



Western Iowa Workforce Development

CEO Board Bylaws

1. Chief Elected Officials

1.1 Chief Elected Officials, CEO's, for the Western Iowa Workforce Development area will be a County Supervisor selected by the Chairman of the Local Board of Supervisors in the counties of: Audubon, Carroll, Cass, Cherokee, Crawford, Fremont, Greene, Guthrie, Harrison, Ida, Mills, Monona, Page, Plymouth, Pottawattamie, Sac, Shelby, and Woodbury.

2. Board Officers

2.1 The officers of the Western Iowa Workforce Development Board (WIWD) are the Chief Lead Elected Official (CLEO), two Vice-CLEO's and Secretary.

3. Election and Term of Office

3.1 The CLEO, two Vice-CLEO's and Secretary shall be elected for a one year term.

3.2 Selection of the CLEO, two Vice-CLEO's and Secretary shall be done by the CEO's of the Iowa Workforce Development in February of each year.

3.3 The CLEO, two Vice-CLEO's and Secretary shall assume office upon election.

3.4 If the position of CLEO becomes vacant, it will be filled by a Vice-CLEO. If the position of Vice-CLEO or Secretary becomes vacant, the vacancy shall be filled by CEO action.

4. CLEO

4.1 The CLEO or designee may represent the WIWD Board and has the authority to speak on its behalf at local forums, public hearings, or other events.

4.2 The CLEO shall preside at the meetings of the WIWD Board.

4.3 The CLEO shall appoint chairs and members of all standing committees and may appoint such other ad hoc committees as deemed necessary.

4.4 The Board shall meet at the call of the CLEO or upon the written demand of 40% of the member counties. Written notice of the time and place of each meeting shall be given to each member of the WIWD Board.

4.5 The CLEO shall provide leadership to the WIWD Board.

5. Vice-CLEO

5.1 The Vice-CLEO shall in the absence of the CLEO, perform the duties of the CLEO.

5.2 The Vice-CLEO shall perform other duties assigned by the CLEO.

6. Secretary

6.1 Contingent upon unavailability of the Board Support Staff, the Secretary shall work with the CLEO to prepare the agenda for each meeting.

6.2 Contingent upon unavailability of the Board Support Staff, the Secretary shall assure that the agenda and Board packets are assembled and distributed before each meeting.

6.3 Contingent upon unavailability of the Board Support Staff, the Secretary shall assure that minutes are recorded and distributed in the Board packets for review and approval.

7. Ex Officio Members

7.1 WIWD Board County Supervisors are selected by their home county to represent them during the WIWD Board meetings. Alternates do have voting privileges.

7.2 Ex Officio members are allowed at the discretion of the Regional Workforce Investment Board. Ex Officio members do not have voting privileges.

7.3 As needed, the CLEO/CEO of the WIWD Board may choose to seek additional input from the workers/job seekers with disabilities, older workers, Economic Development, and Regional Workforce Partners and other groups as determined.

8. Board Meetings

8.1 Quorum, a minimum of 11 of the voting members of the WIWD Board constitutes a quorum. If a quorum is present at a meeting of the WIWD Board, the approval of a simple majority of the voting WIWD Board members present is required to take action.

8.2 If a member of the WIWD 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 WIWD Board and shall be set forth in the minutes of a meeting of the WIWD Board. The member having the interest shall not participate in any action by the WIWD Board with respect to the contract. This provision does not limit the right of a member of the WIWD 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.

8.3 Meetings shall be called by the CLEO and held as needed at the discretion of the CLEO, but shall be held not less than semi-annually, or upon the written demand of 40% of the member counties. The place of the meeting shall be within the Area as determined by the CLEO and scheduled Monday through Friday.

8.4 All meetings of the WIWD Board shall be conducted in accordance with the provisions of the Iowa Open Meetings Law.

8.5 All meetings shall be conducted in general accordance with the current edition of Roberts Rules of Order. Participation by telephone or electronic means shall be deemed to be present and included in all votes and towards quorum.

9. Committees

The CLEO may establish standing or temporary committees as necessary.

10. WIWD Board Support

10.1 WIWD Board support will be provided by the contracted or agency appointed by the CLEO.

11. Complaints/Appeals

11.1 If any party from the Western Iowa Workforce Development Board region wishes to appeal a CEO Board decision, they may do so by notifying the Cleo in writing. The CLEO will follow this procedure to address the appeal.

11.1a) upon receipt of the intent to grieve or appeal a Board Decision (by the Board CLEO), 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 CLEO will meet with the Vice-CLEO to complete this step.

11.1b) The CLEO will determine who will hear the appeal. If the complainant wishes to appeal the results, it would go to the Executive committee

11.1c) the Executive committee will hear the appeal or grievance, and then make its response at the next Board meeting and in writing to the appealing party. The Executive Committee may do its own research between the hearing and the meeting if it wishes.

12. Amendment

12.1 These bylaws may be amended at any regularly scheduled meeting of the CEO's, provided that the amendment has been submitted 10 days in advance to all members in writing. These bylaws also may be similarly amended at any special meeting of the CEO's called solely for that purpose provided 10 day advance notice was given in writing.