

BYLAWS OF THE LEBANON COUNTY COMMISSION FOR WOMEN
As Amended September 12, 2012

On 20 March 2003, the Commission of Lebanon County (County Commissioners) established the Lebanon County Commission for Women (LCCW) to inform and advise the Lebanon County Commissioners on issues of concern to women in Lebanon County.

Mission Statement: The Lebanon County Commission for Women will work to assist women to enhance their status in the community.

ARTICLE I
Membership

Section 1: The LCCW shall consist of no more than 21 members (men and/or women who reside and /or are employed in Lebanon County). Members shall be appointed by the County Commissioners. Members shall be broadly representative of women in the county. Each member shall be required to serve on a standing committee.

ARTICLE II
Terms of members

Section 1: Terms shall be three years in duration.

Section 2: Members shall serve no more than two consecutive terms, but may be reappointed after a one-year absence from the Commission

Section 3: Terms shall commence immediately upon appointment or reappointment.

Section 4: Attendance at meetings is expected. Notice of absence from a regularly scheduled general meeting shall be made to the Chair or Secretary prior

to the start of the meeting. If a member is absent from two (2) regularly scheduled general meetings without good cause as determined by the Chair, the Chair shall recommend to the members that the position be deemed vacant. If that recommendation is accepted by the members, the Chair shall so inform the absentee member in writing. The Nominating Committee shall recommend a new member to the membership who will vote on this recommendation. When approved, the name will be sent to the County Commissioners via the liaison. The Chair may grant a sabbatical, for up to one year, for any member requesting a sabbatical due to family illness, military duty or medical emergency.

Section 5: As members rotate off LCCW or in the event of a vacancy, the Nominating Committee shall review the pool of candidates and make recommendations to the members for submission to the County Commissioners for appointment.

ARTICLE III ***Meetings***

Section 1: The LCCW shall operate on a calendar year basis, January 1-December 31, with respect to both its fiscal and operating years.

Section 2: The LCCW shall meet at least six times a year. The first meeting of the calendar year shall be deemed the Annual Meeting. Additional special meetings may be called for a stated purpose by the Chair or by written request of one-third of the current members.

Section 3: General and special meetings shall be open to the public. Notice of meetings shall be provided to members in writing together with a written agenda and a copy of the minutes of the previous meeting 7 days prior to the scheduled meeting.

Section 4: A simple majority of those present shall constitute a quorum. A quorum shall be sufficient for all actions except amendment of these by-laws.

Section 5: Meetings shall be conducted according to Robert's Rules of Order.

ARTICLE IV
Officers and Committees

Section 1: Members shall elect a Chair, Vice-Chair, Secretary and Treasurer. Election of officers for the next year shall occur at the last meeting of each calendar year. The Chair must have served on LCCW for no less than one year prior to election to that office with the exception of the organizing year.

Section 2: An officer who has completed two consecutive terms of office shall not be considered for reappointment to that office for a period of one year from the date of expiration of the latter term.

Section 3: The Nominating Committee shall consist of three members to be appointed by the Chair at the first meeting of each calendar year. The Nominating Committee shall present a slate of officers at the next-to-last meeting of the calendar year. Nominations may also be accepted from the floor at that meeting. The Nominating Committee also shall maintain a current list of individuals interested in present and future membership and recommend them to the members as membership openings arise.

Section 4: Officers shall be elected by written ballot for a term of one year, with their terms to begin on the first day of the new calendar year. The ballot may be dispensed with by a unanimous vote when there is but one candidate for the office. In case of a tie, up to a total of three ballots shall be taken. If the vote remains tied after the third ballot, the election shall be determined by the Nominating Committee.

Section 5: When a vacancy occurs in any office, names of one or more candidates to fill the balance of the unexpired terms shall be submitted to the members by

the Nominating Committee and voted up by the members at the next LCCW meeting.

Section 6: The Chair shall appoint a Finance Committee who shall be responsible for preparing a budget request for review and approval by majority vote of the general membership prior to submission to the County Commissioners. The Finance Committee shall also be responsible for determining the distribution of funds approved by the County to the various committees.

ARTICLE V

Duties

Section 1: The Chair shall plan, convene and facilitate general and special meetings, coordinate the activities of, and act as the official spokesperson for the LCCW. The Chair, in order to maintain the impartiality required of the presiding officer, shall refrain from voting except when necessary in accordance with Robert's Rules of Order.

Section 2: The Vice-Chair shall assist the Chair in coordinating LCCW activities planning and implementing orientation of new members, and in the Chair's absence, carry out the duties of the Chair. The Vice-Chair will also oversee the maintenance of the LCCW's website in cooperation with the Public Relations/Technology Committee and the liaison to the County Commissioners.

Section 3: The Secretary shall maintain an official record of all LCCW minutes, the Commission's roster and committee lists, adopted policies and procedures and the Bylaws. The Secretary is responsible for regularly transmitting this information to the liaison for the County Commissioners.

Section 4: The Treasurer shall maintain a record of all LCCW expenses and shall request and maintain a record of all funds received from the County Commissioners and from any other sources. The Treasurer shall provide a written financial report at all meetings. An annual statement of expenditures and funds

received shall be furnished to the members at the last meeting of each calendar year.

ARTICLE VI
Committee Considerations

Section 1: Standing and Ad Hoc Committees shall be established and reviewed annually by the Executive Committee.

Section 2: Non-LCCW members may be invited to serve on an Ad Hoc Committee as desired by the members.

Section 3: The Chair is an ex-officio member of all committees except the Nominating Committee. A member of the Nominating Committee who seeks an office may not participate in Committee deliberations for that particular office.

ARTICLE VII
Amendment of Bylaws

Section 1: A proposed amendment of the Bylaws must be circulated to all members at least ten (10) days prior to the meeting at which it shall be voted upon.

Section 2: A minimum of two-thirds of the total current membership must be present to vote on an amendment.

Section 3: An affirmative vote of two-thirds of those present and voting is required to approve an amendment to the Bylaws.