



**COMMISSION ON THE STATUS OF WOMEN
REGULAR MEETING - AGENDA
MARCH 21, 2022, 7:00PM
VIA TELECONFERENCE**

To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at www.norwalkct.org/meetings



Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID.



Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section.



Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email at humanservices@norwalkct.org to provide written public comment Prior to the meeting.

REGULAR MEETING - AGENDA

- I. Call to Order
- II. Approval of Minutes of Previous Meeting
 - a. November 15, 2021
- III. Old Business
 - a. Report of the Bylaws Committee
 - b. Discussion and Motions on Bylaws
- IV. New Business
 - b. Discussion and Motions on Commission Priorities
 - c. Discussion and Motions on Commission Committees
 - d. Discussion of April Meeting
- V. Motion to Adjourn

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**CITY OF NORWALK
COMMISSION ON THE STATUS OF WOMEN
NOVEMBER 15, 2021
VIA TELECONFERENCE**

ATTENDANCE: Chantal Coffy; Claudia Wermer Conner;
Anna Keegan; Shannon O'Toole Giandurco; Jasmine Prezzie;
Sarah Rendon Garcia; Kristina Testa-Buzzee; Ivonne Zucco;
Iliana Zuniga

STAFF: Maria Escalara, Director of Human Services

I. CALL MEETING TO ORDER

Ms. Escalara opened the meeting at 7:06 p.m. and welcomed everyone to their first meeting.

II. INTRODUCTIONS

Commission members introduced themselves.

Ms. Escalara announced that she accepted a new position in Bridgeport and this was her first and last meeting.

III. NEW BUSINESS

a. Officer Structure and Responsibilities - Discussion and vote

Ms. Escalara opened the floor for discussion. The Commissioners discussed appointing a Chair or a Chair and Vice Chair.

**** MS. KEEGAN MOVED TO APPOINT A CHAIR AND A VICE CHAIR
** MOTION PASSED UNANIMOUSLY**

b. Present Nominations for Officers (Voting item)

**** MS. O'TOOLE GIANDURCO MOVED TO APPOINT MS. KEEGAN AS
CHAIR AND MS. CONNOR AS VICE CHAIR
** MOTION PASSED UNANIMOUSLY**

Ms. Escalara turned the meeting over to Ms. Keegan.

c. Confirm Meeting Dates

The Commissioners discussed the proposed meeting dates. The Commissioners also discussed the options of continuing to meet virtually, meeting in person or allowing the option to attend virtually. It was noted, that meeting virtually, is a good step for women. Following the discussion, the Commissioners decided to continue to meet virtually.

**** MS. ZUNIGA MOVED TO MEET VIRTUALLY ON THE THIRD
MONDAY OF EACH MONTH
** MOTION PASSED UNANIMOUSLY**

The December and January meetings were cancelled, and the next meeting will take place on the third Monday in February.

A discussion took place about meeting procedures. Photos and resumes of Commissioners will be compiled along with a meeting "cheat sheet". Ms. Keegan will provide Commissioners with a link to the City of Norwalk's website.

**** MS. CONNER MOVED TO SUSPEND THE RULES TO ADD AN ITEM
TO THE AGENDA
** MOTION PASSED UNANIMOUSLY**

**** MS. CONNOR MOVED TO CREATE A BY LAW COMMITTEE
** MOTION PASSED UNANIMOUSLY**

Ms. Keegan, Ms. Connor, Ms. Coffey and Ms. O’Toole Giandurco agreed to be on the Committee. Ms. Keegan will reach out to Ms. Baanante to find out if she would like to serve on this Committee.

**** MS. CONNOR MOVED TO APPOINT MS. KEEGAN, MS. CONNOR, MS. COFFEY AND MS. O’TOOLE GIANDURCO TO THE BY LAW COMMITTEE AND MS. BAANANTE PENDING HER RESPONSE
** MOTION PASSED UNANIMOUSLY**

d. Review Ordinance

Ms. Escalara shared her screen showing the Ordinance. The Commissioners discussed the Ordinance and how to make this Commission more inclusive. The Commissioners discussed changing the Ordinance. Ms. O’Toole Giandurco described the process to revise an Ordinance and suggested their focus should be on the existing Ordinance. Ms. Escalara added that any changes to the Ordinance have to be submitted to the Mayor and the Common Council for approval.

Ms. Keegan invited Commissioners to e-mail her with specific agenda items. She said a meeting will be held after Thanksgiving to set up the By – Law Committee.

There was no further business, and the meeting was unanimously adjourned at 8:01 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

Bylaws of the Commission on the Status of Women

Article I: Purpose

The purpose and function are to review progress and assist in the elimination of gender-based discrimination and to help improve the status of women and girls and other marginalized genders? in the City of Norwalk. The Commission will strive to consider the multiple forms of discrimination that impact women and other marginalized groups.

Also, the Commission shall conduct such programs of education, study, research, investigation and make such recommendations for policies and practices as will contribute to conducting the purposes and provisions of the ordinance and shall cooperate with governmental and non-governmental agencies and organizations in the field of inter-group relations and equal opportunities.

The Commission shall have the following areas of concern:

To review progress and assist in the elimination of gender-based discrimination and to help improve the status of women and girls and other marginalized genders? in the City of Norwalk.

Article II: Membership

The Commission consists of eleven (11) members, electors of the city of Norwalk who are broadly representative of our diverse community, being those members appointed by the Mayor of the City of Norwalk and approved by the Common Council of the City of Norwalk.

Section 1. The Officers shall consist of a Chairperson, Vice Chairperson, and will be selected from among the members of the Commission and serve in their capacity for one (1) year.

Section 2. Nominating Procedure

A Nominating Committee shall be appointed by the Chairperson composed of three (3) members of the Commission whose responsibility is to present a slate of officers for election at the Annual Meeting. Members of the Nominating Committee are eligible to be nominated for office. A report of the Nominating Committee will be distributed to the Commission at least five (5) days before the Annual Meeting.

Section 3. Election of Officers

At the Annual Meeting, the slate of officers shall be presented to the Commission. Nominations from the floor will be accepted upon a motion and second. For each position on the slate that is challenged, an election will be held by written ballot, starting with Chair, then Vice Chair.

Section 4. Terms of Office

The term of office for Officers shall be one (1) year. Officers are eligible for re-election except that the Chairperson may not serve for more than two (2) full consecutive years.

Section 5. Vacancy

Should an office become vacant, the Commission shall elect a successor at its next scheduled meeting. That person shall remain in office for the duration of the term of office that was vacated.

Section 6. Duties

The Chairperson shall preside at all meetings and represent the Commission at all official functions.

The Vice-Chairperson shall, during the absence or inability of the Chairperson have all the powers that are vested in the Chairperson.

Article III: Meeting and Voting

Section 1. Place for Holding Meetings. All meetings of the Commission shall be held at such place within the City of Norwalk, Connecticut, as shall be designated in the notice of the meeting.

Section 2. Meeting dates.

(A) Annual Meeting. The Annual Meeting shall be held on the third Monday of September of each year. In the event the Annual Meeting cannot be held on this day the next meeting of the Commission shall be deemed the Annual Meeting.

(B) Regular Meetings. Regular meetings shall be held on the Third Monday of each month. The Chairperson shall prepare the agenda and distribute it to the Commissioners at least five (5) days prior to the meeting.

(C) Special Meetings. The Chairperson or upon the written request of three (3) Commissioners a Special Meeting of the Commission shall be called for the specific purpose of transacting business of the designated matter. Notice of a Special Meeting shall be given in the same manner as required for a Regular Meeting.

(D) Agenda Additions If any member of the public wishes to bring a matter to the Commission for consideration, a written request shall be made to the Commission stating the matter to be discussed, the reason that it is being brought to the Commission, the name of the spokesperson and other participants, and the amount of time requested for presentation and discussion.

Upon receiving the written request, the Commission will review the request. If it is found to be an appropriate matter for its consideration, shall, with ten (10) days' notice, place the item on the agenda of a forthcoming meeting.

| Section 3. Quorum.

A majority of sitting Commissioners shall constitute a quorum.

| Section 4. Majority Vote Required.

Actions taken by the Commission shall be by majority vote except that an affirmative vote of two thirds (2/3) of a quorum is required to schedule a hearing or to approve Amendments to these By Laws.

| Section 5. Rules of Procedure.

A. All meetings shall be conducted under *Robert's Rules of Order, 10th Edition*.

Article IV: Committees

| The Chairperson, with the approval of the Commission, may create Standing or Special Committees as deemed necessary for the function of the Commission. ~~Committees shall not have more than five members.~~

Article V: Amendments

| Proposed amendments to these By ~~laws-Laws~~ will be distributed to Commission members at least ~~then-ten~~ (10) days prior to the meeting at which a proposed amendment is to be considered.