

This rule was filed as GCDC 87-1.

TITLE 9 HUMAN RIGHTS
CHAPTER 3 GENDER
PART 2 GOVERNOR'S CAREER DEVELOPMENT CONFERENCE FOR WOMEN

9.3.2.1 ISSUING AGENCY: Governors Career Development Conference for Women.
[Recompiled 10/01/01]

9.3.2.2 SCOPE: [RESERVED]
[Recompiled 10/01/01]

9.3.2.3 STATUTORY AUTHORITY: [RESERVED]
[Recompiled 10/01/01]

9.3.2.4 DURATION: [RESERVED]
[Recompiled 10/01/01]

9.3.2.5 EFFECTIVE DATE: [Filed June 8, 1988]
[Recompiled 10/01/01]

9.3.2.6 OBJECTIVE:

A. Since 1978, the governors of New Mexico have recognized the important roles served by women in state government and have actively supported the governor's career development conference for women. The purpose of the conference is to enable women to meet and exchange ideas on a broad range of subjects which will further goals of career and personal development and serve to foster career development; to help women become aware of career possibilities and define their personal interests, abilities and goals as they relate to career mobility; to assist women in finding resources to prepare themselves mentally, physically and emotionally for mobility; and to help women become a viable force in career areas and assist them in developing support systems. In addition, for the women who are members of the steering committee, the purpose is to develop leadership skills and to provide experience and confidence in their abilities.

B. The conference shall maintain a nonpartisan posture and shall provide for representation of all state agencies in the three branches of government on the steering committee.
[Recompiled 10/01/01]

9.3.2.7 DEFINITIONS: [RESERVED]
[Recompiled 10/01/01]

9.3.2.8 ORGANIZATION:

A. The conference shall consist of:

- (1) the steering committee, composed of a representative or representatives and alternates from all state agencies; provided, however, that small agencies and boards and commissions shall have one representative and alternate which represent them in the aggregate;
- (2) the steering committee composition may be changed to allow for greater participation or representation among agencies;
- (3) the executive committee, composed of the elected officers, secretary and treasurer of the conference and the chairwomen of the planning subcommittees; and
- (4) the planning subcommittees, composed of steering committee members appointed by the chairwoman. Planning subcommittees shall be created at the discretion of the chairwoman, but shall be sufficient to assure that the basic needs of the conference are met in the areas of arrangements, registration, publicity, publications, workshops and data evaluation.

B. Pursuant to Executive Order 83-19, participation in conference planning is a designated activity of the members involved, and each is assumed to have agreed to serve as her agency's representative. They are members of the steering committee and are required to attend steering committee and appropriate subcommittee meetings. If any member is unable to balance her job and the requirements of the conference, she should request

that her agency select another person. If a member misses four meetings of the steering committee, the chairwoman shall ask for her resignation and request the agency to appoint a replacement.
[Recompiled 10/01/01]

9.3.2.9 OFFICERS:

- A. The chairwoman and vice chairwoman are the elected officers of the conference. The spouse of the governor shall be the honorary chairwoman.
 - B. The chairwoman and vice chairwoman shall serve no more than one year in the respective office and shall not again be eligible for elected office. To provide continuity, the vice chairwoman shall become the chairwoman for the succeeding year. The one-year term of office for elected officers shall be from January 1 to December 31. In addition to planning and presenting the conference, the elected officers are responsible for closing all conference business and commitments prior to the planning for the subsequent year's conference.
 - C. The chairwoman shall appoint a secretary and treasurer. The secretary shall be responsible for writing and mailing minutes of the executive and steering committee meetings and for performing other duties required by the chairwoman. The treasurer shall be the fiscal agent for the conference. The chairwoman or the treasurer shall have the power to enter into contracts and sign vouchers for payment through the department of finance and administration.
- [Recompiled 10/01/01]

9.3.2.10 SUBCOMMITTEES:

- A. Subcommittees and their chairwomen shall be appointed by the conference chairwoman.
 - B. A subcommittee is responsible for planning that portion of the conference assigned to it and shall have full authority to carry out its mandate with the approval of the chairwoman. The steering committee reserves the right to overturn a decision of a subcommittee by a three-fourth's vote of those present at the steering committee.
 - C. Subcommittee budgets shall be submitted to the chairwoman by the subcommittee chairwomen. Actions by a subcommittee which will involve expenditures of conference funds, exclusive of general expenditures which are part of the subcommittee budget, shall be approved by the conference chairwoman.
 - D. A subcommittee chairwoman may request that a member of a subcommittee be replaced if the member misses more than three subcommittee meetings or otherwise fails to participate in subcommittee duties.
- [Recompiled 10/01/01]

9.3.2.11 VOTING AND ELECTIONS:

- A. Officers, representatives and alternates are voting members of the steering committee. Representatives and alternates are appointed by their agency head at the request of the governor.
 - B. With the exception of extraordinary votes required on actions stated elsewhere in the rules, all votes are by simple majority. In the case of a tie vote, the motion fails.
 - C. At its first meeting following the conference each year, the steering committee shall elect a nominating committee of three for the purpose of selecting candidates for the position of vice chairwoman. Candidates shall provide the nominating committee with a short biography and their qualifications. These shall be immediately distributed to all members of the steering committee. At the last meeting of the year, the vice chairwoman shall be elected by secret ballot. Nominations from the floor will also be accepted at the time of the election. The chair of the nominating committee will conduct the election. If the chairwoman resigns her position, the vice chairwoman shall become chairwoman and a new vice chairwoman shall be elected. Should vacancies occur in both positions, they shall be filled in the same manner.
- [Recompiled 10/01/01]

9.3.2.12 MEETINGS:

- A. Meetings of the steering committee are subject to the Open Meetings Act.
 - B. Meetings shall be conducted pursuant to *Robert's Rules of Order*.
- [Recompiled 10/01/01]

9.3.2.13 CONFERENCE PARTICIPATION:

A. While the governor's career development conference for women welcomes participation by men, that participation shall not be at the expense of women in state government who wish to attend the conference. In the event that participation must be limited, priority for conference attendance shall be in the following order:

- (1) women in state government;
- (2) men in state government;
- (3) state education institutions, public schools and political subdivisions of the state; and
- (4) other interested persons.

B. The conference shall endeavor to keep fees for conference participation low enough to allow state agencies to pay or reimburse for conference registration and so that no women in state government will be denied attendance at the conference.

C. The executive committee shall set registration fees and fees paid to presenters.

[Recompiled 10/01/01]

9.3.2.14 CONFERENCE THEME AND KEYNOTE SPEAKER:

A. Each year's theme and keynote speaker shall be approved by the steering committee.

B. The executive committee shall present recommendations for the year's theme and keynote speaker to the steering committee. Any member of the conference may make suggestions to the executive committee or to the steering committee at the time of consideration of the question.

[Recompiled 10/01/01]

9.3.2.15 AMENDMENTS TO RULE:

A. The rules of the governor's career development conference for women are subject to ratification each year by the steering committee.

B. After ratification, any amendment to the rules of the governor's career development conference for women shall be by three-fourth's vote of the members present at the meeting succeeding the meeting at which a change of the rule was proposed.

[Recompiled 10/01/01]

9.3.2.16 Amended on February 2, 1988.

[Recompiled 10/01/01]

HISTORY OF 9.3.2 NMAC:

Pre-NMAC History: The material in this part was derived from that previously filed with the State Records Center:

GCDC 85-1, Governor's Career Development Conference for Women in State Government Rules, filed 3/3/87.

GCDC 87-1, Rules of the Governor's Career Development Conference for Woman, filed 6/8/88.

History of Repealed Material: [RESERVED]