

**Youth Standing Committee
Region 15
By-Laws as of December 8, 2016**

The following By-Laws are in accordance with the Workforce Innovation and Opportunity Act of 2014.

1. Organizational Name

The following procedures represent the operating procedures and By-Laws for the Region 15 Youth Standing Committee. Hereinafter this organization will be referred to as the "Committee".

2. Area Served

The area to be served by the Committee is the geographical and political jurisdiction of IowaWORKS Southern Iowa Region 15, consisting of Appanoose, Davis, Jefferson, Keokuk, Lucas, Mahaska, Monroe, Van Buren, Wapello, and Wayne counties.

3. Official Location

The official location and mailing address of the Committee shall be:

IowaWORKS-Southern Iowa
Attn: Youth Standing Committee
15260 Truman St
Ottumwa, IA 52501
Telephone: (641) 684-5401
Fax: 641-684-4351

Records, agendas, minutes, and materials presented to the Committee will be available, except those records concerning closed sessions which are exempt from disclosure under Iowa Code subsection 321.5(4) or which are otherwise confidential by law. Council records contain information about persons who participate in meetings. This information is collected pursuant to Iowa Code section 21.3 and subsection 96.11(6).

4. Purpose

The Committee will provide guidance for, and exercise oversight of, local youth programs operated under the Workforce Innovation and Opportunity Act (WIOA). In addition the Committee is to provide expertise in youth policy and to assist the Regional Workforce Development Board in:

1. Developing and recommending local youth employment and training policy and practice;
2. Broadening the youth employment and training focus in the community to incorporate a youth development perspective;
3. Establishing linkages with other organizations serving youth in the local area; and
4. Taking into account a range of issues that can have an impact on the success of youth in the labor market.

5. Duties

The Committee shall perform the following duties and other functions as necessary and proper to carry out its responsibilities, at the direction of the Regional Workforce Development Board:

1. Identify youth employment and training needs;
2. Coordinate youth activities in the Region;

3. Assist in developing the Youth Section of the Regional Local Service Plan.
4. Make recommendations for funding of Workforce Innovation and Opportunity Act Youth Programs; and
5. Conduct oversight of selected service providers of youth activities.

6. General Membership

A. The membership will meet the minimum criteria for representation under the Federal requirements of the Workforce Innovation and Opportunity Act and Region Workforce Development Board/Chief Elected Official Board Agreement.

The Committee will consist of fourteen members appointed to three-year terms. In order to facilitate staggered terms the new members will be appointed to one, two or three-year terms beginning July 1, 2016. All subsequent appointments will be made for full-length terms of three years beginning upon **September 1st** of the appointment year.

Members of the Committee will be limited to two (2) terms unless a majority of the Regional Workforce Development Board votes to extend that limit for any given position. In order to go beyond the two term limit the member must reapply.

Composition of the Committee will be as follows:

- Member of the Regional Workforce Development Board that has a special interest or expertise in youth policy. This individual will be chair of the committee.
 - Up to and not exceeding four members from partner agencies: Adult Basic Education, Iowa Vocational Rehabilitation Services, Job Corps and PROMISE JOBS.
 - Up to and not exceeding four members from Youth Service Agencies;
 - One member from District Schools within our area/At Risk Coordinators;
 - One member with experience relating to youth, including former WIA or WIOA participants;
 - One member as a parent of youth that received services under WIA or WIOA.
 - Up to two additional members with strong interest in youth services and approved by the committee.
- B. Ex-Officio members may be added at the discretion of the Committee and with the approval of the Regional Workforce Development Board. Ex-Officio member will not have voting privileges.
- C. Resignations may occur in one of two ways:
1. A member of the Committee may resign at any time by providing written resignation notice to the Chair. The resignation will become effective upon official notice at the next regular meeting.
 2. A member will be considered to resign if either of the following events occurs:
 - The member does not attend three or more consecutive regular meetings of such Committee. This paragraph does not apply unless the first and last of the consecutive meeting counted for this purpose are at least thirty days apart.
 - The member attends less than one-half of the regular meetings of such Committee within any period of twelve calendar months beginning on July 1. This paragraph does not apply unless such Committee holds at least four regular meetings during such period. This paragraph applies only to such a period beginning on or after the date when the person takes office as a member of such Committee.

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

This provision does not limit the right of the member of the Committee 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 party.

7. Council Officers

- A. The officers of the Committee are the Chair and Vice-Chair.
- B. The Chair and Vice-Chair shall be elected for a one-year term.
- C. Elections will be held in **June** of each year.
- D. The term of office shall commence upon election.
- E. If the position of the Chair or Vice-Chair becomes vacant, the vacancy shall be filled by Committee action.
- F. The Chair of the Committee must always be a member of the Regional Workforce Development Board.

8. Chairperson: The Chair duties shall include the following:

- A. To preside at all meetings of the Committee in an efficient and effective manner and set the general tone for each meeting through positive leadership.
- B. To participate jointly with other members of the Committee in conducting appropriate organizational affairs, yet being careful to mediate and not dominate the Committee by virtue of the position of the Chair.
- C. To provide leadership in causing the Committee to deliberate appropriate Committee topics as opposed to matters which should be delegated, or receive recommendations from the administration and faculty.
- D. To expedite decision making and voting of the Committee after due deliberation and persuade them to abide by the majority rule principle.
- E. To appoint Committee members to committees as appropriate and necessary.
- F. To advise and consult with the Committee support staff and local service providers on major issues.
- G. To carry out special assignments on behalf of the Committee and act as spokesman for the Committee.

- H. To channel, to the coordinating One-Stop Operator, requests made by citizens and other Committee members for special information about the Workforce Development System.
- I. To provide leadership and recommend appropriate in-service training such as attendance at conferences, the utilization of outside resource consultants, and the planning of special programs.
- J. The Committee shall meet at the call of the Chair or when a majority of the members file a written request with the Chair for a meeting. Written notice of the time and place of each meeting shall be given to each member of the Committee. E-mail may be used to provide written notice.
- K. The chair shall represent the Committee and has the authority to speak on its behalf at local forums, public hearings, etc.

9. Vice-Chairperson: The Vice-Chair duties shall include the following:

- A. Support the Chair and assist in duties as assigned.
- B. Act on the Chair's behalf during times of absence, or as requested by the chair, all of the duties and responsibilities assigned to the Chair.

10. Absence of Officers

In the event both the Chair and Vice-Chair are absent, the Council Support Staff shall serve as temporary Chair for the purpose of selecting a Chair Protempore.

11. Meetings- Procedure

- A. Regular meetings of the Committee: The Committee shall meet at least quarterly. Meetings of the Council are open to the public.
- B. Prerequisites to transact business: In order to transact business which is binding, the Committee must meet in official session, keep minutes, and have a quorum. One-third of the current members shall constitute a quorum.
- C. Special Meetings: The Committee shall meet at the call of the Chair or when a majority of the members file a written request with the Chair for a meeting. Written notice of the time and place of each meeting shall be given to each member of the Committee.
- D. Notice of Meetings: The Committee shall give notice of the date, time, place, and tentative agenda for all meetings by posting the notice on the Region 15 RWDB Website and posting the notice on a bulletin or other prominent place which is easily accessible to the public and clearly designated for that purpose at the IowaWORKS office in Region 15.
- E. Agenda: It shall be the responsibility of the Committee Chair, in consultation with the Committee Support Staff, to plan and prepare the agenda for each Committee Meeting.
- F. Voting: Each member of the Committee shall have one vote. All elections shall be held and all questions decided by a simple majority vote of the voting members present. Ex-Officio members do not have voting privileges.

- No votes shall be taken by secret ballot other than office selection.
 - Any voting member of the Committee may call for a roll-call vote other than for officer selection. A request for a roll-call vote shall be noted in the Committee minutes.
 - Any voting member with a possible “conflict of interest” may abstain from voting on a particular issue and such abstention shall be recorded in the minutes.
 - Request for votes may be sent out via e-mail in an urgent situation in which there is not enough time to wait till the next meeting. The email will be sent to all voting members.
- G. Rules of Order: Robert’s Rules of Order, the Modern edition, shall govern the conduct of the Committee in all their deliberation except as modified by Statute, Rule or By-Laws.

12. Administrative Support for the Council

- A. The Committee will receive Administrative Support from IowaWORKS.
- B. The Committee Support Staff will ensure that meetings, agendas, minutes, and other information are arranged in an efficient, organized manner, as well as other administrative duties as requested by the Committee.

13. Adoption and Amendments

- A. Adoption: These By-Laws shall become effective immediately following approval by a two-thirds majority of the vote of the membership of the Committee and subsequent approval by the Regional Workforce Development Board.
- B. Amendments: These By-Laws may be amended, altered, or replaced by the affirmative vote of two-thirds majority of the voting membership of the Committee subsequent approval by the Regional Workforce Development Board, provided notice of the intention to amend has been included in the notice of the meeting.