



BYLAWS, POLICIES AND PROCEDURES

A Guide for the Commission to Better Serve the State

OKLAHOMA COMMISSION ON THE STATUS OF WOMEN
2401 N. Lincoln Blvd. Oklahoma City, OK 73105

OKLAHOMA COMMISSION ON THE STATUS OF WOMEN BYLAWS

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Article I: MISSION, VISION, PURPOSE, POWERS & DUTIES

SECTION 1: MISSION

We strengthen and empower women in Oklahoma by improving their opportunities and quality of life.

SECTION 2: VISION

The Oklahoma Commission on the Status of Women is a strong, recognized and respected voice for the women of Oklahoma.

SECTION 3: LEGISLATIVE INTENT, POWERS, AND DUTIES

The Commission was created by Section 665 of Title 74 of the Oklahoma Statutes. The powers and duties of the Commission shall include any action deemed appropriate by the membership to meet the Purpose and Mission of the organization as long as it is consistent with the Legislative Intent. The Declaration of Legislative Intent in the Act states:

In furtherance of its obligation to advance the general welfare of the state, the Legislature is cognizant of its duty to give all citizens their opportunities to reach their full potential. Therefore, the Legislature declares its intent that any inhibiting conditions caused by any factors which impede the ability of an individual to reach the full potential of that individual are matters of public concern.

The Act specifically outlines the powers and duties of the Commission:

1. Act as an advisory entity on equity issues relating to gender bias not only to state agencies and employees, but also to communities, organizations, and businesses of this state, which desire the services of the Commission;
2. Act as a monitor on legislation as to whether the legislation is discriminatory toward one gender or the other, or whether the gender of an individual would have an effect on the enforcement of the legislation;
3. Act as a resource and a clearinghouse for research on issues related to women and gender bias;
4. Conduct meetings and seminars within the state as appropriate to support the goals and duties of the Commission; and
5. Report to the Governor, the President Pro Tempore of the Senate, and the Speaker of the House of Representatives of its activities under this act. Such recommendations may include concern for needed legislation or regulatory changes relating to equity and gender bias.

ARTICLE II – ENABLING AUTHORITY

The Oklahoma Commission on the Status of Women derives its authority from Section 665 of Title 74, which was created under Enrolled Senate Bill No. 1147 of the Second Session

of the 44th Legislature of the State of Oklahoma. Governor David Walters signed the Act into law on May 9, 1994, effective July 1, 1994, replacing the previous Governors' Commissions on the Status of Women which had been established by Executive Orders. The initial appointments to the commission were completed in January of 1995, and the first meeting was held January 26 the same year. Amended Legislation in 2003 further detailed the Commission's membership, officers, powers and duties.

ARTICLE III – APPOINTMENTS, MEMBERSHIP REQUIREMENTS

SECTION 1: MEMBERSHIP

A. STATUTORY PROVISIONS FOR APPOINTMENT

The Commission shall consist of thirty (30) members. The Governor, President Pro Tempore of the Senate and Speaker of the House shall each make two appointments for five-year terms effective June 30 of each year. All members shall be appointed by the appropriate appointing authority for a term of five (5) years commencing with the date that the previous appointee's term expired. In making such appointments to the Commission, consideration shall be given to making the membership representative of the geographic areas of the state and the several racial, religious, and ethnic groups residing in the state.

B. TERMS AND REMOVAL

There are no limitations on the number of terms a Commissioner may serve. A member of the Commission may be removed by the appropriate appointing authority for cause. Members must contact their appointing authority if they wish to be re-appointed to the Commission upon expiration of their term. Each member shall hold office until the member's successor is appointed.

C. VACANCIES

A member appointed to fill a vacancy occurring before the expiration of a term of a member separated from the Commission for any cause shall be appointed for the remainder of the term of the member whose office has been so vacated.

SECTION 2: VOTING

Each Commissioner shall have one vote. Commissioners may not vote by proxy. Commissioners must be present to vote. Votes must be publicly cast and recorded in accordance with the Oklahoma Open Meeting Act.

SECTION 3: ATTENDANCE

Commissioners are expected to adhere to the Commission attendance policy. The Chair of the Commission shall notify the appropriate Appointing Authority when a Commissioner fails to meet the attendance requirement. Only an Appointing Authority can remove a Commissioner before his or her term expires.

A. EXCUSED ABSENCES.

An excused absence is any advance notice including notice in writing, by telephone, email, or other electronic communication to the Chair of the Commissioner or the Chair's designee. Any notice, including notice in writing, by telephone, email, or other electronic communication, to the Chair or the Chair's designee within 24 hours following the Commission meeting shall also constitute an excused absence.

B. ATTENDANCE REQUIREMENTS

Any member who has three or more unexcused absences in a year from regularly scheduled meetings, may be asked by the Chair to resign her position on the Commission. Any member who misses six or over half of the regularly scheduled meetings, whether or not excused, may be asked by the Chair to resign from the Commission. For any member who does not communicate with the Commission by attendance or in writing for a period of six months, the Chair may request the Appointing Authority to remove the member for cause and appoint a replacement.

ARTICLE IV – MEETINGS

SECTION 1: REGULAR MEETINGS

A. FREQUENCY

The Commission shall meet at least once every three (3) months and at such other times as called by the chair or by a majority of the Commission, in locations readily accessible to and convenient to the public.

The regular meetings of the Commission shall be on the fourth Thursday of the month except when in conflict with a legally declared state holiday and in such instances regular meetings shall be on the third Thursday of the month, or on another date at the Commission's discretion.

No less than twenty (20) days in advance, the Commission may change the regular meeting date by a simple majority vote. Notice shall be given to the Secretary of State no less than ten (10) days prior to the implementation of such change, or within such time as is in accordance with the Open Meetings Act.

B. NOTICE

Meetings will be posted, conducted, and held in accordance with the laws of the state of Oklahoma. Postings will include, but are not limited to, notice of meetings, agendas, and meeting location, and time or date changes in accordance with the state Open Meetings Act. Meeting records will be kept in accordance with the Open Records Act.

A list of the regularly scheduled meetings for the upcoming year, including dates, times, and locations, shall be forwarded to the Oklahoma Secretary of State's office no later than December 15th of any given year in accordance with the Open Meeting Act.

The Commission may hold meetings and conduct business not specifically provided for under this Article, in accordance with the state Open Meetings Act and the state Open Records Act.

C. QUORUM

One-third of the roster of current Commissioners must be present in order to establish a quorum for any meeting.

SECTION 2. ADDITIONAL MEETINGS

A. SPECIAL MEETINGS OF THE FULL COMMISSION.

Special meetings of the Commission shall be called by the Chair as necessary, or upon the request of three (3) Commissioners, notice having been given in accordance with the Open Meeting Act.

B. EXECUTIVE COMMITTEE MEETINGS

Executive Committee meetings shall be called by the Chair or the Chair's designee on no less than a quarterly basis. A simple majority of the Executive Officers shall constitute a quorum of the Executive Committee.

C. RETREAT

The Oklahoma Commission on the Status of Women shall hold a retreat every year for Commissioners and Advisory Council members. The Chair of the Commission or the Chair's designee, and the Executive Director, shall organize the retreat. At the Retreat Commissioners may (a) review the Commission's mission and vision; (b) discuss the previous year's accomplishments and activities; (c) explore contemporary issues which bear on the Commission's mission and duties; (d) develop a plan of action and long-range strategy for effective functioning of the Commission; (e) or conduct other activities in furtherance of the Commission's mission and effective functioning at the Chair's discretion.

SECTION III: DOCUMENTATION

A. AGENDAS

At least twenty-four (24) hours prior to each meeting (excluding Saturdays, Sundays, and State holidays), the Commission shall display public notice of said meeting, setting forth the date, time, place and agenda. The posting of an agenda shall not preclude the Commission from considering at its regularly scheduled meeting any new business. The public notice shall be posted in prominent public view at the Commission's principal office, or at the location of said meeting if no office exists. "New business" shall mean any matter not known

about or which could not have been reasonably foreseen prior to the time of posting. The meeting notice and agenda shall also be posted to the Commission's website.

B. MINUTES

The Secretary of the Commission, or the Chair's designee, shall keep written minutes of Commission meetings, and submit them to the Executive Director within ten (10) days following the meeting. The minutes shall be an official summary of the proceedings, showing the members present and absent, type of meeting, time, date and locations and actions taken by the Commission. The minutes of each meeting shall be open to public inspection.

C. ANNUAL REPORT

An annual report, summarizing the activities of the Commission, shall be submitted to the Governor, Senate Pro Tempore, Speaker of the House, the Department of Libraries, and other authorities in compliance with OMES policies and requirements. The report shall be posted on the Commission's website. The Executive Director shall prepare the report at the direction of the Chair and the Executive Committee. The annual report should be drafted and presented at the last meeting of the fiscal year for approval of the Commission.

ARTICLE V – EXECUTIVE OFFICERS

SECTION 1: ELECTIONS

A. ELECTED OFFICES

At the first meeting of each fiscal year, the Commission shall elect a chair, a vice-chair and such other officers deemed necessary to conduct the business of the Commission from among its members. Elected Executive Officers are the Chair, Vice Chair, Secretary, Financial Officer, and Advisory Council Chair.

B. ELIGIBILITY

Any Commission member (1) who has served at least one year on the Commission, (2) who has attended no less than half (50%) of the Commission's regular meetings, special meetings, and sponsored events during the immediate past year of service, and (3) who has no less than one full year remaining in his or her term of appointment, is eligible to stand for election and to hold a Commission Executive Office.

C. TERM AND VACANCIES

An Executive Officer may serve up to three consecutive one-year terms of office in any one position. A Commissioner who has reached a term limit in a particular office may not stand for re-election to that office until a year has passed.

The Nominating Committee shall convene to recommend an eligible nominee to fill an Executive Officer vacancy prior to the next regular Commission meeting, or as soon as reasonably possible. Nominations shall then be taken from the floor and a vote conducted.

D. NOMINATING COMMITTEE

The Nominating Committee is comprised of two elected Commissioners and one Commissioner appointed by the Commission Chair. The Nominating Committee shall select one of its members to serve as committee chair within the first quarter of the fiscal year. The Commission shall take nominations from the floor to fill the two elected positions and conduct their election at the second regular meeting of the fiscal year.

Members of the Nominating Committee must be members in good standing who have served at least two years on the Commission and have been in attendance for no less than 60% of the Commission's regular meetings, special meetings, and sponsored events during the immediate past year of service.

E. ADVISORY COUNCIL CHAIR. With the Executive Director, maintain nomination and membership records for Advisory Council; coordinate Advisory Council activities; receive nominations for Advisory Council and present them to the Commission for approval; work with the Commission on developing effective Advisory Council policies and procedures; serve as liaison between Advisory Council and the Commission; other duties as assigned by Chair.

SECTION 2: EXECUTIVE OFFICER ELECTION PROCESS

The Nominating Committee shall convene prior to April 15 annually to begin the process of providing one nominee for each Executive Officer seat. Currently serving Executive Officers and eligible Commission members must notify the Nominating Committee Chair if they wish to stand for election or re-election prior to May 15. The Nominating Committee is not required to select a sitting officer as the nominee. The Nominating Committee shall present a slate of eligible nominee for each Executive Officer seat at the Commission's regular May meeting.

Elections for Commission Executive Officers shall be conducted annually at the June meeting. Candidates for office shall be the slate of officers presented by the Nominating Committee and nominees taken from the floor.

Executive Officers shall be elected by a majority vote of those present and constituting a quorum. Following the elections, new officers will meet in July, prior to the first scheduled regular meeting of the Commission.

Recommended by Nomination Committee, June 2022

SECTION 3: DUTIES

A. CHAIR. Chair each meeting of the Commission and Executive Committee, notifying the Vice Chair if unable to attend and designating Vice-Chair in Chair's place; assign duties as needed to Executive Officers and Executive Director; designate roles and responsibilities to the Executive Director and other members of the Executive Committee as needed to fulfill management of the Commission; set the agenda for each Commission and Executive

Committee Meeting; designate Committees, Committee Chairs, and Event Chairs; notify Commissioners and Appointing Authorities when terms expire, taking into account attendance and participation regarding re-appointment; engage and supervise the Executive Director.

B. VICE CHAIR. Chair and coordinate meetings in the absence of the chair or at the designation of the Chair; work with Chair to facilitate Commission business; assist in facilitating orientation for new Commissioners and Advisory Council members, and in planning the annual Retreat.

C. SECRETARY. Take roll call and determination of quorum for each business meeting of the Commission; maintain a list of attendance including excused and unexcused absences; call the roll on any requested roll call votes and include that information as part of the minutes; working with the Executive Director, post the agenda and minutes for each meeting, and annual reports, in compliance with the Open Meetings Act and the Open Records Act; other duties as assigned by Chair.

D. FINANCIAL OFFICER. Working with the Executive Committee, develop a working budget for the Commission based on activities of the Commission for the current year and from approved appropriated funds; review Legislative appropriation; with Executive Committee, coordinate state budget with OMES administrative employee assigned to OCSW; monitor expenditures of the Commission against the current budget; with the Chair and Executive Director, prepare financial reports to the Commission as needed on expenditures and revenue from annual events, committees and other various projects; during the first quarter of the fiscal year, identify and create revenue and expense line items for committee work, events and other various projects approved by the Commission; other duties as assigned by Chair.

E. ADVISORY COUNCIL CHAIR. With the Executive Director, maintain nomination and membership records for Advisory Council; coordinate Advisory Council activities; receive nominations for Advisory Council and present them to the Commission for approval; work with the Commission on developing effective Advisory Council policies and procedures; serve as liaison between Advisory Council and the Commission; other duties as assigned by Chair.

ARTICLE VI – AGENT, STAFF SUPPORT, EXECUTIVE DIRECTOR, AND COMMISSIONER COMPENSATION

SECTION 1: AGENT

The Official Agents of the Commission shall be the Chair and the Executive Director, followed by the Vice Chair or the Chair's designee. In the absence of the Chair, the Official Agent of the Commission shall be the Executive Director, followed by the Vice Chair. All public and government correspondence shall have the signature of the Chair or the Executive Director,

and/or another Executive Officer as designated by the Chair who shall grant such authority by written communication. The Chair and Executive Director shall be the official liaisons to OMES.

SECTION 2: STAFF SUPPORT AND EXECUTIVE DIRECTOR

A. The Office of Management and Enterprise Services shall provide staff support to the Oklahoma Commission on the Status of Women.

B. The Chair and Executive Committee may, at their discretion and with the Commission's approval, engage an Executive Director to aid Commissioners in fulfilling the Commission's mission and responsibilities. The Executive Director, along with the Chair, shall represent the Commission and act as its agent, and shall have the ability to sign contracts on the Commission's behalf with Chair approval.

SECTION 3: COMPENSATION OF COMMISSIONERS

Members of the Commission shall receive no salary but shall be entitled to travel reimbursement as provided by the State Travel Reimbursement Act from funds available to the appropriate appointing authority.

ARTICLE VII – REVOLVING FUND

The "Oklahoma Commission on the Status of Women Revolving Fund", a revolving fund managed by the Office of Management and Enterprise Services, shall be a continuing fund, not subject to fiscal year limitations, and shall consist of all gifts and donations contributed to support the work of the Oklahoma Commission on the Status of Women. All monies accrued to the credit of the fund are hereby appropriated and may be budgeted and expended by OMES on behalf of the Oklahoma Commission on the Status of Women for the purposes prescribed by the Legislature in creating the Commission. Expenditures from the fund shall be made upon warrants issued by the State Treasurer against claims filed as prescribed by law with the Director of Office of Management and Enterprise Services for approval and payment.

ARTICLE VIII – OKLAHOMA WOMEN'S HALL OF FAME

SECTION 1: ADMINISTRATION

The Oklahoma Women's Hall of Fame shall be held no less than every other year or at the discretion of the Commission. The chair of the steering committee for the Women's Hall of Fame event shall be the Chair or an executive officer designated by the Chair who shall serve as the primary liaison for the event to the Commission. The Commission may also choose to select a co-chair from the Commission or Commission Advisory Council.

SECTION 2: PURPOSE, SELECTION CRITERIA

The purpose of the Oklahoma Women's Hall of Fame shall be to provide highest honor to Oklahoma women who reside in Oklahoma or were former residents of the state, and who

provided outstanding service benefiting the lives of women and families in Oklahoma, the nation, or elsewhere in the world, in keeping with principles of liberty and justice for all common to Oklahoma and the United States of America.

The Commission shall establish the Oklahoma Women's Hall of Fame Selection Criteria and Selection Process. The Commission shall review the selection criteria on a regular basis.

SECTION 3: SELECTION COMMITTEE

The Oklahoma Women's Hall of Fame Selection Committee shall be separate from and independent of the event committee. The selection committee is appointed by the Chair and shall consist, at a minimum, of two Commission members who have served on the Oklahoma Women's Hall of Fame Event Committee in the past; two previous Hall of Fame inductees neither of whom is currently serving on the event committee nor on the Commission; and the Chair's designee, who shall serve as the facilitator for the committee. The chair's designee shall be an Oklahoma Women's Hall of Fame member unless no current Commissioner is an Oklahoma Women's Hall of Fame member. Those serving on the current Oklahoma Women's Hall of Fame Event Committee are not eligible for the selection committee.

ARTICLE IX – OTHER EVENTS

The Oklahoma Commission on the Status of Women shall engage in a variety of community outreach activities each year. These outreach activities may include community conversations held throughout the year, a biennial Women's Summit, or other such conferences or events at the discretion of the Commission. The Commission may also, at its discretion, create and present Commission awards or honors to individuals, organizations or institutions which promote the welfare of Oklahoma women or otherwise act consistent with the Commission's mission and purpose. The chair of the steering committee for any such activity shall be the Commission Chair or an executive officer designated by the Chair who shall serve as the primary liaison for the event to the Commission. The Commission may also choose to select a co-chair from the Commission or Advisory Council.

ARTICLE X – COMMITTEES

To facilitate its operations and carry out its mission, the Commission may create committees of Commissioners and Advisory Council members, at its discretion. The Commission shall determine specific committee categories, topics, assignments, and membership each year.

ARTICLE XI – ADVISORY COUNCIL

In an effort to meet the duties of the Commission as established by the Statute and Legislative Intent, the Commission shall create an Advisory Council to the Commission composed of women and men across the State of Oklahoma. Advisory Council volunteers shall act as

resources and provide expertise to the Oklahoma Commission on the Status of Women. The Commission shall establish Advisory Council guidelines and procedures.

ARTICLE XII – PARLIAMENTARY AUTHORITY

In addition to the Oklahoma Statutes, the Oklahoma Commission on the Status of Women's Bylaws and Procedures shall act as the form of governance for the Oklahoma Commission on the Status of Women. In all other circumstances the Commission shall follow the rules contained in Robert's Rules of Order.

ARTICLE XIII – AMENDMENTS

Amendments to the Oklahoma Commission on the Status of Women's Bylaws shall require an affirmative vote of a majority of the current Commission. Amendments to the Oklahoma Commission on the Status of Women's Procedures shall require an affirmative vote of a quorum of the current Commission.

**OKLAHOMA COMMISSION ON THE STATUS OF WOMEN BYLAWS
APPENDIX**

ENABLING AND AMENDED LEGISLATION

An Act Creating the Oklahoma Commission on the Status of Women

{ENROLLED SENATE BILL NO. 1147

By Angela Monson and Maxine Horner of the Senate and Laura Boyd of the House Passed the Senate the 27th day of April 1994.

Passed the House of Representatives the 18th day of April 1994.

Approved by the Governor of the State of Oklahoma the 9th day of May 1994. Governor David Walters}

§74-666.

There is hereby created the Oklahoma Commission on the Status of Women. The Commission shall consist of thirty (30) members. No later than August 1, 1994, the members shall be appointed as follows: two members appointed by the Governor, two members appointed by the President Pro Tempore of the Senate and two members appointed by the Speaker of the House of Representatives for a term ending June 30, 1995; two members appointed by the Governor, two members appointed by the President Pro Tempore of the Senate and two members appointed by the Speaker of the House of Representatives for a term ending June 30, 1996; two members appointed by the Governor, two members appointed by the President Pro Tempore of the Senate and two members appointed by the Speaker of the House of Representatives for a term ending June 30, 1997; two members appointed by the Governor, two members appointed by the President Pro Tempore of the Senate and two members appointed by the Speaker of the House of Representatives for a term ending June 30, 1998; and two members appointed by the Governor, two members appointed by the President Pro Tempore of the Senate and two members appointed by the Speaker of the House of Representatives for a term ending June 30, 1999. As the terms of office of such appointees expire, their successors shall be appointed by the appropriate appointing authority for a term of five (5) years. In making such appointments to the Commission, consideration shall be given to making the membership broadly representative of the geographic areas of the state and the several racial, religious and ethnic groups residing in the state. Each member shall hold office until the successor of the member is appointed and has qualified. A member of the Commission may be removed by the appropriate appointing authority for cause. A member appointed to fill a vacancy occurring before the expiration of a term of a member separated from the Commission for any cause shall be appointed for the remainder of the term of the member whose office has been so vacated. Members of the Commission shall receive no salary but shall be entitled to travel reimbursement as provided by the State Travel Reimbursement Act, Section 500.1 et seq. of this title, from funds available to the appropriate appointing authority.

§74-667.

Initially, the President Pro Tempore of the Senate shall name the chair of the Oklahoma Commission on the Status of Women and the Speaker of the House of Representatives shall name the vice-chair. Any other officers deemed necessary shall be elected from among the members at the first meeting of the Commission. Thereafter, at the first meeting of each fiscal year, the Commission shall elect a chair, a vice-chair and such other officers deemed necessary to conduct the business of the Commission from among its members. The Commission shall meet at least once every three (3) months and at such other times as called by the chair or by a majority of the Commission.

§74-668.

The Office of the Secretary of State shall provide staff support to support the work of the Oklahoma Commission on the Status of Women, as well as make arrangements for suitable meeting space for the Commission as needed. **Changed to the Office of Management and Enterprise Services (OMES) in 2011.**

§74-669.

The Oklahoma Commission on the Status of Women shall have the power and the duty to:

1. Act as an advisory entity on equity issues relating to gender bias not only to state agencies and employees, but to communities, organizations and businesses of this state which desire the services of the Commission;
2. Act as a monitor on legislation as to whether the legislation is discriminatory toward one gender or the other or whether the gender of an individual would have an effect on the enforcement of the legislation.
3. Act as a resource and a clearinghouse for research on issues related to women and gender bias;
4. Conduct meetings and seminars within the state as appropriate to support the goals and duties of the Commission; and
5. Report to the Governor, the President Pro Tempore of the Senate, and the Speaker of the House of Representatives of its activities under this act. Such recommendations may include recommendations concerning needed legislation or regulatory changes relating to equity and gender bias.

This act shall become effective June 1, 1994.

The Amended Act Creating the Oklahoma Commission on the Status of Women

{ENROLLED HOUSE BILL NO. 1556

By Judy McIntyre, Jari Askins, Mary Easley, Debbie Blackburn, Barbara Staggs and Rebecca Hamilton of the House; and Angela Monson and Maxine Horner of the Senate.

Passed the Senate the 2nd day of April 2003. Presiding Officer Herb Rozell.

Passed the House of Representatives the 24th day of February 2003.

Presiding Officer Larry Roberts.

Approved by the Governor of the State of Oklahoma the 3rd day of May 2003. Governor Brad Henry}

§74-665.

Declaration of legislative intent.

In furtherance of its obligation to advance the general welfare of the state, the Legislature is cognizant of its duty to give all citizens their opportunities to reach their full potential.

Therefore, the Legislature declares its intent that any inhibiting conditions caused by any factors which impede the ability of an individual to reach the full potential of that individual are matters of public concern.

Added by Laws 1994, c. 189, § 1.

§74-666.

Creation - Membership.

A. There is hereby created the Oklahoma Commission on the Status of Women. The Commission shall consist of thirty (30) members. The members shall be appointed as follows: ten members appointed by the Governor, ten members appointed by the President Pro Tempore of the Senate and ten members appointed by the Speaker of the House of Representatives. All members shall be appointed by the appropriate appointing authority for a term of five (5) years commencing with the date that the previous appointee's term expired. In making such appointments to the Commission, consideration shall be given to making the membership broadly representative of the geographic areas of the state and the several racial, religious and ethnic groups residing in the state. Each member shall hold office until the successor of the member is appointed and has qualified. A member of the Commission may be removed by the appropriate appointing authority for cause. A member appointed to fill a vacancy occurring before the expiration of a term of a member separated from the Commission for any cause shall be appointed for the remainder of the term of the member whose office has been so vacated. Members of the Commission shall receive no salary, but shall be entitled to travel reimbursement as provided by the State Travel Reimbursement Act, Section 500.1 et seq. of this title, from funds available to the appropriate appointing authority.

B. The Office of Personnel Management shall provide staff support to the Oklahoma Commission on the Status of Women.

Added by Laws 1994, c. 189, § 2. Amended by Laws 2003, c. 49, § 1, eff. July 1, 2003. §74-667.

Officers - Meetings

Initially, the President Pro Tempore of the Senate shall name the chair of the Oklahoma Commission on the Status of Women and the Speaker of the House of Representatives shall name the vice-chair. Any other officers deemed necessary shall be elected from among the members at the first meeting of the Commission. Thereafter, at the first meeting of each fiscal year, the Commission shall elect a chair, a vice-chair and such other officers deemed necessary to conduct the business of the Commission from among its members. The Commission shall meet at least once every three (3) months and at such other times as called by the chair or by a majority of the Commission.

Added by Laws 1994, c. 189, § 3.

§74-668

Repealed by Laws 2002, c. 491, § 7, eff. July 1, 2002.

{ENROLLED SENATE BILL NO. 810

By Dick Wilkerson of the Senate and Barbara Staggs of the House.

Passed the Senate the 7th day of April 2003. Presiding Officer Herb Rozell

Passed the House of Representatives the 15th day of April 2003. Presiding Officer Jari Askins
Approved by the Governor of the State of Oklahoma the 14th day of May 2003. Governor
Brad Henry}

§74-669.

Powers and duties.

The Oklahoma Commission on the Status of Women shall have the power and the duty to:

1. Advise on equity issues relating to gender bias, state agencies and employees, communities, organizations, and businesses of this state which desire the services of the Commission;
2. Monitor legislation as to whether the legislation is discriminatory toward one gender or whether the gender of an individual would have an effect on the enforcement of the legislation.
3. Act as a resource and a clearinghouse for research on issues related to women and gender bias;
4. Conduct meetings and seminars within the state as appropriate to support the goals and duties of the Commission; and
5. Report to the Governor, the President Pro Tempore of the Senate, and the Speaker of the House of Representatives of its activities. The report recommendations may include recommendations concerning needed legislation or regulatory changes relating to equity and gender bias.

Added by Laws 1994, c. 189, § 5. Amended by Laws 2003, c. 216, § 1, emerg. eff. May 13, 2003.

{ENROLLED HB 1556} §74-669.

Oklahoma Commission on the Status of Women Revolving Fund.

There is hereby created in the State Treasury a revolving fund for the Office of Personnel Management designated the "Oklahoma Commission on the Status of Women Revolving Fund". The fund shall be a continuing fund, not subject to fiscal year limitations, and shall consist of all gifts and donations contributed to support the work of the Oklahoma Commission on the Status of Women. All monies accrued to the credit of the fund are hereby appropriated and may be budgeted and expended by the Administrator of the Office of Personnel Management on behalf of the Oklahoma Commission on the Status of Women for the purposes prescribed by the Legislature in creating the Commission. Expenditures from the fund shall be made upon warrants issued by the State Treasurer against claims filed as prescribed by law with the Director of State Finance for approval and payment.

Added by Laws 2003, c. 49, § 2, eff. July 1, 2003.

PROCEDURES

The Procedures in this unit are determined and adopted by the Oklahoma Commission on the Status of Women. The procedures are written to support policies. The procedures describe who, what, where when and why. These procedures determined by the Commission may be added, amended, or removed through the legitimate processes of the Commission as provided by this unit.

Organizational Processes

1. Purpose and Actions of the Commission

The Commission provides leadership and direction for actions to support Oklahoma women by:

- a. Acting as a focal point for other agencies and communities to provide resource information, expertise, and input on issues;
- b. Communicating routinely with all relevant constituencies on key issues for women; and
- c. Participating with other groups and in coalitions to support educating the public on issues of importance to women and families.

The Commission acts as a voice for the women of Oklahoma by conducting the following responsibilities:

- a. Educating Oklahoma Legislative, Executive and Judicial branches on the importance of supporting programs to improve the quality of life for women and families in Oklahoma;
- b. Requesting Interim Studies to research possible legislative action, build consensus and public support on issues;
- c. Formulating, supporting, and/or endorsing certain legislation which would benefit women and families;
- d. Ensuring that enacted or revised legislation does not disproportionately or adversely affect women;
- e. Ensuring inequality does not impede individuals from reaching their full potential;
- f. Receiving adequate funding from the State to support the work of the Commission;
- g. Maintaining a strong, viable Advisory Council of leaders across the state;
- h. Coordinating Community Conversations throughout the state an Oklahoma Women's Summit every two years to develop recommendations on specific actions;
- i. Recognizing state elected or salaried individuals who have made significant contributions to women and families; and
- j. Coordinating the Oklahoma Women's Hall of Fame bi-annual activities.

Adapted from the Vision of the Commission adopted, June 22, 1996, revised and approved May 27, 2010, revised, 2017 to annual, revised 2021 to include Kate Barnard and Guardian Award

2. Commission Members

- a. Members of the Oklahoma Commission on the Status of Women are expected to fully participate in the meetings, committees and programs of the Commission.
- b. New Commission members shall attend an orientation for the Commission. The orientation will include, but not be limited to, the Rules (original statutes), Policies and Procedures, committees, program and/or other activities of the Commission; full listing of Commission and Advisory Council members; and the history of the Commission.
- c. The Commission has an attendance policy and members are expected to follow this policy.
- d. In the event any Commissioner may not adhere to the attendance policies of the Commission, the Chair may discuss their lack of attendance with the appropriate appointing agent.
 - All previous members of the Commission have the right to serve on the Advisory Council to the Commission.
 - An excused absence is any advance notice including notice in writing, by telephone, email, or other electronic communication to the Executive Director or Secretary of the Commission. Any notice, including notice in writing, by telephone, email, or other electronic communication, to the Executive Director or Secretary within 24 hours following the Commission meeting shall also constitute as an excused absence.
 - For any member who does not communicate with the Commission by attendance or in writing for a period of six months, the Chair may request the Appointing Authority to remove the member for cause and appoint a replacement.
 - Because of the relevance of the information provided to the Commission by members who serve in the Legislature, if those members are going to miss meetings, they may send a staff person in their place and to notify the Chair of their intention to send a staff person with the name of the person who will be attending. If Legislative staff is attending for the Legislator, these staffs are non-voting representatives.
- d. For purposes of re-appointment, the Chair shall have the responsibility to advise the Appointing Authority of the participation of the members.
- e. Members must contact their appointing authority, and notify the Executive Director if they wish to be re-appointed to the Commission two (2) months prior to expiration of their term.

3. Meetings

- a. Posting of Meeting Oklahoma Commission on Status of Women adheres to the Open Meetings Act. (ref 25 OS. § 304).
 - Meetings for the fiscal year are set early in the fiscal year due to posting rules of the Open Meetings Act.
 - All meetings of public bodies are posted on the Secretary of State website according to the Open Meetings Act with advance public notice specifying the time and place of each meeting.
 - The record keeper of the Commission is the Commission Secretary and the Executive Director
 - Regularly Scheduled Meetings - notice must be provided by December 15 of each calendar year of the date, time and place of the regularly scheduled meetings for the following calendar year. If any change is to be made to the date, time or place of regularly scheduled meetings, notice must be given not less than ten (10) days prior to the implementation of such change.
 - Special Meetings – Notice of special meetings must be given in writing, in person, or by telephonic means at least forty-eight (48) hours prior to said meetings.
 - The Act does NOT require notification to the Secretary of State of emergency, continued, or reconvened meetings.
 - Meeting agendas are NOT filed with the Secretary of State's Office.
 - A yearly calendar of all meetings, including regular meetings, are to be delivered to the Secretary of State office.

4. Posting of Minutes and Agenda

- a. OCSW adheres to the Open Records Act (Re: 51 O.S. §24A.)
- b. OCSW must display public notice of regularly scheduled and special meetings at least twenty-four (24) hours prior to the meeting, excluding Saturdays, Sundays, and legally declared holidays by the State of Oklahoma.
- c. The notice must be posted in prominent public view at the principal office of the public body or at the location of the meeting if no office exists. The notice must include the date, time, place, and agenda.
- d. Agendas and Minutes should be posted on the OCSW website prior to the meeting.

5. Annual Report

- a. An annual report is developed yearly summarizing the activities of the Commission, its committees and the Advisory Council. Report is prepared under the direction of the Chair, the Executive Committee, and the Executive Director.
- b. The annual report should be drafted and presented at the last meeting of the fiscal year for approval of the Commission.

- c. Annual report is sent to the Governor, Senate Pro Tempore, Speaker of the House, and the Administrative Director of Human Capital Management and the Department of Libraries.
- d. Annual Report is posted on the Commission's website.

6. Annual Retreat

- a. The Commission will hold an annual retreat to review its mission and vision; its previous year accomplishments and activities; contemporary issues facing and impacting the women, children and families of the state; establish priorities and an annual action plan.
- b. The Chair of the Commission establishes the date, and the agenda of the retreat. The Executive Director and Vice-Chair is responsible for the logistics and agenda of the retreat.
- c. The Annual Action Plan should include committees, priorities and events.

Officer Responsibilities

1. Chair.

- Chair each meeting of the Commission.
- If Chair is to be absent, notify the Vice-Chair of this absence and request they serve as Chair's designee.
- Notify the Executive Director to notify Commission Members that the Vice-Chair will serve in the Chair's absence.
- Chair the Executive Committee.
- Executive Committee includes Chair, Vice-Chair, Immediate Past Chair, Secretary, Recording Secretary, Financial Officer, Advisory Council Chair, and Executive Director.
- Chair may designate roles and responsibilities to the Executive Director and other members of the Executive Committee as needed to fulfill management of the Commission.
- Set the agenda for each Commission and Executive Committee Meetings by calling from the members for items for the agenda.
- Monitor compliance with the Open Meetings Act.
- Monitor that meeting agenda is posted 10 days prior to the meeting.
- Work with the Executive Director to notify the public of any changes in meeting dates, times, or location through OCSW website and the Secretary of State website Meeting Notices – update meetings.
- Designate Ad Hoc Committees as appropriate.
- Designate the Chair and/or Co-Chairs for each Standing Committee, and Ad Hoc Committees.
- Designate the Chair and /or Co-Chairs for Events, and Standing Committees.

- In all relations with the state and government officials, the Chair or the Chair's designee, and the Executive Director, shall represent the Commission as its spokesperson.
- In all Commission activities and events, the chairperson or Executive Director shall represent the Commission for purposes of public presentations or press relations. • Sign off on all press releases issued by any committee or action of the Commission.
 - Facilitate the Annual Report of Activities preparation and develop the accompanying letter to be presented with the Annual Report to the Governor, Speaker and Pro Tempore of the Senate.
- When a piece of legislation is requested by the Commission, the Chair, Executive Director or designee is responsible for working with the legislator during the legislative process.
- In all legal issues related to the Commission, the Chair the, Executive Director, and a member of the commission who is a legal attorney is responsible for dealing with these issues and for keeping the Commission informed on the progress.
- Notify Commission members of expiration of term of office. Notify the Governor, Senate Pro Tempore and Speaker of the House on expiring terms.
- Notify the appointing authority if there are any factors that should be considered in a re-appointment, such as participation and attendance. No personal items or individual judgments are to be included.
- Should a member not meet the attendance policy and whose lack of participation puts an undue hardship on the Commission, the Chair should bring that to the attention of the appointing authority and request replacement. This should only be done after discussion with the Commission as a whole.
- The Chair and Executive Director are the primary contact(s) with the Human Capital Management office and staff, responsible for working out any support arrangements and requests for assistance from that office.

2. Vice – Chair

- The Vice Chair shall serve on the Executive Committee.
- Chair and coordinate meetings in the absence of the chair or at the designation of the chair.
 - Work with the Chair in the completion of all responsibilities as outlined in the responsibilities of the Chair listed above.
- Work with the Chair, and the Advisory Council Chair to develop and facilitate an annual orientation for new Commission members and Advisory Council members.
- Work with the Chair and Executive Director to set the date for the annual Commission Retreat.

3. Secretary

- The Secretary shall serve on the Executive Committee.
- The Secretary shall be responsible for the Quorum/Roll Call for each business meeting of the Commission and shall maintain on an ongoing basis a list of attendance including excused and unexcused absences.

- The Secretary shall record the minutes of all business meetings. Such minutes shall be forwarded to the Chair and the Executive Director for the Chair’s approval prior to final copy being distributed to the Commission within 15 days of the meetings for which those minutes apply.
- The Recording Secretary shall also forward for placement on the website and dissemination to appropriate members and Advisory Council members.
- The Secretary shall call the Roll on all requested roll call votes and shall maintain that information as part of the minutes of the meeting.

Recording Secretary

The Commission may choose to select a Recording Secretary who is not a member of the Commission and is a not voting member of the Commission. The Commission may choose to select another member of the Commission to serve as a Recording Secretary.

- In the absence of the Secretary, shall record the minutes of all business meetings. Such minutes shall be forwarded to the Chair and Executive Director for the Chair’s approval prior to final copy being distributed to the Commission within 15 days of the meetings for which those minutes apply.
- The Recording Secretary shall also forward for placement on the website and dissemination to appropriate members and Advisory Council members.

4. Financial Officer

- The Financial Officer shall serve on the Executive Committee.
- The Financial Officer along with the Executive committee shall develop a working budget for the Commission based on activities of the Commission for the current year and from approved appropriated funds.
- Review approved annual budget appropriated by the State Legislature.
- Coordinate state budget with Office of Management and Enterprise Services administrative person assigned to OCSW.
- Review monthly budget discrepancies expenditures and purchase orders.
- Monitor expenditures of the Commission against the current budget provided by the Office of Management and Enterprise Services.
- During the first quarter of the fiscal year, identify and line items necessary to monitor expenditures of special events, committees and other various projects approved by commission.
- During the first quarter of the fiscal year, identify and create revenue and expense line items for special events and other various projects approved by commission.
- Provide assistance to Committee Chairs requiring additional line item categories to budget.

5. Advisory Council Chair

- The Advisory Council Chair is a Commission Member in good standing. The Council Chairperson is a nominated by the Commission Nominating Committee and is an elected officer.
- The Advisory Council Chair shall serve on the Executive Committee.
- The Advisory Council Chairperson will coordinate the activities of the Advisory Council, and serve as Chair of the Community Conversations.
- The Advisory Council Chair and the Executive Director will maintain the membership of the Advisory Council for a current and accurate directory.
- The Advisory Council Chair shall work with the Commission on developing effective policies and procedures for the contemporary evolution of the Advisory Council.
- The Advisory Council Chair shall recruit and receive nominations for the Advisory Council utilizing the Nominations Form.
- The Advisory Council Chair shall bring nominations to the floor of the Commission for approval.
- The Advisory Council Chair shall serve as the liaison between the Advisory Council and the Commission.

6. Committee Chair

- Each committee will have a Chair.
- Committee Chairs are to facilitate the topics and activities of the committee.
- Each Committee Chair will research/track the national, state and local issues, policies and laws that impact women for the Committee to review.
- Each Committee Chair will facilitate and will develop the Committee's annual action plan.
- Each Committee Chair will report routinely at Commission meetings and submit a report of the committee's actions.
- Each Committee Chair will prepare an annual report of Committee activities for the Commission's Annual Report, to be given to the Executive Director.
- Each Committee Chair and its committee will be allocated funds as needed for operations.
- Each Committee Chair will develop a budget for committee operations. Committee Chairs should meet with their predecessor to review previous committee expenditures.

National Association of Commissions on Women

The Commission maintains a membership with the National Association of Commissions on Women. The membership provides for the Commission to have one voting member at national meetings.

The voting member is considered as the National Association of Commissions on Women Representative and reports periodically the actions and positions of the National Association at Commission regular meetings.

Advisory Council Guidelines and Processes

The Advisory Council was created and approved by the Commission as a body January 26, 1995. The Advisory Council serves to help the Oklahoma Commission on the Status of Women meet its requirements.

- a. to be a resource and clearinghouse for research and information on issues related to women and gender bias, to act as an advisory entity on equity issues to state agencies, communities, organizations and businesses of the state, and
- b. to establish recommendations for action to improve the quality of life for Oklahoma women, children and families.

1. Advisory Council Membership

Membership includes four categories of prospective members, both men and women:

- a. High visibility community leaders who have shown significant support for women and their issues.
- b. Resource people who have or could provide significant information and resources to support the activities and duties of the Commission.
- c. Representatives from the various women's groups and organizations across the state who work to support women's issues.
- d. Any member of the Oklahoma Commission on the Status of Women who wishes to serve on the Advisory Council after her term on the Commission.
- e. All inductees into the Oklahoma Women's Hall of Fame indicating interest will automatically become members of the Advisory Council.
- f. At the discretion of the Commission, the Advisory Council Chair and the Executive Director may create categories of active Advisory Council members and inactive, or honorary, Advisory Council members. Advisory Council members who are unable to participate for good cause shown may be listed as Inactive or Honorary until such time as they are able to participate as Active Advisory Council members.
- g. Advisory Council members who have not participated in any meetings or activities of the Commission within a calendar year may be removed upon notice.

2. Membership Process

- a. The Advisory Council Chair shall submit names of nominated prospective Advisory Council members for approval of the Commission during any business meeting. The majority vote of those members present and voting shall be required for approval.
- b. The full Commission will approve all new members of the Advisory Council, with the exception of previous Commission members and inductees of the Oklahoma Women's Hall of Fame who shall automatically be members.
- c. Prospective members will complete the Advisory Council Nomination form and submit the form with a biographical sketch by email or mail to the Commission office, to be processed by the Executive Director. Short Biographical sketches or resumes shall be forwarded to the Advisory Council Chair at least one week prior to the Commission meeting at which that nomination shall be considered.

- d. Advisory Council new members will be notified by the Advisory Council Chair after approval of the nominations. One copy of the approval letter with nomination and bio will be filed with the Executive Director of the Commission.
- e. Each Advisory Council will sign and complete an Interest Form to identify their areas of expertise, resources or interest. Form to be completed at annual retreat or upon acceptance to the Advisory Council.
- f. All other members of the Advisory Council shall be expected to participate in at least one meeting or event each year.
- g. If an Advisory Council Member has not participated in the Advisory Council or other events in one (1) year, they shall be removed from the Advisory Council by the Commission.

3 Responsibilities of the Advisory Council Team and Membership

- a. Identify topics and set up Community Conversations of the key issues facing Oklahoma women.
- b. Have the members participate and support the Commission committees and annual events.
- c. Establish other activities as appropriate to create more visibility and bring input from women across the state.
- d. Look at the diversity of the state when making appointments to the Advisory Council including ethnic background, geographical area, and socio-economic structure.

Committees and Committee Processes

Members of the Oklahoma Commission on the Status of Women are expected to fully participate in the Commission's committees, its programs/activities and meetings.

1. Annual Priorities/Issues

- Each Committee will research/track the national, state and local issues, policies and laws that impact women to review.
- Each Committee is to pick their topics, no more than three, preferably one for the year and focus their activities on that topic.
- Each Committee should work to gather appropriate supporting information on their topics and also develop an Annual Action Plan for the year and present it to the full Commission for approval recommendations for legislative or administrative actions.
- Each Committee should identify internal resources to support their activities and notify the Commission Chair of the level of support needed from the Commission.

2. Standing Committees

- Organizational Structuring Committee

- The purpose of the Organizational Structuring Committee is to review, revise and disseminate current and contemporary Rules, Policies and Procedures for the Commission.
- The Rules, Policies and Procedures should be reviewed annually, revised or updated as needed based on the annual review.
- Communications and Public Relations Committee
- The purpose of the Communications and Public Relations Committee is to promote the activities of the Commission throughout the State of Oklahoma.
- The Communications and Public Relations Committee is to develop and disseminate press releases, articles, announcements, and other items relevant to events, issues, roundtables and/or programs
- The Communications and Public Relations Committee is responsible for assisting commission events chairs by preparing brochures, program announcements and press releases as needed.

- History and Archiving of Records Committee
- The purpose of the History and Archiving of Records Committee is to maintain the archives and history of the Commission and its predecessor organizations. • The History and Archiving of Records Committee will publish a history of the Commission and its predecessor organizations based on the electronic archives. Once published will update history on an annual basis.

- Nominating Committee
- The purpose of the Nominations Committee is to receive annually the nominees for the slate of officers.
- The Chair is responsible for designating one member to the Nominating Committee.
- The slate of officers is presented at least two months in advance of the election.

3. Event Committees

- The Commission shall have any other summits, community conversations, conferences, events or meetings "as deemed appropriate to support the purpose and mission of the Commission."
- The Commission's on-going two events, The Oklahoma Women's Summit Community Conversations and the Oklahoma Women's Hall of Fame, will be handled by the full Commission acting as a "Committee of the Whole" under the direction of the Senior Executive Committee. (Approved June 22, 1996, Revised October 23, 1997, Revised August 24, 2017)
- Event Committee responsibilities include the following: (The Commission maintains Task Listing for a Summit the Community Conversations, and for the Women's Hall of Fame) • Location: Determine location for event at least nine months out and consider cost and logistical support when determining location
- Financial: Establish and adhere to a budget, have budget approved by Commission and establish what percentage of the budget should come from Commission appropriated dollars, raise the necessary funds from sponsors to cover the cost of the event. Purchase orders must be obtained for all types of expenses unless products or services are donated by another agency/organization.

- Marketing: Contact Communications and Public Relations Committee Chair for support in marketing the event early in process establish audience to the event and potential attendance goal, ensure the marketing effort is in place to reach that goal, prepare brochures and material, arrange with the Communications and Public Relations Chair for press releases and coverage.
- Press and Media Coverage: Coordinate this activity with Communications and Public Relations Chair, prepare press releases and distribute to the print and electronic media statewide (all press releases must be approved by the Chair of the Commission, contact local press in major metropolitan areas and in the event location to get coverage for the event and of the event – before and after the date, prepare press packets for distribution to press at an event
- Program: Develop program as appropriate to the event
- Oklahoma Women’s Summit Community Conversations – work with the standing committees and the Commissioners to develop the program, speakers and workshops to address the key issues facing Oklahoma Women.
- Oklahoma Women’s Hall of Fame – identify the best possible and most entertaining emcee for the event.
- List Maintenance/Mailings: Work with Commission, Executive Director and the Advisory Council Chair to develop the best possible mailing list for the event and maintain records of attendees for all future mailing lists.
- Entertainment and flowers for Women’s Hall of Fame.
- Special Considerations: Governor’s/Legislative Recognitions Printing.

1. Women’s Hall of Fame – additional information and procedures

- Nine months prior to the event, recruit candidates for induction
- Women’s Hall of Fame event will have a Logistics Chairperson and a Selections Chairperson.
- No one serving as a judge on the Selections Committee, the Events Committee, or a current Commissioner will be permitted to neither nominate nor send a letter of endorsement for a nominee to the Oklahoma Women’s Hall of Fame.
- No more than three (3) nominations per person will be accepted.
- Organizations can nominate an individual, but they must name a single contact.
 - Inductees, if living, are required to attend the event. If an inductee cannot attend, the nominee receiving the next highest votes will be moved up her nomination can be carried over for a period of one year or until the following recognition event.
- The individual who nominates the inductee is responsible for assuring the inductee is escorted to the recognition event.

Awards Processes

The Commission has established several permanent awards: The Oklahoma Women’s Hall of Fame, Kate Barnard Award, and the Guardian Award. Other awards may be given as determined by the Commission. The Communications and Public Relations Committee will assist with the press releases and other communication announcements for all events where awards are given.

1. Oklahoma Women's Hall of Fame

Purpose: The Oklahoma Women's Hall of Fame shall bestow the highest honor of outstanding service benefiting the lives of women and families in Oklahoma, the nation, or elsewhere in the world.

Nomination Criteria: Women involved in a particular discipline, profession or field who has made contributions of significant and recognizable change affecting the lives of women and families, regardless of whether the candidate is living or deceased.

• Eligibility:

1. Recipient must be a current or former resident of Oklahoma
2. Recipient must have made recognizable and/or sustainable contributions impacting the lives of women and families in her community, the state, nation and/or globally.
3. Current members of the Commission are ineligible for induction
4. What enduring contributions has she made?
5. How has she positively elevated the status and positively impacted women and girls?
6. Has she helped open new frontiers or women and society in general?
7. Is the community/state/nation or world better for the contributions of the nominee?
8. Are people in general better because of the accomplishments of the nominee?
9. Are women in the state, the region, the United States and/or world better? Has their status improved, or opportunities increased because of the contributions of the nominee?
10. Is her particular profession or field better because of the contributions of the nominee?
11. Various categories of disciplines, professions or fields may include but are not limited to: Arts, Business, Community Service, Public Service, Sciences.

2. Kate Barnard Award

Adopting a proposal from then Commissioner Linda Edmondson, the Oklahoma Commission on the Status of Women created the Kate Barnard Award in 1988 to honor outstanding women in public service in Oklahoma. The award recognizes excellence in public service on the part of elected or appointed Oklahoma women officials at the state or national level. Nominees are from the ranks of elected or appointed salaried women public officials.

In 1907, Kate Barnard, a native of Oklahoma, became the first woman to win a statewide elected office in the United States. At the time she was elected, she was the only woman on the state ballot, and only men had the vote. She held the office of Commissioner of Charities and Corrections for two terms. She was a key figure in the enactment of a compulsory education law providing for state payments to widows dependent on their children's earnings, of legislation implementing the constitutional ban on child labor, and of laws aimed at unsafe working conditions and the "blacklisting" of union men.

Guidelines

- a. Only women who hold an Oklahoma state or national elected or appointed public office are eligible.
- b. The Executive Committee shall be responsible for taking nominations from the Commission at large. The Executive Committee under the direction of the Chair of the Commission shall determine the nominee from the candidates submitted.
- c. The Award may be given annually at the Commission's discretion.
- d. The Communications Committee will help with the press releases and other communication announcements.

The Award may be given in connection with a luncheon such as the Kate Barnard Luncheon for women legislators, or at some other event, at the discretion of the Commission. The Kate Barnard Chair will be appointed by the Chair of the Commission and will recruit a committee to assist with the leadership role in planning and hosting any event which is reserved exclusively for presentation of the Award.

3. Guardian Award

The Oklahoma Commission on the Status of Women created the Guardian Award in 2010 to recognize Oklahoma Legislative, Executive, and Judicial elected officials who have made significant governmental contributions to guarding, protecting and preserving the rights of women and families.

Guidelines

- a. Only elected individuals of the legislative, judicial, and executive branches of Oklahoma Government are eligible.
- b. The Chair of the Commission shall be responsible for taking nominations from the Commission at large.
- c. The Executive Committee, with such other persons as the Chair of the Commission may designate, shall determine the nominee(s) from the candidates submitted.
- d. The Guardian Award may be given annually by Commission discretion, at the end of the Oklahoma Legislative Session, in the month of May.
- e. Each year, during March, the Chair of the Commission will receive nominations for the Guardian Award
- f. Each April the Commission's executive committee will select the Guardian Award Recipient(s).
- g. The Chair of the Commission will notify the recipients in April, secure/reserve the House, Senate, or Governor's Blue Room for Executive level in extending the Guardian Award.
- h. The Communications and Public Relations Committee will help with the press releases and other communication announcements.

Personnel Processes

Executive Director

The Executive Director of the Commission is a state employee working 999 hours/year. The Executive Director is housed at the Commission offices and supervised by the Commission Chair as well as the Director, Human Capital Management Office. The position is a .5 FTE, unclassified, advertised through the state personnel system, and hired by the Commission Executive Officers. The Executive Director's primary responsibility is to assist the Commission in promoting its activities and aid the Commission committees in performing their duties. The Executive Director will assist the Chair, committee chairs and event chairs in planning, facilitating, and implementing events and activities.

The Executive Director is accountable for providing leadership, strategic direction, and vision for the development and achievement of the organization's mission in partnership with the Oklahoma Commission on the Status of Women. The Executive Director will provide direction and guidance to the OCSW in the development of its strategic goals and execute/ implement the strategy within the framework of the organization's policies and standards. The incumbent advises, recommends and assists the OCSW in the formulation of policies, and directs the OCSW's day-to-day operations.

The Executive Director works as the staff advisor to and in partnership with the OCSW to 1.) Carry out the mission of the organization, 2.) Responsibly manage the OCSW's human, material and fiscal resources and 3.) Assure that the OCSW has a positive presence throughout the state through various media.

The Executive Director will assist the Chair and Executive Committee in hiring, release, retention, and management of any employed staff; will direct the management and development of the OCSW's physical resources; and will assist the Financial Officer with oversight of the OCSW's fiscal activities.

MAJOR ACCOUNTABILITIES

Commission Relations & Support

Provides strategic leadership by working with the OCSW to establish and implement longterm and short-term priorities, goals and tactical plans in support of the overarching strategy.

Works in partnership with the OCSW officers and committee chairs to leverage the involvement and contribution of each Commissioner while supplying staff support.

Collaborates with the Chair and Executive Officers to develop and implement capacity building strategies and plans designed to accommodate growth objectives of the OCSW, as appropriate.

Collaborates with committee chairs to keep the OCSW informed of pertinent trends and legislative activities that affect its work

Financial Responsibility

Has authority to sign contracts on behalf of OCSW, with Chair oversight.

As appropriate for specific projects, works with the Chair, Executive Officers and committee chairs to generate diversified funding sources.

Works with the Financial Officer and OMES staff in monitoring, developing and explanation of the Annual Budget.

Management and Administrative Responsibility

Assists Chair and Members in planning, facilitating, and implementing projects and events.

Maintains organizational website.

Maintains current rosters of Commission and Advisory Council members.

Maintains commission files according to the approved Records Disposition Schedule.

Maintains an inventory of equipment and supplies in office.

Assists Chair in preparation for meetings which includes producing monthly meeting notices, agendas, minutes and other corresponding documents, notifying commission and advisory council members of meetings and all activities.

Produces documents of various levels of complexity, ranging from plain copy typing to the manipulation of data to create complex presentations.

Coordinates with State finance staff (OMES) according to their procedures all requests for supplies and services along with payment of invoices.

Performs a variety of administrative tasks including answers the phone, takes messages and disseminates information, opens, sorts, distributes, collects and delivers mail; performs a number of tasks such as posting and recording data.

Other duties as requested by Chair.

Public Relations

Works to maintain a positive image of the OCSW in the state by:

1. Collaborating with the Communications Committee to communicate and promote OCSW interests and activities.
2. Developing and maintaining community awareness with other organizations in the state, through education and presentations.

Professional Leadership Qualities

Demonstrates passion, idealism, integrity, positive attitude, is mission driven and self-directed.

Demonstrates leadership qualities which inspire confidence and loyalty in others by initiative, acceptance of others, judgment, maturity, working under pressure, cooperation, dependability, adaptability and positive demeanor.

Demonstrates positive attitude toward the Commissioners and Advisory Council.

Position Review

The Chair of the Commission should quarterly review time reports and monitor hours worked of the Executive Director. Annually, selected Officers as designated by the Chair will conduct an annual review of the Executive Director's performance.

The Chair of the Commission shall delegate the workload of the Commission. Chairs should communicate with both the Chair and Executive Director on workload requests.

The Executive Director has an annual budget of \$1,000 to purchase office supplies, equipment and software. Purchases must be approved by the Chair of the Commission.

The Executive Director will be evaluated at least twice a year by members of the Executive Officers.

Family Friendly Criteria

Pay and Benefits Should Provide Economic Security:

- Long term financial security, profit sharing, 401K(s), retirement plans
- Cafeteria benefit plans
- Full family health, mental health, and dental coverage
- Equal pay for equal work.

Workplace Culture Should Support and Respect Families:

- Adherence to the Family Leave Act
- Day care and/or day care benefits
- Emergency arrangements for children
- Family education and tuition coverage
- Providing a safe and appropriate work environment

Opportunities Should Reflect the Value of Women's Work:

- Elimination of glass ceiling in management
- Equal opportunity at all levels
- Appropriate sexual harassment Policy and training