

**ADOPTED BYLAWS OF
THE WOMEN'S ISSUES COMMITTEE CITY OF MADISON, WISCONSIN**

ARTICLE I.

Name and Authority

The name of this Committee shall be the Women's Initiatives Committee (hereafter referred to as WIC.) It is authorized by Madison General Ordinance Sec. 33.27.

ARTICLE II.

Mission

Our mission is a more equitable workplace for the City of Madison, regardless of gender or other group status. We promote inclusive policies, create opportunities for education and employee development and plan programming to support a changing, equitable culture for women and underserved genders.

ARTICLE III.

Membership

Section 1. The membership of WIC shall not be less than five (5) and not more than twenty (20) active members. To reach a quorum, one more than half of the total number of active members of WIC must be present.

Section 2. An Active member shall be any employee appointed by the Mayor. An active member must attend meetings on a regular basis, to maintain their status as an active member, as set forth in the bylaws. An active member has voting rights.

An Associate member shall be any City employee who cannot be an active member, but chooses to attend meetings or participate in WIC events. To become an Associate member, an individual shall make a request to the Chairperson. An Associate member is not appointed by the Mayor and does not have voting rights.

Active membership shall be established as follows: (a) An employee receives permission from their supervisor (b) WIC emails the name of an associate member to the Director of the Department of Civil Rights (DCR) for approval and copies the Mayor's Office for their approval (c) the Mayor approves the nominee in writing to the Director of DCR, WIC Chair, new member, and new member's supervisor.

Section 3. Active members of WIC shall demonstrate commitment by regular attendance and participation in meetings. If a member misses several meetings the Chair will reach out to the member to ask if they still wish to remain a member.

Section 4. The Mayor's Office will notify the employee's supervisor of active membership. This notification authorizes employees to attend the WIC meetings.

Section 5. WIC members are governed by the City Code of Conduct.

Section 6. Any member desiring to resign from WIC shall submit a written resignation to the Chairperson.

ARTICLE IV.

Recruitment

Recruitment shall be continuous and open and is the responsibility of the Chairperson. The letter will state that prospective members will have to attend two (2) meetings before WIC will recommend nominations to the DCR. Recruitment shall be continuous and open to all City employees. Recruitment information shall be available at all WIC events and posted at each City agency location.

ARTICLE V.

Officers

Section 1. The officers of WIC shall be a Chairperson, Vice Chairperson, Communications Chair and Treasurer. The officers shall perform duties prescribed by these bylaws and by the parliamentary authority adopted by WIC. These officers shall comprise the Executive Committee.

Section 2. No member shall hold more than one office at a time.

Section 3. The Chairperson shall preside over all meetings of WIC and shall decide all points of procedure subject to reversal by a majority of the members of WIC. The Chairperson shall act as an ex-officio of all Standing Committees and Subcommittees. The Chairperson shall appoint members to Standing Committees and Subcommittees and work to engage other WIC members in City initiatives, workgroups, and committees whose goals are in line with WIC's strategic plan goals. The Chairperson shall prepare agenda for the monthly WIC meeting. The Chairperson shall serve on the Executive Committee. The Chairperson shall submit names for membership to the Mayor's Office and the Department of Civil Rights (DCR), actively work to recruit new members, and assist with supervisorial approval communication as needed.

The Vice Chairperson shall preside over meetings and take the responsibilities of the Chairperson in their absence. The Vice Chairperson shall serve on the Executive Committee.

The Communications Chair is in charge of working on publicity for any resources or messaging WIC wants to offer to City employees. Communications Chair should work directly with WIC Chair for direct approval and WIC Executive team on review of any messaging that goes out. The Communication Chair shall record minutes and designate another member to take minutes in their absence. The Communications Chair must forward the minutes to the Chairperson within 7 days of the meeting. Once the minutes are approved at the membership meetings, the Communications Chair will then forward the minutes to the City Clerk's Office who will forward them to the States Records Center and the Chair. The Communications Chair shall serve on the Executive Committee and ensure that meetings are properly

posted. The Communications Chair will work with the DCR and our IT Department to regularly update our website. The Communications Chair will work with WIC to improve communication methods and determine what communication methods should be utilized in order to reach WIC's strategic plan goals.

The Treasurer will be responsible for knowing the event budget for our annual Take Our Children to Work Day event, communicating the budget to the planning committee and WIC as a whole, and will communicate to the Chair if additional funds need to be solicited in order to host the event. The Treasurer shall serve on the Executive Committee.

ARTICLE VI.

Election and Scheduled Meetings

Section 1. The election of officers shall be held during the first regular meeting in October for the purpose of electing officers and for any other business that may arise.

Section 2. The Officers shall be elected by open ballot where one or more names are placed in nomination for an office. Officers shall serve a one (1) year term or until their successors are elected. Their term of office shall begin at the completion of the election. A Chairperson and Vice Chairperson must have been a member of WIC for at least one (1) year.

Section 3. No member shall hold more than one office at a time and no member shall be eligible to serve more than three (3) consecutive terms in the same office.

Section 4. Any meetings other than the regularly scheduled meetings can be called by the Chairperson, or the Executive Committee, or an officer and two or more members. A forty-eight (48) hour notice should be given.

Section 5. An election may take place throughout the year if an officer resignation is received more than two months prior to the first regular meeting in October.

ARTICLE VII.

The Executive Committee

Section 1. The officers of WIC shall constitute the Executive Committee.

Section 2. The Executive Committee shall have general supervision of the affairs of WIC between its regular business meetings, fix the hour and place of meetings, make recommendations to WIC, and shall perform such other duties as are specified by the Committee. The Executive Committee shall be subject to the orders of the WIC and none of its acts shall conflict with activities taken by the Committee.

Section 3. Meetings of the Executive Committee shall be called by the Chairperson or by two members of the Executive Committee.

Section 4. The meeting in January shall be the designated date to review the previous years' goals and accomplishments of WIC and to conduct WIC's strategic plan update as needed. This strategic planning session shall be organized by the Executive Committee to the membership of WIC.

ARTICLE VIII.

Subcommittees

Such subcommittees, standing or special, shall be appointed by the Chairperson.

The Executive Committee shall, when necessary, carry on the work of WIC. The Chairperson shall be an ex-officio member of all subcommittees.

ARTICLE IX.

Parliamentary Authority

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED, shall govern WIC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order WIC may adopt.

ARTICLE X.

Amendment of Bylaws

The bylaws can be amended at any regular meeting of WIC by a two-thirds vote of the Active members present, provided that the amendment has been submitted in writing at the previous regular meeting.

Adopted this 11th day of November, 2021.

Rachel Darken

Rachel Darken, Chairperson