

# WYOMING COUNCIL FOR WOMEN'S ISSUES BYLAWS

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## ARTICLE I

### CREATION AND MISSION

**Section 1.** The Wyoming Council for Women's Issues is a statutorily created Council whose members are appointed by the Governor. (W.S § 9-12-502). Hereafter the Wyoming Council for Women's Issues may be referred to as the Council.

**Section 2.** The Council for Women's Issues shall focus attention on the status of women in Wyoming with emphasis on the following areas:

- 1) Employment practices
- 2) Educational opportunities
- 3) Home and community
- 4) Legal rights and responsibilities.

## ARTICLE II

### COUNCIL MEMBERS

**Section 1.** The Council shall consist of thirteen members each of whom shall serve for a term of six (6) years and one ex-officio member.

**Section 2.** The Council shall be composed of one (1) woman from each of the judicial districts in the state with four (4) persons chosen at large. The chief executive officer of the Wyoming Business Council or his or her designee shall be an ex-officio member.

**Section 3:** By statute, no more than 75% of Council members shall be from the same political party.

**Section 4.** Council members are expected to represent the women of the state. Full participation and attendance at Council meetings and events is expected.

**Section 5.** If a Council member or her business is to be considered for a bid or is requesting funds from the Council; or if a Council member might financially benefit in any way in a matter coming to the attention of the Council, that Council member shall declare to the Council such conflict and shall excuse herself from voting on the matter. In any aspect of a conflict of interest concern is not addressed by this section, the Wyoming conflict of interest statute shall be controlling W.S. § 17-19-831.

Each Council member shall also sign a conflict of interest statement at the beginning of her term on the Council.

**Section 6.** Council members with two unexcused absences at regularly scheduled meetings during a calendar year will be asked to resign from the Council so that constituents can be fully represented. If the Council member does not resign, a request may be made to the Governor to remove the member from the Council as allowed under W.S. § 9-1-202 and 9-12-501.

**Section 7.** Once the chair acts to request a resignation, the board will be reduced proportionately until a replacement member has been appointed by the Governor.

## **ARTICLE III**

### **OFFICERS**

**Section 1.** The elected officers of this Council shall be a chair, a vice-chair, a secretary and a treasurer. The office of secretary and treasurer may be combined. No person shall hold more than one (1) elected office.

**Section 2.** The Executive Board shall consist of the elected officers and immediate past chair (if still a member) and shall have charge of the affairs, funds, and property of the Council

**Section 3.** Officers shall be elected at the winter meeting of each-odd numbered year for a two (2) year term. Nominations shall be made by an ad-hoc committee who shall present a slate of candidates to the membership at least thirty (30) days before the winter meeting.

**Section 4.** The newly-elected offices will assume office on July 1 of each odd-numbered year.

**Section 5.** Officers may be elected to serve 2 consecutive terms.

## **ARTICLE IV**

### **DUTIES OF OFFICERS**

**Section 1.** The chair shall preside at all meetings and shall perform such duties as usually pertain to that office.

**Section 2.** The vice-chair shall perform all the duties of the chair during the absence or inability of the chair.

**Section 3.** The secretary shall keep an accurate record of the meetings of the Council and of the correspondence of the Council.

**Section 4.** If a secretary/treasurer is elected, she shall work in conjunction with the fiscal officer to keep the Council apprised of the financial condition of the Council. The treasurer shall provide quarterly financial reports to the Council and shall work in conjunction with the assigned Wyoming Business Council staff to monitor an annual budget for the Council.

**Section 5.** Any vacancy of an office shall be filled by an appointment by the chair for the remainder of the term and shall be ratified by a majority of the board at the next meeting.

## **ARTICLE V**

### **COMMITTEES**

**Section 1.** Pursuant to the statutory authority for the Council there shall be 4 standing committees.

Employment practices, Educational opportunities, Home and community and; Legal rights and responsibilities. Chairs of each of these committees shall be appointed by the Council Chair. Committee Chairs are appointed for a two-year period.

**Section 2.** The Council Chair may appoint ad hoc committees as needed.

## ARTICLE VI

### FISCAL YEAR

**Section 1.** The Fiscal year of the Council shall begin on July 1.

## ARTICLE VII

### MEETINGS

**SECTION 1:** Regular meetings shall be held four (4) times each year, or as designated by the Executive Board.

**SECTION 2:** Special meetings may be called, if deemed necessary by the Executive Board

**SECTION 3:** A quorum shall consist of a simple majority of the voting members. In the event a quorum is expected and does not occur, the Chair may declare a special session in which all votes must be ratified within 30 days.

## ARTICLE VIII

### AMENDMENTS TO BYLAWS

**Section 1.** These by laws may be amended by a two-thirds affirmative vote of the appointed Council members at a regular meeting provided any proposed amendment(s) have been mailed or electronically transmitted to each Council member at least thirty (30) days before the meeting of the Council.

**Section 2.** The 30-day notice requirement may be waived by unanimous vote of all Council members if at least 15 days written or electronic copy of the amendments has been given to the Council members.

**Section 3:** These by-laws shall replace all previous versions of Council by-laws and shall be effective \_\_\_\_\_.

APPROVED BY WYOMING COUNCIL ON WOMENS ISSUE'S COUNCIL MEMBERS ON

Oct. 22, 2016.

Casandra J. Lora

Council Chair