



**WOMEN'S
COMMISSION**
DENVER HUMAN RIGHTS &
COMMUNITY PARTNERSHIPS

**BYLAWS
REVISED
2019**

Denver Women's Commission Bylaws

A

NAME

The name of this commission shall be the Denver Women's Commission ("Commission").

A

STATEMENT OF PURPOSE

The purposes of the Commission shall include the following;

1. To recommend necessary procedures, programs or legislation to promote and ensure equal rights and opportunities for all people that identify as women and girls (hereafter "women").
2. To the City and County of Denver Mayor on the conditions, concerns and needs of the women living and working in Denver. To facilitate research in areas of current interest to women.
3. To coordinate workshops and forums and promote other educational opportunities for women.
4. To conduct public hearings within the scope and function of the Commission.

A

MEMBERSHIP

1. Number, composition, and term shall be as set forth by Denver Revised Municipal Code, Sec. 28.21.
2. Composition and Selection. All members shall be appointed by the Mayor and confirmed by City Council.
 - a. The membership of the commission shall make a good faith effort to represent the ethnic, gender identity, racial, age distribution, sexual orientation, political affiliation, and geographic demographics of their constituency population.
3. Term. The term of the Commissioners shall be (2) two years; the terms shall be staggered so that approximately one-half (1/2) of the members shall be appointed each year. The term of office of Commissioners shall expire on the later of June 30th of the second year after appointment, or upon the appointment of his or her successor.
4. Vacancies.
 - a. The Mayor shall fill any vacancy due to death, resignation or removal, occurring in the \ membership in the commission. Any Commissioner appointed to fill a vacancy shall serve for the unexpired term of his or her predecessor. Preference will be given to the nominations

committee to individuals who have attended at least 3 working sessions.

- b. Any and all vacancies in any elective or appointive offices, occasioned by death, resignation or otherwise, and not otherwise provided for, shall be filled by the Mayor.(2.2.9)

5. Removal.

- b. All members will serve in accordance with Chapter [2.2.6](#) of the charter, i.e. Commissioner serve at the pleasure of the Mayor.
- c. Failure to attend three (3) consecutive regularly scheduled meetings of the Commission, either in person or by telephone, without reasonable cause acceptable to a majority vote of the membership of the Commission, shall result in notification thereof to the Mayor.



A

OFFICERS

1. The Officers of the Commission shall consist of Chairperson, Vice Chairperson, a Historian/Archivist, a Secretary and Advisory Board Member and Alternate. Officers will be chosen by the Commissioners by election and will serve for a one year term. An officer may serve as the delegate to the Agency for Human Rights and Community Relations Advisory Board.
2. Elections. The annual election of officers shall take place at the May meeting of the Commission. Any current Commissioner with at least one year remaining on her/his term may be elected as an officer, provided that such election does not violate the officer term limitations set forth elsewhere in this Article IV. Officer terms shall run from July 1 through June 30. A vacant office may be filled by election at any regular meeting of the Commission.
3. The Chairperson shall:
 - a. Preside at meetings of the Commission.
 - b. Establish standing committees, subcommittees and task forces consisting of one or more individuals, and designate their members and chairpersons.
 - c. Serve as an ex officio member of all committees.
 - d. Represent the Commission.
 - e. Appoint members to represent the Commission on an ad hoc basis to represent the Commission for special purposes.
 - f. Supervise the implementation of Commission decisions.
4. Vice Chairperson. The Vice Chairperson shall perform such duties and possess such powers as from time to time assigned by the Commission or by the Chairperson. In the absence or inability of the

Chairperson, the Vice Chairperson shall perform the duties of the Chairperson. The Vice Chairperson shall serve for a period of one year.

5. Secretary. The Secretary shall give, or cause to be given, notice of all commission meetings and shall attend all such meetings and keep a record of their proceedings. The Secretary shall perform such other duties as from time to time may be assigned by the Commission or by the Chairperson.
6. Historian/Archivist. The Historian/Archivist will insure that an accurate history of the commission is maintained. The Historian/Archivist will insure that all minutes, annual reports, and other key documents are available for public record.
7. Advisory Board Member: The Commission shall elect a delegate to the HRCP Advisory Board and one (1) individual as their alternate delegate. The alternate delegate shall attend in the event that the primary delegate cannot attend a scheduled meeting or perform their duties.
8. Removal. An officer can be removed by a two-thirds vote of the Commission, provided that the individual is given the opportunity to address the Commission prior to the vote.
9. HRCP Staff. The HRCP staff person to the Commission may serve as Secretary and/or Historian/Archivist.
10. Limitation. With the exception of HRCP staff, no officer shall serve more than two consecutive one year terms.



A

MEETINGS

1. Number. The Commission shall meet at least eleven (11) times a year. Special meetings may be called at any time by the Chairperson or the Commission for any purpose or purposes.
2. Notice of Meeting. Notice of each meeting of the Commission shall be given not less than five (5) days prior thereto to each commissioner personally, by mail or email. The notice of all meetings shall state the place, day and hour of the meeting and the agenda for the meeting. All meeting notices must be posted on the HRCP Board, in accordance with [DRMC 2-32](#).
3. Place of Meeting. Meeting of the Commission shall be held at such place or places within the City and County of Denver as may be designated.
4. Quorum. A majority of the Commissioners of record shall constitute a quorum at a meeting of the Commission. In the absence of a quorum at any such meeting, a majority of the Commissioners present may adjourn the meeting for up to thirty (30) days without further notice. The Commissioners present at a duly constituted meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough Commissioners to leave less than a quorum.
5. Organization. The Chairperson or Vice Chairperson shall call meetings of the Commission to order and act as Chair of such meetings. In the absence of said officers, any Commissioner may call the meeting to order and a temporary Chairperson shall be elected for purposes of conducting the meeting. In the absence of the Secretary, a person appointed by the Chairperson shall act as Secretary of the meeting.
6. Voting. Each Commissioner shall be entitled to vote. No voting by proxy shall be allowed. When a quorum is present at any meeting, the affirmative vote of a majority of those present shall decide any question brought before such meeting unless a different vote is required by ordinance or these bylaws,

in which case such express provision shall control.

- a. Members interested in running for an office position should contact the executive committee to notify interest in an elected position by March 1, and interested commissioners need to provide a statement of intention and skill criteria.
 - b. Any such statements and other materials should be brought to the Commission at the April meeting by the Executive Committee to be dispersed and shared for election purposes.
 - c. All elections for Executive Committee members should occur at the following May meeting.
 - d. Elected Executive Committee Member responsibilities should begin by June 1. Any materials that need to be shared by Emeritus Executive Committee members to elected Executive Committee members by June 1.
 - e. All voting of Executive Committee members shall be conducted using paper ballots and results of elections shall be announced by margin during the June meeting.
7. Rules of Procedure. All regular and special meetings of the commission and its committees shall be open to the public, and shall be conducted in accordance with Roberts Rules of Order, except where in conflict with these bylaws, in which case such express provision shall control.

A

COMMITTEES

1. Executive Committee. There shall be an Executive Committee of the Commission consisting of the Chairperson, Vice Chairperson, Secretary, chairpersons of any committees that may be appointed and the delegate to the HRCP Advisory Board. The Executive Committee may exercise all of the authority delegated to it by the Commission by resolution except as otherwise prescribed by law. Only members of the Commission shall be voting members of the Executive Committee. The committee members must participate in executive committee at least one week prior to all commission meetings either in person or via phone/computer to coordinate agenda and action items/goals promoted by executive committee. Any kind of Agenda that has a vote must be posted within 48 hours in advance of Commission meeting.
2. Other Committees. The Commission may designate such other committees, including task forces and special projects, as deemed necessary or appropriate and shall prescribe the duties, functions and duration by resolution.

A

POWERS AND DUTIES

1. The Director of the Denver Women's Commission is appointed by the Executive Director of the Agency for Human Rights and Community Partnerships (HRCP).
2. The Director will carry out duties as defined in the Denver Revised Municipal Code, Chapter 28 Article II, Section 28-17.
3. The Commission shall:
 - a) Advise the Executive Director and the Mayor on the special issues and opportunities of their constituency groups.

- b) Recommend necessary procedures, programs, legislation or administrative action to promote equal rights and opportunities for the people of the city to the Executive Director.
- c) Annually recommend goals and objectives of the Commission to the Executive Director.
- d) Elect one individual as their delegate to the HR/CR Advisory Board and one individual as their alternate delegate.

Perform other duties and functions as requested by the Mayor or the Executive Director of HRCP.

4. Other staff support may also be provided by HR/CR.



AMENDMENT

The bylaws of the Commission shall be subject to alteration, amendment or repeal, and new bylaws may be adopted by the affirmative vote of a majority of a quorum of the members of the Commission at any regular or special meeting. Notice of proposed changes, edits, or updates will be provided to Commissioners in advance with the meeting notice.



EFFECTIVE DATE; APPLICABILITY

These bylaws shall take effect and supersede any previously adopted bylaws as of the effective date of the proposed ordinance recodifying the Agency for Human Rights and Community Relations in accordance with the most recent updates to Denver Revised Municipal Code.

CERTIFICATION

The undersigned hereby certifies that she or he is the duly elected, acting and hereunto authorized Secretary of the Denver Women's Commission and that the foregoing bylaws constitute a true and complete copy of the duly adopted bylaws of the Commission presently in full force and effect.

***Latest Update to Article IV, Item #2-Elections-Commissioner Approved- July 11, 2019
Updated And Approved This First Day Of August, 2019
(Original implementation October 3, 1988)***

/S/ Lisa Weinberg _____

Lisa Weinberg:
Acting Secretary

Updated July 2019//Voted changes, Denver Women's Commissioners