



1600 Pacific Highway, Room 203

San Diego, CA 92101-2942

www.sdstatusofwomenandgirls.org

CSWG@sdcounty.ca.gov

Chairwoman: Melinda Vásquez

Vice Chair

Kristine Custodio Suero

Amy Nantkes

Vernita Gutierrez

District 1, Vargas

Vacant

Vacant

District 2, Anderson

Mary Davis

Lauren Welty

District 3, Lawson-Remer

Vacant

Kristine Custodio Suero

District 4, Montgomery

Steppe

Idara Ogunsaju

Melinda Vásquez

District 5, Desmond

Rohida Khan

Amy Nantkes

Members At Large

Lindsay Riedel Ruther

Vernita Gutierrez

Nadia Farjood

Staff Assistant

Cristina Garcia

County Counsel

Heather Murray

MINUTES

November 1, 2024

Hybrid Meeting

12:00 PM – 1:00 PM

Chair Melinda Vásquez: Meeting was called to order at **12:05 PM**.

Commissioner Roll Call:

Members Present In-person:

Melinda Vásquez	Vernita Gutierrez
Kristine Custodio Suero	Amy Nantkes
Mary Davis	Nadia Farjood
Idara Ogunsaju	Lauren Welty

Members Absent:

Lindsay Riedel Ruther	Rohida Khan
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Approval of Minutes: Since all commissioners attended in person, Chair Vasquez stated, "If there is no objection, we will adopt the motion to approve the July 19, 2024, meeting minutes. Hearing no objections, the approval of the July 19, 2024, meeting minutes is adopted."

Chair Vasquez stated, "If there is no objection, we will adopt the motion to approve the October 4, 2024, meeting minutes." Comm. Custodio Suero objected to the motion. Comm. Custodio Suero made a motion to approve the meeting minutes with the qualifications of indicating Comm. Custodio Suero as pro-tem chair of the October 4, 2024, meeting. Comm. Davis seconded the motion. Motion carried.

Public Comments:

None

Business:

Agenda Item #5 – Vice Chair (VC) Gutierrez spoke on the approval of the draft of the by-law revisions. This version does not include changes that would require Admin Code changes. Some changes include grammatical changes, removal of ad hoc committees, and adding “and Girls” to the title. Comm. Ogunsaju mention changes from sex to gender but VC Gutierrez indicated it would require an Admin Code change therefore it was not included at the time. Comm. Farjood suggested the following changes:

- Page 1, Section A, first sentence – missing ending quotation after Commission and add County of San Diego after established by
- Page 1, Section B, first sentence – after County of San Diego add in parenthesis add the “County” since that is how it is referenced throughout the document
- Page 1, Section C – for discussion the removal of second sentence as it seems duplicative
- Page 1, Article 2, Section A, 2. – propose to change assume to promote
- Page 2, Article 2, Section B, 2. – Remove last sentence and modify first sentence to say “The commission may appoint up to three advisors”
- Page 2, Article 2, Section C, 1. – flip flop appointed and qualified in the second sentence; in first sentence change to reflect current term of the appointing Supervisor,
- Page 4, Article 3, Section C, 1 – change tile to file

Senior County Counsel Murray to double check modification as presented by Comm. Farjood. Chair Vasquez hears a motion to approve the bylaws as modified currently in the meeting with the qualification that are approved by Staff Attorney Heather Murray. Comm. Davis moves. Comm. Farjood seconds. Motion carries unanimously.

Agenda Item #6 – County gave greenlight to provide California Commission the proposals for how to spend down remaining grant funds. Must use funds by the end of January but it takes six weeks to cut a check so not sure if there will be enough time. Probably too late to hire someone to facilitate strategic planning meeting so wanting to submit proposal for social media content creator. Comm. Davis provided ideas on what could be done by whomever is hired. Chair Vasquez hears a motion to approve to use Phase II grant funds for the purpose of identifying a social media employee or contractor to help us to get our social media plan out. VC Custodio Suero moves. Comm. Ogunsaju seconds. VC Gutierrez would like to amend the main motion to replace the social media language with communications and community outreach strategies. Comm. Farjood Seconds the amendment. The amendment to the main motion passes. The main motion on the floor is to recommend the use of Phase II grant funds be used for identifying a person to create a strategy for communications and community outreach. Point of clarification by Comm. Ogunsaju, would the person hired create a strategy or also do the work. Chair Vasquez clarified that the person would create a strategy because of timing, the work would have to be completed by the end of January. Cannot issue a check and have them work past the deadline and cannot pay in advance of work being done. Comm. Farjood made an amend to the motion to recommend the Commission on the Status of Women and Girls use the Phase II grant funding from the California Commission on the Status of Women to be used for communications and community outreach strategies and/or content creation where possible. Comm. Davis second. Amendment motion carries. The main motion of to recommend the Commission on the Status of Women and Girls use the Phase II grant funding from the California Commission on the Status of Women to be used for communications and community outreach strategies and/or content creation where possible carries.

Agenda Item #7 –

- Civic Engagement: VC Custodio Suero commended Comm. Davis for the resources of for baseline of communications and community outreach strategies. Staff Assistant Garcia to share the document.
- Policy Committee: VC Nanatkes – committee met last month after regular meeting and discussed two min points: 1) agree to establish an ongoing partnership with Los Colinas

Detention and Re-entry facility as they were pleased and had great feedback with Know Your Rights session. 2) different ideas for policies to look into, mainly the AB8817 that failed to pass in a senate meeting that mainly has to do with the interpretation of public access which has been an ongoing issue with our commission. Not being able to meet as frequently or communicate with one another, that coming up with a policy initiative being able to collaborate on a policy memo makes it difficult to do in the limited time we have together.

- Governance Committee: VC Gutierrez – the committee met last month along with the Civic Engagement committee and spent most of the time brainstorming on how to use grant funds that would align with the parameters of the County and the state commission.
- Executive Board Committee: Chair Vasquez – committee met last month; is happy to hear the progress that the other committees have made. Reminder that at next meeting on December 6th the officer will change. Will vote on officer roles and they will immediately take on their roles. Will have the annual report completed by next months meeting. Currently have 3 open seats. Not seeking re-election of chair. Strategic planning meeting will be held after committee meetings on December 6th. Chair Vargas gave the Commission on the Status of Women and Girls with a proclamation which will be placed in the office of the staff assistant.

Agenda Item #8 – (misnumbered – skipped on the agenda)

Agenda Item #9 –

- CEDAW Advisor: Advisor Ijadi-Maghsoodi provided her updates to VC Nantkes to share; see attachment A
- Women’s Hall of Fame: Chair Vasquez shared she is one of two commissioners to serve; no emails yet one when reviewing applicants and what deadlines are; more to come in December meeting.
- Association of California Commission for Women: Comm. Welty tried to log into the meeting but was unsuccessful. Chair Vasquez to help by communicating to members of ACCW.

Agenda Item #10 – Go over strategic planning agenda in committee meeting; holiday wrapping December 6th & 10th through Your Safe Place

Information Items:

- **2025 Meetings:**

ADJOURN:

- a. There being no further business, this meeting closed at 12:59 PM.

NOTE: The Commission on the Status of Women and Girls jurisdiction is established by action of the Board of Supervisors as follows: The Board of Supervisors of the County of San Diego declares that it is the policy of the County to take action to identify needs and problems of women in the County that are affected by public policy decisions; and furthermore, to eliminate the practice of discrimination and prejudice on the basis of sex within the County. In order to promote this policy and to provide an open forum for discussion and action, there is hereby established a San Diego County Commission on the Status of Women in the Chief Administrative Office. County Code of Administrative Ordinances, Section 85.

San Diego County Commission on the Status of Women & Girls



*There is no force more powerful
than women determined to rise.*

Visioncast of Possibilities: Community Outreach Coordinator & Strategic Engagement Plan

Mary Davis
November 1, 2024

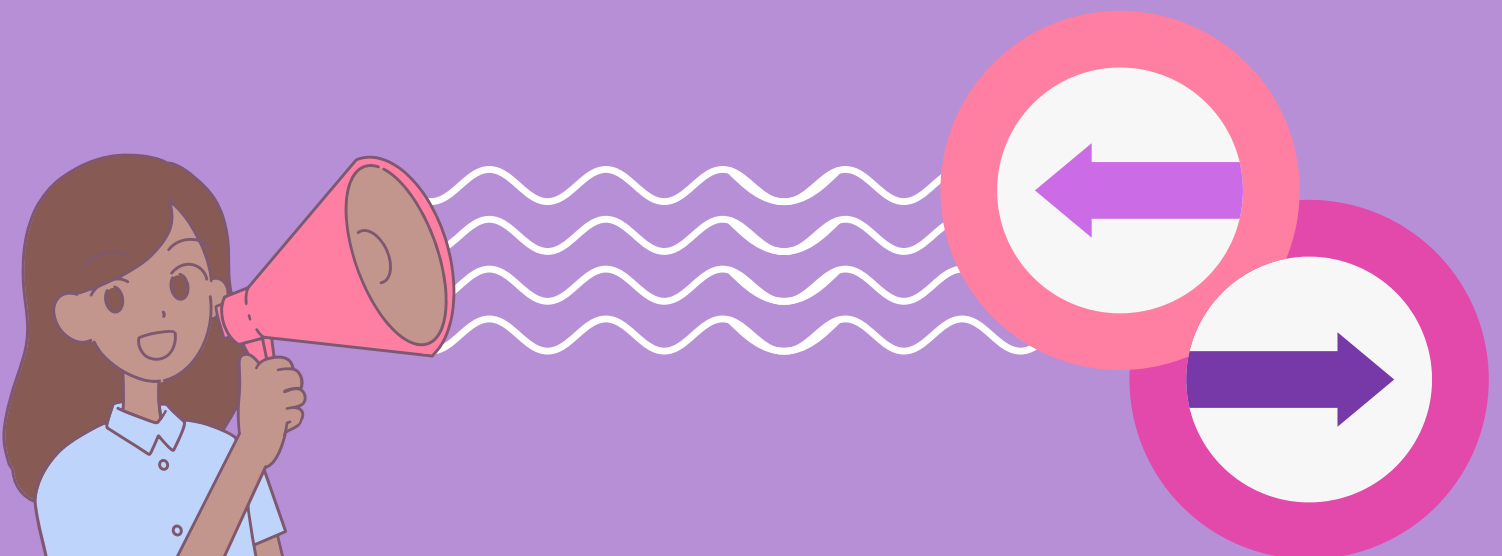
Problem:

We have an outreach problem.

We need to be more engaged and interactive with the communities we hope to serve.

When I mention to people that I serve on this commission, the typical responses are *“What’s that?”, “I’ve never heard of it”, or “What is it that you do?”*

How can we change that ... ?





Solution: Community Outreach Coordinator

Use Grant Funds to Hire a
**DIGITAL MEDIA
STRATEGIST** to:

- create compelling content to inform and highlight the work we do;
- drive civic engagement;
- create a feedback loop to get needs-assessment from stakeholders and community groups.



Aspirational Applicant:

- Local college student studying Journalism, Marketing, and/or Digital Media Communications
- Skillset:
 - Strong writer
 - Articulate
 - Diplomatic
 - Social media savvy
 - Able to develop network
 - Enhance media relations

Duties & Responsibilities:

- One blog post per month
- Create an Instagram account for us
- Four social media posts per month on IG & FB
- Coordinate with County Communications Dept.
- Create ongoing marketing campaigns centered on the core issues the Commission undertakes
- Network and outreach with local journalists to advocate for the work our Commission is doing



BENEFITS:



Funding & Capital Models:

- Grant monies
- Internship credit



- Model after Student-teacher programs
- Letter(s) of recommendation from Commission (and/or individual commissioners)

Identify Our Core Issues & Objectives:

- CEDAW
- Human Trafficking
- Wage Equality
- Fair Housing & Employment



Develop Strategic Campaigns to Germinate Those Objectives

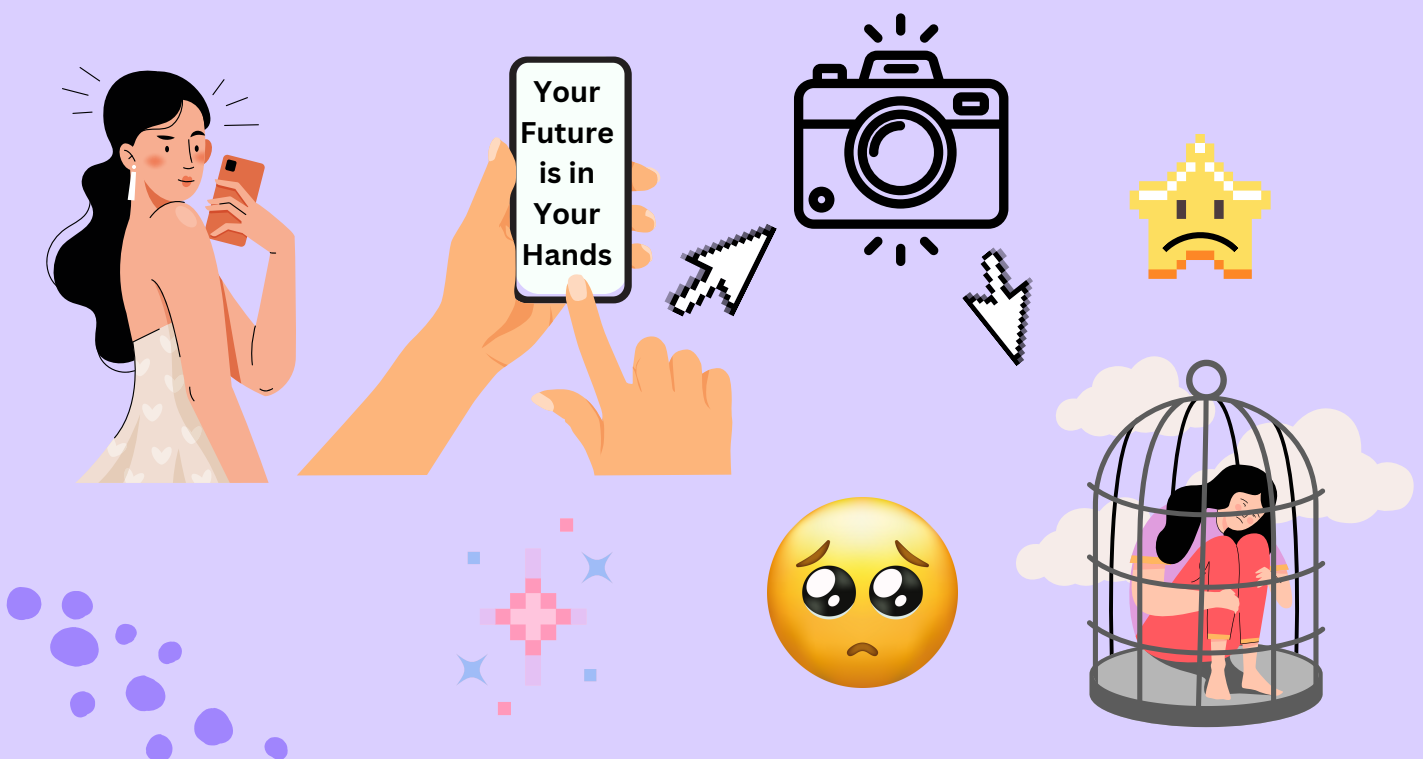
- COUNTER HUMAN TRAFFICKING:
'Pixels Are Power' Campaign
(see example following pages)
- CEDAW:
'From Global to Local' Campaign
- FAIR HOUSING & EMPLOYMENT:
'Know Your Rights' Campaign
(Consider adding local case studies)

Sample Campaign:

‘Pixels Are Power’



- ***Create memorable memes to teach girls to think before they snap or post***
 - ***Focus is on prevention***
- ***Instill caution without being preachy***





Summary:

Mission & Message Amplification via a Strategic Media Specialist

Problem:

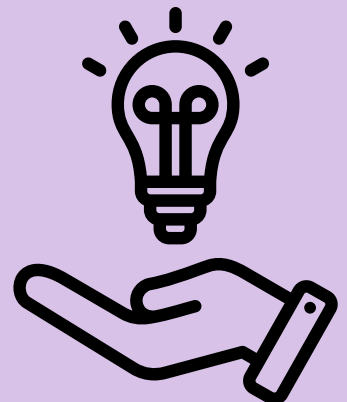
- *We need to be more engaged and interactive with the communities we hope to serve.*

Solution:

- *Use all or part of remaining grant funds to hire a digital media specialist*

Benefits:

- *Relational symbiosis that helps both parties*
- *Greater awareness of the work we do*
- *Build new & existing partnerships*
- *Develop pipeline of new leaders*



Visioncasting:

Community Outreach Coordinator
& Strategic Engagement Plan

SD Commission on the Status of Women & Girls

Attachment A – CEDAW Advisor Update

CSWG's CEDAW Advisor's Update - Parisa Ijadi-Maghsoodi, read by Vice Chair Nantkes: Please see last meeting's minutes for the concerns at issue. On Tuesday (10/29), OERJ stated it would be providing the updated methodology which should address the concerns we raised. But we have yet to receive it. Accordingly, the same three concerns raised at our last meeting remain at issue. At the December CSWG meeting, Professor Nantkes and I plan to provide a more in depth presentation about the importance of data transparency and integrity, particularly in the realm of poverty alleviation programs given San Diego County's concerning history.

SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS BYLAWS

Revised _____ 2024

ARTICLE I Purpose and Authority

Section A: Establishing Authority

The San Diego County Commission on the Status of Women and Girls (the “Commission”) was established by the San Diego County (“County”) Board of Supervisors on May 26, 1970. The Commission’s establishing authority is found in the San Diego County Administrative Code, Article IV Section 85, and it operates under Board Policy A-74.

Section B: Purpose

The Board of Supervisors of the County of San Diego ~~(the “County”)~~ declares that it is the policy of the County to take action to identify needs and problems of women in the County that are affected by public policy decisions; and furthermore, to eliminate the practice of discrimination and prejudice on the basis of sex within the County. ~~In order to~~ To promote this policy and to provide an open forum for discussion and action, there is hereby established a San Diego County Commission on the Status of Women and Girls in the Chief Administrative Office. (Article IV Section 85.)

Section C: Lack of Affiliation

The Commission on the Status of Women and Girls is a non-partisan, non-sectarian, non-profit-making organization. ~~It does not officially take part in, nor lend its influence to, any political issues.~~

Section D: Advisory Capacity

The Commission ~~on the Status of Women and Girls~~ acts in an advisory capacity to the County Board of Supervisors only. It is not empowered by ordinance, establishing authority, or policy to render a decision of any kind on behalf of the County ~~of San Diego~~ or its appointed or elected officials.

ARTICLE II Membership, Term of Office, Vacancies

Section A: Selection of Members

1. Each Supervisor shall appoint two members to the Commission all of whom shall be residents of the County of San Diego. (Article IV, Section 85.1)
2. The Commission shall have the authority to nominate up to three additional members for appointment by the County Board of Supervisors, ~~in order to~~ assume promote

SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS BYLAWS

Revised _____ 2024

comprehensive and balanced representation. These members are designated "at-large members." (Article IV Section 85.1.)

Section B: Number of Members

1. The Commission is limited to 10 Board of Supervisor--appointed members and three at-large members in accordance with the establishing authority. (Article IV, Section 85.1.)
2. The Commission may appoint up to three advisors who, although acting in an official capacity, through their qualifications, experience, and leadership are in a position to can offer advice to the Commission on issues related to the status of women and girls. ~~The number of advisors is limited to three advisors.~~

Section C: Terms of Office (Article IV Section 85.3)

1. Supervisorial District Appointees: Each Commissioner's term shall expire on the date of expiration of the current term of the appointing ~~member of the Board of Supervisors~~, or at such time as the Commissioner ceases to hold office, whichever occurs first. Any Commissioner whose term expires may continue to discharge their duties as a Commissioner until a successor is qualified and appointed ~~and qualified~~. The re-election of a member of the Board of Supervisors for a succeeding term shall not automatically extend the term of any member of the Commission.
2. At-large members shall serve a two-year term beginning April 1 and ending March 31.
3. Commissioners shall be appointed for no more than two consecutive terms. For purposes of this limitation, a term shall include any appointment to fill a vacancy for one-half or more of a term.

Section D: Vacancies and Recruitment (Article IV, Section 85.4)

1. A vacancy shall occur on the happening of any of the following events before the expiration of the term:
 - a. The death of the incumbent,
 - b. The resignation of the incumbent,
 - c. The ceasing of the incumbent to be a resident of the County ~~of San Diego~~, or
 - d. Absence from more than one-third of the regular scheduled meetings in any 12-month period or three consecutive meetings.
2. When a vacancy occurs as the result of missing one-third of regularly scheduled meetings in one 12-month period or three consecutive regular meetings:
 - a. Both the member and the appointing Supervisor shall be notified.
 - b. Vacancies shall be filled by the appointing Supervisor.
 - c. At-~~l~~arge members: The Chair will notify the at-large member of their removal. The Commission is authorized to nominate a new member for appointment by the County Board of Supervisors.
3. Vacancy within a term: ~~Midterm vacancy~~ New appointees shall serve for the unexpired term of the member being replaced.

SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS BYLAWS

Revised _____ 2024

4. Commissions are encouraged to continually recruit women of diverse backgrounds living anywhere within ~~San Diego~~ County who will contribute positively to the work of the Commission.
5. For the purpose of the bylaws, "recruit" means:
 - a. Educate members of other women's groups,
 - b. Invite individuals or delegates of a group to Commission meetings,
 - c. Invite individuals/delegates to join the Commission's ~~sub~~-committees,
 - d. Encourage filing of applications with the Clerk of the County Board of Supervisors and submission of resumes to the Commission, and
 - e. No promises are made of a position on the Commission or its ~~sub~~-committees.

ARTICLE III

Duties of the Commission, Commissioners, and Administrative Staff

Section A: Duties of the Commission

The Commission shall have the power and duty to:

1. Study and evaluate County Charter provisions, ordinances, policies and proposed policies, and their implementation to determine if there are instances of gender-based discrimination against women and girls.
2. Cooperate with Federal, State, County, City and other public agencies and refer to the respective agencies any matters, disputes, or controversies already in the jurisdiction of their existing powers, with the intent that duplication of efforts should be avoided. The Commission may initiate investigations of such matters and make recommendations to such agencies.
3. Study areas of possible discrimination as they pertain to women's and girls' lives and needs including but not limited to:
 - a. Employment opportunities,
 - b. Educational opportunities,
 - c. Medical and health services,
 - d. Legal services,
 - e. Credit and loan policies and practices,
 - f. Criminal justice policies and procedures,
 - g. Housing and transportation,
 - h. Child-care needs, ~~and~~
 - i. Human care services, and
 - ~~i.j.~~ Business and financial opportunities.
4. Conduct workshops for County personnel and community groups to explore specific subject areas and improve relationships.
5. Conduct public hearings dealing with matters before the Commission.
6. Utilize County resources and facilities to accumulate information to for the purpose of further Commissioning the objectives ~~of this Commission.~~

SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS
BYLAWS

Revised _____ 2024

7. Prepare and disseminate information on matters related to gender discrimination and prejudice.
8. Formulate programs or legislation to promote and ensure equitable rights and opportunities for all women and girls.
9. Provide liaison and assistance to citizen groups interested in the problems facing women and girls.
10. Apply for and administer grants from all levels of government and private sources for carrying out the functions of the Commission.
11. Annual Report: The Commission shall write, approve, and submit an annual report to the Board of Supervisors of its policies, activities, findings and recommendations.

Section B: Duties of Commissioners

1. Each Commissioner has the responsibility and duty to:
 - a. Attend all regularly scheduled meetings.
 - b. Accurately and timely perform any filing obligation with the Clerk of the Board.
 - c. Know all ordinances, bylaws, and rules governing the Commission.
 - d. Serve on at least one ~~sub~~-committee.
 - e. Understand they do not represent the Commission in an individual capacity or in any political activity.

Section C: Duties of Administrative Staff (A-74)

1. Record the minutes of all Commission meetings and ~~t~~file as required by Board policy.
2. Assist the chair with correspondence.
3. Maintain a list of all active Commissioners, keep the roll and certify the presence of a quorum, and advise the Clerk of the County Board of Supervisors of membership changes.
4. Post all meeting notices in accordance with the Ralph M. Brown Act, in a publicly accessible place for 72 hours before the meetings and keep a record of such posting.
5. Reproduce and distribute Commission information and minutes of all meetings.
6. Act as custodian of all Commission documents, records, books, and correspondence.
7. Act as liaison between the Commission and other County staff.
8. Perform such other duties as may be designated by the Commission.

ARTICLE IV
Officers

Section A: Election of Officers (Section 85.~~5S~~(a))

~~At the last meeting of each calendar year, t~~The Commission shall elect annually from its membership a Chair and no more than three Vice-Chairs.

Section B: Term and Vacancies

SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS BYLAWS

Revised _____ 2024

1. Term: Each officer shall serve for one-year terms, and no more than two consecutive terms in the same office. ~~within 30 days of the vacancy to serve until the term expires.~~

Section C: Duties of Officers

1. Duties of the Chair:
 - a. Provide general supervisory guidance to the Commission.
 - b. Set the agenda of Commission meetings.
 - c. Preside over meetings.
 - ~~e-d.~~ Cancel meetings and call for special meetings as needed.
 - ~~d-e.~~ Assign duties to the Vice-Chairs as necessary.
 - ~~e-f.~~ Act as sole official spokesperson for the Commission, unless delegated in writing.
 - ~~f-g.~~ Draft correspondence as directed by the Commission, or to which an immediate response is required.
 - i. Make in writing through the Chief Administrative Officer or designee any request which requires a response from County management staff not readily obtainable within four hours ~~time~~. (A-74 Section C.5)
 - ~~g-h.~~ Serve as ex officio member of all ~~as hoc sub~~committees, and meet with chairs of ~~sub~~committees to exchange information.
 - ~~h-i.~~ Initiate strategic planning and evaluation of Commission activities.
 - ~~i-j.~~ Oversee resources.
 - ~~j-k.~~ Orient new Commissioners.
 - ~~k-l.~~ Formally send meeting invitations to potential candidates and recruits.
 - ~~l-m.~~ Submit nomination of candidates to the Clerk of the Board for the Board's consideration.
2. Duties of the Vice-Chair(s):
 - a. In the absence of the Chair, one Vice-Chair ~~will agree to~~ assume the duties and responsibilities of that office, or they may flip a coin.
 - b. Recommends ~~sub~~committee members and other nominees for Commissioner.

ARTICLE V Committees

Section A: Formation of ~~Ad hoc~~ Committees

1. The Commission may appoint ~~standing and ad hoc~~ committees comprised of Commissioners and community members for the purpose of carrying out the functions and duties of the Commission. Actions and recommendations of ~~standing or ad hoc~~ committees shall not be deemed the action of the Commission and shall in no way bind the Commission or its members until voted on by a majority of members the whole Commission at a regular Commission meeting. (Article IV section 85.6)
2. ~~Standing or ad hoc~~ Ad hoc Committees shall consist of no fewer than three members, including at least one Commission member who shall chair.

SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS BYLAWS

Revised _____ 2024

3. Ad hoc committees shall be formed as needed and cease to exist on completion of their assignment.

3.4. Any volunteer or consulting work shall not be considered as service for or employment for the County.

4.5. ~~A coordinating committee comprised of the chairs of the ad hoc committees may be formed to assemble information from each ad hoc committee for presentation to the advisory committee. The Chair or a Vice Chair shall act as the chair of the coordinating committee.~~

Section B: Duties and Responsibilities of Ad Hoc Committee Chairs

1. ~~Standing and Ad hoc~~ Committee chairs' duties include:
 - a. Call ~~ad hoc~~ committee meetings and run meetings.
 - b. Keep records of all actions and reports of the ~~ad hoc~~ committee
 - c. Submit these actions and reports to the Commission at least one week prior to the regular meeting.
 - d. Report on ~~ad hoc~~ committee meetings and actions taken at the Commission meeting.
2. A ~~chair of a standing or~~ ~~ad hoc~~ committee ~~chair~~ shall not act as spokesperson for the Commission unless authorized to do so in writing as set forth above.

ARTICLE VI

Organization & Procedures

Section A: Rules of Governance

1. Robert's Rules of Order govern the operation of the Commission in all cases not covered by these bylaws. The Commission may formulate specific procedural rules of order to govern the conduct of its meetings.
2. The Commission shall prepare and adopt the necessary bylaws and other rules which may be necessary for the conduct of its business.

Section B: Quorum and Voting

1. A majority of members currently appointed to the Commission shall constitute a quorum.
- 1.2. ~~Virtual attendance by Commissioners is allowed in accordance with current law.~~
- 2.3. An affirmative vote of a majority of members in attendance shall be required for the passage of adoption of any business or matter before the Commission.
- 3.4. Voting is on the basis of one vote per person and no proxy, telephone or absentee voting is permitted.

Section C: Meetings

1. Public Meetings and Notice of Agenda:

SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS BYLAWS

Revised _____ 2024

All meetings of the Commission and its ~~sub-standing~~ committees are open to the public as required by the Ralph M. Brown Act and are held in accessible, public places. 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. Notice to Commissioners may be waived if all members are present when the meeting is called. Notice will be mailed on request.

2. Regular Meetings:

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. ~~Sub-~~eCommittee meetings will be scheduled at the call of the Chair of the committee. Meetings may be adjourned to a specific place, date, and time by a majority vote.

3. Special Meetings:

Special meetings may be called by the Chair, or by not less than ~~one third~~the majority of the Commission members in a signed writing.

Section D: Order of Business

1. The regular order of business shall be: Call to order, roll call, approval of minutes, public comment, committee reports, ~~old~~ business, new business, adjourn. The order of business may be varied by a vote of the Commission.
2. Time may be allowed for public input prior to a decision. Individuals wishing to speak on an agenda item must submit a request to be heard in writing to the Chair prior to the item.
3. Persons wishing to speak longer than three minutes shall request time on the agenda ~~at~~ at least five days in advance of a scheduled meeting.
4. In addition to providing public comments in person at Commission meetings, members of the public may comment remotely via a telephonic or other Internet-based service option at regular meetings. Individuals requesting to speak remotely must follow the same rules as in-person speakers.
- 4.5. No vote of the ~~C~~ommission shall be considered as reflecting an official position of the ~~C~~ommission unless passed by a majority of its ~~members~~quorum present at the specific meeting when the vote was taken.

Section E: Minutes of Meetings

1. Minutes of meetings shall be prepared by administrative staff in the following manner:
 - a. Minutes shall be in summarized form, except motions shall be recorded verbatim.
 - b. Minutes of all meetings of the Commission shall be maintained for two years.
 - c. Copies of the agenda and minutes of each meeting shall be filed with the Clerk of the County Board of Supervisors.

SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS BYLAWS

Revised _____ 2024

ARTICLE I **Purpose and Authority**

Section A: Establishing Authority

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ARTICLE II **Membership, Term of Office, Vacancies**

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SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS BYLAWS

Revised _____ 2024

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Section C: Terms of Office (Article IV Section 85.3)

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Section D: Vacancies and Recruitment (Article IV, Section 85.4)

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 - a. The death of the incumbent,
 - b. The resignation of the incumbent,
 - c. The ceasing of the incumbent to be a resident of the County, or
 - d. Absence from more than one-third of the regular scheduled meetings in any 12-month period or three consecutive meetings.
2. When a vacancy occurs as the result of missing one-third of regularly scheduled meetings in one 12-month period or three consecutive regular meetings:
 - a. Both the member and the appointing Supervisor shall be notified.
 - b. Vacancies shall be filled by the appointing Supervisor.
 - c. At-large members: The Chair will notify the at-large member of their removal. The Commission is authorized to nominate a new member for appointment by the County Board of Supervisors.
3. Vacancy within a term: ~~Midterm vacancy~~ New appointees shall serve for the unexpired term of the member being replaced.
4. Commissions are encouraged to continually recruit women of diverse backgrounds living anywhere within County who will contribute positively to the work of the Commission.
5. For the purpose of the bylaws, "recruit" means:
 - a. Educate members of other women's groups,
 - b. Invite individuals or delegates of a group to Commission meetings,

SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS BYLAWS

Revised _____ 2024

- c. Invite individuals/delegates to join the Commission's committees,
- d. Encourage filing of applications with the Clerk of the County Board of Supervisors and submission of resumes to the Commission, and
- e. No promises are made of a position on the Commission or its committees.

ARTICLE III

Duties of the Commission, Commissioners, and Administrative Staff

Section A: Duties of the Commission

The Commission shall have the power and duty to:

1. Study and evaluate County Charter provisions, ordinances, policies and proposed policies, and their implementation to determine if there are instances of gender-based discrimination against women and girls.
2. Cooperate with Federal, State, County, City and other public agencies and refer to the respective agencies any matters, disputes, or controversies already in the jurisdiction of their existing powers, with the intent that duplication of efforts should be avoided. The Commission may initiate investigations of such matters and make recommendations to such agencies.
3. Study areas of possible discrimination as they pertain to women's and girls' lives and needs including but not limited to:
 - a. Employment opportunities,
 - b. Educational opportunities,
 - c. Medical and health services,
 - d. Legal services,
 - e. Credit and loan policies and practices,
 - f. Criminal justice policies and procedures,
 - g. Housing and transportation,
 - h. Childcare needs,
 - i. Human care services, and
 - j. Business and financial opportunities.
4. Conduct workshops for County personnel and community groups to explore specific subject areas and improve relationships.
5. Conduct public hearings dealing with matters before the Commission.
6. Utilize County resources and facilities to accumulate information to further Commission objectives.
7. Prepare and disseminate information on matters related to gender discrimination and prejudice.
8. Formulate programs or legislation to promote and ensure equitable rights and opportunities for all women and girls.
9. Provide liaison and assistance to citizen groups interested in the problems facing women and girls.
10. Apply for and administer grants from all levels of government and private sources for carrying out the functions of the Commission.

SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS BYLAWS

Revised _____ 2024

11. Annual Report: The Commission shall write, approve, and submit an annual report to the Board of Supervisors of its policies, activities, findings and recommendations.

Section B: Duties of Commissioners

1. Each Commissioner has the responsibility and duty to:
 - a. Attend all regularly scheduled meetings.
 - b. Accurately and timely perform any filing obligation with the Clerk of the Board.
 - c. Know all ordinances, bylaws, and rules governing the Commission.
 - d. Serve on at least one committee.
 - e. Understand they do not represent the Commission in an individual capacity or in any political activity.

Section C: Duties of Administrative Staff (A-74)

1. Record the minutes of all Commission meetings and file as required by Board policy.
2. Assist the chair with correspondence.
3. Maintain a list of all active Commissioners, keep the roll and certify the presence of a quorum, and advise the Clerk of the County Board of Supervisors of membership changes.
4. Post all meeting notices in accordance with the Ralph M. Brown Act, in a publicly accessible place for 72 hours before the meetings and keep a record of such posting.
5. Reproduce and distribute Commission information and minutes of all meetings.
6. Act as custodian of all Commission documents, records, books, and correspondence.
7. Act as liaison between the Commission and other County staff.
8. Perform such other duties as may be designated by the Commission.

ARTICLE IV Officers

Section A: Election of Officers (Section 85.5(a))

The Commission shall elect annually from its membership a Chair and no more than three Vice-Chairs.

Section B: Term and Vacancies

1. Term: Each officer shall serve for one-year terms, and no more than two consecutive terms in the same office.

Section C: Duties of Officers

1. Duties of the Chair:
 - a. Provide general supervisory guidance to the Commission.

SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS BYLAWS

Revised _____ 2024

- b. Set the agenda of Commission meetings
 - c. Preside over meetings.
 - d. Cancel meetings and call for special meetings as needed.
 - e. Assign duties to the Vice-Chairs as necessary.
 - f. Act as sole official spokesperson for the Commission, unless delegated in writing.
 - g. Draft correspondence as directed by the Commission, or to which an immediate response is required.
 - i. Make in writing through the Chief Administrative Officer or designee any request which requires a response from County management staff not readily obtainable within four hours. (A-74 Section C.5)
 - h. Serve as ex officio member of all committees and meet with chairs of committees to exchange information.
 - i. Initiate strategic planning and evaluation of Commission activities.
 - j. Oversee resources.
 - k. Orient new Commissioners.
 - l. Formally send meeting invitations to potential candidates and recruits.
 - m. Submit nomination of candidates to the Clerk of the Board for the Board's consideration.
2. Duties of the Vice-Chair(s):
- a. In the absence of the Chair, one Vice-Chair will assume the duties and responsibilities of that office, or they may flip a coin.
 - b. Recommends committee members and other nominees for Commissioner.

ARTICLE V **Committees**

Section A: Formation of Committees

- 1. The Commission may appoint committees comprised of Commissioners and community members for the purpose of carrying out the functions and duties of the Commission. Actions and recommendations of committees shall not be deemed the action of the Commission and shall in no way bind the Commission or its members until voted on by a majority of members at a regular Commission meeting. (Article IV section 85.6)
- 2. Committees shall consist of no fewer than three members, including at least one Commission member who shall chair.
- 3. Ad hoc committees shall be formed as needed and cease to exist on completion of their assignment.
- 4. Any volunteer or consulting work shall not be considered as service for or employment for the County.
- 5.

Section B: Duties and Responsibilities of Committee Chairs

- 1. Committee chairs' duties include:

SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS BYLAWS

Revised _____ 2024

- a. Call committee meetings and run meetings.
 - b. Keep records of all actions and reports of the committee
 - c. Submit these actions and reports to the Commission at least one week prior to the regular meeting.
 - d. Report on committee meetings and actions taken at the Commission meeting.
2. A chair of a committee shall not act as spokesperson for the Commission unless authorized to do so in writing as set forth above.

ARTICLE VI

Organization & Procedures

Section A: Rules of Governance

1. Robert's Rules of Order govern the operation of the Commission in all cases not covered by these bylaws. The Commission may formulate specific procedural rules of order to govern the conduct of its meetings.
2. The Commission shall prepare and adopt the necessary bylaws and other rules which may be necessary for the conduct of its business.

Section B: Quorum and Voting

1. A majority of members currently appointed to the Commission shall constitute a quorum.
2. Virtual attendance by Commissioners is allowed in accordance with current law.
3. An affirmative vote of a majority of members in attendance shall be required for the passage of adoption of any business or matter before the Commission.
4. Voting is on the basis of one vote per person and no proxy, telephone or absentee voting is permitted.

Section C: Meetings

1. Public Meetings and Notice of Agenda:
All meetings of the Commission and its committees are open to the public as required by the Ralph M. Brown Act and are held in accessible, public places. 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. Notice to Commissioners may be waived if all members are present when the meeting is called. Notice will be mailed on request.
2. Regular Meetings:
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. Committee meetings will be scheduled at the call of the Chair of the committee. Meetings may be adjourned to a specific place, date, and time by a majority vote.
3. Special Meetings:

SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS BYLAWS

Revised _____ 2024

Special meetings may be called by the Chair, or by not less than the majority of the Commission members in a signed writing.

Section D: Order of Business

1. The regular order of business shall be: Call to order, roll call, approval of minutes, public comment, committee reports, old business, new business, adjourn. The order of business may be varied by a vote of the Commission.
2. Time may be allowed for public input prior to a decision. Individuals wishing to speak on an agenda item must submit a request to be heard in writing to the Chair prior to the item.
3. Persons wishing to speak longer than three minutes shall request time on the agenda at least five days in advance of a scheduled meeting.
4. In addition to providing public comments in person at Commission meetings, members of the public may comment remotely via a telephonic or other Internet-based service option at regular meetings. Individuals requesting to speak remotely must follow the same rules as in-person speakers.
5. No vote of the Commission shall be considered as reflecting an official position of the Commission unless passed by a majority of its members present at the specific meeting when the vote was taken.

Section E: Minutes of Meetings

1. Minutes of meetings shall be prepared by administrative staff in the following manner:
 - a. Minutes shall be in summarized form, except motions shall be recorded verbatim.
 - b. Minutes of all meetings of the Commission shall be maintained for two years.
 - c. Copies of the agenda and minutes of each meeting shall be filed with the Clerk of the County Board of Supervisors.