



Interagency Committee of State Employed Women (ICSEW) Bylaws

Policy: Bylaws

Policy Name: ICSEW Bylaws

Article I - Name

The name of the organization shall be the Washington State Interagency Committee of State Employed Women (referred to hereafter as the Committee).

Article II - Purpose

The major focus of the Committee shall be to identify and advocate for issues faced by state employed women. This will be accomplished by:

- Advising the Governor and state management on policy issues requisite to improving employment conditions and career opportunities for women, especially in the areas of education, training, career development, and salary disparity; and
- Advising the Governor and state management on the development and implementation of comprehensive and coordinated policies, plans and programs focusing on the issues and needs of women in state government; and
- Communicating with and for women as state employees.

Article III - Membership

The ICSEW chair shall appoint representatives for a two-year term from each state agency, board, commission, and institution of higher education.

- Agency or institutional heads (or otherwise named head of the entity as defined in Article XII - Definitions) are responsible for providing the chair with candidates for appointment.
- The membership subcommittee chair will work with the chair to ensure membership lists are current.

A position is vacated when a representative notifies the chair, membership chair or their committee chair of a resignation, or when the executive board recommends to the ICSEW chair the removal of a representative.

- The ICSEW chair shall appoint a replacement to fill the un-expired portion of a two-year term for a vacated position, based on the recommendation from the agency or institutional heads.



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Policy Name: ICSEW Bylaws

Agency or institutional heads may identify alternate(s).

- Alternates may participate fully in ICSEW activities with the exception of voting.
- Only appointed representatives are eligible to vote.
- Alternates may vote in the absence of the representative, provided a signed proxy is presented to the ICSEW chair or membership chair either before or at the meeting.
- Agency appointees must be registered to vote in the state of Washington.

Article IV - Attendance

Regular attendance at general membership meetings is essential so that decisions made represent the opinions of the Committee as a whole. In addition, regular attendance enables committee members to be productive and helps ensure that issues are examined from a variety of perspectives.

- The executive board shall maintain and enforce an attendance policy.
- Each representative appointed to the Committee shall attend a minimum of six meetings annually.
- If unable to attend, the representative shall provide prior notice to the membership chair and may send an alternate.
- A Committee member may forfeit her/his appointment as a result of poor attendance.
- Each member is required to select one or more subcommittees on which they will be an active participant. It is at these subcommittees that a large amount of the Committee work is accomplished.

Article V - executive board

The Governor shall appoint the chair and designate an executive policy advisor as liaison to the Committee.

The chair, vice chair, executive secretary, information secretary, treasurer, and subcommittee and ad hoc subcommittee chairs will serve as the executive board to the ICSEW. Any ICSEW member is eligible to serve on the executive board. Alternates may sit on the executive board provided there is a 2/3 majority of appointed members on the board.



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The chair shall appoint the following:

- Vice chair
- Executive secretary
- Information secretary
- Treasurer
- Subcommittee chairs
- The chair shall appoint ad hoc subcommittee chairs as necessary

A. Roles and Responsibilities of the Executive Board

- The chair shall conduct all meetings of the Committee, communicate adopted recommendations to the Governor, make additional appointments to the ICSEW executive board as necessary, serve as the designated spokesperson in any forum, submit an annual report to the Governor, and perform other duties as needed to further the purpose of the ICSEW.
- The vice chair shall coordinate subcommittee and ad hoc subcommittee activities with the chairs; arrange for, and introduce, speakers for the programs presented at meetings; preside at meetings in the absence of the chair; and perform other duties as needed to further the purpose of the Committee.
- The executive secretary shall keep accurate minutes of all general membership and executive Committee meetings, and ensure all documentation created by and for the Committee is made publicly available.
- The information secretary shall work with the Governor's office to prepare proclamations and other official correspondence, and prepare correspondence as requested by the chair and vice chair
- The treasurer shall produce the Committee budget, track Committee expenditures and revenues, and provide information on the financial status of the Committee at general membership meetings or as requested.
- The subcommittee and ad hoc subcommittee chairs(s) shall hold subcommittee and ad hoc subcommittee meetings as needed, represent the subcommittee and ad hoc subcommittee as a member of the executive board, submit recommendations to the membership for action, prepare and submit a summary of the year's activities for the annual report.



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Article VI - Subcommittees

ICSEW has seven subcommittees: Communications, Conference, Health and Wellness, Legislative and Policy, Membership, Professional Development, and Public Outreach.

- The Communications subcommittee ensures the continued availability and communication of information regarding the Committee and issues through media, including, but not limited to, the InterAct newsletter and the Committee website.
- The Conference subcommittee plans and coordinates the ICSEW leadership conferences, including, but not limited to, identifying location, theme, dates, budget, and speakers.
- The Health and Wellness subcommittee expands knowledge of health and wellness with an emphasis on promoting healthy behaviors.
- The Legislative and Policy subcommittee researches legislative and policy issues affecting state-employed women, develops recommendations to share with the Office of the Governor and state agencies, and promotes education relating to legislative processes and policy making.
- The Professional Development subcommittee encourages professional growth by providing training, networking, and educational information.
- The Membership subcommittee monitors membership, attendance, and representation, and manage logistics for general membership meetings.
- The Public Outreach subcommittee promotes ICSEW, coordinates participation in public and state agency-sponsored events and ICSEW-sponsored drives in alignment with the Committee's mission and vision.
- Ad hoc subcommittees are appointed and/or abolished by the chair under special circumstances. The ad hoc subcommittees are established to respond to current issues impacting the Committee and state-employed women. Ad hoc subcommittees are reviewed annually to ensure the issues continue to be of importance.



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Article VII - Funding

The Committee shall have the authority to receive such gifts, grants and endowments from public or private sources as may be made from time to time or otherwise for the use and benefit or the purposes of the Committee and to expend the same, including any income generated from them according to the terms of those gifts, grants or endowments.

Article VIII - Meetings

The Committee will meet at least six times per year.

- The specific month, day, and time will be determined by the chair.
- An emergency meeting may be called at the discretion of the chair or at the request of six or more members.
 - The purpose of the meeting will be stated in writing, and distributed either electronically or by paper.

Article IX - Amendments

The bylaws may be amended by a two-thirds vote of membership.

Article X - Quorum

Fifty-one percent of the membership shall constitute a quorum for action.

- Representatives will be given fourteen calendar day notice prior to a regularly scheduled meeting if voting action will take place.
- Representatives shall have one vote.
- A representative who is unable to attend a meeting may send an alternate to the meeting.
- The alternate may vote in place of the representative provided a signed proxy is presented to the chair either before or at the meeting.

Fifty-one percent of the executive board shall constitute a quorum for action or decisions not requiring a vote by the membership.

- No notice requirements will be in place for executive board action.
- This action in no way detracts from the authority of the chair to make decisions, as the executive board is an advisory board to the chair.

Amended: May 1997; September 1997; June 2000; September 2003; January 2010; November 2010, May 2011; January 2017



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Article XI - Parliamentary Procedures

An informal version of Robert's Rules of Order (Newly Revised) shall be the parliamentary authority for the Committee.

Article XII - Definitions

- Ad hoc subcommittees - subcommittees that are established for the special purpose of studying, involving, or informing state employees regarding specific issues as identified by membership or the Governor.
- Alternate - A member designated by her/his Agency or institutional heads as an alternate for the appointed representative. Alternates have membership rights to serve on subcommittees and participate in Committee activities. Alternates do not have voting privileges unless identified by the appointed representative with a signed proxy form.
- Executive board (Board) - The collective body of board members including the Committee chair, vice-chair, executive secretary, information secretary, treasurer, subcommittee chairs, and ad hoc subcommittee chairs.
- Member - Any appointed representative or alternate.
- Representative – A member appointed by the ICSEW chair for a set term to represent an agency, board, commission, or institution of higher education.
- Subcommittee - Designated groups that support the ongoing operation of the Committee.
- The following definitions are taken from RCW 42.52.010, Public officers and agencies, and also apply to the Committee:
 - “Agency” means any state board, commission, bureau, committee, department, institution, division, or tribunal in the legislative, executive, or judicial branch of state government. “Agency” includes all elective offices, the state legislature, those institutions of higher education created and supported by the state government, and those courts that are parts of state government.
 - “Head of agency” and “director” means the chief executive officer of an agency. In the case of an agency headed by a commission, board, committee, or other body consisting of more than one natural person, agency head means the person or board authorized to appoint agency employees and regulate her/his conduct
 - “State employee” means an individual who is employed by an agency in any branch of state government. For our purposes, employees of the superior courts are not state officers or state employees.