

**AMENDED  
BY-LAWS  
OF  
THE MAYOR’S COMMISSION ON THE STATUS OF WOMEN**

**INITIALLY ADOPTED: September 12, 1974  
REVISED: March 22, 1999; \_\_\_\_\_**

**ARTICLE I**

**Name**

**Section 1. The name of this body shall be the Mayor’s Commission on the Status of Women, hereinafter designated as MCSW.**

**ARTICLE II**

**Purposes**

**A Resolution establishing MCSW was passed by the City Council of the City of San Antonio on May 7, 1970 “to serve in an advisory capacity to the City Council of the City of San Antonio to advise on matters affecting the employment opportunities, education, social, civic, and political participation by women in the American way of life.”**

**MCSW shall seek:**

**To foster a closer relationship and a fuller exchange of ideas between women of respective districts and City Council members;**

**To further the equal legal, social, political, economic and educational opportunity and advancement of all women in the community;**

**To eliminate discrimination on the basis of sex or gender.;**

**To promote the dissemination of information on employment opportunities for women in the public sectors, and to provide counsel when and if necessary;**

**To advocate and prioritize the creation of policies that support women’s safety, health, and economic opportunity in the City of San Antonio and in particular policies that**

will foster reduction of domestic violence rates, improve health outcomes, and promote equitable access to economic and business opportunities.

## **ARTICLE III**

### **Membership**

**Section 1. Membership in MCSW shall be of two types:**

- a. Commissioner**
- b. Associate Member**

**Section 2. a. Commissioner– The Mayor and each City Council member shall nominate for appointment one representative to the MCSW. Membership in the MCSW shall be those persons appointed by City Council. Unless otherwise specified in these bylaws, the term “member” shall refer to commissioners. Commissioners must attend Municipal Leadership Institute Training before they can be considered for reappointment to the MCSW.**

**b. Associate Member :**

**(1) Associates shall be those appointed by each commissioner.**

**(2) The number of associate members shall be limited to two members per District, and two at-large, to ensure a representative cross section of residents in the City.**

**(3) An associate member’s term of membership shall coincide with the term of the Commissioner who appointed the member.**

**(4) An associate member can be removed at the discretion of the MCSW.**

**Section 3. Absence of Commissioners and Associate Members.**

- a. Each Commissioner and Associate Member shall strive to attend all scheduled meetings. If a Commissioner or Associate Member must be absent from a regularly scheduled meetings, the individual shall notify the Commission secretary or designee prior to the meeting.**
- b. If a Commissioner's attendance at regularly scheduled meetings falls below fifty (50) percent on an annual basis from the appointment date, or a member misses three (3) regularly scheduled consecutive meetings,**

the assigned City liaison shall notify the Office of the City Clerk, who shall coordinate the attendance issue with the appointing Council Member's office, or the Mayor, if an at-large appointee. The City Clerk, upon approval by the appointing Council Member or Mayor, as applicable, shall notify the Commissioner in writing that the Commissioner will be removed from the MCSW, without any further action by the City Council.

**c. MCSW shall ask an Associate Member to resign if:**

**(1) an Associate Member's attendance at regularly scheduled meetings falls below 50% on an annual basis from the Associate Member's appointment date; or**

**(2) an Associate Member misses three (3) regularly scheduled consecutive meetings.**

**Absences may be formally excused by the MCSW.**

**d. Attendance at a meeting will count if the member is able to attend via video conferencing so long as video conferencing occurs in accordance with the Texas Open Meetings Act rules related to attendance by videoconferencing, and so long as participation in this manner is limited to two (2) meetings per calendar year.**

**Section 4. Term of membership.**

**a. A Commissioner and Associate Member can only serve for three (3) consecutive two year terms.**

**b. A Commissioner and Associate Member can be removed at the discretion of the City Council.**

## **ARTICLE IV**

### **OFFICERS**

**Section 1. The officers of the MCSW shall be a Chairperson, Vice-Chairperson, Secretary, Treasurer, Parliamentarian, and Communications Officer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Commission.**

**a. The elected officers shall be Chairperson, Vice-Chairperson, Secretary, and Treasurer.**

**b. The Parliamentarian and Communications Officer shall be appointed by the Chairperson.**

**Section 2. Officers shall be elected by ballot after all nominations have been made by the Commissioners. Officers shall assume responsibility immediately after election or appointment is made.**

## **ARTICLE V**

### **Duties of Officers**

#### **Section 1. CHAIRPERSON**

**a. The Chairperson shall preside at all regular and special meetings.**

**b. The Chairperson shall appoint Standing and Special Committee Chairpersons.**

**c. The Chairperson shall appoint committee members whose selection is not otherwise provided for in these bylaws.**

**d. The Chairperson shall serve as *ex officio* member of all committees except the nominating committee.**

**e. The Chairperson shall enforce all rules of the Commission.**

## **Section 2. VICE CHAIRPERSON**

- a. The Vice Chairperson shall assume responsibility to act in the absence or inability of the Chairperson. In case of the death, resignation, absence, refusal or neglect by the Chairperson to discharge the duties of the Chairperson's office, the Vice Chairperson shall perform all duties incumbent upon the Chairperson until the next meeting of the MCSW when a successor shall be chosen to fill the vacancy.**
- b. The Vice Chairperson shall assist the Chairperson in all matters pertaining to the Chairperson's office.**
- c. The Vice Chairperson shall maintain an updated list of presidents and executive directors, or any other equivalent office, of major women's service and civic organizations.**

## **Section 3. SECRETARY**

- a. The Secretary shall execute the duties of the recording secretary as they relate to the business of MCSW.**
- b. The Secretary shall record and edit minutes of the regular and specially called meetings.**
- c. The Secretary shall maintain a permanent file on all correspondence and action of the MCSW.**
- d. The Secretary shall keep an attendance list of all persons present at each meeting of the MCSW.**
- e. The Secretary shall act as liaison with the City Staff which may be provided.**

## **Section 4. TREASURER**

- a. The Treasurer shall receive and deposit all monies in the name of the Commission in a Trust Fund of the City of San Antonio.**
- b. The Treasurer shall coordinate with City staff to pay all bills and make other authorized disbursements when authorized.**

## **Section 5. PARLIAMENTARIAN**

- a. The Parliamentarian shall serve as adviser to the Chairperson on parliamentary procedures.**
- b. The Parliamentarian shall provide the Chairperson with any written or oral interpretation of the Bylaws with relevant references and precedents upon request.**
- c. The Parliamentarian shall serve as Chairperson of the Standing Rules and Bylaws Committee.**

## **Section 6. Communications Officer**

**(ADD RESPONSIBILITIES HERE)**

## **ARTICLE VI**

### **Meetings**

**Section 1. The MCSW shall meet on a regular monthly basis. The schedule of monthly meetings shall be decided each year by the membership.**

**Section 2. Special meetings may be called by the Chairperson or any member of the Commission subject to notification provided to the Chairperson. The purpose of the meeting shall be stated in the call. Except in cases of emergency satisfying the requirements in the Texas Open Meetings Act, at least three days' notice shall be given.**

**Section 3. A quorum for the transaction of business shall consist of a majority of the members of the Commission.**

**Section 4. In all matters upon which the Commission may vote, a majority of the members in office shall be necessary for adoption.**

## **ARTICLE VII**

### **The Executive Committee**

**Section 1. The officers of the commission shall constitute the Executive Committee.**

- a. It shall be the duty of the Executive Committee to carry out the purposes of the**

commission, and when deemed necessary, act for the body. All actions of the Executive Committee must be ratified by the MCSW at the next regular meeting.

## **ARTICLE VIII**

### **Committees**

**Section 1.** Standing committees of the MCSW shall be the Executive Committee and may include Civic and Political, Legislative, Education, Employment Opportunities and Women in Texas Celebration Events.

a. The Chairperson shall appoint such special committees as deemed necessary to carry out the goals and objectives of the MCSW.

b. Each committee shall keep a record of its meetings and work products and shall report to the MCSW at its designated meetings or when called for by the Commission Chairperson. Each committee shall be responsible for establishing operational procedures appropriate to its function.

## **ARTICLE IX**

### **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Commission in all cases to which they are applicable and in which they are not consistent with these bylaws and any special rules of order the commission may adopt.

## **ARTICLE X**

### **Amendment of Bylaws**

These bylaws may be amended at any regular meeting by a two-thirds (2/3) vote of Commissioners present and voting, provided there is a quorum present and changes have been submitted to the Commissioners at a regular meeting at least thirty (30) days in advance.

Proposed recommendations for changes in bylaws shall be submitted in writing to the Commission Chairperson.

**Bylaws amendments adopted at a meeting shall become effective at the close of the meetings, unless an amendment is in conflict with the City's Rules for Boards and Commission, in which case, the amendment must be approved by the City Council through passage of an ordinance.**

**Helen Butler, Chairperson  
MCSW**

**Dorothy Lee Collins, Chair  
Carmen Gamez  
Yolanda Arellano  
May 1988**

**Adopted: June 27, 1988**

**REVISED: March 22, 1999**

**Barbara Kirchwehm, Chairperson  
MCSW**

**Dorothy Lee Collins, Chair  
Lucy Hall  
Terri Rodriguez-Warren**