

## **Executive Order**

**WHEREAS:** Under Section 4-3 of the Charter of the City of Chelsea, the City Manager shall be responsible for the efficient administration of all offices, employees and departments;

**WHEREAS:** The City of Chelsea recognizes that women are over 50% of our population and impacted more on the decisions made by the City;

**NOW, THEREFORE, BE IT ORDERED** that pursuant to Section 4-3 of the City of Chelsea Charter, Section 21.00 of Part II – Multiple-Member appointive organizations of the Administrative Code be amended as follows:

**Add in a new section:**

### **Sec. 21.00. Chelsea Women's Commission**

21.01 *Established.* There shall be a Women's Commission under the administrative control of the city manager or designee, hereinafter called [the] "commission," which shall consist of seven women or those who identify as women over the age of 18, who reside in Chelsea or are connected to Chelsea, including the city manager or designee, all others to be appointed by the city manager. The Commissioners shall be appointed for a three-year term.

21.02 *Purpose.* The Commission's goal is to advise the City Manager and City Council as to women driven initiatives and to create solutions to ensure women have equal opportunities. The Commission advises and assists in creating safe spaces for women to speak to women about women issues. The Commission advises City Departments on how to promote equity for all women and girls. The Commission advises the Department of Equity and Inclusion by analyzing data,



educational programs, and achieve short-term benchmarks. The Commission will focus on education, anti-violence, financial literacy, empowerment, and engagement. The Chelsea Women's Commission will advise the City Manager and the City Council as to women's health, reproductive health, sexual education (for high school aged female constituents), childcare, food equality, housing, small business mentorship, professional coaching, and other appropriate services.

#### *21.03 Interrelationships.*

*City Council.* The commission interacts with the city council primarily through the city manager and Director of Diversity, Equity and Inclusion.

*City Manager.* Administrative and technical support is provided through the Equity and Inclusion department and City Manager's office.

*Multimember bodies.* The board in the furtherance of its stated purpose interacts with the human rights commission, affordable housing trust fund board, board of health and the economic development board.

*21.04 Member Structure.* The Commission will comprise of at least 7 female members of society. Members will be inclusive of: 1 student from Chelsea High School (if over 18 years old), 1 parent of a child within the Chelsea Schools system (not necessarily the parent of the student on the Women's Committee), 1 licensed mental health professional, 1 business owner, 1 City Hall staff member and 2 Chelsea residents.

*21.05 Authorities and Responsibilities.* The Chelsea Women's Commission will be staffed by the Department of Diversity, Equity & Inclusion. The DEI Director shall be an ex-officio member of the Commission with no voting powers. The Chelsea Women's Commission shall be an advisory and ministerial multi-member public body of the City.

This Executive Order is hereby ordered and adopted on this 27<sup>th</sup> day of February, 2024.

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Fidel Maltez, City Manager