



## Women's Leadership Forum By-laws

**Mission.** The mission of the CSAC Women's Leadership Forum (WLF) is to provide a welcoming network for mentoring, supporting and empowering elected women supervisors and other women leaders who are affiliated with CSAC as they engage in leadership roles in their communities and within the CSAC organization. Additionally, the WLF serves as a forum to introduce and elevate issues and policy matters that most significantly affect women, children and families to the forefront of CSAC leadership.

**Structure:** At a minimum, meetings will occur at each of the biannual CSAC general and legislative assemblies. Other women leaders within the CSAC organization are welcome and will be invited to attend the biannual meetings as guests.

**Membership.** WLF membership includes all women county supervisors.

**Leadership.** There will be three women county supervisor co-chairs, representing the rural, suburban and urban caucuses as well as two County Administrative Officer (CAO)/County Executive Officer (CEO) ex-officio members representing women appointed to county leadership.

**Elections.** Elections will take place at CSAC's Annual Conference during the WLF Business Meeting. Each year members will elect one new co-chair from the caucus that is terming out. The caucus rotation begins with the urban caucus, followed by the suburban caucus, followed by the rural caucus, and then begins again. WLF co-chairs must be elected by women Supervisors in the Urban, Suburban and Rural Caucuses of CSAC respectively.

The election steps are as follows:

- Standard solicitation letter of interest sent to caucus.
- List of nominees sent to women county supervisor membership prior to business meeting.
- If applicable, ballot presented and voted on at the business meeting by women county supervisors.

WLF Ex-Officio Members must be elected by the women CAOs/CEOs.

The election steps are as follows:

- Standard solicitation letter of interest sent to CAOs/CEOs.
- List of nominees sent to women CAO/CEO membership prior to business meeting.
- If applicable, ballot presented and voted on at the business meeting by women CAO/CEO members.

**Term Limits.** Co-Chairs and WLF Ex-Officio Members shall each serve 3-year terms. Should a co-chair term out of elected office during her tenure as WLF co-chair, a successor must be elected from their respective caucus to carry-out the remainder of her term at the next WLF convening.



Should an ex-officio member leave their position, their successor will be elected at the next convening of the WLF.

Notwithstanding the three (3) year terms set forth above, in order to establish staggered terms, the first urban co-chair shall serve an initial term of one (1) year. The first suburban co-chair shall serve an initial term of two (2) years.

**Policy Positions.** The WLF will adhere to the CSAC policy decision process, which requires the WLF to make policy recommendations to the appropriate policy committee(s), which then will decide whether to elevate the policy recommendation to the Executive Committee. The Executive Committee then decides whether to forward the recommendation to the Board of Directors for final action.