

City of San Diego

Commission on the Status of Women

BYLAWS

ARTICLE I | PURPOSE AND INTENT

It is the purpose and intent of the Council of the City of San Diego (City Council) to establish a Commission on the Status of Women (Commission) as an advisory board to advise the Mayor, City Council, and other agencies of the City of San Diego (City) government of the needs and challenges of people who identify as women (women) in San Diego, and to recommend resources and programs designed to alleviate any inequities that may confront women in social, economic, political, educational, and vocational pursuits.

ARTICLE II | OFFICERS

1. The officers of the Commission on the Status Women shall be the Chair and a Vice-Chair with the option to elect additional officers as deemed necessary by the commissioners. No Commissioner shall simultaneously hold more than one office.
2. The Commissioners shall be appointed by the Mayor and confirmed by the Council. Each Commissioner shall serve a two (2) year term and each Commissioner shall serve until a successor is fully qualified and appointed. The Commissioners shall be appointed in such a manner that the terms of not more than six (6) members shall expire in any year.
3. If the Chair is not appointed by the Mayor in March, beginning April 15, commissioners may vote to elect their own Chair during the next scheduled

Commission meeting with the term commencing May 1 and ending April 30 the following year. The elected Chair shall serve in this capacity for no more than two consecutive terms unless majority of the Commission votes to extend the Chair's term.

4. Notwithstanding any other provision contained in these Bylaws or Municipal Code section 26.13, the Commission shall fill any vacancy in the office of Chair or Vice-Chair or any other elected or appointed position that occurs during the unexpired term of office at the next regularly scheduled Commission meeting. The Chair or acting Chair shall take nominations from the floor to fill the vacant position. Each nomination must be seconded by another Commissioner.
5. Any elected or appointed officer who resigns shall submit the resignation in writing and deliver it to the City staff that supports the Commission. Commissioners shall be notified in writing by the City staff who receives the resignation notice of any Commissioner or Officer as soon as practicable and no later than the next scheduled Commission meeting.
6. Any Commissioner may move to remove an Elected Officer at a duly called and constituted regular or special meeting of the Commission if the subject has been noticed upon the agenda for that meeting. The elected Officer may be removed only upon the affirmative vote of a simple majority of Commissioners.

ARTICLE III | DUTIES AND FUNCTIONS

A. Commission Duties

The Commission on the Status of Women shall:

1. Maintain an active liaison with citizen groups interested in women's issues.

2. Find new ways to promote awareness of the changing life patterns, opportunities, and responsibilities of women today.
3. Investigate challenges and recommend policies and programs that will give women the ability to pursue equal opportunities without discrimination. Specific programs will be governed by the Commission's priorities as detailed in its annual strategic plan and may include a focus on, but not be limited to:
 - a. Childcare.
 - b. Economic development.
 - c. Affordable housing.
 - d. Equitable employment.
 - e. Women's health, wellness, and wellbeing.
 - f. Vocational training.
 - g. Safety and security.
 - h. Eldercare.
 - i. Substance abuse and recovery.
4. Advise the Mayor and City Council of the needs and challenges of women in the San Diego area.
5. Suggest to the Mayor and City Council methods through which any existing gender inequities in pay and job opportunities may be eliminated.
6. Perform other studies and surveys on the status of women as may be specifically requested by the Mayor and City Council and provide information and advice thereon.
7. Submit an annual report to the City Council in December of each year.

8. Develop an annual strategic plan by January 1 to be presented by the Officers to the Mayor and City Council and detail the key initiatives the Commission will champion and agendize during its term.

The Commission shall request the City provide necessary technical and administrative assistance to the Commission as follows:

1. Preparation of and posting of public notices as required by the Ralph M. Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the City Council.
2. Provision of a meeting room including any necessary audio/visual equipment.
3. Preparation and copies of any documentary meeting materials, such as agendas and reports; and
4. Retention of all Board records and providing public access to such records.
5. Maintenance of a local events calendar and dissemination of general information of interest to members of the Commission.

B. Commissioner Duties

Each Commissioner shall:

1. **Regular Attendance:**

Commissioners are expected to attend all regularly scheduled meetings. Consistent participation is essential to the effective functioning of the Commission.

2. **Notification of Absence:**

If a Commissioner is unable to attend a meeting, they must notify the Chair and/or Commission staff in advance, providing the reason for the absence.

3. Commissioners are expected to actively participate in meetings, committees, and assigned duties. If a Commissioner finds themselves unable to fulfill their responsibilities, they are encouraged to have a timely and respectful conversation with the Chair and Vice Chair to explore available options, which may include reassignment or resignation if necessary.
4. Serve as an active member of at least one Commission subcommittee each year.
5. Actively support work plan goals and projects in ways deemed necessary by the subcommittee.

C. Elected Position Duties

1. Chair / President

Responsibilities:

- Lead and facilitate commission meetings.
- Set agendas in collaboration with staff liaison
- Represent the commission at official functions and community events.
- Ensure the commission stays focused on its mission and strategic goals.
- Act as the primary liaison between the commission and city officials/staff.
- Appoint subcommittees and delegate tasks as needed.

2. Vice Chair / Vice President

Responsibilities:

- Assist the Chair and act as Chair in their absence.
- Support the coordination of meetings and special events.
- Oversee specific initiatives or task forces as assigned.
- Serve as a backup liaison to external stakeholders.

3. Secretary

Responsibilities:

- Take and distribute meeting minutes.
- Maintain accurate records of attendance, motions, and votes.
- Ensure compliance with public meeting laws and transparency guidelines.
- Work with staff liaison to manage documentation and communications.
- Be the Vice-Chair Alternate in the Vice-Chair's absence

ARTICLE IV | ORGANIZATION AND MEETINGS

The Commission shall comprise eleven (11) members who shall serve without compensation. The members shall be appointed by the Mayor and confirmed by the City Council.

Regular Meetings. The Commission shall meet at a regularly established time and place. All meetings of the Commission shall be public and comply with the Ralph M. Brown Act. The Commission shall post an agenda containing a brief general description of all business items to be transacted at each regular meeting at least seventy-two (72) hours before such a meeting. The agenda shall indicate the time and place of each meeting.

Quorum. A simple majority of the seated members of the Commission will constitute a quorum for the conduct of Commission business. Official action may be taken by a simple majority.

Docketing of Items for Agenda. Any Commissioner or member of the public may request that an item be placed on the agenda by notifying supporting City staff, the Chair, and/or the Vice-Chair in writing, prior to the first Thursday of each month or during the Commissioner comment period during a scheduled Commission meeting. Final determinations regarding the docketing of agenda items will be made by the Chair.

ARTICLE V | COMMITTEES

The Commission shall form subcommittees as deemed necessary to carry out its action plan. The Commission shall define each subcommittee's powers and duties and appoint its members.

Chair may designate another Commissioners to represent the Commission's position or view. No other member of the Commission shall speak for or go public without prior approval from the Commission when speaking on behalf of the Commission. When circumstances require public comment from the Commission on an issue or event about which the Commission has not yet taken a position, the Commissioner may respond for themselves but not on behalf of the Commission.

ARTICLE VIII | ORDER OF BUSINESS

Generally, the order of business for regular Board meetings shall be as follows:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Approval of Agenda
5. Non-Agenda Public Comment
6. Agenda Public Comment
7. Discussion and Action on Agenda Items
8. Subcommittee Updates
9. Staff, Chair, and Commissioner Comments, including proposed agenda items for future meetings
10. Adjournment

ARTICLE IX | AMENDMENTS

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These Bylaws were drafted and approved on July 11, 2025 and are subject to the Ralph M. Brown Act and the City of San Diego Municipal Code

Amending the Bylaws. These Bylaws may be reviewed once every three years or more often as necessary by a subcommittee appointed to do so by the Commission. Any amendments to these Bylaws shall require an affirmative vote of two-thirds of the Commission members.