ballot Measures) that are aligned with Solano County's Legislative Platform, policies, and initiatives designed to improve the status of women and girls.
- 10) Power to advise and make recommendations to the Solano County Board of Supervisors on issues pertaining to women and girls.

#### **ARTICLE XI - LACK OF AFFILIATION**

The Solano Commission for Women and Girl is a non-partisan, non-sectarian organization. It shall not officially take part in, nor lend its influence to, any political party or candidate.

#### **ARTICLE XII - ADMINISTRATION**

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 annual report to the Board of Supervisors concerning its operations.

#### **ARTICLE XIII - FUNDING OF THE COMMISSION**

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 for Commission related activities and functions.

October 17, 2018

#### **ARTICLE XIV - GOVERNANCE OF MEETINGS**

Robert's Rules of Order govern the operation of the Commission in all cases not covered by these by-laws. The Commission may formulate specific procedural rules of order to govern the conduct of its meetings.

The Commission may adopt the interim Bylaws of The Solano Commission for Women and Girls, or develop the necessary by-laws and other rules, which may be necessary for the conduct of its business.

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*Submitted by the Formation Committee on August 14, 2018 as The Solano Commission For Women and Girls Interim Bylaws.*