Bylaws

Of the Louisiana Women’s Policy and Research Commission

Article I

Name

The name of this Commission shall be the Louisiana Women’s Policy and Research Commission.

Article II

Mission

The mission of the Commission shall include but are not limited to the following:

1. Advising the governor, through the special assistant to the Governor on women’s policy, on the particular hardships, concerns, and needs that challenge women in Louisiana and their possible solutions.
2. Identifying and analyzing trends that negatively impact the health and prosperity of women in Louisiana.
3. Monitoring the status of women in Louisiana for the purpose of evaluating their economic, educational, health concerns, needs, and hardships.

Article III

Membership

Section 1. The commission shall consist of a maximum of twenty-six members. The thirteen members serving pursuant to Paragraph () of this subsection shall be appointed by the governor, subject to Senate confirmation, and serve terms concurrent with the appointing governor. The omission shall be reflective of all geographic regions of the state and, as much as possible, shall consist of the following members:

1. The special assistant to the governor on women’s policy.
2. The commissioner of administration or the commissioner’s designee.
3. The secretary of the Department of Social Services or the secretary’s designee.
4. The secretary of the Department of Health and Hospitals or the secretary’s designee.
5. The superintendent of the Department of Education or the superintendent’s designee.
6. The executive director of the Louisiana Workforce Commission or the executive director’s designee.
7. The executive director of the Office on Women’s Policy or the executive director’s designee.
8. The executive director of the Children’s Cabinet or the executive director’s designee.
9. Two members of the Women’s Legislative Caucus.

(10)The commissioner of higher education or the commissioner’s designee.

(11)The chairperson of the Women’s Legislative Caucus or her designee.

(12)The secretary of the Department of Economic Development or the secretary’s designee.

(13)Twelve Louisiana women who have significant academic or professional expertise in one or more of the following areas:

1. Business or industry.
2. Economics.
3. Education.
4. Demographics.
5. Public health.
6. Law
7. Social science and or/social work.
8. Violence against women.
9. Gender studies.
10. Youth organization focused solely on girls.
11. Women’s organization.

Article IV

Officers

Section 1. Officers and Duties. The officers of the Commission shall be a Chair, Vice- Chair, Recorder, and Parliamentarian. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Commission.

Section 2. Term of Office. The Chair serves at the pleasure of the governor. The Vice- Chair, Recorder, and Parliamentarian serve from the time of election until the end of the current term of the appointing governor.

Article V

Meetings

Section 1. Regular Meetings. The Chair and Executive Director shall establish the first meeting of the calendar year. The time and place of other regular meetings shall be determined by commission members in attendance at the first yearly meeting. The commission shall hold at least four meetings per year.

Section 2. Special Meetings. Special meetings may be called by the Chair or by at least two (2) other members of the Executive Committee. The purpose of the meeting shall be included in the call. Notice for such meetings shall be no less than five (5) business days.

Article VI

Executive Committee

Section 1. Committee Composition. The officers of the Commission shall constitute the Executive Committee.

Section 2. Duties. The Executive Committee shall make recommendations to the commission and perform other duties as authorized by the Commission.

Section 3. Meetings. Meetings of the Executive Committee may be called by the Chair or by at least two (2) other members of the Executive Committee. The purpose of the meeting shall be included in the call. Notice for such meetings shall be not less than five (5) business days.

Article VII

Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Commission may adopt.

Article VIII

Amendment Bylaws

These bylaws may be amended at any regular meeting of the Commission by a two-thirds vote; provided that the amendment has been submitted in writing to commission members via normal means of communicate (email) not less than five (5) business days prior to the regular meeting.

Louisiana Women’s Policy and Research Commission Rules of Procedure

1. Quorum

For voting purposes, a quorum shall consist of a simple majority of those commission members who have been duly appointed by the Governor to the commission at a regular or special called business meeting.

1. Discussion

In the course of discussion, members may speak as often as recognized by the Chair.

[As of 12/10/12]