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Disabled Accommodation:

If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Deputy Clerk at (707) 565-1851, as soon as possible to ensure arrangements for accommodation.

Approval of the Consent Calendar:

The Consent Calendar includes routine financial and administrative actions that are usually approved by a single majority vote. There will be no discussion on these items prior to voting on the motion unless Commission Members request specific items be discussed and/or removed from the Consent Calendar.

Public Comment:

Any member of the audience desiring to address the Commission on a matter on the agenda: Members of the public are invited to join this meeting in person or via Zoom teleconferencing. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the subject under discussion. Speakers will be limited to three minutes to speak; time limitations are at the discretion of the Chair. While members of the public are welcome to address the Commission, under the Brown Act, Commission members may not deliberate or take action on items not on the agenda, and generally may only listen.

1. Call to Order and Roll Call**2. Land Acknowledgement**

The Commission on the Status of Women of Sonoma County recognizes that we are on the ancestral lands of the Pomo, Wappo, and Coast Miwok, who are the original stewards of this land. We further acknowledge that the office of the Commission on the Status of Women resides on Southern Pomo land in Santa Rosa. We respect and honor the past, present, and future generations, and are grateful for the opportunity to give our respect to the first inhabitants.

3. Open Time for Public Comment

At the beginning of each Commission meeting, any member of the public may address the Commission concerning any item not on the Commission's agenda. Speakers will be limited to three (3) minutes unless otherwise specified by the Chair or the Presiding Officer. The public will be given an opportunity to speak on each business item at the time it is called. The Commission may discuss and/or take action regarding any or all of the items listed below.

4. Consent Calendar

- a. Approval of the July 10, 2025 Meeting Minutes

5. Officer Reports, Commissioner Announcements, Administrative Updates

Officers and Staff to discuss administrative-related matters including, but not limited to, field trip ideas and speaker coordination. Commissioners to provide

any commission-related announcements, report on communications with supervisors, and announce any tabling opportunities.

- a. Cleaning the storage unit on August 16, 2025 at 9am.

6. Agenda Items for September 11, 2025 Commission Meeting

Provide any agenda items for future meetings.

- a. Immigration hearing

7. Openings And Appointments

Officers will report out on current openings.

- a. One vacant position in the 3rd district, one in the 4th district, and one in the 5th district.

8. Business Items

- a. Approval of the Women's Equality Day Resolution

The Board of Supervisors is presenting the Women's Equality Day Resolution on August 26th at 1:30pm at 575 Administration Drive, Room 100 A, Santa Rosa.

- b. CSW Bylaws

Review and approve the revised bylaws

- c. 2025-2026 Fiscal Year Budget

Discussion on allocating budget to reflect the Commission's work plan

- Junior Commission Project
- Hearings
- Communication
- Operational

9. Adjournment

DRAFT-MINUTES
COUNTY OF SONOMA
COMMISSION ON THE STATUS OF WOMEN

Thursday, July 10, 2025

6:00 PM

Hybrid Meeting

Commissioners Present:

First District: Joanne M. Brown (OAL), Nancy Padian, Haunani Pakaki

Second District: Katie Gordon, Shernaz Mejos, Jenny Belway

Third District: Melanie Jones-Carter (Vice-Chair), Katarina Giudice-White (OAL)

Fourth District: Gina Fortino Dickson (Chair)

Commissioners Absent:

Fourth District: Letitia Hanke, Izzy Arreguin

Fifth District: Zobida McCorquodale (Leave of absence), Elizabeth Beaty

Meeting held through publicly available in-person and virtually.

1. Call To Order, Roll Call

Meeting called to order at approximately 6:06 PM.

2. Land Acknowledgement

Commissioner Giudice-White read the Land Acknowledgement.

3. Open Time for Public Comment

- Mrs. Hanke
- Mrs. Gordon

4. Consent Calendar

a. Approval of the May 8, 2025, Meeting Minutes

Commissioner Gordon noted that there was a correction in section 7a. and 7b. of the minutes. Her name should be added to section a. and deleted from section b. Motion to approve the May 8, 2025, meeting minutes with the correction.

No Public Comment.

Motion: Commissioner Brown

Ayes: 8

Noes: 0

Second: Commissioner Padian

Absent: 4

Abstained: 1

Commissioners Hanke, Arreguin, and Beaty were absent. Commissioner McCorquodale is on leave of absence. Chair Fortino Dickson abstained as Chair. Motion passed.

- b. Approval of the June 12, 2025, Meeting Minutes. Motion to approve the June 12, 2025, Meeting Minutes.

No Public Comment.

Motion: Commissioner Brown
Second: Commissioner Belway

Ayes: 8	Noes: 0
Absent: 4	Abstained: 1

Commissioners Hanke, Arreguin, and Beaty were absent. Commissioner McCorquodale is on leave of absence. Chair Fortino Dickson abstained as Chair. Motion passed.

5. Officer Reports, Commissioner Announcements, Administrative Updates

- a. Commissioner Jones-Carter reported that there was no surplus from 24-25 fiscal year budget. Funds were used to purchase swag, including water bottles, flashlights, notebooks and pens for tabling events.
- b. Commissioner Gordon reported that she and Commissioner Beatty will be meeting with Supervisor Hopkins regarding their Board of Supervisors calendar of topics to align CSW hearings with their topics.
- c. Commissioner Mejos reported she will also be meeting with Supervisor Rabbitt.

**6. Commissioner Announcements and Agenda Items for August 14, 2025
Commission Meeting**

- a. Commissioner Gordon reported that she requested that the By-Laws be placed on the June Agenda, then the July agenda and was informed by officers that the Bylaws would be on the September agenda. She asked that they be moved to August, as she will be ending her term in October and needs time to complete the revisions prior to the end of her term. It was agreed that the revision to the By-laws will be placed on the August agenda. The commissioners were asked to send any notes to Commissioner Gordon about the By-Laws by Friday, July 18th.

7. Openings And Appointments

- a. Chair Fortino Dickson announced one vacant position in the 3rd district and one in the 5th district. Chair Fortino-Dickson asked that when the Commissioners are meeting with Supervisor Hopkins that they mention the vacancy.

8. Ad Hoc And Project Updates

a. Junior Commission Educational Project

Commissioner Padian reported that the Junior Commission will begin meeting on August 9th. There are a total of 25 Junior Commissioners for this year.

b. Reproductive Equity

Commissioner Brown reported that they had a great start, but for various reasons including confusion about federal funding for services were unable to complete the project. For 2025/2026 the ad hoc will be reconstituted and will re-directed their focus.

c. Biz Entrepreneurship

The first event focusing on improving communication and communication styles was well attended and evaluations received were very positive. They are working on their next workshop entitled Women in Unconventional Careers

d. Legislative Advisory Group

Commissioner Brown reported that AB260, AB65 were passed and AB250 and AB464 were dropped this session. This ad hoc will be doing an assessment of the impact on federal funding terminations on access for health care for women in Sonoma County and the restrictions imposed on planned parenthood for the next FY.

e. Communications Teams

Chair Fortino Dickson publicly apologized to a Commissioner who had been posted on social media, who had specifically asked that they not be posted. The team will remind all participants to avoid such errors in future public events. The Chair also reported that CSW now has 500 followers on social media and are working toward a goal of 1000.

f. Community Engagement Working Group

Commissioner Jones-Carter stated that the Spirit Awards were a success, but it was put on by a committee of one, herself, which was not viable in the future if the award was to continue. She also reported that the remainder of the funds from FY 24-25 were used to purchase water bottles, flashlights, and note pads for tabling. Making a donation of backpacks to the Angel Foundation (a nonprofit foundation supporting low-income school age children) was discussed and it was agreed that the officers would authorize \$ 500 for the purchase and Commissioner Jones- Carter agreed to make the purchases and arrange delivery. Commissioners Belway and Giudice-White volunteered to assist with the clean out of the storage unit.

g. Bylaws

Commissioner Gordon stated that the project has not been completed, and the goal is to complete it before her term expires in October

9. Business Items

a. Women's Equality Day Resolution

Commissioners have been scheduling with their City Councils to place the Resolution on their agendas.

b. Debrief the CSW hearing: The Unhoused and Unheard Meeting

The Commission participated in a debrief exercise to discuss the hearing. They received positive feedback from community members, learned a lot during the process, and valued the moderator and the way the questions were asked. Some of the things that didn't work was the informal structure and collecting output. The Commission will continue to host hearings on different topics.

- d. The next CSW hearing will focus on the impact of INS enforcement on women in Sonoma County. It will be held at the September meeting of CSW. The subcommittee responsible for this panel consists of Commissioners Brown, Mejos, Belway, and Beaty.

10. Adjournment

This meeting was adjourned at 7:35 p.m.



Proclaiming August 26, 2025, as Women's Equality Day in Sonoma County

Whereas on August 26, 2025, we mark the 105th anniversary of the enactment of the 19th Amendment to the United States Constitution which secured the right to vote for women; and

Whereas in 1976, the Sonoma County Board of Supervisors established one of the first Commissions on the Status of Women in the State of California with the purpose of promoting "equal rights and opportunities that enhance the quality of life for all women and girls" and addressing "issues of discrimination and prejudice that negatively affect women in Sonoma County", and

Whereas, women constitute nearly 50 percent of our workforce, the majority of the students in our colleges and graduate schools, and an increasing number of primary breadwinners, and

Whereas, in 2024-2025, Sonoma County women working full time earned 86% of what men earned **and** women working in agriculture and service areas such as the majority of women workers in Sonoma Valley, earned even less, and

Whereas, even with the gains women have made, more work remains to be done in many areas that directly impact equal pay for equal work including access to quality affordable childcare, affordable housing, and comprehensive healthcare for women, including reproductive and mental health care,

Whereas, the mandate for Womens Equality Day in 2025 is to "accelerate efforts to eliminate systemic barriers and biases that impede women's progress...emphasizing the need for swift and decisive measures to achieve gender equity"

Therefore, the County of Sonoma proclaims August 26, 2025, as WOMENS EQUALITY DAY, marking the **105th anniversary of the enactment of the 19th Amendment**, celebrating the achievements of women and recommitting to gender equality in Sonoma County including equal pay for equal work, and accelerating the overall progress of women and girls.

Sonoma County Commission on the Status of Women
Updated Bylaws draft, changes incorporated
Submitted by Commissioner Gordon, the Officers and Sita Kuteira with County Counsel
August 4, 2025

Article I Name

The name of this Commission is the Sonoma County Commission on the Status of Women, hereafter referred to as the “Commission.”

Article II Purpose

The Board of Supervisors of the County of Sonoma declared, in 1975, its policy to take affirmative action to eliminate the practice of discrimination and prejudice on account of sex. Therefore, in accordance with this policy, pursuant to and in accordance with the law, the Sonoma County Commission on the Status of Women was established.

The purpose of the Commission is to promote equal rights and opportunities that enhance the quality of life for all women, girls, and gender-expansive individuals, and to address issues of discrimination and prejudice that negatively affect individuals based on gender, including but not limited to, women, girls, transgender, and nonbinary people, in Sonoma County.

Following the guidelines of Sonoma County Code Chapter 2 Article IX (Ord. No. 5871), the Commission will continue to reflect and address the needs of the community. It is the intent of the Commission to retain flexibility in the conduct of its affairs.

Article III Organization

SECTION 1. COMMISSION MEMBERSHIP

The Commission shall consist of fifteen (15) members, three (3) per district, as appointed by the Board of Supervisors.

1. Terms

All appointments by the Board shall be for two years. There is no limit to the number of terms for which a Commissioner may be reappointed.

2. Composition

The Commission shall reflect and represent the racial, ethnic, and cultural diversity of Sonoma County.

3. Compensation

Members of the Commission shall serve without compensation but may

4. Reimbursement for Expenses

Expenses incurred by Commissioners that are reasonable, necessary, and authorized by the Commission’s approved work plan and budget are subject to reimbursement by staff.

5. Resignation

A Commissioner may resign by submitting a written notice of resignation to the appointing Supervisor, the Officers of the Commission, and Commission staff. Commissioners are encouraged to provide as much notice as possible prior to resignation, with a preferred minimum notice of thirty (30) days, to facilitate the coordination of Commission workflows.

6. Removal from Commission

Commissioners serve at the pleasure of the appointing Supervisor. The failure of a Commissioner to fulfill the duties designated herein may result in removal from the Commission by the appointing Supervisor. If a Commissioner has concerns related to whether another Commissioner is fulfilling their duties, they may raise their concerns with the Chair. As warranted, the Chair may discuss the concerns with the Commissioner about whom concerns were raised and the Officers and staff. If, after such informal discussions, the Officers determine there was a failure to fulfill Commissioner duties and intend to recommend removal, they must provide the Commissioner written notice of the intent and an opportunity to respond, prior to sending a request for removal to the appointing Supervisor.

SECTION 2. COMMISSIONER ROLE AND DUTIES

Commissioners are expected to fulfill the role and carry out the duties as described below.

1. Attendance at Regular (Monthly) Commission Meetings

Attendance at Regular Commission meetings is essential, since a Quorum (as defined in Article IV, Section 4) is required to conduct Commission business. Commissioners are expected to attend at least seven (7) of the eleven (11) Regular Commission meetings held in a twelve (12) month calendar period, January through December. Teleconferencing and video conferencing options are allowable in accordance with the Ralph M. Brown Act teleconference requirements, including AB 2449, and any future amendments (Cal. Gov. Code section 54950 et seq.) (“Brown Act”).

Commissioners absent from a Regular Commission meeting on official Commission business (official Commission business must be approved by Officers) will not be counted as having missed a meeting. Instead, any absence due to representation of the Commission at another event that is approved by all Officers is of the same value as being present at a Regular Commission meeting.

If it is necessary to miss a Regular Commission meeting, Commissioners are expected to give an Officer and staff prior notice.

Staff will track attendance and provide a report to the Commission as needed.

2. Conduct

1. Standards and Guidelines

At Commission meetings, events, and activities, as well as when representing the Commission in any official capacity, Commissioners shall adhere to generally acceptable

standards of business conduct and to any specific guidelines and protocols adopted by the Commission. Commissioners shall not engage in:

1. habitual conduct which disrupts the Commission or interferes with the conduct of Commission business, or
2. conduct which would have a negative impact on the integrity of or the community's confidence in the Commission.

2. Ethics

Commissioners are expected to adhere to high ethical standards in the conduct of their duties. Such conduct requires that Commissioners:

1. comply with both the letter and the spirit of the laws and policies affecting operations of the Commission;
2. be independent, impartial, and fair in their judgment and actions; and
3. conduct public deliberations and processes openly, unless legally confidential, and in an atmosphere of respect and civility.

3. Conflicts of Interest

In order to assure their independence and impartiality on behalf of the public good, Commissioners are prohibited from using their official positions to influence decisions in which they have a financial interest, or an organizational responsibility, or where they have a personal relationship that would constitute a conflict of interest.

Commissioners must avoid taking any action that could be construed as, or create the appearance of, using public office for personal gain, including use of the title of Commissioner or Commission stationery or other County resources to obtain or promote personal interests or business through any means, including personal social media accounts.

If a Commissioner holds a position on the Board or Committee of an external organization or third-party entity, and a matter is brought before the Commission that could financially benefit that organization or entity, the Commissioner shall abstain from participating in any discussion or vote related to that matter and must leave the room while the matter is on the floor. This includes, but is not limited to, any financial request or proposal affecting the Commissioner's affiliated organization or entity. The purpose of this provision is to avoid any potential conflict of interest and maintain the integrity of the Commission's decision-making process.

In addition, the County's Conflict of Interest Code and the California Political Reform Act requires all Commissioners to complete Form 700 – Statement of Economic Interests upon entering office, every year while serving as a Commissioner, and upon leaving office. This form discloses financial interests and must be completed by officials who make or participate in governmental decisions. It is a public document that identifies where conflicts of interest may arise and serves as a reminder of potential conflicts in daily work.

4. Representation of the Commission

Commissioners are encouraged to represent themselves as individual Commissioners in community advocacy and activities related to the mission and work plan of the Commission. However, they are not authorized to represent, speak, or act on behalf of the Commission as a whole through any means, including through personal social media accounts, unless so authorized by the Commission.

5. Communication with Appointing Supervisor

Each Commissioner acts as a liaison between the Commission and their appointing Supervisor and thus is expected to communicate regularly with their appointing Supervisor about the Commission's activities.

6. Contribution to the Work of the Commission

In addition to the other responsibilities stated in this Section, each Commissioner is expected to support the Commission's goals and activities by serving as an Officer, an appointed Coordinator, Liaison, or as Chair of a committee, or by serving as an active member of an Ad Hoc or a Standing Committee.

7. Leaves of Absence

A Commissioner who is unable to fulfill the designated duties due to unusual circumstances may request a leave of absence from the Commission. Leaves of absence are granted at the recommendation of the Chair and with approval of the appointing Supervisor and shall not exceed six (6) months.

For the purpose of calculating quorum (as defined in Article IV, Section 4), Commissioners on Leave of Absence shall not be included.

SECTION 3. GOVERNANCE

1. Officers

The Officers of the Commission consist of a Chair, a Vice-Chair, and one (1) or two (2) Officers-at-Large, as determined by the Commission. The duties of these Officers shall be those which generally apply to such officers, stated herein, and duties designated by the Commission.

2. Term

The term of Officers and appointments is one (1) fiscal year from July 1st through June 30th.

3. Spending Authority

The Officers shall perform the duties and responsibilities prescribed in the Bylaws and are authorized to approve the use of funds for Commission-related business (by a consensus of at least two officers) in an amount not to exceed a cumulative total of five hundred dollars (\$500.00) between meetings of the Commission. All expenditures must be ratified by a majority vote at the next Commission meeting and must be recorded in the Commission minutes.

4. Qualifications for Officers

1. Chair

To serve as the Chair, a Commissioner shall:

1. have attended at least four (4) Commission meetings within the six (6) months immediately preceding nomination (see Article III, Section 2.1);
2. be an able and willing communicator;
3. have contributed to the Commission's work by serving as a Coordinator, Liaison, or Chair or member of a committee;
4. express the intention to attend and lead at least nine (9) of the Regular Commission meetings during the one-year term; and
5. have willingly accepted the designated duties assigned to the Chair.

2. Vice-Chair

To serve as the Vice-Chair, a Commissioner shall:

1. have attended at least four (4) Commission meetings within the six (6) months immediately preceding nomination (see Article III, Section 2.1);
2. be an able and willing communicator;
3. have contributed to the Commission's work by serving as a Coordinator, Liaison, or Chair or member of a committee;
4. have expressed a willingness to support the Chair and to fulfill the other duties assigned.

3. Officer-at-Large

To serve as an Officer-at-Large, a Commissioner shall:

1. have attended at least four (4) Commission meetings within the six (6) months immediately preceding nomination (see Article III, Section 2.1);
2. be an able and willing communicator;
3. have contributed to the Commission's work by serving as a Liaison, Coordinator, or Chair or member of a committee;
4. have expressed a willingness to support the Chair, and Vice-Chair and to fulfill the other duties assigned.

5. Powers and Duties of Officers

1. Chair

The duties of the Chair are listed below.

1. Duties for Commission Meetings. At Commission meetings, the Chair shall:

1. preside over Commission meetings, maintain orderly procedure in accordance with these Bylaws, and decide questions of procedure subject to the full Commission;
2. develop the agenda for Commission meetings with the assistance of other Commissioners, Officers, and staff;
3. be entitled to vote only when it is necessary to break a tie vote;
4. be allowed to participate in discussion relating to any matter the Chair deems appropriate;
5. recognize any member of the Commission who desires to speak;

6. set and adhere to time-limits for any member of the public who desires to address the Commission;
7. rule on all procedural matters or questions not specifically addressed in these Bylaws, subject to the approval of the full Commission; and
8. produce minutes of the meetings with the assistance of other Commissioners, Officers, and staff.

2. Duties Related to Commission Operations. The Chair shall:

1. serve as an ex-officio member of all committees;
2. participate, together with the other Officers and staff, in monitoring the progress of the Commission's work activities to ensure that the annual Work Plan goals are met and periodically make a progress report to the Commission;
3. serve as a resource to Commissioners in their efforts to contribute to the Commission's work and, when required, collaborate with other Officers and staff to resolve issues related to a Commissioner's fulfillment of designated duties; and
4. represent and speak on behalf of the Commission at public meetings (e.g. Board of Supervisors meeting) on matters pertaining to or relating to the Commission.

2. The Vice-Chair

The Vice-Chair shall:

1. preside over Commission meetings in the Chair's absence;
2. assist the Chair in developing the agenda for Commission meetings;
3. participate, together with the other Officers and staff, in monitoring the progress of the Commission work activities to ensure that the annual Work Plan goals are met;
4. serve as a resource to Commissioners in their efforts to contribute to the Commission's work and, when required, collaborate with other Officers and staff to resolve issues related to a Commissioner's fulfillment of designated duties; and
5. fill a vacancy occurring in the office of Chair for the unexpired term.

3. Officer-at-Large

The Officer-at-Large shall:

1. preside over Commission meetings in the absence of both the Chair and Vice-Chair;
2. assist the Chair in developing the agenda for Commission meetings;
3. participate, together with the other Officers and staff, in monitoring the progress of the Commission work activities to ensure that the annual Work Plan goals are met;
4. serve as a resource to Commissioners in their efforts to contribute to the Commission's work and, when required, collaborate with other Officers and staff to resolve issues related to a Commissioner's fulfillment of designated duties; and

5. fill a vacancy occurring in the office of Vice-Chair for the unexpired term.

6. Nominations and Elections

At the Regular Commission meeting preceding the expiration of the current Officers' terms, the Chair shall read the duties and qualifications of the Chair as set forth in these Bylaws.

Nominations for the office of Chair shall then be solicited from the floor, and any qualified Commissioner may be nominated or may self-nominate. A similar process shall be followed for the nomination of the Vice-Chair, followed by the nomination of one or two Officers-at-Large.

Nominations must be closed by the Chair prior to holding elections, which may occur immediately following the close of nominations. Officers shall be elected by a simple majority vote. If a Commissioner is unable to attend the Commission meeting, they can be nominated and elected, based on a prior verbal or written statement that if elected they will accept the position and fulfill the duties of the office.

7. Vacancies of Elected Office

1. Chair

Should the office of Chair become vacant during term, the Vice-Chair shall assume the office of Chair for the remainder of the term.

2. Vice-Chair

Should the office of Vice-Chair become vacant during a term, one of the Officers-at-Large, as selected by the Chair, shall assume the office of Vice-Chair for the remainder of the term.

3. Officer-at-Large

Should the office of Officer-at-Large become vacant during a term, the Chair shall take nominations for the office from the floor at the next Regular Commission meeting.

Except that if one office of Officer-at-Large remains filled, the Chair may choose to not hold nominations and elections for the second office. Nominations must be closed by the Chair prior to holding elections, which may occur immediately following the close of nominations. The Officer-at-Large shall be elected by a simple majority vote to serve the remainder of the term.

8. Removal From Office

An Officer may be removed from office prior to the expiration of their term by vote of the Commission.

SECTION 4. STAFF

The Commission shall receive support from management and clerical staff as assigned by the County of Sonoma.

SECTION 5. PROGRAM BUDGET

Annually, the officers and staff shall develop a budget for the commissions program funds. This budget will consist of spending categories. These categories will align with the mission and vision of the commission. All expenditures shall fit into one of the designated categories for

expenditures. All commission work plans should align with the identified categories. Commission work plans and budgets are subject to approval by the Board of Supervisors.

Officers and staff are responsible for management of the budget and expenditures and for providing periodic budget reports to the Commission.

Article IV Meetings

SECTION 1. REGULAR COMMISSION MEETINGS

1. Schedule

Regular Commission meetings shall be held on the second (2nd) Thursday of each month at 6:00 PM, except as otherwise provided herein. The time and date of such meetings may only be changed by the Commission for the purpose of facilitating Commission business. In the event of a change, notice of the new date and time shall be provided to the Commission and the public no less than thirty (30) days in advance. Should such notice not be provided, a Commissioner shall be excused from any absence resulting from an inability to attend the rescheduled meeting.

If a Regular meeting falls on a holiday, it shall be rescheduled to the Thursday of the preceding week. Notice of such rescheduled meeting shall be provided no less than thirty (30) days in advance. Should such notice not be provided, a Commissioner shall be excused from any absence resulting from an inability to attend the rescheduled meeting.

No Regular Commission meetings shall be held during the month of December.

2. Location

Staff will be responsible for securing a facility deemed appropriate for the Regular Commission meetings. Once selected, the location will be announced to the Commission and the public.

3. Ralph M. Brown Act

All Regular Commission meetings shall be called, noticed, held and conducted in accordance with the Brown Act.

Pursuant with Section 54954.3 of the Brown Act, the agendas for Regular Commission meetings shall provide an opportunity for members of the public to address the Commission on items of interest to the public that are within the subject matter jurisdiction of the Commission.

4. Agenda

1. Submission of Items

The Chair controls the agenda with input from the Officers. Commissioners may recommend an item be placed on the agenda by submitting their request to the Chair. If a Commissioner is not able to address agenda scheduling concerns through the Chair, they may raise the issue at a Regular Commission meeting and limit the discussion to scheduling on an upcoming agenda. Consistent with the Brown Act, the Commission may not discuss or debate the substance of the issue. The Commission, by majority vote, may

act to add an item to a future agenda.

2. Preparation and Content

The Chair will work with Officers, other Commissioners, or staff to prepare the agenda for Commission meetings. The agenda will contain a brief general description of each item of business to be transacted or discussed at the meeting.

3. Distribution and Posting

At least seventy-two (72) hours before the Regular Commission meeting, the agenda will be distributed to the Commissioners and posted at a location that is freely accessible to the public.

4. Additions after Posting

No action shall be taken on any item not appearing on the posted agenda, except as permitted by Government Code 54954.2 of the Brown Act.

5. Cancellation of a Regular Meeting

A Regular Commission meeting can be cancelled by the vote of the Commission or the agreement of two (2) Officers.

SECTION 2. SPECIAL COMMISSION MEETINGS

1. Call for Special Meeting

Special meetings may be called by the Officers or a majority vote of active Commissioners at a Regular Meeting (i.e. Commissioners not on a Leave of Absence, as defined in Article III, Section 2.7).

2. Purpose

The purpose of the special meeting shall be stated in the call.

3. Notice

Except in cases of emergency, at least twenty-four (24) hour notice, and such other notice as directed by the Brown Act, shall be given prior to any special meeting.

4. Agenda

The agenda for a special meeting shall be limited to the specific issue(s) for which the meeting was called and will contain a brief general description of the business to be transacted or discussed at the meeting.

5. Conduct of Meeting

The meeting shall be held and conducted in accordance with the Brown Act.

6. Attendance

Commissioners shall notify the Officers at the earliest opportunity regarding their ability to attend a special meeting to facilitate the calculation of quorum. A Commissioner shall not incur an unexcused absence for failing to attend a special meeting.

SECTION 3. RULES OF ORDER

Meetings of the Commission shall be conducted in accordance with the procedures described in Robert's Rules of Order and Roberta's Rules of Order, except as required by state law or as provided by these Bylaws.

SECTION 4. QUORUM

A quorum shall consist of a majority of the duly appointed Commissioners who are not on a Leave of Absence. Commission action may be taken only by a majority vote of those present within the quorum.

Article V Structure for Supporting Commission's Work Plan and Activities

SECTION 1. WORK PLAN

The Commission shall review its achievements, goals, and activities on an annual basis, and the outcome of this review shall form the basis for the Commission's Work Plan.

SECTION 2. COORDINATORS

Coordinators assume responsibility for the oversight and direction of a broad Work Plan topic area. This role involves coordinating all Commission activities that fall within the scope of the topic area.

Coordinators are responsible for determining how the work in their topic area is to be accomplished. They may solicit Commissioners (totaling less than a quorum, as defined in Article IV, Section 4), community members, and staff to assist them in their efforts.

Coordinators are responsible for reporting to the Commission on their activities and their progress toward meeting the goals and objectives established by the Work Plan.

SECTION 3. LIAISONS

Liaisons act as intermediaries with other organizations and agencies.

Liaisons are responsible for determining how to carry out their assignment. They may solicit other Commissioners (totaling less than a quorum), community members, and staff to assist them as necessary.

Liaisons are responsible for reporting to the Commission on their activities and their progress toward meeting the goals and objectives established by the Work Plan.

SECTION 4. AD HOC COMMITTEES

Ad Hoc Committees may be established to address a single issue or specific project with a limited scope and within a defined time frame. Such committees shall be comprised of fewer than a quorum of the active Commission and shall meet for a limited duration, not exceeding one (1) year. Upon the completion of their assigned task, Ad Hoc Committees shall be dissolved. These committees may hold meetings without the public notice requirements mandated by the Brown Act.

SECTION 5. STANDING COMMITTEES

Standing Committees may be established to assume responsibility for the Commission's ongoing work in a general topic area. These committees are created by the Commission and remain active for an indefinite term to address a specific issue or set of issues. Standing Committees are not subject to quorum requirements and may have more or fewer members than a quorum of the full Commission. Regular meetings shall be held at designated times, dates, and locations. Meetings of Standing Committees shall comply with the open and public meeting notice requirements of the Brown Act, as outlined in Article IV, Section 1.4.3.

Article VI Resolutions

Resolutions drafted by the Commission and staff that are recommended to the Board of Supervisors for adoption shall be forwarded to the Board of Supervisors and transmitted to the public through the appropriate County process.

Article VII Amendments

Proposed amendments to these Bylaws shall be submitted to the Officers and then brought to the Commission for discussion and approval.

Approvals

Approved by Commission:

Approved by Director of Human Resources:

Approved by Board of Supervisors:

Ad hoc/ Project	Budget Requested
General Fund	\$5,500 (Not including social media)
Junior Commission Project	\$4,050
Community Outreach	\$10,450
Total proposals	\$20,000
Actual budget	\$20,000

Community Outreach Budget

DATE/PERIOD	OBJECTIVE	ACTIONS	ASSIGNED TO
August- November	<p>Identify projects to support in 2025-2026</p> <p>Possible Tabling Events list: Pride, Women's History Month, Juneteenth, Los Cien, Cinco de Mayo,</p> <p>Support for 2-3 panel discussions - September</p> <p>Backpack purchase for Angel Foundation</p> <p>Spirit Award – sub committee to be formed</p> <p>Strategic Plan – sub committee to be formed</p> <p>Marketing & Communication– Facebook, Instagram and the newsletter</p> <p>End of the year event- sub committee to be formed</p>	<p>Committee of commissioners,</p> <p>Create a 3-month - September - December calendar to be distributed to committee.</p>	Melanie, Katarina, Letitia, Jenny, Haunani
November - December	Plan 1 st quarter events schedule	<p>Create a 3-month - September - December calendar to be distributed to committee.</p> <p>Find out who can participate</p> <p>Purchase supplies</p>	Melanie, Katarina, Letitia, Jenny, Haunani
January-March	<p>Execute events planned for first 3 months.</p> <p>Support for 2-3 panel discussions - January</p>	<p>Create a 3 month January-March Calendar</p>	

February	Plan 2 nd quarter events	Create a 3-month March - May calendar to be distributed to committee. Find out who can participate	
March	Plan events till year end June District Meet and Greet with Supervisors	Create a 3-month June- August calendar to be distributed to committee. Plan events in each district with Commissioners and Supervisors	Melanie, Katarina, Letitia, Jenny, Haunani
April	Execute Planned Events Support for 2-3 panel discussions - April	Evaluate events	Melanie, Katarina, Letitia, Jenny, Haunani
May	Execute Planned Events Spirit Award	Evaluate events	Melanie, Katarina, Letitia, Jenny, Haunani
June	Pride ?	Evaluate events Replenish supplies	Melanie, Katarina, Letitia, Jenny, Haunani

Budget/Resources:

\$ 5000 for promotion/tabling fees- 4-5 events

\$4000 for Marketing and Advertising

\$ 1450 Replenish Supplies

Total budget = \$10,450



Sonoma County Commission on the Status of Women | Work Plan

Ad Hoc Junior Commission Project

Members Nancy Padian, Melanie Jones-Carter

Description The Junior Commission on the Status of Women of Sonoma County mentors high school students for future leadership by engaging them in topics related to women and girls. Participants create projects on these topics, gaining experience in advocacy and making a positive community impact. Roundtable discussions provide a safe space to share views on local and global issues. The program fosters leadership skills and culminates in a presentation of their projects to the Board of Supervisors, celebrating their achievements.

Budget Increase: We are requesting the same budget this year to address several important changes and needs. With our meetings transitioning to an in-person format, we are now providing food for the juniors to ensure their comfort and participation. Additionally, our group has 25 students, and we aim to offer them the same level of support and benefits that previous terms received. This budget increase is crucial for maintaining the quality of our programs and ensuring that all students continue to have a positive and enriching experience.

MONTH	OBJECTIVE	ACTION	BUDGET	
August 2025 Orientation	Meet the juniors and team members	Icebreaker activities (Program Managers, Mentors, and Juniors)	Food	\$250
	Give a brief overview of the year ahead	Review presentation (schedule of what's to come, Ad Hoc, share drive, officer roles, etc.)		
September 2025	Assign Ad Hocs	Meet with Ad Hoc groups and mentors, review work plan template	N/A	
	Elect Junior Officers	Campaign speeches and voting		
	Jr. CSW attend CSW Meeting	Immigration Hearing		
October 2025	Review Work Plans	Each Ad Hoc will present their project for the year	Food 350	
	Engage in group discussion	Round table discussion (chosen by officers)		
	Speaker: Domestic Violence Awareness Month	Speaker TBD- maybe DA		
November 2024	Volunteer Day	TBD	Transportation and Food	\$400
December 2024	Resource Fair	Speakers and workshops to learn about a specific topic	N/A	
January 2025	Engage in group discussion	Round table discussion (chosen by officers)	N/A	
	Speaker	Speaker TBD- maybe DA		
	Survey positions for career panel	Propose careers for the panel and vote on five		
February 2025	Movie Day	Watch a movie/documentary related to advocacy	Food	\$200
March 2025	Career Panel	Have speakers from different career roles speak and engage with the juniors (might open to the public)	Food and Social Media	\$350
April 2025	Volunteer Day	TBD - need to find a volunteer opportunity that doesn't require a donation	Transportation and Food	\$450
May 2025 Graduation	To officially present the Junior Commission on the Status of Women to the public and Board of Supervisors	Ad Hoc project presentations to the public and Board of Supervisors	Food	\$450
		Presentation of completion certificates and graduation gifts	Graduation Gifts (30 juniors x \$30 each)	\$900
			Ad Hocs (7 groups x \$150 each)	\$1,050

\$4,050