

OPERATING PROCEDURES

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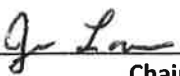
PURPOSE

The purpose of this document is to provide written operating procedures for the Tallahassee/Leon County Commission on the Status of Women and Girls (hereinafter “CSWG” or “Commission”). Procedures are developed by the Organizational and Bylaws Committee (hereinafter “OBC”) and approved by the CSWG full body.

TALLAHASSEE/LEON COUNTY COMMISSION ON THE STATUS OF WOMEN & GIRLS

Policy # 001

Procedure Title: Relationship with Staff

Organizational & Bylaws Committee Approval Date:	CSWG Approval Date:	Effective Date: Replaces policy Dated:
 Chair, Org & Bylaws		 Chair, CSWG

PROCEDURE:

The Tallahassee City Commission and the Leon County Board of County Commissioners contract with The Oasis Center for Women & Girls, Inc., (hereinafter "Oasis") to provide administrative support to the CSWG.


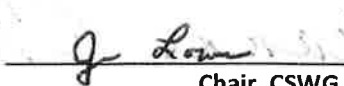
The CSWG recognizes that Oasis is funded to provide a limited level of administrative support and that Oasis must be able to regulate the time of its staff members based on available funding.

1. The Executive Director of Oasis (hereinafter "EDO") is the lead staff person.
2. The EDO will designate a staff person to provide staff support for all CSWG work.
3. The EDO will meet regularly with the CSWG Chair in order to ensure that the needs of the CSWG are being met.
4. The EDO will attend the meetings of the OBC.

TALLAHASSEE/LEON COUNTY COMMISSION ON THE STATUS OF WOMEN & GIRLS

Policy # 004

Procedure Title: Commission Meeting Agendas

Organizational & Bylaws Committee Approval Date:	CSWG Approval Date:	Effective Date:
		Replaces policy Dated:
 Chair, Org & Bylaws		 Chair, CSWG

PROCEDURE:

Agendas for all full Commission meetings will be prepared and distributed in advance of the meetings so that Commissioners may review materials and come to meetings prepared to make informed decisions on matters that come before them.

1. Meeting agendas are developed by the CSWG Chair in consultation with staff.
2. Any Commissioner may request appropriate items be placed on the agenda by contacting staff who will consult with the CSWG Chair.
3. Requests for items to be placed on the agenda should be made at least (10) days prior to the full Commission meeting in order to allow time for staff and the CSWG Chair to confer.
4. The CSWG Chair will determine the response to an agenda request and will either: (1) assign the item to a Committee for discussion prior to it being placed on a full Commission meeting agenda, (2) postpone the item for consideration at a future meeting, (3) approve the request, or (4) deny the request.
5. Prior to the full Commission meeting, the Chair or staff will notify the requestor of how the agenda request has been handled.
6. Staff will distribute Commission packets one week prior to full Commission meetings. Each packet will include:
 - a. Meeting agenda
 - b. CSWG meeting minutes since the distribution of the last Commission packet that require approval
 - c. Committee meeting minutes since the last full Commission meeting
 - d. Any other materials necessary to conduct the business of the meeting.

TALLAHASSEE/LEON COUNTY COMMISSION ON THE STATUS OF WOMEN & GIRLS

Policy # 005

Procedure Title: Commission Meeting Minutes

Organizational & Bylaws Committee Approval Date:	CSWG Approval Date:	Effective Date: Replaces policy Dated:
 Chair, Org & Bylaws		 Chair, CSWG

PROCEDURE:



Records shall be kept of all meetings of the full Commission in accordance with the Public Records Law. These records shall include the agenda, the minutes of the meeting, and any supporting documentation presented in advance or at the meeting.

1. Staff is responsible for recording and distributing minutes of Commission meetings.
2. Minutes will be succinct and record dates, times, attendees, general discussion, actions taken, and assignments given.
3. Draft minutes will be sent to the CSWG Chair within five (5) business days after the meeting.
4. The Chair will edit and/or approve and return to the staff member within five (5) business days after receipt.
5. After approval, staff will distribute the minutes to all CSWG members.
6. Commissioners will review minutes of the prior month's meeting in advance of the meeting at which their adoption will be considered.

TALLAHASSEE/LEON COUNTY COMMISSION ON THE STATUS OF WOMEN & GIRLS

Policy # 006

Procedure Title: CSWG Annual Retreat

Organizational & Bylaws Committee Approval Date:	CSWG Approval Date:	Effective Date: Replaces policy Dated:
 Chair, Org & Bylaws	 Chair, CSWG	

PROCEDURE:

The CSWG will hold an Annual Retreat in order to introduce new Commissioners to the work of the Commission and to establish priorities for the coming Commission year. This Retreat shall be scheduled at a time and date determined by the Chair in consultation with Oasis staff and shall be held as soon as possible following the appointment and election of new Commissioners by the City and County Commissions and the CSWG.

1. An Annual Retreat will be scheduled for the CSWG. The purpose of the Retreat is to build effective working relationships and exchange information. Additionally, the CSWG may consider recognizing the work of former Commissioners and introducing outgoing and incoming Commissions, which may be appropriate at the Retreat or an additional event. The date of the Retreat will be 30-60 days after the appointment and election of new Commissioners and will be set by the OBC and the CSWG Chair.
2. The CSWG Chair and Vice Chair, in partnership with the OBC and staff, will develop the Retreat agenda.
3. The Retreat will be open to the public and noticed in accordance with the Sunshine Law.

TALLAHASSEE/LEON COUNTY COMMISSION ON THE STATUS OF WOMEN & GIRLS

Policy # 007

Procedure Title: Social Media

Organizational & Bylaws Committee Approval Date:	CSWG Approval Date:	Effective Date:
		Replaces policy Dated:
 Chair, Org & Bylaws		 Chair, CSWG

PROCEDURE:

The CSWG shall maintain a presence on appropriate social media as part of its function to enhance public awareness regarding issues of concern to women and girls in Tallahassee/Leon County.

1. All social media sites for the CSWG will be maintained by Oasis staff and/or a Commissioner appointed by the CSWG Chair.
2. All social media sites will have a disclaimer posted alerting the public that the site is in the Sunshine and that their comments will be saved for public records requests. The City of Tallahassee user agreement will also be posted on the site.
3. Social media sites will be checked a minimum of once per business day or in accordance with any mandate by the City of Tallahassee or Leon County.
4. Oasis will contract with a vendor who provides a back-up service that preserves data from the social networking sites so as to abide by the Public Records Law.
5. In order to comply with the Sunshine Law, Commissioners shall refrain from responding to or "liking" comments made by other Commissioners on any social media site when the comment may be construed as relating to Commission business.

TALLAHASSEE/LEON COUNTY COMMISSION ON THE STATUS OF WOMEN & GIRLS

Policy # 008

Procedure Title: Media Relations

Organizational & Bylaws Committee Approval Date:	CSWG Approval Date:	Effective Date: Replaces policy Dated:
 Chair, Org & Bylaws		 Chair, CSWG

PROCEDURE:


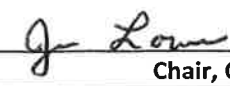
Comments to the media are managed to ensure accuracy, consistency, and compliance with the requirements of the City of Tallahassee and Leon County.

1. The EDO has primary responsibility for overseeing contact with the media, as outlined below.
2. The EDO is the lead media contact on all Commission public notices and press releases; however, she may include Commissioner designees when appropriate and agreed to by the Commissioner who might be included on the press release as the contact.
3. The EDO, or her staff designee, is empowered to answer all media inquiries of an administrative nature including those pertaining to meeting dates, times, and locations.
4. The CSWG Chair, or her designee, will serve as the primary and official spokesperson to the media in general and at official CSWG events, although the Chair may designate another Commissioner. If the Chair is unavailable, the EDO or her designated staff will contact the Vice Chair to respond to media inquiries.
5. Any Commissioner may represent the CSWG to the media as long as the Commissioner is designated to speak on behalf of the CSWG by the Chair, or if the Chair is unavailable, by the Vice-Chair. The Chair and Vice-Chair will coordinate media contacts with the EDO.
6. The EDO should ensure that anyone who speaks to the media on behalf of the CSWG has access to the necessary materials and information to fully and accurately respond to the media inquiry.
7. A Commissioner should not speak to the media in her official capacity as a Commissioner or regarding the CSWG unless she has made prior contact with the EDO or Oasis staff and the Chair or Vice-Chair as outlined herein.

TALLAHASSEE/LEON COUNTY COMMISSION ON THE STATUS OF WOMEN & GIRLS

Policy # 009

Procedure Title: Records

Organizational & Bylaws Committee Approval Date:	CSWG Approval Date:	Effective Date: Replaces policy Dated:
 Chair, Org & Bylaws		 Chair, CSWG

PROCEDURE:

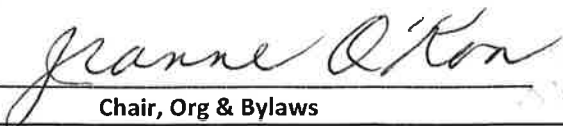

Oasis is required to keep electronic or physical records of all business conducted by the Commission in accordance with the Public Records Law. These records include all documents and email correspondence.

1. Commissioners are responsible for maintaining their own records of Commission related emails and materials and must make them available in a reasonable amount of time when requested. All Commission related communications, including correspondence by email, is subject to the Public Records Law.
2. Minutes and other meeting records will be stored electronically on an external hard drive maintained by staff and stored securely at Oasis.
3. Staff will maintain an online document storage account that allows Commissioners and members of the public, upon request, access to Commission records. Commissioners will be informed of the username and log-in at the time of their appointment.

TALLAHASSEE/LEON COUNTY COMMISSION ON THE STATUS OF WOMEN & GIRLS

Policy # 010

**Procedure Title: Relationship with Tallahassee City Commission and
Leon County Board of County Commissioners**

Organizational & Bylaws Committee Approval Date:	CSWG Approval Date:	Effective Date:
		Replaces policy Dated:
 Chair, Org & Bylaws		 Chair, CSWG

PROCEDURE:

The CSWG is a Citizens' Advisory Committee accountable to the Tallahassee City Commission and the Leon County Board of County Commissioners. The respective governing bodies provide funding to the CSWG for administrative support and for general CSWG operations. This funding is provided through contracts between each of the government bodies and Oasis.

1. The EDO is the primary contact for the CSWG with the City and County on all administrative matters.
2. The CSWG Chair is the primary spokesperson to the members of the City and County Commissions on policy issues and public testimony.
3. Any CSWG Commissioner may talk with any City or County Commissioner at any time about Commission business, but may not represent the opinions of the CSWG as a whole unless they have been designated to do so.

TALLAHASSEE/LEON COUNTY COMMISSION ON THE STATUS OF WOMEN & GIRLS

Policy # 011 Procedure Title: Oasis Staffing Assessment

Organizational & Bylaws Committee Approval Date:	CSWG Approval Date:	Effective Date: Replaces policy Dated:
 Chair, Org & Bylaws		 Chair, CSWG

PROCEDURE:

Administrative support for the CSWG is provided by Oasis under contracts with the City of Tallahassee and Leon County. The Board of Directors of Oasis approves the staffing assignments to Oasis staff. Oasis staff members assigned to the CSWG work under the direct supervision of the EDO.



Although formal evaluation of Oasis staff members is a responsibility of that organization, members of the CSWG must have a structured opportunity to offer feedback to the Oasis Board of Directors on the performance of Oasis in the carrying out of its administrative responsibilities to the Commission.

1. The CSWG Chair or her designee(s) shall conduct, at a minimum, an annual assessment of the administrative services provided to the CSWG by Oasis.
2. The assessment shall be related to performance of Oasis responsibilities as outlined in this document and other responsibilities as may, from time to time, be assigned to the Commission by the City and County.
3. The Chair shall seek input from all Commissioners in preparing the assessment.
4. The Chair will provide the assessment in a format and at a time agreed upon between the CSWG and the Board of Directors of Oasis.
5. A written summary of the assessment shall be presented to the OBC for review and comment and those comments shall be included as part of the assessment, as appropriate.

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6. In the period between assessments, if the Chair or other Commissioners have concerns regarding Oasis' compliance with responsibilities as administrative support to the CSWG, the Chair or her designee(s) shall contact the Oasis Board member who has been designated as a liaison to the CSWG for this purpose.
7. It shall be the responsibility of the Oasis Board of Directors to provide a copy of the assessment to the City or County, if requested.

Policy # 012 Procedure Title: Budget and Funding

Organizational & Bylaws Committee Approval Date: 4/6/18	CSWG Approval Date: 8/17/18	Effective Date: 8/25/18 Replaces policy Dated: 8/11/17
 Chair, Org & Bylaws		 Chair, CSWG

PROCEDURE:

The CSWG is funded by joint resolution of the City of Tallahassee and Leon County through contractual relationship with The Oasis Center for Women & Girls. The contract funds administration and support of commission activities, with some specific parameters. The contract is periodically reviewed by Oasis in order to advocate for appropriate funding levels to both cover the costs of administering the commission and supporting its activities on behalf of women and girls in Tallahassee-Leon County.

Each fiscal year the CSWG will develop a budget request for the funds supplied by the city for support of commission activities. This budget must be approved by the full commission and Oasis.


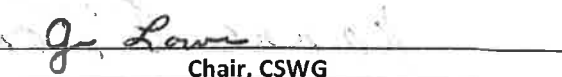
1. At the annual retreat, Oasis will present budget vs actual expenditures for the prior fiscal year.
2. Within thirty (30) days following the first full commission meeting, Oasis will submit a funding allocation recommendation to CSWG leadership. The recommendation will reflect funding requirements related to administration of the Commission and allocations for contractual parameters under the Scope of Work as stipulated by the joint funding agreement with City of Tallahassee and Leon County.
3. Within sixty (60) days following the first full commission meeting, committee chairs will submit action plans to CSWG leadership that include itemized estimates of funds needed for accomplishing the plans.
4. Within ninety (90) days following the first full commission meeting, the Organization and Bylaws Committee (OBC) will present a draft budget to the full body for consideration. If the full body fails to approve the draft budget, OBC is authorized to review and approve a revised draft budget at the next publicly-noticed opportunity. The CSWG-approved budget will then be reviewed by Oasis for final approval.

5. CSWG Leadership will appoint a commissioner to work with Oasis to review the budget on a quarterly basis. The designee will attend OBC meetings on a quarterly basis for the purpose of reviewing the budget vs actual expenditure report. The designee will present the budget report at the following full commission meeting.
6. On a quarterly basis, amendments to the budget may be proposed. A majority vote is required for amendments to budget categories that exceed 10% of the budgeted amount. The amendment will then be sent to Oasis for final approval.

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Policy # 013

Procedure Title: Endorsements

Organizational & Bylaws Committee Approval Date:	CSWG Approval Date:	Effective Date:
		Replaces policy Dated:
 Chair, Org & Bylaws		 Chair, CSWG

PROCEDURE:

The CSWG may be asked to endorse grant applications, projects, individuals, or organizations. Because of the relationship between the CSWG and the City and County Commissions, such endorsements could be construed as endorsements by the respective governmental bodies and, therefore, are generally not appropriate. If the Chair deems such a request to fall within the purview of the CSWG, the Chair may present the request to the full Commission for its consideration.

1. Requests for endorsements received by Oasis staff or any Commissioner shall come to the CSWG Chair for a determination about whether the request is appropriate for consideration by the Commission. The Chair may consult with the Vice-Chair or the OBC in making this determination.
2. If the Chair determines the request is not appropriate for consideration by the full Commission, this determination shall be conveyed to the requestor in writing in compliance with the public records procedure outlined in Policy #009 included in this document.
3. If the request is determined to be appropriate for consideration by the full Commission, it shall be added to the agenda for the next full Commission meeting, with appropriate documentation included in the agenda packet for that meeting.
4. Once an endorsement request is reviewed by the full Commission and a vote on that request is undertaken by the Commission, the decision of the CSWG shall be conveyed in writing to the requestor in compliance with Policy #009 included in this document.

TALLAHASSEE/LEON COUNTY COMMISSION ON THE STATUS OF WOMEN & GIRLS

Policy # 014

Procedure Title: Revisions and Additions to Policies and Procedures

Organizational & Bylaws Committee Approval Date:	CSWG Approval Date:	Effective Date: Replaces policy Dated:
 Chair, Org & Bylaws		 Chair, CSWG

PROCEDURE:


From time to time, additions or amendments to the policies contained in this document may need to be made. These alterations shall follow a consistent process as outlined below.

1. Substantive amendments to the policies contained in this document, additional policies, or deletion of policies will require a vote by the full Commission in order to be officially enacted.
2. Any Commissioner may propose an amendment, a new policy, or the deletion of a policy when, in the judgment of that Commissioner, such a change is necessary to help the Commission to fulfill its responsibilities.
3. Policy changes may also be recommended by Oasis staff with the approval of the EDO.
4. All proposed policy and procedure changes shall be considered and approved by the OBC prior to their submission to the full Commission for approval.
5. Policies shall become effective immediately upon approval by the full Commission and shall remain in effect until amended or rescinded by a vote of the full Commission.
6. Staff shall have the authority to make scrivener's changes to this document and the policies contained herein provided such changes do not alter the substance or intent of the policy.

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Policy # 015

Procedure Title: Attendance Records

Organizational & Bylaws Committee Approval Date: 9/8/14	CSWG Approval Date: 10/10/14	Effective Date: 10/1/14 Replaces policy Dated: N/A
 Chair, Org & Bylaws	 Chair, CSWG	

PROCEDURE:

According to Article VIII of the CSWG Bylaws, Commissioners are expected to attend both committee and full CSWG meetings. Commissioners will accrue 0.5 point for each committee meeting in which she is absent and 1.0 point for each full CSWG meeting in which she is absent, regardless of the reason for absence. Any Commissioner who accrues five (5) points within the CSWG year will be immediately terminated from the CSWG.

1. Any Commissioner who arrives after roll call must sign-in on a staff-provided document indicating her time of arrival. Commissioners who miss 50% of the duration of the meeting or more will be considered absent in the attendance records.
2. Though absences are recorded without regard to reason, Commissioners must provide, in writing, notice of anticipated absence to the Oasis Staff Liaison no later than 48 hours prior the meeting for the purpose of quorum.
 - If within 48 hours of the meeting a Commissioner determines she cannot attend the meeting, the Commissioner should send written notice to the Oasis Staff Liaison as soon as possible.
3. At the CSWG Chair's discretion, absences at specially scheduled meetings may not result in the accrual of points. With this:
 - The Chair must make a determination of point accrual at the time the special meeting is scheduled.
 - Staff will let Commissioners know, in writing, at least 24 hours in advance if a special meeting has been scheduled as well as whether or not an absence will accrue points.
 - For the good of the order, staff will record attendance at all meetings, regardless of whether or not points are accrued for absences.


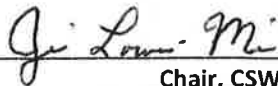
TALLAHASSEE/LEON COUNTY COMMISSION ON THE STATUS OF WOMEN & GIRLS

4. The Oasis Staff Liaison will provide each Commissioner an individual report of her attendance on a quarterly basis.
5. Commissioners may request their attendance record from the Oasis Staff Liaison at any time. The Oasis Staff Liaison will acknowledge the request and, from that time, has two (2) business days to produce the requested attendance record.
6. Staff will inform the CSWG Chair of attendance policy violations within five (5) business days of the violation.
7. The CSWG Chair is responsible for terminating any Commissioner in violation of the attendance policy.

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Policy # 016

Procedure Title: Commissioner Elections

Organizational & Bylaws Committee Approval Date: 10/28/14	CSWG Approval Date: 11/14/14	Effective Date: 11/14/14 Replaces policy Dated: N/A
 Chair, Org & Bylaws	 Chair, CSWG	

PROCEDURE:

The CSWG is responsible for the appointment of seven (7) Commissioners to its body. Appointments are made in one of two circumstances: 1) annually for any seat in which the incumbent's appointment is ending, and 2) as necessary when unanticipated vacancies arise.

1. For any vacancy for one or more of the CSWG's seven appointments, the CSWG may set a deadline for individuals to submit applications for consideration to provide adequate time for Commissioners' to review.
 - Since applications to serve on the CSWG are accepted on a rolling basis and do not expire, the CSWG must be explicit in its messaging to the public that any deadlines set are specific to the CSWG's review of applications and do not apply to the City of Tallahassee Commission's or the Leon County Board of County Commissioners' reviews of applications.
2. Each year, the Chair will create an ad hoc Nominating Committee to provide a preliminary review of CSWG applications for consideration to fill one or more of the CSWG appointments. The Nominating Committee is empowered by the full body to pre-screen applications and provide the full CSWG with a list of finalist applicants not to exceed three times the number of vacancies. The Nominating Committee convenes in the Spring or Summer immediately preceding regularly scheduled elections or as needed in the case of vacancies.
 - The Vice Chair of the CSWG serves as Chair of the Nominating Committee. In addition to the Vice Chair, the Nominating Committee is comprised of four (4) Commissioners, for a total of five (5) members.
 - To determine the four (4) Commissioners that serve on the Nominating Committee alongside the Vice Chair, individual Commissioner interest in serving

on the Nominating Committee is assessed by e-mail and/or at a full CSWG meeting. The Organizational and Bylaws Committee votes to appoint four (4) of the interested Commissioners to serve on the Nominating Committee.

- The Nominating Committee is responsible for identifying criteria for the evaluation of applications based on the needs of the CSWG. Based on these evaluation criteria, the Nominating Committee is responsible for creating an evaluation rubric that can be shared with the full CSWG to demonstrate rationale for its selection of finalist applicants.
 - The Nominating Committee is responsible for contacting finalist applicants to a) ask any clarifying or follow-up questions to the application; and b) ensure the applicant is familiar with the CSWG's commitment expectations, including informing the applicant of regularly scheduled full CSWG meeting days and times.
3. Final selection of the appointee(s) for vacancies that the CSWG is responsible for fulfilling will be decided by a vote of the full CSWG.
- Prior to voting, Commissioners are expected to review the applications of all finalists presented by the Nominating Committee to make an informed vote. Additionally, Commissioners are welcome to consider applications from all interested applicants, which staff will provide to Commissioners.
 - The election process begins with two (2) rounds of discussion among Commissioners. In the first round, Commissioners may each speak for up to 60 seconds to advocate for the election of one or more applicants. Once each Commissioner has had an opportunity to speak, a second round is held, wherein Commissioners each have an additional 60 seconds to advocate for the election of one or more applicants.
 - Following Commissioner discussion, one (1) round of voting via paper ballot is held to elect applicants to the CSWG. Each Commissioner must vote for as many applicants as there are vacancies, ranking their choices from first preference to last. A Commissioner's top choice receives the highest point value and her last choice receives the lowest point value.
 - The number of vacancies determines point values for each election. For example, if there are four (4) vacancies, a Commissioner's first preference receives four (4) points, second preference receives three

TALLAHASSEE/LEON COUNTY COMMISSION ON THE STATUS OF WOMEN & GIRLS

(3) points, third preference receives two (2) points, and fourth preference receives one (1) point.

- Once all Commissioners' ballots are received, staff calculates the total points received by each applicant.
- CSWG vacancies are filled starting with the applicant receiving the most points and continuing in descending order until all vacancies are filled.
- A second round of voting will only be held in instances where a tie results in exceeding the number of vacancies.
- The City of Tallahassee Commission and the Leon County Board of County Commissioners must ratify all appointments made by the CSWG.

TALLAHASSEE/LEON COUNTY COMMISSION ON THE STATUS OF WOMEN & GIRLS

**Policy # (017)
Sponsorships)**

Procedure Title: (Contributions and

Organizational & Bylaws Committee Approval Date:	CSWG Approval Date:	Effective Date:
		Replaces policy Dated:
 Chair, Org & Bylaws	 Chair, CSWG	


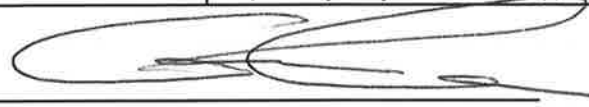
PROCEDURE:

The CSWG or Oasis may be asked to endorse political candidates for public office. Because of the relationship between the CSWG, Oasis, and the City and County Commissions, such endorsements could be construed as endorsements by the respective governmental bodies or Oasis and, therefore, are not permissible.

1. Oasis is prohibited by federal law from direct or indirect participation in political campaigns (26 C.F.R. 1.501(c)(3)-1). Oasis serves as the 501(c)3 fiscal sponsor of the CSWG, therefore, the CSWG will not engage in activities that directly or indirectly participate in or support political campaigns.
2. CSWG will not accept sponsorships or donations that are contingent upon public recognition of a political candidate or engage in activities that could be construed as supporting or endorsing a candidate for public office.

Policy # 018

Procedure Title: Policy Procedures

Organizational & Bylaws Committee Approval Date: 10/28/18	CSWG Approval Date: 11/16/18	Effective Date: Replaces policy Dated: 10/19/13
 Chair, Org & Bylaws	 Chair, CSWG	



PROCEDURE:

- 1) The CSWG shall have standing committees tasked with focusing on the policy topics.
- 2) Each Standing Committee shall make recommendations for amendments to the Policy Topics document as the committee deems relevant. Such amendments shall be considered for ratification by the Organization and Bylaws Committee (OBC); if approved, the OBC will send the amendment to the full commission for a vote.
- 3) Each Standing Committee shall be charged with tracking the status of measurable indicators in its policy topic area and reporting such status each year to the full commission and the public through the CSWG's annual report. To measure progress, each Standing Committee shall review the pertinent findings in the previous CSWG's reports.
- 4) Each standing committee shall make at least one recommendation to the Leon County Board of County Commissioners and the Tallahassee City Commission for action or policy to be included in the CSWG's annual report. Additional recommendations for community actions may also be included.
- 5) At the discretion of the Chair, the CSWG may establish ad hoc committees.
- 6) The Chair of each Standing Committee shall also serve as the CSWG's Lead Advocate in that Policy Topics area.
- 7) Official positions of the CSWG on topics outside of those listed in policy topics 19, or previous policy recommendations, must be approved by a vote of the full commission prior to public advocacy.
- 8) Only the Chair of the CSWG, Lead Advocates, or their designee, is appointed as a representative to speak on behalf of the CSWG established policy recommendations and policy topics, or as subject matter experts on the work being produced by the committee to the community, the Leon

County Board of County Commissioners, and the Tallahassee City
Commission.

Policy # 019

Procedure Title: Policy Topics

Organizational & Bylaws Committee Approval Date: 10/19/2018	CSWG Approval Date: 10/19/2018	Effective Date: 10/18/2018 Replaces policy Dated: 08/11/2017
 Chair, Org & Bylaws	 Chair, CSWG	

PROCEDURE:

The following Policy topics will inform the procedures and committee structure of the Tallahassee/Leon County Commission on the Status of Women and Girls.

1) Violence and Safety

a) Awareness

- i) Identify and promote available resources for educators and schools.
- ii) Publicize statistics on violence and safety and its impact in the community.
- iii) Collaborate on a community wide awareness campaign focused on reducing violence against women and girls that identifies the problem through inclusive numbers, experiences, and provides ways that all people can be part of the solution (ex. encouraging more businesses to adopt the DV workplace policy).

b) Prevention

- i) Identify and promote effective prevention and intervention strategies.
- ii) Educate and provide training for employees and local employers regarding domestic violence prevention.
- iii) Amplify proven workplace violence and safety prevention training programs for employers.

c) Data

- i) Identify and analyze the factors that contribute to violence towards women and girls.
- ii) Identify and analyze successful methods for reducing violence towards women and girls.

iii) Collect gender specific information on bullying in schools.

d) *Best Practices / Policy Recommendations*

- i) Collaborate to establish a best practice protocol and available resources for responding to victims (ex. increasing the capacity of local law enforcement and other emergency response agencies to respond to the unique needs of SV victims and conduct thorough and consistent investigations).
- ii) Advocate for an increase in the number of law enforcement investigators on staff with specific training in both 1) responding to the unique needs of sexual violence victims, and 2) conducting thorough and consistent investigations.
- iii) Promote appropriate responses to bullying/cyber bullying and reduce its negative impacts on girls.

2) **Physical and Mental Health**

a) *Awareness*

- i) Promote awareness of STD and HIV prevention, the need for increased testing, and knowledge of available resources and sexual health, including family planning and pre-conception.
- ii) Enhance awareness of the role of social and emotional development in overall physical and mental health, to include healthy living education and tools for mental health and stress reduction.

b) *Data*

- i) Collect and analyze data on health as it is affected by income, gender, race/ethnicity and other key variables.
- ii) Gather data on the supportive services and resources that women would like to see in the workplace.

c) *Best Practices / Policy Recommendations*

- i) Promote the development of a central repository of resources related to good physical and mental health in women and girls.
- ii) Analyze and disseminate data on health care issues for women as the basis for policy recommendations.

- iii) Ensure that the Commission's work is inclusive of women and girls with unique identity development issues.

3) Education, and Financial and Economic Security

- a) *Increase Awareness of Women's Economic Security Issues and Underlying Causes.*
 - i) Partner with community groups to host an event focused on the education of women's economic security issues, at least every two years.
 - ii) Amplify the need for non-stigmatizing messaging around poverty and homelessness, as well as, turn-key ways private and public sectors can help in reducing this reality for women and girls in our community.
- b) *Gather and Analyze Data to Identify Barriers that Exist for Women in the Workforce.*
 - i) Specifically focused on reviewing cost-prohibitive child care options, lack of transportation and other economic challenges that are realities in our community.
- c) *Encourage Best Practices and Policy Development to Reduce/Eliminate Barriers for Women's Economic Independence.*
 - i) Share and support existing resources available within our community related to financial literacy and assistance to all women and girls.
 - ii) Advocate private and public sectors with workplace policies that are inclusion of women's issues.
 - iii) Develop a repository of policies, practices and available technical assistance.
 - iv) Increase focus on employment opportunities for women.