



BY-LAWS OF THE SOLANO COMMISSION FOR WOMEN AND GIRLS (SCWG)

ARTICLE I -MISSION

The mission of the Solano Commission for Women and Girls (Commission) 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 (3) years, and the terms shall be staggered.
- 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

In addition to the selection criteria, a Commission co-chair shall coordinate and oversee Commission recruitment efforts. The Commissioners are 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 either with or without cause by the appointing body. Commission members may also be removed for cause. Cause may include, but not be limited to, malfeasance in office or excessive absences (e.g., absence from any three general membership meetings in a one-year period), or other circumstances rendering the member unfit for service on the Commission.
- 2) Notification: In the event a Commission member discontinues to function in the area from which the Commission member was appointed or fails to attend two (2) Commission meetings, a letter will be sent by a Commission Co-Chair to the Commission member notifying her that continued non-participation may result in removal from the Commission.
- 3) Process: The Executive Board will review member status at least quarterly, including attendance and participation records maintained by the Secretary, and make recommendations to the full body regarding removal of any members for cause at the next regularly scheduled meeting of the full Commission. The appointing body will be notified by the Commission co-chairs of the Commission's decision.

ARTICLE V – MEETINGS OF THE COMMISSION

Section A: Schedule of Meetings

- 1) The Commission shall operate on a traditional calendar year basis, January-December.
- 2) 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.
- 3) Committee meetings will be scheduled at the call of the Chair of the committee.
- 4) 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 standing committees are subject to the Ralph M. Brown Act (Government Code section 54950 et seq.).
- 2) Commissioners will participate in training on the requirements and regulations of the Ralph M. Brown Act, on an annual basis. The Commission co-chairs will be responsible for scheduling the training.
- 3) The meetings are open to the public and shall be held in accessible, public places.
- 4) Notice and agendas of all regular Commission meetings shall be given to Commissioners and posted by the Commission secretary 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.
- 5) In the event an item arises that is not otherwise listed on the agenda, and meets Brown Act requirements for sufficient urgency, the item may be added to the agenda, with approval vote of a majority of Commission members present.

ARTICLE VI – CONSENSUS AND VOTING REQUIREMENTS

- 1) A quorum is necessary to conduct business and make recommendations. A quorum shall consist of a simple majority (50% plus 1) of the full Commission members.
- 2) A simple majority (50% plus 1) of the Commission members present shall be required for approval of action items on the agenda.
- 3) Each member has one vote. Each member shall disclose any conflict of interest and recuse themselves from voting on any matter in which they may have a disqualifying conflict of interest under applicable law.
- 4) In the event of a tie vote, either Co-Chair may cast the deciding vote. If the Co-Chairs choose to abstain, the Co-Chairs may direct that the item be brought back for reconsideration at the next Commission meeting.
- 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) 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 – FUNDING THE COMMISSION

Effective August 21, 2021, the Friends of the Solano Commission for Women and Girls (Friends), was established. The Friends formed a 501(c)3 non-profit to support the activities and provide funding for the Commission. The Friends shall act as the fiscal agent and legal sponsoring agency of the Solano Commission for Women and Girls. The purpose of the Friends is to raise and manage funds for the Commission, which is dedicated to strengthening the lives of women and girls in Solano County through economic and social development.

The Friends of the Solano Commission for Women and Girls 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 Friends, in collaboration with the Commission for Commission-related activities and functions.

ARTICLE IX – OFFICERS

Section A: Election and Terms of Officers

- 1) The officers of the Commission shall be two (2) Co-Chairs, a Vice-Chair, Immediate Past-Chair, a Secretary, and Treasurer, all serving as the Executive Board.
- 2) Officers must be Commission members.
- 3) Officers shall be elected by a quorum of the full Commission at the first meeting of each year.
- 4) The officers shall be elected by written ballot. If there is only one nominee for each office, the ballot may be dispensed, and a verbal vote of acclamation shall be taken and noted as such in the meeting Minutes.
- 5) Officers shall not serve more than two consecutive one-year terms in any particular office, unless extenuating circumstances, as agreed upon by simple 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 their membership status on the Commission, they shall automatically cease to be an officer of the Commission.
- 2) In the event that one of the Co-Chair positions becomes vacant, the Vice-Chair shall fill the vacancy and serve out the remainder of the term.

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

ARTICLE X – DUTIES OF THE OFFICERS

The duties of the officers are as follows:

Section A: Co-Chairs

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

The Co-Chairs shall:

- 1) Call and preside over all meetings of the Commission and conduct these in accordance with Robert's Rules of Order;
- 2) Be an ex-officio member of all committees with the exception of the officer nominating committee;
- 3) Call special meetings when deemed necessary or desirable;
- 4) Set the agenda for Commission meetings;
- 5) Sign such instruments as shall be authorized by the Commission;
- 6) Attend regularly scheduled (monthly) meetings of the Friends of the Commission, as representatives of the Commission;
- 7) Serve as spokesperson for the Commission or direct such representation before the public and governmental bodies. Oversee all recommendations and reports;
- 8) Perform such other duties as the Commission may prescribe from time to time;
- 9) In the fall of each year, convene an officer nominations committee to facilitate officer elections in January.
- 10) Agree in advance to divide these duties amongst the two Co-Chairs, as they deem appropriate.

Section B: Vice-Chair

The Vice-Chair shall:

- 1) Assist the Co-Chairs in the execution of their office;
- 2) Preside at meetings in the event of the absence of a Co- Chair;
- 3) Exercise such other powers and perform such other duties as may be delegated by the Co-Chairs or as may be prescribed by the Commission.
- 4) Attend monthly meetings of the Friends of the Commission, when notified by co-chairs of their inability to attend the meeting.

Section C: Secretary

The Secretary shall:

- 1) Be responsible for taking and reviewing the Minutes of all meetings of the Commission.
- 2) Assure that copies of the Minutes are furnished to all Commission 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. The Commission meeting attendance rosters shall be presented by the Secretary to the Co-Chairs quarterly for review.
- 4) Act as historian to the Commission by assuring that all general correspondence, records of meetings and committees, and business before the Commission are maintained in a shareable folder and shall be made accessible to another member of the Executive Board at all times.
- 5) Perform all other duties necessary for the maintenance of adequate records, files and communications of the Commission.

Section D: Treasurer

The Treasurer shall:

- 1) Attend regularly scheduled (monthly) meetings of the Friends of the Commission, as the financial officer of the Commission.
- 2) Serve as liaison between the Commission and Friends.
- 3) Assist Commission members with preparing and submitting requests for funding to the Friends, including program budgets, requests for payment, reports, etc.
- 4) Facilitate presentation of the Friends' Treasurer's Report to the Commissioners, through coordination with the Friends' President.

ARTICLE XI – 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 term 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) The Board of Supervisors shall be updated monthly via Commission meeting Minutes to inform them of actions and activities of the Commission, with the intent that duplication of efforts should be avoided.
- 9) Power to support issues (e.g., legislation and Ballot Measures) that are 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 XII – LACK OF AFFILIATION

The Solano Commission for Women and Girls 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 XIII – ADMINISTRATION

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

- 1) To use voluntary and uncompensated services of private individuals, agencies and organizations as may be needed;
- 2) To enact by-laws for its own governance, to be reviewed and updated biennially;
- 3) To hold regular public meetings, and to hold fact-finding hearings and other public forums as it may deem necessary;
- 4) To administer all programs, research and reports established pursuant to this chapter and to develop any necessary policies and procedures to implement these programs;
- 5) To provide a written status report to the Board of Supervisors concerning its operations, every five (5) years

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.

Initially Approved October 17, 2018
Approved Updates June 2026

The Commission may adopt the interim by-laws 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.

These revised by-laws have been reviewed by the full Commission and adopted by a simple majority of the members present at the Commission meeting, on this 19 day of June, 2026, and shall take effect immediately.

Verneal Brumfield

Verneal Brumfield, Co-Chair

Jacqui Nguyen

Jacqui Nguyen, Co-Chair