

MAYOR'S COMMISSION ON THE STATUS OF WOMEN

SPECIAL MEETING AGENDA

October 3, 2025

Lawton City Hall - Ballroom/Banquet Room

212 SW 9th Street - Lawton, Oklahoma

OFFICERS:

CHAIRPERSON: Wyonna Alberty

FIRST VICE CHAIR: Dobanney Scott

SECOND VICE CHAIR: Nicky Pack

TREASURER: Eleanor Petterson

SECRETARY: Nicky McKinney

PARLIAMENTARIAN: Ulisa Williams

- I. **CALL TO ORDER AND ROLL CALL:** Ulisa Williams
- II. WELCOME: GUEST/NEW COMMISSIONER
- III. **INVOCATION**
- IV. **BUSINESS:**
 - A) **MINUTES:** Consider approval of the June 3, 2025 Mayor's Commission on the Status of Women's minutes. (Copy of minutes filed with the Office of the City Clerk).
RECOMMENDED ACTION: Motion to approve/amend June 3, 2025 minutes.
 - B) **FINANCIALS:** Consider approval of the financial statement. (Copy of financial statements filed with the Office of the City Clerk).
 - C) **RECOMMENDED ACTION:** Motion to approve financial statement.
- V. **Chairperson Report - Wyonna Alberty**

After **Action of Lawton Birthday/Outstanding Woman of Comanche County**
- VI. Discussion and voting on the amount to be allocated for 2026 Outstanding Woman of Comanche County

and allocations for refreshments for Lawton Birthday Celebration. Thank the Commissioners for participation at the event.

VII Discussion and voting on an approval with annual funding agreement with the city which was previously \$1500.00..

VIII Reviewing updated bylaws to study officers expectations. **IX.**

IX. REPORTS

MEMBERSHIP: Patricia Williams

PUBLICITY: Tiera Acree

EDUCATION: Tiera Acree

OUTSTANDING CITIZEN OF THE MONTH: Cynthia Pearson

SET FOR SUCCESS:

STEERING COMMITTEE: Ulisa Williams

BYLAWS: Nicky Pack

NEXT MEETING: October 28, 2025 at 12:30 p.m.

MAYOR'S COMMISSION ON THE STATUS OF WOMEN

REGULAR MEETING MINUTES

JUNE 3, 2025: 12:30-1:30 P.M.

Lawton City Hall – Ballroom/Banquet Room

212 SW Ninth Street

OFFICERS:

CHAIRPERSON: Wyonna Alberty

TREASURER: Dobaney Scott

RECORDING SECRETARY: Patricia Williams

PARLIAMENTARIAN: Dana Parrish

CALL TO ORDER AND ROLL CALL: Dana Parrish

INVOCATION

WELCOME GUESTS:

PRESENT: C. Pearson, E. Peterson, D. Scott, N. Mckinney, N. Pack, U. Williams, P. Williams, W. Alberty, D. Parrish, T. Acree

ABSENT: Ward 1 (Vacant) Ward 2 (Vacant)

BUSINESS: MINUTES: Consider approval of the April 22, 2025 Mayor's Commission on the Status of Women minutes. (Copy of minutes filed with the Office of the City Clerk)

Motion to approve April 22, 2025 minutes by P. Williams

Second by U. Williams

Yes 8 No 0

Motion Carries

FINANCIALS: Consider approval of the financial statement. (Copy of financial statements filed

with the Office of the City Clerk).

Motion to approve financial statement by N. Mckinney

Second by C. Pearson

Yes 8 No 0

Motion Carries

NOMINATION/ELECTIONS OF OFFICERS/SWEARING OF OFFICERS BY PARLIAMENTARIAN

Chair Wyonna Alberty

First Vice President Dobanney Scott

Second Vice President Nicky Pack

Treasurer Eleanor Peterson

Secretary Nicky Mckinney

Parliamentarian Ulisa Williams

COMMISSIONERS INFORMATION ON WOMEN CONCERNS/ISSUES IN COMANCHE COUNTY/RESOURCE GUIDE

Membership Chair is still working on completing this. No Action

REVIEW/VOTING ON BYLAWS

Motion to approve by U. Williams

Second by E. Peterson

Yes 8 No 0

LAWTON BIRTHDAY CELEBRATION (Table decorations/colors/cost discussion/voting-food contribution amount)

No Action

Outstanding Woman of Comanche County Update – Wyonna Alberty

No Action

DISCUSS/VOTE: CONSIDERATION OF TIME/DATE CHANGE FOR MAYOR'S COMMISSION ON THE STATUS OF WOMEN MEETING

No Action

COMMITTEE REPORTS:

MEMBERSHIP: Patricia Williams – None

PUBLICITY/SOCIAL MEDIA: Tiera Acree – None

EDUCATION: Tiera Acree – None

CITIZEN OF THE MONTH: Dana Parrish

Motion to table by U. Williams

Second by C. Pearson

SET FOR SUCCESS: None

STEERING COMMITTEE: Ulisa Williams – None

BYLAWS: Wyonna Alberty – None

PICTURES IMMEDIATELY FOLLOWING MEETING

ANNOUNCEMENTS:

Next MCSW Meeting: June 24, 2025@12:30 p.m.

Motion to adjourn at 1:30PM by P. Williams

Second by U. Williams

Unanimous

Secretary

Patricia Williams

Chair

Wyonna Alberty

FYE 2026 Financial Report to September 29, 2025



Date	Vendor	Description	Req #	PO #	Amount	Balance
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The fiscal year ending 2026 commenced on July 1, 2025. As of the date of this report, no professional services agreement has been approved, no funds have been awarded or expended, and the account balance remains at \$0

AGREEMENT FOR LIMITED SERVICES

This Agreement for Limited Services is entered into by and between the City of Lawton, Oklahoma, a municipal corporation (hereinafter referred to as “City”), and the Mayor’s Commission on the Status of Women (hereinafter referred to as “Commission”)

Whereas, the City, through its governing body, has determined that the City should provide limited support to the Commission to aid in identifying problems faced by women in the Lawton- Fort Sill community and seek remedies on these problems;

Whereas, the City desires to provide limited service support to the Commission in addition to financial assistance;

Now, therefore, in consideration of the mutual obligations of the parties, the City and Commission agree as follows:

A. City agrees as follows:

1. To provide the Commission annual financial support for the services to be performed under this agreement pursuant to the fund sources identified below:
 - a. City Council Budget: The City shall allocate funds from the City Council Budget for Fiscal Year Ending 2026 to the Commission in the amount of \$1,500.00. Said funds are estimated as specified in the Commission’s approved Budget (attached hereto as “Exhibit A”), to be disbursed as needed.
2. To print flyers, bulletins, and other materials for the Commission which are used in the operation, management and administration of the Commission, provided that materials from or for other entities assisting the Commission will not be printed at the City’s print shop. This assistance will be made available to the Commission only while the City’s print shop is in operation, and this provision is in no way intended to create any property right or interest in the Commission to have its materials printed by the City for an indefinite period of time.
3. To assist the Commission in administrative tasks as staff is available. The City shall not be required to provide staff assistance if it will cause the City to pay overtime without specific City Manager approval. Administrative assistance in drafting Proclamations for Citizen of the Month, coordinating with Commissioners on scheduling, and purchasing materials for the regular business of the Commission may be conducted through the City Clerk.
4. The City agrees to provide, through the office of the City Attorney, limited legal assistance to the Commission. This legal assistance shall be limited to oral and written advice on subjects and matters for which litigation is not anticipated. This limited legal service includes limited document preparation but does not include responses to federal,

state, or county government agency inquiries and other matters outside the limitations provided herein. The City Attorney's first and primary duty is to the City of Lawton, and if a conflict should arise between the City and the Commission, the City Attorney shall advise the Commission of his or her staff's inability to assist the Commission. If the area of assistance requested is not within the areas of knowledge of the members of the City Attorney's staff the City Attorney is not required to assist. In addition to the above limitations the City shall not provide legal assistance in the following areas:

- a. Preparation of documents needed for the prosecution or defense of actual or anticipated litigation.
- b. Preparation or review of grant application.
- c. Representation before any board, agency, or court.
- d. Representation of or advice to the Commission on any issue occasioned by and or governed by the Oklahoma Governmental Tort Claim Act.

B. Authority agrees as follows:

1. To periodically submit to the City's accounting office claims for reimbursement for services performed in accordance with the City's contractual claims policies and procedures.
2. To submit to the Lawton City Council annual narrative reports which will include the projects and activities undertaken by the Commission during the prior twelve (12) month period, and any other information which may be of interest to the Lawton City Council. Reports will be due to the Lawton City Council within sixty (60) days following the end of the fiscal year.
3. To reimburse the City for the actual cost incurred by the City in printing the Commission's materials.
4. The Commission shall be responsible for all legal matters and if, on the determination of the City Attorney the members of his office cannot or are prohibited from representing the Commission, the Commission shall be responsible for obtaining legal assistance at its own expense.

C. Claim Processing. As the Commission incurs expenses and funds for the reimbursement of same are available in the City Council Budget allocated to the Commission, the Commission shall submit a claim for said funds to the City. Any such claims will be processed by the City and paid to the Commission in accordance with the City's policies and procedures for payment of contractual claims.

D. Term. This agreement will expire on June 30, 2026.

In witness whereof, the parties have hereunto set their hands on this ____ day of _____, 2025.

CITY OF LAWTON, OKLAHOMA
A Municipal Corporation

By: _____
Stanley Booker, Mayor

ATTEST:

Donalynn Blazek-Scherler, City Clerk

MAYOR’S COMMISSION ON THE STATUS OF WOMEN

By: _____
Chairperson

ATTEST:

Secretary

APPROVED as to form and legality for the City of Lawton, Oklahoma, this ____ day of _____, 2025.

City Attorney



2025/2026
Mayor's Commission on the Status of Women
Proposed Budget

Revenue

Income (City of Lawton)	<u>\$1500.00</u>
Total Revenue	\$1500.00

Expenditures

Advertising	\$ 250.00
Awards	\$ 600.00
Community Events	\$ 400.00
Supplies	<u>\$ 200.00</u>
Total Expenditures	\$1500.00

Budget Approved on:

Chair

Secretary



**THE MAYOR'S COMMISSION ON THE STATUS OF WOMEN
LAWTON, OKLAHOMA
BYLAWS
June 3, 2025**

**ARTICLE I
Name and Purpose**

Section 1. The name of this organization shall be The Mayor's Commission on the Status of Women (MCSW) as established by Ordinance 89-13 on March 28, 1989 and codified under Lawton City Code Section 2-3-13.

Section 2. The purpose of the MCSW is to identify problems faced by women in the Lawton-Fort Sill community, advise the Mayor and City Council on these problems, and seek remedies to these problems by:

- A. Reviewing and strengthening existing services available in the community and promoting self-growth opportunities for women through continuing education programs and a strong network support system;
- B. Recommending programs and policies designed to alleviate inequities facing women;
- C. Educating the community on the status of women by publicizing in all appropriate ways information on their rights and obligations;
- D. Acting as a central clearing house and a coordinating agency for activities and information relating to the status of women in the community;
- E. Stimulating awareness in the public and private sector of the full potential and importance of contributions by women to the development of the community and highlighting organizations and individuals who have made outstanding contributions;
- F. Encouraging and promoting access to all levels of government by women; and
- G. Developing and promoting programs that enrich the quality of life for all women in the community.

**ARTICLE II
Membership**

Section 1. The membership of the MCSW shall consist of not more than seventeen (17) members. All members of the MCSW must be actual residents of the ward, district, county or area from which they are appointed.

Section 2. The members of the MCSW shall be appointed by the City Council based upon the nomination by the Mayor as follows: One member shall be nominated from each ward in the city of Lawton; one member shall be nominated from Fort Sill; and eight (8) at large members, with at least five (5) of those members residing in the City of Lawton; or, as otherwise provided by the City Code.

Section 3. To help establish quorum when needed, the Chair may call on up to three participating alternate members—designated from the City Clerk’s Office, City Manager’s Office, and either the City Council or Mayor’s Office—without nomination or confirmation. Alternates may vote and participate fully when serving in place of an absent member, except the Mayor, who may participate in discussion and count toward quorum but not vote. Alternates must follow all MCSW bylaws and serve for the duration of their employment or elected term, rotating into service based on seniority.

Section 4. Each member of the MCSW shall be appointed for a term of two (2) years and/or until a successor is named. No member shall serve more than three (3) consecutive terms, each consisting of two (2) years. However, after serving three (3) terms for a total of six (6) consecutive years, a member may serve again after remaining inactive for one (1) full two (2) year term.

Section 5. Appointments to fill any vacancy on the MCSW shall be by majority vote of the City Council and that member shall serve for the remainder of the unexpired term of office. Filling an unexpired term does not constitute a full term towards the three (3) term limitation.

Section 6. Applications can be obtained through the Mayor’s Office and can be submitted at any time. Completed applications will remain on file for two (2) years and may be used by the Mayor to make nominations to fill vacancies or by the MCSW to fill committee positions.

Section 6. Members may not hold elected office or become candidates for election to any City of Lawton office while serving on the MCSW.

ARTICLE III Duties of Members

Section 1. Ensure that the MCSW operates in compliance with the Bylaws and adopts such Bylaws deemed best for the conduct of its business.

Section 2. Any appointed member of a City of Lawton board, commission or advisory body who has three (3) unexcused absences from consecutive regular meetings shall automatically cease to hold such appointed office, and the office shall therefore immediately be declared vacant. Such vacancy shall be filled by appointment by the mayor subject to confirmation by the council. If the ordinance or resolution creating the board, commission or advisory body establishes an appointment procedure for initial and successor members, that procedure shall apply in this instance. For purposes of this paragraph “unexcused absence” shall mean an absence from a meeting that was not excused by the chairperson of the applicable board, commission or advisory body in advance of the beginning of the meeting.

Section 3. Volunteer for at least one (1) committee.

ARTICLE IV Officers and Executive Board

Section 1. The Officers shall consist of a Chair, Vice-Chair, Second Vice- Chair, Treasurer, Recording / Corresponding Secretary, and Parliamentarian, and collectively constitute the Executive Board.

Section 2. The Chair shall be elected by the membership of the MCSW. Any member nominated for the office of Chair must have served in an elected position and have served one term prior to holding that office. In the event that no member meets the requirements to assume the office of Chair, the nominating committee will be responsible to vet members who declare interest in the position. The committee will slate those members they believe understand the organization structure and possess the leadership skills to serve as Chair. The Chair shall not vote except to resolve a tie. The term of office shall be one (1) year. The Chair may serve no more than two (2) consecutive terms.

Section 3. The Vice-Chair, Second Vice-Chair, Treasurer, and the Recording/Corresponding Secretary shall be elected by the membership of the MCSW. The term of office shall be one (1) year. These officers may serve no more than two (2) consecutive terms.

Section 4. The Parliamentarian shall be appointed by the Chair immediately upon being elected and is not entitled to vote. The term of office shall be one (1) year.

ARTICLE V Duties of Officers and Executive Board

Section 1. The Chair shall:

- A. Preside at all meetings of the MCSW and ensure compliance with the Oklahoma Open Meetings Act, Oklahoma Open Records Act, and MCSW Bylaws;

- B. Establish the agenda of all matters to come before the MCSW at least seven (7) days prior to the regular monthly meeting;
- C. Oversee all MCSW activities;
- D. Appoint the Parliamentarian in accordance with the Article IV, Section 4 of the MCSW Bylaws;
- E. Appoint such committees and positions as may be necessary for the operation of the MCSW;
- F. Serve as an ex officio member of all committees; and
- G. Follow up on matters of absenteeism in accordance with the Article VIII, Section 9 of the MCSW Bylaws.

Section 2. The Vice-Chair shall:

- A. Act in the absence, disqualification, or disability of the Chair and assume those duties, responsibilities, and authority otherwise vested in the Chair;
- B. Chair the Outstanding Women of Comanche County Event Planning Committee; and
- C. Perform other duties as requested by the Chair.

Section 3. The Second Vice-Chair shall:

- A. Act in the absence, disqualification or disability of the Vice-Chair, and assume those duties, responsibilities, and authority otherwise vested in the Vice-Chair;
- B. Co-chair the Bylaws Review Committee with the Parliamentarian, and ensure the Bylaws are reviewed every two (2) years in accordance with Article XII, Section 4 of the MCSW Bylaws; and
- C. Present recommended changes to the Bylaws to the MCSW at least sixty (60) days prior to a vote.

Section 4. The Treasurer shall:

- A. Attend all monthly meetings and submit a current printed financial statement regarding income and expenses for city-provided funding and donated funds to include designated donations. Provide other financial reporting as requested by the chair and the commission.

- B. Review financial procedures and reporting and advise the commission on financial strategy.
- C. Protect the organization against fraud and theft, ensuring safe custody of money and prompt banking. Use a numbered receipt book and ensure that checks are issued based upon documented expenditures. Ensure that check signatories are current for the Treasurer and two other Executive Committee members. Reconcile account(s) monthly.
- D. Ensure the commission complies with tax regulations and applicable city regulations.

Section 5. The Recording / Corresponding Secretary shall:

- A. Attend all meetings and record, sign, and preserve the minutes of all regular and special MCSW meetings and present them for approval at the following MCSW meeting;
- B. Prepare a notice of meetings and the agenda and mail/e-mail the same to MCSW members at least one (1) week prior to the next regular meeting;
- C. Make available an approved copy of MCSW meeting minutes in a designated place where all members may read them;
- D. Submit one (1) copy of the minutes of all meetings and financial statements to the Mayor's Office in accordance with regulations and other applicable policies; and
- E. Prepare any other records or correspondence needed.

Section 6. The Parliamentarian shall:

- A. Attend all meetings and ensure that all meetings run in an orderly manner and within the dictates of Roberts Rules of Order Newly Revised and the current Bylaws of the MCSW;
- B. Oversee voting procedures and count votes;
- C. Co-Chair the Bylaws Review Committee with Second Vice-Chair;
- D. Maintain and make available to the membership current copies of the MCSW Bylaws;
- E. Chair the Nominating Committee for Election of Officers.

Section 7. The Executive Board shall:

- A. Propose annual activities for approval by the MCSW membership and establish a calendar of events;
- B. Oversee the financial administration of the commission.
- C. Convene an independent panel of judges to select The Outstanding Woman of Comanche County by December; and
- D. Prepare annual reports which shall be submitted to the Mayor and the City Council in accordance with Section 2-3-13-384 of the Lawton City Code.

**ARTICLE VI
Appointed Positions**

Section 1. The MCSW Chair may appoint members to the following positions as may be necessary for the operation of the MCSW:

- A. Membership Chairperson. Responsibilities shall include:
 - 1. Actively seek new members.
 - 2. Compile and distribute MCSW notebooks to new members;
 - 3. Maintain and distribute monthly to members a current roster of MCSW members including their tenure and the date of revision.
 - 4. Prepare, distribute and maintain permanent nametags for meetings and events following new member's participation in two meetings.
- B. Publicity Chairperson. Responsibilities shall include:
 - 1. Coordinate all publicity for the MCSW; and
 - 2. Maintain and update the bulletin board located at City Hall.
 - 3. Take all photos and share with Historian.
- C. Education Chairperson. Responsibilities shall include: planning and coordinating participation in educational activities such as continuing education programs, conferences and workshops.
- D. Historian. Responsibilities shall include:
 - 1. Compile MCSW photo album for the archives.

2. Create a small photo album presented annually to the Mayor and MCSW chair.
3. Share photos with the Publicity Chairperson as needed.
4. Coordinate the display table of historical photo albums as requested by the Chair.

Section 2. Members appointed to Appointed Positions may form and chair committees to assist with the performance of their duties. Participation on such committees shall not be limited to MCSW members.

Section 3. Members appointed to Appointed Positions shall hold the position for the remaining term of the MCSW Chair, unless otherwise limited by the MCSW Chair at the time of making the appointment. The MCSW Chair may fill vacancies as required.

Article VII Standing Committees

Section 1. Standing Committee Chairs shall be appointed by the MCSW Chair unless otherwise designated herein.

Section 2. Standing Committee Chairs shall present After Action Reports to MCSW after special events.

Section 3. The Citizen of the Month Committee shall:

- A. Distribute nomination forms to appropriate agencies and organizations throughout the community;
- B. Obtain completed forms from the Mayor's office;
- C. Verify that nominees have not previously received the Citizen of the Month Award;
- D. Verify the volunteer status of all nominees;
- E. Present the names and supporting documentation of eligible nominees to commission members for review and selection;
- F. Inform nominating parties of the status of their nomination; and
- G. Coordinate with Publicity Chairperson to publicize the winner of the Citizen of the Month Award with local media.

Section 4. The Outstanding Woman of Comanche County Event Planning Committee shall:

- A. Be presided over by the Vice Chair;
- B. Solicit nominations from all areas of Comanche County by distributing nomination forms to local newspapers and other media outlets, as well as public and private organizations in the community;
- C. Ensure that completed nomination forms are submitted to the panel of judges no later than April, and that all nominees are notified at least forty-five (45) days prior to the awards reception; and
- D. Be responsible for planning the awards reception, to include reserving location, coordinating refreshments, sending invitations at least thirty (30) days prior to event, making programs, obtaining gifts for nominees, and obtaining door prizes.

Section 5. The Nominating Committee for Election of Officers shall:

- A. Be chaired by the Parliamentarian and consist of the parliamentarian and two active MCSW members, excluding those interested in being nominated for election as an officer, other than the Parliamentarian.
- B. Nominating Committee shall be formed no later than the February meeting.
- C. Accept nominations for the five (5) officer positions of the MCSW at the regular meeting in March;
- D. Contact all MCSW members individually to determine their interest in holding an office; and
- E. Prepare a slate of one (1) or more nominees for each elected officer position and present it to the MCSW at the regular April meeting, or at least thirty (30) days prior to voting. The slate shall include the nominations received from the floor, names obtained by individually contacting MCSW members, and any suggestions the Nominating Committee may have.

ARTICLE VIII Meetings and Quorums

Section 1. Regular meetings of the MCSW will be held on the fourth Tuesday of each month in a designated conference room. When the date of a regular meeting comes on a legal holiday, the Chair will designate the date for the next regular meeting.

Section 2. The Recording / Corresponding Secretary will publish a notice of the meeting and agenda of all matters to come before the MCSW and mail or e-mail the same to all MCSW members at least one (1) week preceding the next regularly scheduled meeting. Any MCSW member may request items be placed on the agenda by advising the Chair no later than twelve (12) o'clock p.m. ten (10) days preceding the next regularly scheduled meeting. Notice of the meeting and the agenda must be posted at City Hall no later than forty-eight (48) hours in advance of the meeting.

Section 3. Special meetings may be called by the Chair at any time giving suitable notice of the time and place of such meeting to all members, and may also be called upon the request of any six (6) members. Notice of special meetings and their agendas must be posted at City Hall at least seventy-two (72) hours in advance of the meeting.

Section 4. A majority of the current voting membership of the MCSW must be present to constitute a quorum. Decisions on any issue are determined by majority vote of the quorum (50 percent plus 1). Vacancies in the Commission shall not impair the right of the remaining members to exercise all powers of the Commission.

Section 5. Each member of the MCSW is entitled to one vote, except for the Parliamentarian, who is without a vote, and the Chair who votes only to resolve a tie. Non-voting members will not be counted for purposes of determining a quorum. MCSW members may not vote by proxy.

Section 6. Proceedings of MCSW meetings are recorded in summary form by the Recording / Corresponding Secretary, and include the name of members in attendance and names of members absent. Reports shall be given by committees as necessary, and opportunity for comment may be given by the Chair.

Section 7. The minutes and financial statement of the preceding month shall be reviewed and approved by the MCSW and signed by the Chair and Recording / Corresponding Secretary. The financial statement shall be reviewed and approved by the MCSW and signed by the Chair. Both shall then be submitted to the mayor or a designated representative of the mayor's office.

Section 8. All business is to be conducted in accordance with the Oklahoma Open Meeting Act. The rules contained in Robert's Rules of Order Newly Revised will govern the MCSW meetings unless otherwise specified in these Bylaws.

Section 9. Any appointed member who has not participated in regular meetings or MCSW activities for a period of sixty (60) days will be contacted by the Chair, to determine the member's intentions to participate on the MCSW. If the member is unable to resume active participation in MCSW meetings and/ or activities, the Chair will contact member and check status to determine if a vacancy will be declared in thirty (30) days. Such vacancies shall be filled by nomination by the Mayor subject to confirmation by the City Council.

ARTICLE IX Elections and Voting

Section 1. The Nominating Committee for Election of Officers will prepare a slate of officers which will be presented to the MCSW at the April meeting. The Chair must receive the written consent of all nominees ten (10) days prior to the election or that nomination will not be placed on the ballot.

Section 2. The five officers will be elected by the membership at the regular MCSW meeting in May and will be installed at the conclusion of the June meeting.

Section 3. A majority of the current membership must be present for elections. MCSW members may not vote by proxy. Officers will be elected by simple majority.

Section 4. Voting will be conducted by secret written ballot. If there is only one (1) nominee for an office, acceptance by acclamation is authorized.

Section 5. The Chair may change the dates of nominations, election, and installation, if deemed necessary.

ARTICLE X Activities

Section 1. The MCSW shall work to obtain data on the status of women in the Lawton-Fort Sill Community and identify issues facing women in the community. Sources of data may include, but are not limited to, formal and informal surveys, census data, employment statistics, et cetera. This information will be used to guide the Commission's yearly activities and programs.

Section 2. The MCSW shall coordinate with other community organizations to sponsor continuing education programs, conferences and workshops that address women's issues.

Section 3. The MCSW shall recognize individuals who have made outstanding contributions to the Lawton- Fort Sill community, including but not limited to, the following:

- A. The Outstanding Woman of Comanche County: This award shall be given annually. The MCSW shall solicit nominations from all areas of Comanche County. The Executive Board of the MCSW will convene six (6) members of the Lawton-Fort Sill community, to review nominations and select the Outstanding Woman of Comanche County. The MCSW shall coordinate an OWCC award reception. Commission members are not eligible to nominate or be nominated for this award.
- B. Citizen of the Month: This award will recognize

outstanding volunteers in the Lawton-Fort Sill community. The Citizen of the Month Committee shall present the applications of eligible nominees to the commission for selection at its regular meetings. The Citizen of the Month Award shall be presented to the recipient at the first City Council meeting of the month following selection of a recipient. To allow adequate time to select and notify a Citizen of the Month, the selection of a recipient will be completed during the previous month. Commission members are not eligible to nominate or be nominated for this award.

Section 4. The MCSW shall network with other community organizations and support their efforts to address challenges faced by women.

Section 5. The MCSW shall coordinate Special Projects, including but not limited to, sponsoring community organizations that provide direct assistance to women, such as shelters, group homes, etc., by making charitable contributions as needed.

ARTICLE XI Finances

Section 1. Funding for MCSW activities is determined and approved annually by the Mayor and City Council. The fiscal period is from July 1 of the current year through June 30 of the next year. Any requests for funds or reimbursements must be submitted to the Mayor's Office by the last business day in May.

Section 2. Expenditures may include those relating to: educational programs, Outstanding Woman of Comanche County Award, Citizen of the Month, and MCSW supplies (nametags, shirts, notebooks, etc.).

ARTICLE XII Amendments

Section 1. The Bylaws may be amended by the MCSW membership.

Section 2. Notice of amendments to the Bylaws shall be given at a regular meeting one month prior to a vote.

Section 3. Amendments must be approved by a majority vote of the MCSW and the mayor or his/her designated representative.

Section 4. A committee will be convened every two (2) years to review the Bylaws.

Section 5. Past Revisions:

- A. 1st Revision February 5, 1991
- B. 2nd Revision January 6, 1998
- C. 3rd Revision October 5, 1999
- D. 4th Revision March 5, 2002

- E. 5th Revision February 7, 2006
- F. 6th Revision May 2, 2006
- G. 7th Revision October 21, 2008
- H. 8th Revision February 13, 2012
- I. 9th Revision September 17, 2012
- J. 10th Revision January 7, 2014
- K. 11th Revision May 7, 2019
- L. 12th Revision June 3, 2025

ARTICLE XIII
Adoption

Section 1. These Bylaws will become effective upon adoption by majority vote at the regular meeting of the MCSW and upon approval by the Mayor or his/her designated representative.

Section 2. The Bylaws most recently approved and adopted shall supersede all previous Bylaws and amendments thereto.

Approved by majority vote of the MCSW held on: June 3, 2025


Wyonna Alberty, Chair


Dana Parrish, Parliamentarian

Approved by the Mayor of the City of Lawton on: _____
Date

Mayor