

# Region 12 Workforce Investment Board Bylaws

## Purpose

**The Region 12 Workforce Investment Board serves to promote the participation of business, labor, education, and non-profit organizations in the workforce development system and works to ensure the availability of services to move participants to self-sufficiency and meet employers' workforce development needs.**

## Mission

**The mission of our group is to fully engage the Region 12 community in strengthening the economy through workforce development making it a better place to live, work, and grow.**

### 1. Board Officers

The officers of the Regional Workforce Investment Board of Directors are the Chairperson, Vice-Chairperson and Secretary.

### 2. Election and Term of Office

- A. The Chairperson, Vice-Chairperson and Secretary shall be elected for a one year term. The Chairperson and Vice-Chairperson shall not be from the same political party.
- B. Selection of the Chairperson, Vice-Chairperson and Secretary shall be done by the Regional Workforce Investment Board in May of each year.
- C. The Chairperson, Vice-Chairperson and Secretary shall assume office upon election.
- D. If the position of Chairperson, Vice-Chairperson or Secretary becomes vacant, the vacancy shall be filled by Regional Workforce Investment Board action.

### 3. Chairperson

- A. The Chairperson shall represent the Regional Workforce Investment Board and has the authority to speak on its behalf at local forums, public hearings, etc.
- B. The Chairperson shall preside at the meetings of the Regional Workforce Investment Board.
- C. The Chairperson shall appoint chairs and members of all standing committees and may appoint such other ad hoc committees as deemed necessary.
- D. The Board shall meet at the call of the Chairperson or when a majority of members of the Board file a written request with the Chairperson for a meeting. Written notice of the time and place of each meeting shall be given to each member of the Regional Workforce Investment Board.
- E. The Chairperson shall provide leadership to the Regional Workforce Investment Board and shall orient the new Regional Workforce Investment Board members.

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4. Vice-Chairperson
  - A. The Vice-Chairperson shall in the absence of the Chairperson, perform the duties of the Chairperson.
  - B. The Vice-Chairperson shall assist the Chairperson in the orientation of new Regional Workforce Investment Board members.
  - C. The Vice-Chairperson shall perform other duties assigned by the Chairperson or the Regional Workforce Investment Board.
5. Secretary
  - A. The Secretary shall work with the Chairperson to prepare the agenda for each meeting.
  - B. The Secretary shall assure that the agenda and Board packets are assembled and distributed before each meeting.
  - C. The Secretary shall assure that minutes are recorded and distributed in the Board packets for review and approval.
  - D. The Secretary shall assure that Board activities are facilitated in procurement and competitive bids.
6. Alternate and Ex Officio Members & Special Interest Groups
  - A. Regional Workforce Investment Board members may select alternates to represent them during the Regional Workforce Investment Board meetings. Alternates do not have voting privileges.
  - B. Ex Officio members are allowed at the discretion of the Regional Workforce Investment Board. Ex Officio members do not have voting privileges.
  - C. As an alternative to Ex-Officio membership, the Regional Workforce Investment Board may choose to seek additional input from the workers/job seekers with disabilities, older workers, Economic Development, and Regional Workforce Partners by extending special invitation to attend all official RWIB meetings to signatories to Memorandum of Understanding (MOU) and other groups as determined.
7. Board Meetings - Quorum
  - A. A simple majority of the voting members of the Regional Workforce Investment Board constitutes a quorum. If a quorum is present at a meeting of the Regional Workforce Investment Board, the approval of a simple majority of the voting Regional Workforce Investment Board members present is required to take action.

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- B. If a member of the Regional Workforce Investment Board has an interest, either direct or indirect, in a contract to which the Department is or is to be a party, the interest shall be disclosed to the Regional Workforce Investment Board and shall be set forth in the minutes of a meeting of the Regional Workforce Investment Board. The member having the interest shall not participate in any action by the Regional Workforce Investment Board with respect to the contract.

This provision does not limit the right of a member of the Regional Workforce Investment Board to acquire an interest in bonds, or limit the right of a member to have an interest in a bank or other financial institution in which the funds of the Department are deposited or which is acting as a trustee or paying agent under a trust indenture to which the Department is a part.

- C. The RWIB will plan regularly scheduled meetings in September, November, January, March and May.
- D. All meetings of the RWIB shall be conducted in accordance with the provisions of the Iowa Open Meetings Law.
- E. All meetings shall be conducted in general accordance with the current edition of Roberts Rules of Order. Under extenuating circumstances participation by telephone shall be deemed to be present and included in all votes and towards quorum.

### 8. Committees

The Regional Workforce Investment Board may establish standing or temporary committees as necessary. Any standing committee created will be modified into these procedures.

### 9. Regional Workforce Investment Board Support

Regional Workforce Investment Board support will be provided by staff of the Regional Workforce Investment Act Service Provider.

### 10. Complaints/Appeals

If any party from Region 12 wishes to appeal a Board decision, they may do so by notifying the Chair of the Board in writing. The Chair will follow this procedure to address the appeal.

- 1) Upon receipt of the intent to grieve or appeal a Board Decision (by the Board Chair), the Board, at its next meeting, will establish a hearing date before the next regular Board Meeting. If the scheduling of meetings does not allow a response within 60 days, the Chair will meet with the Executive Committee to complete this step.
- 2) The Chair will determine who will hear the appeal.

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- 3) The panel will hear the appeal or grievance, and then make its response at the next Board meeting and in writing to the appealing party. The panel may do its own research between the hearing and the meeting if it wishes.
  
11. The Workforce Investment Act requires there shall be established, as a subgroup within the local Board, a Youth Advisory Council appointed by the RWIB. Membership shall include members of the local Board; representatives of youth service agencies, including juvenile justice and local law enforcement; representatives of local public housing authorities; parents of eligible youth seeking assistance; individuals, including former participants and representatives of organizations that have experience relating to youth activities; and representatives of Job Corp.
  
12. These bylaws may be amended at any regularly scheduled meeting of the RWIB, provided that the amendment has been submitted 10 days in advance to all RWIB members in writing. These bylaws also may be similarly amended at any special meeting of the RWIB called solely for that purpose provided 10 day advance notice was given in writing.