



# **SOUTH CENTRAL IOWA WORKFORCE AREA (SCIWA) LOCAL WORKFORCE DEVELOPMENT BOARD (LWDB) Bylaws**

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## **1. Territory of Local Area**

SCIWA consists of the following counties in the State of Iowa (State):

- |             |            |             |           |
|-------------|------------|-------------|-----------|
| ✦ Appanoose | ✦ Keokuk   | ✦ Monroe    | ✦ Wapello |
| ✦ Davis     | ✦ Lucas    | ✦ Tama      | ✦ Wayne   |
| ✦ Hardin    | ✦ Mahaska  | ✦ Poweshiek |           |
| ✦ Jefferson | ✦ Marshall | ✦ Van Buren |           |

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## **2. Effective Date.**

These Bylaws take effect on September \_\_\_\_, 2020.

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## **3. Vision.**

The LWDB will serve as a strategic leader and convener of local workforce development system stakeholders.

- 3.1. The LWDB will partner with employers and the local workforce development system to develop policies and investments that support public workforce system strategies that support:

3.1.1 The SCIWA economy;

3.1.2 The development of effective approaches including local and area sector partnerships and career pathways; and

3.1.3 High quality, customer centered service delivery and service delivery approaches.

- 3.3. In partnership with the CEO Board, the LWDB will set policy for the portion of the statewide workforce development system within the SCIWA and consistent with State policies.

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## 4. Goals.

The LWDB will work to achieve the following goals:

- 4.1. SCIWA employers will have access to advanced, skilled, diverse, and Future Ready workers in the area.
- 4.2. All Iowans in SCIWA will be provided access to a continuum of high-quality education, training, Registered apprenticeship, and career opportunities.
- 4.3. The SCIWA one-stop delivery system will align all programs and services in an accessible, seamless, and integrated manner
- 4.4. Effective partnerships are not only maintained but expanded and strengthened.
- 4.5. Ongoing commitment to braid funds through partnerships in service management.
- 4.6. Working in partnership to ensure workers possess a solid work ethic with appropriate skill sets.
- 4.7. The long-term goals for SCIWA are summarized as:
  - 4.7.1. SCIWA is committed to partnering with business and education to ensure we have workers who possess the needed skill sets within the area.
  - 4.7.2. SCIWA is committed to expanding the Future Ready Iowa Initiative.
  - 4.7.3. SCIWA will create training opportunities for businesses through the Employers Council of Iowa in SCIWA.
  - 4.7.4. Develop Sector Boards for Manufacturing and Healthcare Industries.
  - 4.7.5. Develop credentialing opportunities for high demand occupations.
  - 4.7.6. Develop innovative opportunities for job seekers to locate employment opportunities.
  - 4.7.7. Increase accessibility options for individuals with disabilities.

- 4.7.8. Increase accessibility to soft skill workshops for individuals with transportation barriers.
- 4.7.9. Identify and meet employer needs by focusing on sector strategies, career pathways, better aligning state and federal programs and initiatives, including public-private partnerships to support high-skill, high-demand jobs.
- 4.7.10. Communicate high-demand career pathways to students, parents, teachers, counselors, workers, and community leaders through career planning, including: an interactive portal of career opportunities, required credentials, and experience.
- 4.7.11. Improve college and career readiness, increase investment and achievement in science, technology, engineering, math (STEM) study, and careers.
- 4.7.12. Through input received from Sector Boards, develop a high demand topic list for employer training from ECI events.
- 4.7.13. Update our technology and assistive devices to ensure we can meet the needs of individuals with disabilities.
- 4.7.14. Provide soft skills workshops via various technology platforms to provide training opportunities for those who cannot travel to a one-stop center.
- 4.7.15. Grow ESL program and integrate with Public School System and GAP/PACE.

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## **5. Functions.**

The LWDB will perform the functions in Iowa Code section 84A.4 and section 107(d) of WIOA as well as any other functions necessary to implement title I of the Federal Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law No. 113-128.

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## **6. Responsibilities.**

- 6.1. Convene Stakeholders in the Areas's One-Stop Delivery System.

In order to ensure that its members actively participate in the convening of stakeholders in the one-stop delivery system, the LWDB will:

- 6.1.1. Ensure that the partners collaborate to achieve common performance indicators outlined in the State of Iowa Unified State Plan and any modifications made thereto. This collaboration includes strategizing on approaches to attain these measures and providing data in the method of the substance requested by state-level partner agencies.

- 6.1.2. Ensure that partners will work together to achieve an integrated partnership that seamlessly incorporates the services provided by partner programs. The partners will collaborate to develop and implement operational policies, procedures and proven and promising practices that reflect an integrated system of performance, communication and case management, and use technology to achieve integration and expanded service offerings.
- 6.1.3. Ensure that partners will collaborate to develop policies, procedures, proven, and promising practices to facilitate the organization and integration of workforce services by function (rather than by program) when permitted by a program's authorizing statute as appropriate. This will include coordinating staff communication, capacity building, and training efforts.

## 6.2. Broker Relationships with a diverse range of employers.

In order to ensure that its members actively participate in the brokering of relationships with a diverse range of employers, the LWDB will:

- 6.2.1. Address the identified concerns of employers. Basic skills which include literacy, numeracy, basic computer skills, and organization skills, in addition to many of the soft skills necessary to be successful, are described by employers as lacking. Included in these soft skills needs; employers identified social skills, basic work ethic, dependability, and retention as necessary. Employers also noted a lack of occupational skills including; specific occupational knowledge and experience in particular middle skill occupations in areas of healthcare, welding, information technology, advanced manufacturing, industrial maintenance, transportation/logistics, and skilled trades.
- 6.2.2. The LWDB will utilize the strength of the core partners to address the workforce needs of area employers and address gaps in services by;
- 6.2.3. Working in partnership with economic developers from the counties and cities in SCIWA to expand the knowledge of training opportunities available to new and expanding businesses.
- 6.2.4. Enhancing the relationships between training providers and employers in the area.
- 6.2.5. Identifying and expanding means to share information about training opportunities to entry level workers especially in tune with the preparation for underutilized populations such as veterans, ex-offenders, disabled, non-English speaking minorities, older workers, youth, and families on Temporary Assistance (TANF) in the area.
- 6.2.6. Encouraging and expanding ways to identify businesses that can be assisted by the workforce system.

### 6.3. Leverage Support for Workforce Development Activities.

In order to ensure that its members actively participate in the leveraging of support for workforce development activities, the LWDB will:

- 6.3.1. Direct strategies that eliminate the duplication of services and activities within the One-Stop Delivery System by increasing communication between Economic Development, Area Chambers, Educators, and other agencies to increase collaboration within the fourteen (14) county area.
- 6.3.2. Encourage community engagement with the One-Stop delivery system to enhance access, services, and eliminate barriers to employment for SCIWA residents.
- 6.3.3. Provide continuous promotion and education of services available at One Stop through each member's network.

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## 7. Members.

The LWDB members shall represent diverse geographic areas within SCIWA and represent employers whose employment opportunities reflect existing and emerging employment opportunities in the area. LWDB members are required to be employed by the sector they represent.

### 7.1. The LWDB's membership must meet the requirements in:

- 7.1.1. The criteria for appointment to local workforce development boards in Iowa as established by the State Workforce Development Board pursuant to section 107(b)(1) of WIOA; and
- 7.1.2. Section 107(b)(2) of WIOA.

### 7.2. The LWDB shall have at least nineteen (19) voting members, with each representing an entity located within the Area. The LWDB's voting membership shall consist of:

- 7.2.1. At least ten (10) representatives of business.
- 7.2.2. Two (2) representatives of labor organizations.
- 7.2.3. One (1) representative of a joint labor/management Registered Apprenticeship program.
- 7.2.4. One (1) representative of a community-based organization.
- 7.2.5. One (1) representative of an institution of higher education that performs workforce investment activities.

- 7.2.6. One (1) representative of an economic and community development entity.
- 7.2.7. One (1) representative of an eligible provider of adult education and literacy activities under the federal Adult Education and Family Literacy Act (AEFLA), as amended by title II of WIOA.
- 7.2.8. One (1) representative of the employment service program under the Wagner-Peyser Act, as amended by title III of WIOA.
- 7.2.9. At least one (1) representative of a vocational rehabilitation program under the federal Rehabilitation Act of 1973, as amended by title IV of WIOA. 7.3. Overall members of the LWDB, excluding the Wagner-Peyser Act and Vocational Rehabilitation representatives, must be balanced by gender and political affiliation. After applying the exclusions, no more than one half plus one of the remaining board members may be composed of any one gender or political party.

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## **8. Nomination Process.**

- 8.1. Each business representative must be appointed from among individuals who are nominated by local business organizations and business trade associations such as the Employers' Council of Iowa (ECI) or a Chamber of Commerce.
- 8.2. Each representative of a labor organization must be appointed from among individuals who are nominated by local labor organizations.
- 8.3. If there is more than one entity that qualifies as an eligible training provider administering adult education and literacy activities under WIOA Title II within the local area, nominations must be solicited from those particular entities.
- 8.4. When there is more than one institution of higher education providing workforce investment activities within the local area, nominations must be solicited from those particular entities.
- 8.5. If the Local LWDB has only one representative of a Vocational Rehabilitation program authorized under Title I of the Rehab Act, nominations must be solicited from IVRS and IDB. IVRS and IDB may elect to make a joint nomination.
- 8.6. The representative of the employment service program under the Wagner-Peyser Act, as amended by title III of WIOA, must be nominated by IWD. CEOs shall diligently keep abreast of the needs and demands of the industries of their counties and seek nominations based upon high demand labor needs of their areas.
- 8.7. CEOs will contact (within their county) appropriate organizations to request nominations for LWDB membership and provide a description with the role of the membership including; business, labor, workforce, employment and training, and government.

- 8.7.1. CEOs will submit the nominations received to the CLEO for review;
  - 8.7.2. The CLEO will submit nominations to IWD for review;
  - 8.7.3. IWD will review applications and respond to CLEO within 10 business days affirming the appointment to LWDB.
  - 8.7.4. Upon confirmation from IWD, CLEO will notify each member by letter or electronic means. Notification will be within 30 days of the next regularly scheduled meeting.
  - 8.7.5. The CLEO will keep the CEOs informed at all times and involved when appropriate.
- 8.8. To ensure prompt nomination of applicants for LWDB membership positions that are vacated due to end of member's term of service, the LWDB shall submit each year, in the month of January, to the CLEO a report that includes;
- 8.1.1. A complete membership roster of LWDB members;
  - 8.1.2. The affiliation category of each LWDB member;
  - 8.1.3. The appointment date of each LWDB member; and
  - 8.1.4. The date upon which each LWDB member's term of service on the LWDB ends.
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## **9. Appointments.**

- 9.1. The CLEO is authorized to appoint the nominees to serve on the LWDB under Iowa Code section 84A.4.
  - 9.2. IWD will notify in writing of the appointment or rejection of a CLEO nominee for the LWDB.
  - 9.3. An appointed member must complete the oath of office at the start of the member's term of service on the LWDB. A member's completed oath of office shall cover the entirety of the member's term of service.
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## **10. Reappointment of Members**

- 10.1. The CLEO is responsible for all reappointments. New nominations are required for all appointments from nominating organizations.
  - 10.2. The CLEO must process reappointments within 60 business days from the effective date of the term expiration. During the 60-day period, the LWDB will be able to legally act as a board and conduct business.
  - 10.3. If the CLEO fails to reappoint a LWDB member to a required category within 60 business days, the LWDB will be out of compliance with membership composition and any business conducted shall not be considered legal, unless the LWDB has a waiver in place in accordance with vacancies. The CLEO must indicate both the official beginning of the reappointment and the official term expiration date on the nomination form.
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## **11. Member Resignation.**

- 11.1. To resign from the LWDB, a member must submit a written letter of resignation that is signed and dated by the member and that contains:
  - 11.1.1. The member's full name; organization, job title, and category;
  - 11.1.2. An affirmative statement of resignation from the LWDB; and
  - 11.1.3. The effective date of the member's resignation.
- 11.2. The member must send – electronically or by U.S. Mail – the member's letter of resignation to both the chairperson of the LWDB and the CLEO.
- 11.3. A LWDB member's letter of resignation shall be a public record under the Iowa Open Records Act, Iowa Code chapter 22.
- 11.4. Notwithstanding Sections 10.1 through 10.3, a LWDB member may be deemed to have resigned as a matter of law pursuant to Iowa Code section 69.15 if either of the following events occurs:
  - 11.4.1. The member attends less than one-half of the regular meetings of the LWDB within any period of twelve (12) calendar months beginning on January 1 or July 1. This paragraph does not apply unless the LWDB holds at least four regular meetings during such period.
  - 11.4.2. However, if a member received no notice and had no knowledge of a regular meeting and gives the chairperson of the CLEO a statement to that effect within ten (10) days after the person learns of the meeting, such meeting shall not be counted for the purposes of Iowa Code section 69.15 and this Section.

- 11.4.3. The CLEO, at his/her discretion, may accept or reject a resignation under Iowa Code section 69.15 and this Section. If the CLEO accepts, the CLEO must notify the LWDB member in writing, that the resignation is accepted pursuant to Iowa Code section 69.15 and this Section.

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## **12. Member Removal.**

- 12.1. The CEO Board may remove a member from the LWDB for conduct detrimental to the LWDB.
- 12.2. The determination of whether conduct is detrimental to the LWDB will be made on a case-by-case basis, depending on the facts of the situation. Conduct detrimental to the LWDB may include, but is not limited to: criminal behavior, misuse of LWDB funds, the acceptance of something of value in exchange for the specific performance of an official LWDB function, a violation of the LWDB conflict of interest policy, intentional violation of the Iowa Open Meetings Act, etc.
- 12.3. The CEO Board may appoint an independent entity to investigate the conduct of a LWDB member and report back findings.
- 12.4. The CEOs of SCIWA may recommend the removal of a LWDB member to the CLEO for conduct detrimental to the LWDB by a vote in open session of no less than two-thirds (2/3) of the LWDB's voting members. The LWDB must include the reason for the removal vote in that meeting's minutes.
- 12.5. The LWDB may remove a member from the WDB by a vote in open session of no less than two-thirds (2/3) of the CEO's membership. The reason for the removal vote must be included in that meeting's minutes.
- 12.6. As soon as practicable but not later than five (5) days after the vote to remove a member from the LWDB, the CLEO must notify the LWDB member and IWD, in writing of the CEO's vote to remove the member and the reason for the removal.

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## **13. Terms of Service.**

- 13.1. The following voting members shall each serve a term of three (3) years with individual term appointments staggered so no more than one-third of board seats are appointed at one time.
  - 13.1.1. Representatives of business;
  - 13.1.2. Workforce representatives;

- 13.1.3. Education and training representatives
- 13.1.4. Government representatives
- 13.2. Members representing the employment service program under the Wagner-Peyser Act, as amended by title III of WIOA; a vocational rehabilitation program under the Rehabilitation Act of 1973, as amended by title IV of WIOA; and an eligible provider of adult education and family literacy activities under the AEFLA, as amended by title II of WIOA, shall serve until:
  - 13.2.1. The entity the member represents loses its status as an entity providing such program services or activities; or
  - 13.2.2. The entity member rotates serving with another eligible provider member; or
  - 13.2.3. The member no longer works for or has ultimate policymaking authority for the entity the individual represents.
- 13.3. So long as an individual meets all applicable criteria necessary to qualify to serve on the LWDB as a representative with a certain affiliation type under Section 7.1, there is no limit on the number of terms an individual may serve as a member of the LWDB.
- 13.4. The CLEO will ensure that LWDB vacancies are filled within 60 business days from the time the vacancy was created, or a written request for a waiver has been completed and submitted to IWD
- 13.5. Staff
  - 13.5.1. The LWDB may hire a director and other staff to assist in carrying out its functions per WIOA of 2014 section 107(13)(f) using funds available under sections 128(b) and 133(b) as described in section 128(b)(4).
  - 13.5.2. The LWDB shall establish and apply a set of objective qualifications for the position of the director, that ensures that the individual selected has the requisite knowledge, skills, and abilities to meet identified benchmarks to assist in effectively carrying out the functions of the local board.
  - 13.5.3. The director and staff described in paragraph (1) shall be subject to the limitations on the payment of salaries and bonuses described in section 194(15).

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## **14. Executive Officers.**

The LWDB shall have executive officers identified in this Section.

- 14.1. Chairperson.

- 14.1.1. The CLEO will act as the LWDB chairperson until the LWDB elects its first chairperson.
  - 14.1.2. The LWDB will elect the LWDB chairperson from among the LWDB representative(s) of business at its annual meeting.
  - 14.1.3. The LWDB chairperson shall serve a term of one year.
  - 14.1.4. A LWDB member who has served a term as the chairperson once may serve additional terms as the chairperson.
  - 14.1.5. The LWDB chairperson shall preside over LWDB meetings.
  - 14.1.6. The LWDB chairperson must communicate in writing the chairperson's receipt of a LWDB member's resignation to the LWDB's membership and the CLEO.
- 14.2. Vice Chairperson
- 14.2.1. At its annual meeting, the LWDB shall choose a vice chairperson from among the LWDB representative(s) of business.
  - 14.2.2. The LWDB vice chairperson shall serve a term of one year.
  - 14.2.3. A LWDB member who has served a term as the vice chairperson once may serve additional terms as the vice chairperson, if chosen by a majority vote in a public meeting of the LWDB.
  - 14.2.4. The vice chairperson of the LWDB shall preside over LWDB meetings if the chairperson is absent.

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## **15. Meetings.**

- 15.1. The Iowa Open Meetings Act, Iowa Code chapter 21, governs meetings of the LWDB.
- 15.2. Any formal or informal gathering of a simple majority (51%) of the members of the LWDB constitutes a meeting of the LWDB.
- 15.3. The LWDB may not act without a quorum. A simple majority of the voting members of the LWDB, who have completed the appointment process, constitutes a quorum. The LWDB may not act via an email vote.

- 15.4. The LWDB may meet at a date and time designated by the LWDB chairperson or upon submission to the chairperson of a written request by a simple majority of the LWDB's voting members for a meeting at a certain date and time.
- 15.5. The LWDB and its standing committees must use technology to promote member participation.
  - 15.5.1. All LWDB meetings must have a conference call option that allows members and the public to participate via telephone.
  - 15.5.2. A LWDB meeting may have an online conference option that allows members and the public to participate online.
  - 15.5.3. The LWDB must provide an accessible location where members of the public may use technology to access the meeting. If the LWDB has an accessible location where some members of the LWDB will gather in person for the LWDB meeting, that location will meet the requirements in this Section.
  - 15.5.4. The notice of the LWDB meeting must include information on how a member of the public may access the meeting using technology.
- 15.6. The LWDB shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the LWDB including:
  - 15.6.1. Information regarding the local plan, or modification of the local plan prior to submission of the plan.
  - 15.6.2. Information regarding LWDB membership, including the name and the affiliation of each member.
  - 15.6.3. LWDB Bylaws.
  - 15.6.4. Designation and certification of one-stop operators.
  - 15.6.5. Award of grants or contracts to eligible providers of workforce investment activities, including providers of youth workforce investment activities.
  - 15.6.6. Minutes of formal meeting of the LWDB.

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## **16. Alternative Designee Process.**

- 16.1. A LWDB member who is unable to attend a meeting may assign an alternative designee to attend the meeting as the member's proxy.

- 16.2. An alternative designee for a representative of business on the LWDB must have optimum policymaking authority or ultimate hiring authority for the business the individual would represent.
- 16.3. An alternative designate for a representative on the LWDB identified in Section 7.2.2 must have optimum policymaking authority and demonstrated experience and expertise.
- 16.4. A LWDB member who wishes to have an alternative designee attend a meeting as the member's proxy must give as much advance notice as possible under the circumstance to the chairpersons of the LWDB and CLEO. Such notice must include the following information regarding the alternative designee:
  - 16.4.1. Full name;
  - 16.4.2. Job title;
  - 16.4.3. Name of the organization the individual will represent;
  - 16.4.4. The location of the organization;
- 16.5. The chairperson of the LWDB must distribute the notice to the LWDB as soon as practicable after receipt of notice under Section 16.4.
- 16.6. At the start of the LWDB meeting at which the alternative designee is intended to serve as a proxy, the LWDB must vote in open session on whether to accept the alternative designee as the LWDB member's proxy for the meeting.
- 16.7. The LWDB must include in the minutes of the meeting both the notice provided under Section 16.4 and the results of the LWDB's vote on whether to accept the alternative designee as the LWDB member's proxy.

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## **17. Standing Committees.**

- 17.1. The LWDB may designate and direct the activities of standing committees to provide information and to assist the LWDB in carrying out its functions, duties, and responsibilities.
- 17.2. A standing committee must have a member (voting or nonvoting) of the LWDB as its chairperson.
- 17.3. A standing committee may have other members of the LWDB as members.

- 17.4. A standing committee may include other individuals appointed by the LWDB who are not members of the LWDB and who the LWDB determines have demonstrated experience and expertise.
- 17.5. The LWDB may designate an entity in existence as of the date of the enactment of WIOA, such as an effective youth council, to serve as a standing committee as long as the entity meets the requirements in this Section.
- 17.6. A standing committee may make recommendations to the LWDB regarding the standing committee's membership.
- 17.7. The LWDB may authorize a standing committee to appoint individuals to serve as standing committee members so long as they have sufficient experience and expertise.
- 17.8. The LWDB may require its standing committees to report back to the LWDB as the LWDB deems appropriate.
- 17.9. A standing committee may form work groups as the standing committee deems appropriate.
- 17.10. Disability Access Standing Committee. The LWDB shall have a disability access committee that will provide information and assist with operational and other issues relating to the provision of services to individuals with disabilities, including but not limited to:
  - 17.10.1. Issues relating to compliance with the Iowa Civil Rights Act of 1965, as amended, the Americans with Disabilities Act of 1990, as amended (ADA); and section 188 of WIOA regarding physical and programmatic access to the services programs, and activities of the one-stop delivery system, including the performance of the annual assessment of physical and programmatic accessibility of all one-stop centers in the Area, as required by section 107(d)(13) of WIOA and in accordance with section 188 of WIOA and the American Disabilities Act of 1990, as amended, 42 U.S.C. section 12101 et seq.
  - 17.10.2. Appropriate training for staff on providing services, supports for, or accommodations to individuals with disabilities;
  - 17.10.3. Appropriate training for staff on providing services, supports for, or accommodations with respect to finding employment opportunities for individuals with disabilities, with an emphasis on competitive integrated employment and
  - 17.10.4. Work with the State Workforce Development Board Disability Access Committee to implement statewide initiatives in the Area.

- 17.11. Youth Standing Committee. The LWDB shall have a youth standing committee with duties and responsibilities that include:
  - 17.11.1. Providing information to the LWDB on the provision of services to youth;
  - 17.11.2. To assist with planning, operational, and other issues relating to the provision of services to youth;
  - 17.11.3. Coordinating programs, services, and activities that address the employment, training, or education needs of eligible youth, including out-of-school youth, in SCIWA; and
  - 17.11.4. Coordinating with the State Workforce Development Board Youth Standing Committee on statewide initiatives.
  
- 17.12. Operations Standing Committee. The LWDB shall have an operations committee.
  - 17.12.1. The membership of the LWDB's operations committee must, at a minimum, include the LWDB members representing each of the core programs under WIOA, representative of IDB, and representatives of other partner entities in SCIWA, as deemed appropriate by the operations committee.
  - 17.12.2. The LWDB's operations committee must deliver a report to the members of the LWDB and CLEO each month. Such report must contain a summary of activities in SCIWA during the preceding month, anticipated activities during the current month for each partner program, and information about individuals served by the operations committee's respective programs during the preceding month.
  
- 17.13. Executive Standing Committee. The LWDB Executive Committee shall be comprised of: the Chair, Vice Chair, and at a minimum, three (3) additional members appointed annually.
  - 17.13.1. The Chair of the LWDB will call and preside at the Executive Committee meetings. In the absence of the Chair, the Vice Chair will preside.
  - 17.13.2. In emergency situations the LWDB Executive Committee shall meet over issues or approvals that are documented to be so critical that waiting for approval (or denial) by the LWDB at the next scheduled meeting would not be in the best interest of SCIWA.
  - 17.13.3. Minutes of the Executive Committee shall be provided at the next scheduled meeting of the LWDB and the LWDB may overturn decisions made by the Executive Committee.

17.14. Finance Standing Committee. The LWDB finance committee is to provide financial oversight for the LWDB. Responsibilities include;

- 17.14.1.1 Developing an annual operating budget with staff;
- 17.14.1.2 Monitoring adherence to the budget;
- 17.14.1.3 Setting long-range financial goals along with funding strategies to achieve them;
- 17.14.1.4 Developing multi-year operating budgets that integrate strategic plan objectives;
- 17.14.1.5 Presenting all financial goals and proposals to the LWDB for approval;
- 17.14.1.6 Developing useful and readable report formats with staff;
- 17.14.1.7 Working with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports;
- 17.14.1.8 Working with staff to understand the implications of the reports;
- 17.14.1.9 Presenting the financial reports to the LWDB.

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## **18. Suspected Violation of Conflict of Interest Policy.**

18.1. The LWDB may vote to recommend that the CLEO investigate one of its members for violating the LWDB conflict of interest policy.

18.2. The LWDB must notify the CLEO and IWD, in writing, of any vote to recommend CLEO investigation of a LWDB member under this Section. Such notification must include:

18.2.1. The LWDB member's name; and

18.2.2. A summary of the events that form the basis for the LWDB's recommendation.

18.3. The CLEO may investigate a LWDB member if:

18.3.1. There is reasonable cause to believe that an actual or possible conflict of interest exists for a LWDB member and such member has not disclosed such to the LWDB; or

18.3.2. A LWDB board member engaged in conduct forbidden under the conflict of interest policy.

- 18.4. An investigation under Section 18.3 must follow the following procedures:
- 18.4.1. **Notice.** As soon as practicable but not more than five days after the CLEO votes to investigate, the CLEO must inform the LWDB member in writing of the basis for its belief that the LWDB member has failed to disclose an actual or possible conflict of interest.
  - 18.4.2. **Explanation.** The CLEO must afford the member an opportunity to explain the alleged failure to disclose or forbidden conduct.
    - 18.4.2.1. The LWDB member's explanation must be in writing.
    - 18.4.2.2. The LWDB member's explanation must be submitted to the CLEO as soon as practicable but no later than ten (10) days after the member receives notice from the CLEO.
    - 18.4.2.3. The LWDB member may elect to make a presentation to the CEOs at a meeting in addition to the member's written explanation.
  - 18.4.3. **Further Board Investigation.** After receipt of the LWDB member's explanation, the CLEO may make further investigation as warranted under the circumstances. The CEOs may designate and direct a committee of the board or a third party to conduct any such investigation.
  - 18.4.4. **Vote on Whether a Violation Occurred in Open Session.** The CEOs must conduct a roll-call vote in open session that is separate from any other votes, on the question of whether the LWDB member violated the conflict of interest policy. A simple majority vote is required for a violation conviction.
  - 18.4.5. **Vote on Disciplinary Action.** In a roll-call vote in open session that is separate from any other votes, the CEOs may take disciplinary action up to and including removal of the board member. A simple majority vote is required for disciplinary action to take place.
  - 18.4.6. **Vote on Corrective Action.** In a roll-call vote in open session that is separate from any other votes, the CEOs may take corrective action up to and including the rescission of any part of any process in which the LWDB member participated that constituted a conflict of interest. A simple majority vote is required for corrective action.
  - 18.4.7. **Notice to IWD.** As soon as practicable and no more than five days after CEOs action pursuant to Sections 18.4.4 through 18.4.6, the CEOs must notify, in writing, the members of the LWDB and IWD of the investigation, findings, any disciplinary action, and any corrective action.

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## **19. Bylaws Amendment Procedure.**

- 19.1. These Bylaws may be amended only in accordance with Section 19.2 or 19.3.
- 19.2. The CEOs may amend these Bylaws by simple majority vote to adopt the amendment in open session of a public meeting. An amendment to these Bylaws by the CEOs will take effect on either the date of the vote or the date set by the CEOs.
- 19.3. The LWDB may initiate an amendment to these Bylaws. An amendment initiated by the LWDB must be in accordance with the following:
  - 19.3.1. A simple majority vote of the LWDB in open session of a public meeting approving the amendment and the submission of the amendment to the CEOs for consideration; and
  - 19.3.2. A simple majority vote of the CEOs in open session of a public meeting to adopt the amendment.
  - 19.3.3. An amendment to these Bylaws initiated by the LWDB will take effect on either the date of CEOs vote to adopt the amendment or the date set by the CEOs.