By-Laws Of
MAYOR’S COUNCIL FOR WOMEN

ARTICLE I. NAME AND OFFICES

Section I. The name of this committee shall be the Mayor’s Council for Women.

Section 2. The principal office of the Council shall be located at 101 City Hall Plaza, Durham, NC 27701

ARTICLE II.

Section I. MISSION: To improve the opportunities and quality of life of women in the City of Durham through civic engagement by promoting the interests and needs of the Community at large. To serve as a liaison and consultative body between women and City government officials in order to further promote and protect equal opportunities for all.

Section 2. FUNCTIONS:

(a) To serve as communication channel between women’s organizations and individuals living or working in Durham and City Government, including, but not limited to the Mayor, City Council and City leaders.

(b) To advise and inform the Durham City Council, regarding any concerns of specific impact to women in the community.

(c) To advise and inform the Durham City Council about the Council’s recommendations with regards to said issues and concerns.

(d) To help establish collaborative efforts to improve services and outreach to women in the community in the areas of fair housing; economic development; civil rights and justice; culture, recreation, fine arts; and public safety.

(e) To provide a regular and open forum for the discussion and identification of issues pertaining to women residing and/or working in the City of Durham.
ARTICLE V. OFFICERS

Section I. The Council shall elect from its membership a Chairperson, a Vice Chairperson, and a Secretary, each for a two year term and eligible for re-election.

Section 2. The Chair shall be the spokesperson for the Council to the community at large and shall have primary responsibility for agenda development, chair regular official meetings, appoint committee members and Chairs as needed and review minutes on an as needed basis to assure compliance to timelines and task accomplishments. The Chair shall sign all official Council communications unless individual member signatures are deemed more appropriate by the Council. The Chair may delegate any relevant Council responsibility to other officers or members.

Section 3. The Vice-Chair shall be responsible for assisting the Chair in agenda development as necessary, act in the role of Chair in the Chair’s absence, act in the role of Secretary in the Secretary’s absence, provide orientation to newly appointed members, monitors committee work and assist the Chair in the review of the minutes.

Section 4. The Secretary shall record and distribute meeting minutes, prepare resolutions of Council consideration, keep an official calendar of Council events and shall be responsible for distribution of information about Council activities to the City Council and community at large.

ARTICLE VI. COMMITTEES

Section I. The Chairperson, immediately following elections, shall appoint the following subcommittees to perform the duties as indicated below:

- Civil Rights and Justice: The Civil Rights and Justice Committee works to prevent discrimination, prejudice and oppression targeted against women based on their gender. The Committee will promote initiatives that enhance equality and civic engagement through education and inclusion. The Committee will also conduct research to identify current social issues affecting women within the City of Durham.

- Economic Development: The Economic Development Committee identifies ways to increase opportunities for women to participate in economic development initiatives in the City of Durham. It will promote the health and growth of businesses serving and supporting women throughout the City. As the City continues to grow and expand, this committee will identify ways in which the City may increase participation of women-
owned businesses in a variety of business areas such as construction, hospitality, technology, health, education, sports, health, entertainment and more. This committee will work in collaboration with both the Equal Opportunity Assurance and Equity Department (EOEA) and the Office of Economic and Work Force Development (OEWD).

- Fair Housing: The Fair Housing Committee works in collaboration with the City of Durham Human Relations Division and accepts housing complaints from citizens who feel that they have been discriminated against because of their race, color, religion, national origin, gender, familial status (families with children) or disability (physical or mental). The Committee seeks to educate tenants, homeowners, housing providers and the community about their rights and duties under local, state and federal fair housing and fair lending laws.

- Public Safety: The Public Safety Committee's goal is to cultivate the trust and participation of women with local law enforcement. This Sub-Committee will work with City law enforcement officials to promote healthy relationships between police and women of this community. It also identifies issues affecting the safety of women in order to educate agencies about those issues. This committee will work in collaboration with the Durham Police Department.

- Culhire, Recreation and Fine Arts: The Culture, Recreation and Fine Arts Committee focuses on initiatives to increase participation of the voices and perspectives of women in the areas of culture, recreation and fine arts. As Durham continues to increase its position as a major entertainment hub, this committee seeks to ensure that artistic women will share all available stages and forums. The committee will also promote the presence of women in City-sponsored events. This committee will work in collaboration with the Department of Parks and Recreation

ARTICLE VII. MEETINGS

Section 1. Council meetings/forums will occur once a month at a time and place to be determined by the Council members.

Section 2. Members will receive the agenda via e-mail, prior to the monthly meeting. All meetings will be open to the public and will be pre-announced through the City Clerk's Office. Individuals wishing to be heard may do so and the amount of time each individual
will be allotted will depend on the amount of persons wishing to be heard at any given meeting.

ARTICLE VII. FUNDS

Members may receive a stipend for their services. It is anticipated that from time to time, the Council may require collaboration with City administrative staff to support the mission of the Council and/or its committees.

ARTICLE IX. AMENDMENTS

These By-Laws may be amended at any regular or special meeting of the committee by a two-thirds vote of those members present, providing that a notice of the proposed amendment shall be distributed to all members at least ten days prior to the meeting. All bylaw amendments shall be subject to City Council approval.