**NEVADA COMMISSION for WOMEN**

**BYLAWS**

**DRAFT**

**Authority**

The Nevada Commission for Women was established through the authority contained in Assembly Bill 116 as passed by the 1995, and is written into statute NRS 233I.

**Mission**

**Powers and Duties**

1. The Commission shall study the changing and developing roles of women in society, including the recognition of socioeconomic factors that influence the status of women and recommend proposed legislation.
2. The Commission may collect and disseminate information on activities, programs and essential services available to women in Nevada.
3. Advise executive and legislative bodies on the effect of proposed legislation on women.
4. Inform leaders of business, education, health care, state and local governments and the communications media of issues pertaining to women.
5. Provide referrals and serve as a resource of information on issues pertaining to women.
6. Identify and recommend qualified women for positions at all levels of government.
7. Promote and facilitate collaboration among local women’s commissions and among women’s organizations in the state.
8. Recognize and promote the contributions that Nevada women make to their community, state and nation.

**Membership Designation of Chair and Vice Chair: terms of officers**

1. There will ten members of the Nevada Commission for Women appointed by the Governor.
2. Membership must reflect the varied political philosophies regarding issues of concern to women.
3. The Governor shall designate one member of the Commission to serve as Chair and one member of the Commission to serve as Vice Chair.
4. Each Chair, Vice Chair and other officer of the Commission shall serve a term of one year and may be reappointed for a second one year term.
5. No more than five members of the Commission may be from the same political party

**Terms of office; Reappointment; Vacancies**

1. Except for the initial members, the term of office of each member of the Commission is 3 years and commences on July 1 of the year of appointment.
2. Members shall continue in office until their successors are appointed.
3. Members are eligible for reappointment, except that no member may serve for any part of more than 2 consecutive terms.
4. Vacancies must be filed by appointment for the unexpired terms by the Governor.

**Meetings & Quorum**

1. The Commission shall meet at the call of the Chair as frequently as required to perform its duties, but no less than quarterly.
2. A simple majority of the members of the Commission constitutes a quorum for the transaction of business, and a majority of those present at any meeting is sufficient for any official action taken by the Commission.

**Appointment of Committees**

1. The Chair of the Commission may, with the approval of the Commission appointment committees from its members to assist in carrying out any of the functions or duties of the Commission.
2. Any appointed committee will provide a written report of their work to the Commission.
3. Committees are bound to abide by all Open Meeting Law requirements.

**Reimbursement for Certain Expenses**

1. Members of the Commission receive no compensation for their services.
2. However, they are entitled to be reimbursed for all travel and other expenses actually and necessarily incurred by them in the performance of their duties, within the limits of money available from gifts, grants, contributions and other money received.
3. Expenditures of money including in-kind donations must be approved by the Commission.

**Gifts, Grants and Contributions**

1. Commission members will identify one member as the Fundraising Lead. This person will coordinate fundraising strategies and activities and facilitate fundraising efforts of the Commission. This person will also provide regular updates at the Commission Meetings.
2. At the discretion of the Chair and in coordination with the Fundraising Lead, any member of the Commission may apply for and receive gifts, grants contributions or other money.
3. Any solicitation for funds must have prior approval from the Commission with a detailed description of the funding source being considered for solicitation.
4. All funding requests must be project specific and provide a clear audit trail of receipt of money and expenditures.
5. Sources for funds can be from the State and Federal Government, private agencies, affiliated associations and other persons for the purposes of fulfilling its powers and duties and defraying expenses incurred by the Commission in conducting its business.

**Legislative Contact – (Note: Add more steps to the process)**

1. The Commission Members will identify one member as the Legislative Lead. This person will coordinate contact with legislators, or their representatives, on behalf of the Commission. At the discretion of the Chair and in coordination with the Legislative Lead, members of the Commission may meet with elected officials.

**Department of Administration**

1. The Director of the Department of Administration shall provide staff assistance to the Commission as the Governor deems appropriate.
2. The Commission may engage the services of volunteer workers, and project-specific consultants as required.
3. The Commission does not have the authority to create staff positions.
4. Workmen’s Compensation will be provided as necessary from the Commission’s budget.
5. The Commission may develop and execute an annual work program.
6. The Commission’s Chair has the authority to enter contracts approved by the Department of Administration.

Dated: September, 2016