

OKLAHOMA COMMISSION ON THE STATUS OF WOMEN PROCEDURES MANUAL

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I. INTRODUCTION

Mission: The Oklahoma Commission on the Status of Women is a strong, recognized and respected voice for the women of Oklahoma.

Description: The Commission provides leadership and direction to support Oklahoma women by:

- Acting as a focal point for other agencies and communities to provide resource information, expertise and input on issues;
- Communicating routinely with all relevant constituencies on key issues for women; and
- Participating with other groups and in coalitions to support educating the public on issues of importance to women and families.

The Commission acts as a voice for the women of Oklahoma by working alone and with partners to:

- Educate the Oklahoma legislative, executive, and judicial branches on the importance of supporting programs to improve the quality of life for women and families in Oklahoma;
- Request Interim Studies to research possible legislative action, build consensus and public support on issues;
- Formulate, support, and/or endorse certain legislation which would benefit women and families;
- Receive adequate funding from the State to support the work of the Commission;
- Ensure that enacted or revised legislation does not disproportionately or adversely affect women;
- Ensure inequality does not impede individuals from reaching their full potential.

The Commission acts as a voice for the women of Oklahoma by:

- Maintaining a strong, viable Advisory Council of leaders across the state;
- Engaging in community outreach events throughout the year;
- Annually recognizing Oklahoma individuals, institutions or organizations who have made significant contributions to women and families;
- Coordinating and maintaining the Oklahoma Women's Hall of Fame.

II. COMMISSION MEMBERSHIP EXPECTATIONS

A. Members of the Oklahoma Commission on the Status of Women are expected to fully participate in the meetings, committees and programs of the Commission.

B. New Commission members shall attend any formal or informal orientation sessions provided by the Commission. The orientation will include, but not be limited to, the Bylaws and Procedures, an introduction to the Commission's committees, events, programs and other activities; a full listing of Commission and Advisory Council members; and the history of the Commission.

C. No Commission member shall represent the Commission in any medium – print, televised, electronic – or in person without prior notice to, and approval by, the Chair and Executive Director.

III. EXECUTIVE OFFICER DUTIES

A. CHAIR

- Chair regular and special Commission meetings and events and Executive Committee meetings. If unavailable, notify the Vice Chair.
- Assign duties and responsibilities to Executive Director and Executive Committee as needed.
- With the Executive Director, set the agenda for Commission and Executive Committee meetings.
- Monitor compliance with Open Meetings Act and Open Records Act procedures.
- Assist the Executive Director to notify the Commission and the public of any changes in meeting time or location, through the Commission website and Secretary of State meeting notices.
- Designate Committees, Committee Chairs, and Event Chairs as necessary.
- Represent the Commission, along with the Executive Director and/or any Chair designee, in any circumstance requiring a Commission presence or representation.
- With the Executive Director, represent the Commission in its ongoing relationships with OMES.
- Approve all Commission press releases and public communications.
- Facilitate preparation of the Annual Report and prepare the accompanying letter to present it to the Appointing Authorities.
- If the Commission should request legislation, the Chair and Executive Director, and/or the Chair's designee, shall work with legislative staff and the Legislator to prepare it.
- Should legal issues related to the Commission arise, the Chair and Executive Director shall consult counsel, and inform the Commission, as appropriate.
- Notify Commission members as terms expire. Notify the Appointing Authorities, including information regarding attendance and participation, as it may relate to re-appointment.
- After consultation with the Commission, notify the Appointing Authorities of any member whose consistent failure to attend and participate creates an undue burden on the Commission.

B. VICE CHAIR

- Chair regular and special Commission meetings and events and Executive Committee meetings if the Chair is absent or unavailable.
- With the Chair, Advisory Council Chair, and Executive Director, develop and facilitate annual Orientations for new Commissioners and Advisory Council members.
- With the Chair and Executive Director, plan the annual Retreat.
- Carry out any other duties or responsibilities assigned by the Chair.

C. SECRETARY

- Conduct roll call and determine quorum for Commission business meetings; maintain an attendance list including excused and unexcused absences.
- Call the roll on any requested roll call votes and include that information in the minutes.
- Record the minutes of all business meetings, and forward them to the Chair for the Chair's approval before they are distributed to the Commission within 15 days after the meeting for which those minutes apply.
- Carry out any other duties or responsibilities assigned by the Chair.

C(1). Recording Secretary. The Commission may choose to appoint the Executive Director, who is not a member of the Commission and is a not voting member of the Commission, as a Recording Secretary. Alternatively, the Commission may choose to select a Commission member as Recording Secretary. In the absence of the Secretary, the Recording Secretary will take roll, record and prepare minutes, and fulfill the duties of the Secretary.

D. FINANCIAL OFFICER

- Review the annual Legislative appropriation and, with the Executive Committee, develop an annual Commission budget based on approved appropriated funds.
- With Executive Committee, coordinate the OCSW budget with the OMES administrative employee assigned to OCSW.
- Monitor expenditures of the Commission against the current budget.
- With the Chair and Executive Director, prepare financial reports to the Commission as needed on expenditures and revenue from annual events, committees and other various projects.
- During the first quarter of the fiscal year, identify and create revenue and expense line items for committee work, events and other various projects approved by the Commission.
- Carry out any other duties or responsibilities assigned by the Chair.

E. ADVISORY COUNCIL CHAIR

- With the Executive Director, maintain the Advisory Council nomination and membership records.
- Coordinate Advisory Council activities.
- Receive completed nomination forms and biographical information for Advisory Council nominees; if an incomplete form is submitted, return the form to the nominator for completion and resubmission.
- Present completed nominations to the Commission for approval.
- With the Commission, develop Advisory Council policies and procedures.
- Serve as liaison between the Advisory Council and the Commission.

- Carry out any other duties or responsibilities assigned by the Chair.

IV. STANDING AND TOPICAL COMMITTEES

Standing and topical committees, if any, will be determined yearly at the discretion of the Commission.

A. General Committee Responsibilities:

- Each Committee may develop an action plan for the year and present it to the full Commission.
- Each Committee shall identify resources necessary to support its activities and present a proposed budget to the Chair, working within the Commission's annual budget.

B. Standing and topical committees may include, but not be limited to, the following:

- **Communications Committee and subcommittees:** Promote the Commission's activities through press releases, articles, announcements, etc.; consistent with State limitations and regulations, create a strategy for Internet exposure, curate the Commission website, and maintain a social media presence.
- **History Committee:** Maintain the Commission archives, including historical documents and artifacts from predecessor organizations; work in partnership with other institutions to create, update and maintain electronic archives; explore partnerships to provide a home for physical artifacts.
- **Bylaws Committee:** Review and revise Bylaws and Procedures as necessary.
- **Executive Committee:** As provided in the Bylaws, consists of the Executive Officers, Immediate Past Chair, and other committee chairs at the Chair's discretion.
- **Budget Committee:** Consists of the Executive Officers.
- **Topical Committees:** On a yearly basis the Commission will determine topical priorities, and may establish topical committees as necessary.

V. EVENT COMMITTEES

The Commission must present the Oklahoma Women's Hall of Fame, by statute, every other year or at its discretion. The Commission engages in a variety of community outreach efforts which may include ongoing community conversations each year, a Women's Summit, or other events. In addition, the Commission presents awards each year. There is a Committee for each activity and award. The Commission maintains a task list for the Hall of Fame and Summit events.

A. General event committee responsibilities:

- **Purchasing:** Remember all purchases described below will require advance purchase orders, which must go through the Executive Director in accordance with OMES requirements. Create a timeline accordingly.
- **Location:** Determine location for each event nine (9) months out or as soon as practicable, considering cost and logistical support.
- **Finances:** Establish a budget; determine, based on the Commission's yearly budget, what portion of costs will be provided by Commission resources; develop a fundraising plan to cover the remaining event costs, through means including but not limited to sponsorships, donations, in-kind donations, or ticket sales.
- **Decoration, Catering, Entertainment:** Working with the Executive Director, within OMES limitations and requirements, obtain catering bids as necessary, and contract with a caterer; decide on table decorations, flowers, banners, etc. as appropriate; secure any live entertainment or audio-visual technology necessary.
- **Marketing:** Establish a target audience and attendance goal; work with the Communications Committee to develop a marketing effort; prepare and disseminate any brochures, material, and online content, including social media activity, leading up to the event.
- **Media coverage:** Coordinating with the Communications Committee, and as approved by the Chair, prepare and distribute press releases to print and electronic media outlets and social media platforms; arrange for local and statewide coverage before the event and of the event itself; prepare materials for press as necessary.
- **Printed materials:** Develop an event program and any other necessary printed material, working with the Executive Director and taking advantage of any donated professional design expertise. Determine whether Commission may print the material in-house, or if professional printing is necessary.
- **Attendance:** With the Executive Director, keep mailing lists of invitations as well as attendance lists, for use in future events.
- **Partnership:** Partner at all stages with other Commission committees as well as outside individuals, institutions or organizations as appropriate.

B. Women's Hall of Fame. This event has an Event Committee and a separate Selection Committee.

- **Nomination Requests:** Nine (9) months before the event and until nominations are closed, send out requests for nomination. This includes press releases, interviews, and social media announcements. Develop nomination form and post on website.
- **Nominations:** Announce the date nominations are opened and the closing date. Individuals or organizations may nominate a candidate; organizations must name a single contact on the nominating form. No single individual or organization may nominate more than three people.
- **Selection Committee:** The Commission Chair shall appoint the Selection Committee in accordance with Article VII Section III of the Bylaws. The Committee should be

appointed at least four (4) months in advance of the event, and before the nomination period has closed.

- **Inductee attendance:** Inductees, if living, must attend the event. If an inductee cannot attend, her nomination may be carried over for one (1) year, or until the next Hall of Fame induction ceremony. Nominators are responsible for ensuring their inductee is escorted to the event.
- **Purpose:** The Oklahoma Women's Hall of Fame shall bestow the highest honor of outstanding service benefiting the lives of women and families in Oklahoma, the nation, or elsewhere in the world.
- **Nomination Criteria:** Women involved in a particular discipline, profession or field who has made contributions of significant and recognizable change affecting the lives of women and families, regardless of whether the candidate is living or deceased.
- **Eligibility:**
 1. Recipient must be a current or former resident of Oklahoma
 2. Recipient must have made recognizable and/or sustainable contributions impacting the lives of women and families in her community, the state, nation and/or globally.
 3. Current members of the Commission are ineligible for induction.
 4. What enduring contributions has she made?
 5. How has she positively elevated the status and positively impacted women and girls?
 6. Has she helped open new frontiers or women and society in general?
 7. Is the community/state/nation or world better for the contributions of the nominee?
 8. Are people in general better because of the accomplishments of the nominee?
 9. Are women in the state, the region, the United States and/or world better? Has their status improved or opportunities increased because of the contributions of the nominee?
 10. Is her particular profession or field better because of the contributions of the nominee?
 11. Various categories of disciplines, professions or fields may include but are not limited to: Arts, Business, Community Service, Public Service, Sciences.

C. Other Awards. The Commission has established three other permanent awards including the Kate Barnard Award, the Guardian Award, and the Champion for Women Award. Other awards may be given as determined by the Commission.

Kate Barnard Award. Adopting a proposal from then Commissioner Linda Edmondson, the Oklahoma Commission on the Status of Women created the Kate Barnard Award in 1988 to honor outstanding women in public service in Oklahoma. The award recognizes excellence in public service on the part of elected or appointed Oklahoma women officials at the state or national level.

In 1907, Kate Barnard, a native of Oklahoma, became the first woman to win a statewide elected office in the United States. At the time she was elected, she was the only woman on the state ballot, and only men had the vote. She held the office of Commissioner of Charities and Corrections for two terms. She was a key figure in the enactment of a compulsory education law providing for state payments to widows dependent on their children's earnings, of legislation implementing the constitutional ban on child labor, and of laws aimed at unsafe working conditions and the "blacklisting" of union men.

- **Eligibility and Selection:** Nominees are from the ranks of elected or appointed salaried women public officials. Nominations are not solicited from the general public. Current members of the Commission are ineligible for this award. The Event Committee, or the Executive Committee, shall receive nominations from Commissioners, and determine the award winner or winners. One or two persons may receive the award in any given year.
- **Committee:** The Committee Chair is appointed by the Commission Chair. If the award is given at an event reserved exclusively for this award, an Event Committee will be formed from Commissioners and Advisory Council members.
- **Timing and Presentation:** The award is given at the Commission's discretion. It may be given in conjunction with a luncheon or other celebration, or at some other event, at the Commission's discretion. The Commission may collaborate with another organization, such as the Oklahoma State University Women's Archives, on an event agenda and program.

Guardian Award. The Oklahoma Commission on the Status of Women created the Guardian Award in 2010 to recognize Oklahoma Legislative, Executive, and Judicial elected officials who have made significant governmental contributions to guarding, protecting and preserving the rights of women and families.

- **Eligibility and Selection:** Elected individuals of the legislative, judicial, and executive branches of Oklahoma Government are eligible. Nominations are not solicited from the general public. Current members of the Commission are ineligible for this award. The Event Committee, or the Executive Committee, shall receive nominations from Commissioners, and the Commission as a whole shall determine the award winner or winners by majority vote. More than one person may receive the award in any given year.
- **Committee:** The Committee Chair is appointed by the Commission Chair. If the award is given at an event reserved exclusively for this award, an Event Committee will be formed from Commissioners and Advisory Council members, at the direction of the Chair.
- **Timing and Presentation:** The award is given at the Commission's discretion near the close of the Oklahoma Legislative Session. It may be presented at a location in the Capitol, at a press conference, at a Commission meeting, or in a separate event at the Commission's discretion.

Champion for Women Award. This award is intended for individuals, corporations, organizations and/or institutions who promote the advancement and empowerment of women. Current members of the Commission are ineligible for this award.

- **Eligibility and Selection, Individuals:** How has the individual shown commitment to advancing and empowering women, in his or her particular field?
 - Is the person's activity professional or volunteer? What opportunity do they have to influence the lives of women?
 - How have they used that opportunity? The nominee may have a longstanding commitment to a particular issue or program; one big extraordinary act, program, etc.; a series of actions, either in service of a particular issue/program etc., or directed across a spectrum; consistent and extraordinary mentorship; offering women a direct opportunity for employment, or some other opportunity for personal advancement or empowerment.
 - What exactly did the person do?
 - How did they affect the lives of women, and how many people did their actions touch? The nominee may develop and carry out policy, or use entertainment or media to enrich visibility and push for change in the perception or treatment of women; a nominee's actions may only affect a very specific person or group of people.
- **Eligibility and Selection, Corporations/Organizations/Institutions:** The committee will consider the nominee's policies and practices in the following categories:
- Leadership and Acting as Example
 - What is the percentage of women in executive and management roles? How many women are on the board, and/or in policymaking positions?
 - Does the nominee have management/leadership training or support programs for women employees?
 - What does the nominee do to encourage and support women in its industry/field?
 - Does the nominee have a sexual harassment policy in place, and provide/require training on the policy?
- Economic Security as Reflected in Pay and Benefits
 - Long term financial security, profit sharing, 401K(s), retirement plans
 - Cafeteria benefit plans
 - Full family health, mental health, and dental coverage
 - Equal pay for equal work
- Workplace Culture Supporting and Respect Families
 - Where applicable, compliance with the Family Leave Act
 - Workplace accommodations for breastfeeding
 - Day care and/or day care benefits
 - Emergency arrangements for children
 - Family education and tuition coverage

- Providing a safe and appropriate work environment
- **Committee:** The Committee Chair is appointed by the Commission Chair. If the award is given at an event reserved exclusively for this award, an Event Committee will be formed from Commissioners and Advisory Council members, at the direction of the Chair.
- **Timing and Presentation:** The award is given at the Commission's discretion. It may be presented at a location in the Capitol, at a press conference, at a Commission meeting, or in a separate event at the Commission's discretion.

VI. ADVISORY COUNCIL

The Advisory Council was created and approved by the Commission as a body January 26, 1995. The Advisory Council serves as a vehicle to help the Oklahoma Commission on the Status of Women meet its requirements to act as an outreach to the women of the state. The Commission shall maintain a current list of Advisory Council members, which will include contact information. In addition, the Advisory Council Chair shall provide to the Executive Director a copy of the nomination form including biograph and contract for service of each member, and the Executive Director shall preserve that information.

A. Only current Commissioners may nominate a candidate for membership on the Advisory Council. Membership is reserved for men and women who are:

- **Community leaders** who have shown significant support for women and women's issues.
- **Resource people** who can provide significant information and resources to support the Commission's mission.
- **Representatives** from statewide women's groups and organizations.
- **Former members of the Oklahoma Commission on the Status of Women** who wish to serve on the Advisory Council after their terms on the Commission expire. Any Commissioner in good standing who successfully completes any term of appointment to the Commission may choose to be active on the Advisory Council.
- **Oklahoma Women's Hall of Fame inductees**, who are invited to join the Advisory Council.
- **Inactive members.** At the discretion of the Commission, the Advisory Council Co-Chairs may create categories of active Advisory Council members and inactive, or honorary, Advisory Council members. Advisory Council members who are unable to participate for good cause shown may be listed as Inactive or Honorary until such time as they are able to participate as Active Advisory Council members.
- **Diversity.** The Commission should consider the diversity of the state when making appointments to the Advisory Council, including ethnicity, geographical area, and socio-economic circumstances.

B. The Advisory Council Chair is an elected Commission member. The Commission Chair may appoint an Advisory Council member as Advisory Council Co-Chair. The Advisory Council Chair shall collect nomination forms, review them to ensure they are complete, and

present the completed nominations to the entire Commission for a vote. If a form is not complete, the Chair shall return it to the nominator and it may be resubmitted.

C. Selection.

- **Nomination Form.** At the Chair's direction, the Executive Director, Advisory Council Chair, and other persons as directed by the Chair shall develop a nomination form for use in nominating Advisory Council members. The form shall include: the name of the Commissioner nominating the prospective member; the nominee's contact and biographical information; and shall request information to help determine the nominee's interest in working with the Commission. The Advisory Council Chair shall receive completed nomination forms at least one week prior to the Commission meeting at which that nomination shall be considered.
- **Voting.** The Commission shall vote on each submitted nomination during any Commission business meeting. The nominee, if present at the meeting, shall be excused from the room during the vote. A majority of those present and voting is required for approval.
- **Exceptions.** Previous Commission members, and inductees of the Oklahoma Women's Hall of Fame, shall automatically be members and do not require a nomination form or Commission approval.
- **Notification.** The Advisory Council Chair will notify newly approved Advisory Council members. The Executive Director will receive one copy of the approval letter with nomination form and biographical information.

D. Expectations.

- **Interests Form.** Each new Advisory Council member will complete an Interest Form to identify their areas of expertise, resources or interest, upon acceptance or at the request of the Advisory Council Chair.
- **Attendance and participation.** There is no regular meeting attendance requirement for Advisory Council members. However, each active Advisory Council member shall participate in at least one Commission meeting or event each year. Any Advisory Council Member who has not participated in the Advisory Council or other events in three years shall be removed from the Advisory Council by the Advisory Chair, with the Chair's approval.
- **Community Conversations.** Plan and participate in statewide topical forums or community conversations on topics chosen by the Commission throughout the year.
- **Other events.** Plan, participate in and support Commission activities and events.
- **Recommendations.** The Advisory Council Chair shall submit any recommendations from Advisory Council meetings or events to the Commission Chair.

VII. EXECUTIVE DIRECTOR

The Executive Director of the Commission is a state employee working 999 hours/year. The Executive Director is housed at the Commission offices and supervised by the Commission Chair as well as the Director, Human Capital Management Office. The position is a .5 FTE, unclassified, advertised through the state personnel system, and hired by the

Commission Executive Officers. The Executive Director's primary responsibility is to assist the Commission in promoting its activities and aid the Commission committees in performing their duties. The Executive Director will assist the Chair, committee chairs and event chairs in planning, facilitating and implementing events and activities.

The Executive Director is accountable for providing leadership, strategic direction, and vision for the development and achievement of the organization's mission in partnership with the Oklahoma Commission on the Status of Women. The Executive Director will provide direction and guidance to the Commission in the development of its strategic goals and execute/ implement the strategy within the framework of the organization's policies and standards. The incumbent advises, recommends and assists the Commission in the formulation of policies, and directs the Commission's day-to-day operations.

The Executive Director works as the staff advisor to and in partnership with the Commission to 1.) Carry out the mission of the organization, 2.) Responsibly manage the Commission's human, material and fiscal resources and 3.) Assure that the Commission has a positive presence throughout the state through various media.

The Executive Director will assist the Chair and Executive Committee in hiring, release, retention, and management of any employed staff; will direct the management and development of the OCSW's physical resources; and will assist the Financial Officer with oversight of the OCSW's fiscal activities.

A. Commission Relations & Support.

- Works with the Commission to establish and implement long-term and short-term priorities, goals and tactical plans in support of the overarching strategy.
- Works in partnership with Commission officers and committee chairs to leverage the involvement and contribution of each Commissioner while supplying staff support.
- Collaborates with the Chair and Executive Committee to develop and implement capacity building strategies and plans designed to accommodate growth objectives of the, as appropriate.
- Collaborates with committee chairs to keep the Commission informed of pertinent trends and legislative activities that affect its work.

B. Financial Responsibility.

- Has authority to sign contracts on behalf of the Commission, with Chair oversight.
- As appropriate for specific projects, works with the Chair, Executive Committee and committee chairs to generate diversified funding sources.
- Works with the Financial Officer and OMES staff in monitoring, developing and explanation of the Annual Budget.

C. Management and Administrative Responsibility.

- Assists Chair and Members in planning, facilitating and implementing projects and events.

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- Maintains organizational website.
- Maintains current rosters of Commission and Advisory Council members.
- Maintains commission files according to the approved Records Disposition Schedule.
- Maintains an inventory of equipment and supplies in office.
- Assists Chair in preparation for meetings which includes producing monthly meeting notices, agendas, minutes and other corresponding documents, notifying commission and advisory council members of meetings and all activities.
- Serves as recording Secretary at Commission meetings and other Committee Meetings as designated by Chair.
- Produces documents of various levels of complexity, ranging from plain copy typing to the manipulation of data to create complex presentations.
- Coordinates with OMES, according to their procedures and requirements, to prepare and present all requests for supplies and services, along with payment of invoices.
- Coordinates with committee and event chairs all printing requirements and requests, and submits all printing requests. Coordinates and submits requests for awards, plaques, etc.
- Performs a variety of administrative tasks including answers the phone, takes messages and disseminates information, opens, sorts, distributes, collects and delivers mail; performs a number of tasks such as posting and recording data.
- Other duties as requested by Chair.

D. Public Relations.

- Collaborates with the Communications Committee to communicate and promote OCSW interests and activities.
- Develops and maintains community awareness with other organizations in the state, through education and presentations.

E. Professional Leadership Qualities.

- Demonstrates passion, idealism, integrity, positive attitude, is mission driven and self-directed.
- Demonstrates leadership qualities which inspire confidence and loyalty in others by initiative, acceptance of others, judgment, maturity, working under pressure, cooperation, dependability, adaptability and positive demeanor.
- Demonstrates positive attitude toward the Commissioners and Advisory Council.

F. Position Review.

- The Chair should review time reports and monitor hours worked of the Executive Director as necessary to comply with OMES policies and requirements. Annually, selected Commissioners as designated by the Chair will conduct an annual review of the Executive Director's performance.
- The Chair shall delegate the workload of the Commission. Committee and event chairs should communicate with both the Chair and Executive Director on workload requests.

- The Executive Director has an annual budget of \$1,000 to purchase office supplies, equipment and software. Purchases must be approved by the Chair.
- The Executive Director will be evaluated at least twice a year by members of the Executive Committee.

VIII. PURCHASING AND WEBSITE MAINTENANCE

A. Purchasing.

All services, products and contract developed, implemented and tracked by the Commission must be obtained by a purchase order prior to the purchase. No purchase will be approved or paid by Office of Management and Enterprise Services (OMES) without a purchase order. The Executive Director will prepare or oversee preparation of purchase orders and submit them in accordance with the rules and policies of OMES.

Any travel out of state for Commission business must be authorized by the Commission, and in accordance with travel requirements and restrictions of OMES and the State of Oklahoma. The Executive Director will facilitate submission of permissible travel expenditures to OMES. Any staff member or Commission member traveling out of state will submit a written report to the Commission.

B. Website.

The website shall be maintained following the guidelines established by OMES. Committees of the Commission will assist the Executive Director in managing the website. Approval to manage the website is designated by the Chair. Persons approved to update and maintain the website must be trained according to OMES policies and requirements.

IX. NATIONAL ASSOCIATION OF COMMISSIONS ON WOMEN

The Commission maintains a membership with the National Association of Commissions on Women. The membership provides for the Commission to have one voting member at national meetings.

The voting member is considered as the National Association of Commissions on Women Representative and reports periodically the actions and positions of the National Association at Commission regular meetings.

X. RECORDS DISPOSITION SCHEDULE

This procedure was developed by the Commission's History Committee, reflecting the policies adopted by the Archives and Record Commission, effective October 28, 2012.

Convenience or Reference Copies

Copies of records created for the user's convenience may be destroyed when they are no longer required for administrative purposes. Access restrictions, if any, apply to

copies and originals alike. It is not necessary to request approval for destruction of convenience copies of records.

Record Format

Individual agencies, boards, commissions, and institutions shall maintain individual record series in the most efficient and cost effective format consistent with sound records management principles, state and federal laws, rules and regulations, court decisions, and their individual record keeping needs.

If statutory provisions, court decisions, Code of Federal Regulations (CFR), Oklahoma Rules and Regulations adopted in accordance with the Administrative Procedures Act (75 O.S. §250 *et seq.*), or other state and federal regulations mandate retention periods longer than those stipulated in this Schedule or require that records be retained in hard copy or other format, the applicable statutes, court decisions, CFR, or other state and federal regulations shall govern the retention periods and formats of the records.

Information regarding requirements for specific record formats is located in the Introduction to the General Records Disposition Schedule for State Agencies, Boards and Commissions, which can be found at the Oklahoma Department of Libraries website.

All records, including temporary and permanent records, may be stored at the State Records Center, located at 426 E. Hill Street.

Transfer of Permanent Records to the State Archives

The History Committee of the Oklahoma Commission on the Status of Women will periodically review the substantive records of the Commission and will recommend their transfer to the State Archives for permanent preservation.

1-1 Official Correspondence of the Oklahoma Commission on the Status of Women

Description: Files include correspondence of Commission Chair, Commission Senior Executive Officers, and staff related to requests for information regarding the Oklahoma Commission on the Status of Women and the Commission's projects or events.

Volume: Two (2) cubic feet per year

Disposition: Retain in office and review on an annual basis. Destroy duplicate and ancillary materials. Retain substantive materials for three (3) years, then transfer to the State Archives for permanent preservation.

1-2 Official Topical and Special Projects Committee Minutes of the Oklahoma Commission on the Status of Women

Description: Files include the agendas, committee minutes, and selected documents distributed or presented at the meetings. The file may include notes and related materials for items discussed by the committee members.

Volume: Three (3) cubic feet per year

Disposition: Retain in office and review on an annual basis. Destroy duplicate and ancillary materials. Retain substantive materials for three (3) years, then transfer to the State Archives for permanent preservation.

1-3 Official Initiatives of the Oklahoma Commission on the Status of Women

Description: Files include proposed legislation of interest to the Commission and/or proposed regulations by the Commission. The file may include copies of bills, state regulations, correspondence, and related notes such as bills and regulations that were not passed or implemented but were of interest.

Volume: Two (2) cubic feet per year

Disposition: Retain in office for three (3) years, and then transfer to State Archives for permanent preservation.

1-4 Official Events and Activities

Description: Files include correspondence, applications, descriptions or drawings, invitations and other information related to events and activities held throughout the state. Files may specifically include files related to Kate Bernard Luncheon and Award, Women's History Month, Take your Sons and Daughters to Work Day, and Legislation Day.

Volume: Three (3) cubic feet per year

Disposition: Retain in office and review on an annual basis. Destroy duplicate and ancillary materials. Retain substantive materials for three (3) years, then transfer to the State Archives for permanent preservation.

1-5 Recognized Publications

Description: Files include correspondence related to books, and other publications that were recognized as official projects of the Oklahoma Commission on the Status of Women.

Volume: Two (2) cubic feet per year

Disposition: Retain in office and review on an annual basis. Destroy duplicate and ancillary materials. Retain substantive materials for three (3) years, then transfer to the State Archives for permanent preservation.

1-6 Photographs

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Description: Files include photographs and images relating to official Oklahoma Commission on the Status of Women projects, dedications, events and activities with the exception of the Oklahoma Women's Hall of Fame and Oklahoma Women's Summit.

Volume: Two (2) cubic feet per year

Disposition: Retain in office and review on an annual basis. Destroy duplicate and ancillary materials. Retain substantive materials for three (3) years, then transfer to the State Archives for permanent preservation.

1-7 Research Files

Description: Files include information, such as reports, articles or other publications, related to topics of interest to the Commission.

Volume: Two (2) cubic feet per year

Disposition: Retain in office and review on an annual basis. Destroy duplicate and ancillary materials. Retain substantive materials for three (3) years, then transfer to the State Archives for permanent preservation.

Oklahoma Women's Hall of Fame (OWHF)

2-1 Oklahoma Women's Hall of Fame Inductee Files

Description: Files include nomination information for women selected for induction into the Oklahoma Women's Hall of Fame. Files may contain nomination applications, letters of support, biographical information, photographs, and related information about the inductees.

Volume: Less than one (1) cubic foot per year

Disposition: Retain in office for three (3) years, then transfer to the State Archives for permanent preservation.

2-2 Oklahoma Women's Hall of Fame Nomination Files

Description: Files include nominations for women not selected for induction into the Oklahoma Women's Hall of Fame. Files may contain nomination applications, letters of support, biographical information, photographs and related information about the nominees. File also includes the call for nominations announcement.

Volume: Two (2) cubic feet per year

Disposition: Retain in office for (3) years, then transfer to the State Archives for permanent preservation.

2-3 Oklahoma Women's Hall of Fame Correspondence

Description: Files include incoming and copies of outgoing correspondence from nominators, nominees, presenters, and the Hall of Fame Event Committee.

Volume: Two (2) cubic feet per year

Disposition: Retain in office and review on a bi-annual basis. Destroy duplicate and ancillary materials. Retain substantive materials for three (3) years, then transfer to the State Archives for permanent preservation.

2-4 Oklahoma Women's Hall of Fame Publicity Materials

Description: Files include graphic designs, posters, invitations, copies of stories appearing in news media, memorabilia and ephemera related to the event.

Volume: Less than one (1) cubic foot per year

Disposition: Retain in office and review on a bi-annual basis. Destroy duplicate and ancillary materials. Retain substantive materials for three (3) years, then transfer to the State Archives for permanent preservation.

2-5 Oklahoma Women's Hall of Fame Event Photographs and Media

Description: Files include photographs, film recordings, and other media of events, inductees, presenters, and committee members.

Volume: Less than one (1) cubic foot per year

Disposition: Retain in office and review on a bi-annual basis. Destroy duplicate and ancillary materials. Retain substantive materials for three (3) years, then transfer to the State Archives for permanent preservation.

2-6 Oklahoma Women's Hall of Fame Event Committee Files

Description: Files include committee correspondence, minutes, and documents and related information distributed at meetings of the committee.

Volume: Less than one (1) cubic foot per year

Disposition: Retain in office for three (3) years, then destroy.

2-7 Oklahoma Women's Hall of Fame Selection Committee Files

Description: Files include committee correspondence, list of committee members, minutes, and documents and related information distributed at meetings

Volume: Less than one (1) cubic foot per year

Disposition: Retain in office for three (3) years, then destroy ancillary materials and transfer list of committee members to the State Archives.

2-8 Oklahoma Women's Hall of Fame Voting Tallies (Confidential Record)

Description: Files include voting tally sheets prepared by the Selection Committee Members.

Volume: Less than one (1) cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

Oklahoma Women's Summit

3-1 Oklahoma Women's Summit Event Committee Files

Description: Files include committee correspondence, minutes and related information distributed at meetings.

Volume: Less than one (1) cubic foot per year

Disposition: Retain in office for three (3) years, then destroy.

3-2 Oklahoma Women's Summit Correspondence

Description: Files include correspondence related to planning and executing the Oklahoma Women's Summit.

Volume: One (1) cubic foot per year

Disposition: Retain in office and review on a bi-annual basis. Destroy duplicate and ancillary materials. Retain substantive materials for three (3) years, then transfer to the State Archives for permanent preservation.

3-3 Oklahoma Women's Summit Publicity Materials

Description: Files include graphic designs, posters, invitations, copies of

stories appearing in news media, memorabilia and ephemera related to the Oklahoma Women's Summit.

Volume: One (1) cubic foot per year

Disposition: Retain in office and review on a bi-annual basis. Destroy duplicate and ancillary materials. Retain substantive materials for three (3) years, then transfer to the State Archives for permanent preservation.

3-4 Oklahoma Women's Summit Event Photographs and Media

Description: Files include photographs, film recordings, and other media of events, inductees, presenters, and committee members.

Volume: Less than one (1) cubic foot per year

Disposition: Retain in office and review on a bi-annual basis. Destroy duplicate and ancillary materials. Retain substantive materials for three (3) years, then transfer to the State Archives for permanent preservation.