



Northeast Iowa Workforce Development Board Bylaws

1. Territory of Region

Northeast Iowa Local Workforce Development Area (LWDA) consists of the following counties in the State of Iowa (State):

- Allamakee
- Black Hawk
- Bremer
- Buchanan
- Butler
- Cerro Gordo
- Chickasaw
- Clayton
- Delaware
- Dubuque
- Fayette
- Floyd
- Franklin
- Grundy
- Hancock
- Howard
- Mitchell
- Winnebago
- Winneshiek
- Worth

2. Effective Date

These Bylaws take effect on November 19, 2020.

3. Vision

- 3.1.** The Local Workforce Development Board (LWDB) will serve as a strategic leader and convener of local workforce development system stakeholders. 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 local economy;
 - 3.1.2.** The development of effective approaches including local and regional sector partnerships and career pathways; and
 - 3.1.3.** High quality, customer centered service delivery and service delivery approaches.
 - 3.2.** In partnership with the CEO Board, the LWDB will set policy for the portion of the statewide workforce development system within the Area and consistent with State policies.
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4. Goals

The LWDB will work to achieve the following goals:

- 4.1.** The Area's employers will have access to advanced, skilled, diverse, and Future Ready workers.
 - 4.2.** All Iowans in the Area will be provided access to a continuum of high-quality education, training, and career opportunities.
 - 4.3.** The Area's one-stop delivery system will align all programs and services in an accessible, seamless, and integrated manner.
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5. Functions

- 5.1.** 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 LWDA's One-Stop Delivery System.

- 6.1.1.** The LWDB will ensure that its members actively participate in the convening of stakeholders in the one- stop delivery system. Each American Job Center will have a Disability Access Committee with various stakeholders representing workforce development, education, and other community organizations that provide services to individuals with disabilities.
- 6.1.2.** LWDB established a Youth Standing Committee with various stakeholders representing workforce development, education, and other community organizations that provide services to youth.

6.2. Broker Relationships with a Diverse Range of Employers.

- 6.2.1.** The LWDB will ensure that its members actively participate in the brokering of relationships with a diverse range of employers.
- 6.2.2.** LWDB has established industry specific Sector Boards for Advanced Manufacturing, Information Technology, and Long-term Health Care, as well as, Community Sector Boards for smaller communities. All of these boards contain representation from local employers, education, economic development, workforce development, and community organizations.

6.3. Leverage Support for Workforce Development Activities.

- 6.3.1.** The LWDB will ensure that its members actively participate in the leveraging of support for workforce development activities.

7. Members

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. The LWDB shall have the necessary total number of voting members to be in compliance, with each representing an entity located within the Area. The LWDB's voting membership, at a minimum, shall consist of:
- 7.1.3.** Representatives of business in the LWDA. (A minimum 51% of the LWDB composition is required from this category)

- 7.1.3.1.** Must include a minimum of two (2) representatives of small business as defined by the Small Business Administration.
 - 7.1.4.** Representatives of workforce that align with key industry sectors for the state and LWDA where possible. (Minimum 20% of the LWDB composition is required from this category).
 - 7.1.4.1.** Must include two (2) or more representatives of labor organizations, where such organizations exist in the Local Workforce Development Area. Where labor organizations do not exist, representatives must be selected from other employee representatives.
 - 7.1.4.2.** Must include one or more representatives of a joint labor-management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization.
 - 7.1.4.3.** Additional members may include representative(s) of community-based organizations that have demonstrated experience and expertise addressing education, training or employment needs of veterans, individuals with disabilities, or eligible youth.
 - 7.1.5.** Representative of an institution of higher education that performs workforce investment activities.
 - 7.1.6.** Representative of an economic and community development entity.
 - 7.1.7.** 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.
 - 7.1.8.** Representative of the employment service program under the Wagner-Peyser Act, as amended by Title III of WIOA.
 - 7.1.9.** Representative(s) of a vocational rehabilitation program under the federal Rehabilitation Act of 1973, as amended by Title IV of WIOA.
 - 7.1.10.** After excluding the Wagner-Peyser Act and Vocational Rehabilitation representatives, no more than one-half (1/2) plus one (1) of the remaining board members will be composed of any one gender or political party.
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8. Nomination Process

- 8.1.** CEOs shall seek board member nominations from private sector local business organizations (Chamber or Economic Development) and trade associations. CEOs shall seek equal representation for all counties in the area when possible.

- 8.2.** The CEOs shall contact appropriate local private sector businesses, workforce entities, labor representatives, educational entities, and chambers of commerce serving the local service area to request nominations for LWDB membership in the local area.
- 8.3.** When nominating an individual to serve on the LWDB, all nominating organizations shall complete and submit the following nomination documents to the CLEO for membership consideration, selection and appointment.
 - 8.3.1.** Signed Conflict of Interest form.
 - 8.3.2.** Signed Member Nomination form.
- 8.4.** CLEOs shall submit the nomination and appointment documentation , for LWDB/NEIWDB membership, to Iowa Workforce Development (IWD) for review, approval and confirmation of the proposed appointee.
- 8.5.** The appointee must not be appointed to the LWDB until the CLEO has received confirmation from IWD that the appointment has been affirmed.
- 8.6.** Every nominee to serve on the LWDB, regardless of whether the nominee is a current member seeking re-appointment or an individual who has never served on the LWDB before, must have the nominating organization(s) complete and submit the following nomination documents to the CLEO for membership consideration, selection and appointment.
 - 8.6.1.** Signed Conflict of Interest form.
 - 8.6.2.** Signed Member Nomination form.
- 8.7.** When there is more than one institution of higher education providing workforce investment activities, the CEO Board must solicit nominations from those institutions.
- 8.8.** When there is more than one eligible provider of adult education and literacy activities under the AEFLA, as amended by Title II of WIOA, the CEO Board must solicit nominations from those providers.
- 8.9.** The representative of the employment service program under the Wagner-Peyser Act, as amended by Title III of WIOA, must be nominated by IWD.
- 8.10.** The representative of a vocational rehabilitation program under the Rehabilitation Act of 1973, as amended by Title IV of WIOA, must be nominated by IVRS and IDB.
- 8.11.** Upon receipt of recommendations made by the CEO Board, the CLEO shall appoint members to the LWDB in accordance with the procedures established under Iowa ePolicy Chapter 1, Section 4.1.1.
- 8.12.** IWD will review each Nomination and Conflict of Interest to ensure it is complete and

signed. IWD will provide a response to the CLEO within 10 business days affirming the appointment.

8.13. To ensure the prompt nominations for LWDB membership positions that are vacated due to the end of the member's term of service, the LWDB shall submit each year, in the month of January, to the CEO Board a report that includes:

8.13.1. A complete membership roster of voting;

8.13.2. The affiliation category of each LWDB member;

8.13.3. The appointment date of each LWDB member; and

8.13.4. The date upon which each LWDB member's term of service on the LWDB ends.

8.14. LWDB vacancies must be filled within 60 business days from the time the vacancy was created, otherwise the CLEO must submit a written request for a Waiver to IWD. See section 15, Vacancies.

9. Appointments

9.1. The CLEOs have the exclusive responsibility to appoint members to the LWDB/NEIWDB from the individuals recommended or nominated by each class of membership.

9.2. After initial establishment of 2- and 4-year terms, private sector board members shall be appointed to four-year terms with no limit on terms served. Term appointments for no more than one-half (1/2) plus one (1) of the members will take place every two years. Nominations approved by consensus of CEO's before appointment by the CLEO(s). The CLEO shall not appoint nominees to the LWDB until the CLEO has received confirmation from IWD that the appointment has been approved.

9.3. CLEOs shall appoint members to ensure that at all times a majority of the LWDB members (a minimum of 51%) are business representatives, which represent business owners, chief executive officers, and other executives with optimum policy making or hiring authority, and provide employment in in-demand industry sectors or occupations in the local area. At least two of the business representatives must represent small business as defined by the Small Business Administration.

9.4. CLEOs shall appoint members to ensure that at all times not less than 20% of the LWDB/NEIWDB members are workforce representatives, which represent labor organizations, joint labor-management or union, affiliated registered apprenticeship programs, nominated by labor organizations, federations or other employee representatives. Additional board members can be filled by community-based organizations that have demonstrated experience and expertise addressing education, training or employment needs of veterans or individuals with disabilities; organizations that have demonstrated the

experience and expertise in addressing education, training or employment needs of eligible youth, including out-of-school youth.

- 9.5.** CLEOs shall appoint members to ensure that at all times there is a representative from adult education and representative from higher education, including community colleges, providing workforce investment activities. Additional positions may include representatives of local education agencies and community-based organizations with experience and expertise in serving individuals with barriers to employment.
 - 9.5.1.** When there are multiple local area providers of adult education services and higher education institutions providing workforce activities, CEOs will solicit nominations from those providers and institutions. This requirement provides for a representative selection process for these membership categories.
 - 9.5.2.** CLEOs shall appoint members to ensure that at all times there is a representative from economic and community development entities, a member from the state employment services under the Wagner-Peyser Act, and a representative from Vocational Rehabilitation. The employment services and Vocational Rehabilitation representatives must be nominated by the Director of the respective state departments. Additional positions may include representatives from agencies providing transportation, housing, or public assistance programs or philanthropic organizations. CEOs will attempt to seek nominations and appointments to include representation from each of the twenty counties.
- 9.6.** Individuals may be appointed as a representative of more than one required entity, if the individual meets all the criteria for representation described above.
- 9.7.** CLEOs shall appoint members to ensure overall members of the LWDB, excluding the Wagner Peyser Act and Vocational Rehabilitation representatives, is balanced by gender and political affiliation. After applying the exclusions, no more than one-half (1/2) plus one (1) of the remaining board members will be composed of any one gender or political party.
- 9.8.** CEOs shall determine if any additional members should be nominated beyond the minimum required by WIOA. If such additional nominations are made, the 51% local business representative membership and 20% labor representative membership requirements shall be maintained.
- 9.9.** CEOs shall perform an annual assessment of the LWDB's membership and performance to ensure the Board is performing adequately and in accordance with the direction and guidance CEOs provide.

10. Reappointments

- 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 shall be able to legally act as a board and conduct business. If the CLEO fails to reappoint a LWDB member in a required category within 60 business days, the LWDB will be out of compliance with its membership composition requirements, and any business conducted will not be considered legal, unless the LWDB has a waiver in place in accordance with vacancies.
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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;
- 11.1.2.** Job Title;
- 11.1.3.** Organization Represented;
- 11.1.4.** Category Represented (business, Workforce, etc.);
- 11.1.5.** An affirmative statement of resignation from the LWDB; and
- 11.1.6.** 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.** The resignation is not effective until it has been voted on and approved by the CEO Board, and accepted by the CLEO.
- 11.5.** The accepted resignation must be reported to IWD within 10 business days from the date of change.
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12. Member Removal

- 12.1.** The CLEO shall remove a LWDB member in the event any of the following occurs.
- 12.1.1.** Documented violation of conflict of interest.
 - 12.1.2.** Failure to meet LWDB member representation requirements, as defined in the WIOA

and in accordance with the LWDB membership requirements.

- 12.1.3.** Documented proof of fraud and or abuse.
 - 12.1.4.** LWDB members may be removed for other factors outlined in LWDB bylaws.
 - 12.1.5.** After 3 consecutive missed meetings. Approval per FMLA guidelines.

 - 12.2.** At the direction of the CEO Board, the CLEO may remove a member from the LWDB for conduct detrimental to the LWDB.

 - 12.3.** 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.

 - 12.4.** The CEO Board may appoint an independent entity to investigate the conduct of a LWDB member and report back findings.

 - 12.5.** The LWDB may recommend the removal of a LWDB member to the CEO Board 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.

 - 12.6.** The CEO Board may remove a member from the LWDB by a vote in open session of no less than two-thirds (2/3) of the CEO Board's membership. The CEO Board must include the reason for the removal vote in that meeting's minutes.

 - 12.7.** As soon as practicable but not later than ten (10) days after the CEO's Board vote to remove a member from the LWDB, the CLEO must notify the LWDB member and IWD in writing of the CEO Board's vote to remove the member and the reason for the removal.
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13. Mid-term Appointment

- 13.1.** LWDB members replacing outgoing members mid-term, will serve the remainder of the outgoing member's term.
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14. Change in Status

- 14.1.** LWDB members may continue to serve on the LWDB until:
 - 14.1.1.** Their term expires; however, the member may continue to serve until the replacement nominee's required documents are confirmed and approved by IWD.

- 14.1.2.** The classification under which they were appointed changes.
 - 14.1.3.** The CEOs vote to remove the member.
 - 14.1.4.** The member becomes incapacitated or otherwise unable to complete their term.
 - 14.1.5.** The member resigns. A resignation is not effective until it has been accepted by the CLEO.
 - 14.2.** LWDB members who no longer hold the position or status that made them eligible to represent a required sector on the LWDB must resign or be immediately removed by the CLEO as a representative of that sector or entity.
 - 14.3.** Any changes to the membership of the LWDB must be reported to IWD within 10 business days from the date of the change. Notifications of change must be submitted electronically to: WIOAgovernance@iwd.iowa.gov. Notification shall include:
 - 14.3.1.** The name of the LWDB member.
 - 14.3.2.** The nature of the change (addition, resignation, removal, etc.).
 - 14.3.3.** The organization represented.
 - 14.3.4.** Job title.
 - 14.3.5.** Category of inclusion (business, workforce, education & training, government / economic and or community development, etc.)
 - 14.4.** Nominations and appointments for the Northeast Iowa Workforce Development Board shall be made in compliance with Iowa Code section 84A.4(1). To the extent possible each county will be represented.
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15. Vacancies

- 15.1.** CEOs will make every effort to ensure LWDB vacancies are filled within 60 business days from the time the vacancy was created or submit a written request for a Waiver to IWD.
- 15.2.** LWDBs requesting a waiver for vacancies must submit a formal request to IWD electronically at: WIOAgovernance@iwd.iowa.gov.
- 15.3.** Approved waivers will allow for 40 additional business days from the date the waiver was approved to fill a vacancy.

16. Terms of Service

16.1. The following voting members shall each serve a term of four (4) years:

16.1.1. Representatives of business;

16.1.2. Representatives of labor organizations;

16.1.3. The representative of a community-based organization;

16.1.4. The representative of a Registered Apprenticeship program;

16.1.5. The representative of an institution of higher education; and

16.1.6. The representative of an entity performing economic and community development.

16.2. 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:

16.2.1. The entity the member represents loses its status as an entity providing such program services or activities; or

16.2.2. The member no longer works for or has ultimate policymaking authority for the entity the individual represents.

16.3. 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.

16.4. The CLEO must stagger the terms of LWDB members so that no more than one-half (1/2) plus one (1) of the LWDB's members have their terms expire in a given year.

17. Executive Officers

The LWDB shall have executive officers identified in this Section.

17.1. Chairperson.

17.1.1. The CEO Board must oversee and approve the LWDB chairperson from among the

LWDB representative(s) of business who the LWDB nominates / selects at its annual January meeting, or a meeting following acceptance of a resignation.

- 17.1.2.** The LWDB chairperson shall serve a term of one year.
- 17.1.3.** A LWDB member who has served a term as the chairperson once may serve additional terms as the chairperson, if appointed by the CEO Board.
- 17.1.4.** The LWDB chairperson shall preside over LWDB meetings.
- 17.1.5.** The LWDB chairperson must communicate in writing the chairperson's receipt of a LWDB member's resignation to the WDB's membership and the CEO Board's membership.

17.2. Vice Chairperson

- 17.2.1.** The CEO Board must oversee and approve the LWDB vice chairperson from among the LWDB representative(s) of business who the LWDB nominates / selects at its annual January meeting, or a meeting following acceptance of a resignation.
- 17.2.2.** The LWDB vice chairperson shall serve a term of one year.
- 17.2.3.** 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.
- 17.2.4.** The vice chairperson of the LWDB shall preside over LWDB meetings if the chairperson is absent.

18. Meetings

- 18.1.** The Iowa Open Meetings Act, Iowa Code chapter 21, governs meetings of the LWDB.
- 18.2.** Any formal or informal gathering of a majority of the voting members of the LWDB constitutes a meeting of the LWDB.
- 18.3.** The LWDB may not take action without a quorum. A majority of the voting members of the LWDB, who have completed the appointment process, constitutes a quorum. The LWDB may not take action via an email vote.
- 18.4.** 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 majority of the LWDB's voting members for a meeting at a certain date and time.

18.5. The LWDB and its standing committees must use technology to promote member participation.

18.5.1. All LWDB meetings must have a conference call option that allows members and the public to participate via telephone.

18.5.2. A LWDB meeting may have an online conference option that allows members and the public to participate online.

18.5.3. 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.

18.5.4. The notice of the LWDB meeting must include information on how a member of the public may access the meeting using technology.

19. Alternate Designee

19.1. LWDB members cannot assign their board duties to anyone else. Proxy votes are not allowed on actions before the LWDB.

20. Standing Committees

20.1. 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.

20.2. A standing committee must have a member of the LWDB as its chairperson.

20.3. A standing committee may have other members of the LWDB as members.

20.4. A standing committee may include other individuals appointed by the LWDB, who are not members of the LWDB, and whom the LWDB determines have demonstrated experience and expertise.

20.5. 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.

- 20.6. A standing committee may make recommendations to the LWDB regarding the standing committee's membership.
- 20.7. 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.
- 20.8. The LWDB may require its standing committees to report back to the LWDB as the LWDB deems appropriate.
- 20.9. A standing committee may form work groups as the standing committee deems appropriate.
- 20.10. **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:

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 Region, 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.*

- 20.10.1. Appropriate training for staff on providing services, supports for, or accommodations to individuals with disabilities;
 - 20.10.2. 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
 - 20.10.3. Work with the State Workforce Development Board Disability Access Committee to implement statewide initiatives in the Region.
- 20.11. **Youth Standing Committee.** The LWDB shall have a youth standing committee with duties and responsibilities that include:
 - 20.11.1. Providing information to the LWDB on the provision of services to youth;
 - 20.11.2. To assist with planning, operational, and other issues relating to the provision of services to youth;
 - 20.11.3. Coordinating programs, services, and activities that address the employment, training, or education needs of eligible youth, including out-of-school youth, in the Region; and

20.11.4. Coordinating with the State Workforce Development Board Youth Standing Committee on statewide initiatives.

20.12. Executive Standing Committee. Authorized to take action on time sensitive materials. At the next board meeting, any action taken by the executive committee must be brought forth at the next meeting.

21. Suspected Violation of Conflict of Interest Policy.

21.1. The LWDB may vote to recommend that the CEO Board investigate one of its members for violating the LWDB conflict of interest policy and Iowa ePolicy Chapter 1, Section 4.6.2.

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

21.2.1. The LWDB member's name; and

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

21.3. The CEO Board may investigate a LWDB member if:

21.3.1. 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

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

21.4. An investigation under Section 21.3 must follow the following procedures:

21.4.1. Notice. As soon as practicable but not more than five days after the CEO Board votes to investigate, the CEO Board 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.

21.4.2. Explanation. The CEO Board must afford the member an opportunity to explain the alleged failure to disclose or forbidden conduct.

21.4.2.1. The LWDB member's explanation must be in writing.

21.4.2.2. The LWDB member's explanation must be submitted to the CLEO of the CEO Board as soon as practicable but no later than ten (10) days after the member receives notice from the CEO Board.

21.4.2.3. The WDB member may elect to make a presentation to the CEO Board at a meeting in addition to the member's written explanation.

21.4.3. Further Board Investigation. After receipt of the LWDB member's explanation, the CEO Board may make further investigation as warranted under the circumstances. The CEO Board may designate and direct a committee of the board or a third party to conduct any such investigation.

21.4.4. Vote on Whether a Violation Occurred in Open Session. The CEO Board 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.

21.4.5. Vote on Disciplinary Action. In a roll-call vote in open session that is separate from any other votes, the CEO Board may take disciplinary action up to and including removal of the board member.

21.4.6. Vote on Corrective Action. In a roll-call vote in open session that is separate from any other votes, the CEO Board 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.

21.4.7. Notice to IWD. As soon as practicable and no more than five days after CEO Board action pursuant to Sections 21.4.4 through 21.4.6, the CEO must notify, in writing, the members of the LWDB and IWD of the investigation, findings, any disciplinary action, and any corrective action.

22. Bylaws Amendment Procedure.

22.1. These Bylaws may be amended only in accordance with this Section.

22.2. The CEO Board may amend these Bylaws by majority vote to adopt the amendment in open session of a public meeting. An amendment to these Bylaws by the CEO Board will take effect on either the date of the vote or on the date set by the CEO Board.

22.3. The LWDB may initiate an amendment to these Bylaws. An amendment initiated by the LWDB must be in accordance with the following:

22.3.1. A majority vote of the LWDB in open session of a public meeting approving the amendment and the submission of the amendment to the CEO Board for its consideration; and

- 22.3.2.** A majority vote of the CEO Board in open session of a public meeting to adopt the amendment.
- 22.3.3.** An amendment to these Bylaws initiated by the LWDB will take effect on either the date of a CEO Board vote to adopt the amendment or the date set by the CEO Board.