

Regional Workforce Investment Board
BY-LAWS
Region 1

1. Board Officers

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

2. Election and Term of Office

- a. The Chairperson and Vice Chairperson shall be elected for a two year term.
- b. Selection of the Chairperson and Vice chairperson shall be done by the Regional Workforce Investment Board in May of each year.
- c. The chairperson and Vice chairperson shall assume office upon election.
- d. If the position of Chairperson or Vice Chairperson 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.

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 Chair 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. Alternate and Ex Officio Members

- 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.

6. 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.
- 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 in writing 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.

7. Committees

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

An Executive Committee will be established to conduct necessary business in between regular or special meetings of the Regional Workforce Investment Board. This committee will consist of the Chairperson, Vice Chairperson and one member at-large. All three sectors, business, labor and public will be represented on the Executive Committee. The at-large member shall be elected at the same meeting as the Chairperson and Vice Chairperson. The purpose of this committee is to only conduct business that cannot wait for action by the full board and is not intended to circumvent the powers, duties and responsibilities of the Regional Workforce Investment Board.

An Audit Committee will be established to review fiscal reports and report their findings to the Board.

8. Regional Workforce Investment Board Support

Regional Workforce Investment Board support will be provided by Iowa Workforce Development staff.

9. Revision of Procedures

The Regional Workforce Investment Board procedures may be modified with the consent of the Board with the exception of items 2(a-c), 3(d), 5(a-b), and 6(a-b).

Attachment A9

Adopted April 24, 2012