

WIA Local Plan Program Years 2013-17 Local Workforce Investment Board Bylaws

Local Workforce Investment Boards are required to submit a copy of their bylaws as an attachment to the local plan. Include the bylaws under this cover page. As a reminder, the local board's composition should include a minimum of 15 percent of its membership from labor organizations and should also include a Business Council. If an existing body of the local board already includes the required membership, that information should be included in the local plan narrative.



**North Central
Counties
Consortium**

WORKFORCE INVESTMENT BOARD BYLAWS

**Adopted: 1/20/00
Amended: 11/17/11**

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ARTICLE I – NAME

The name of this body shall be the NORTH CENTRAL COUNTIES CONSORTIUM WORKFORCE INVESTMENT BOARD, referred to as the “WIB”.

ARTICLE II – PURPOSE

Section 1: The WIB shall, in partnership with the NORTH CENTRAL COUNTIES CONSORTIUM GOVERNING BOARD, referred to as the “Governing Board”, establish and oversee the workforce system for the Counties of Colusa, Glenn, Sutter and Yuba.

Section 2: The WIB shall perform those duties set out in the WIB/Governing Board Agreement

ARTICLE III – MEMBERSHIP PROVISIONS

Section 1: Appointments – Members of the WIB shall be appointed by the Governing Board in accordance with the Revised Joint Exercise of Powers Agreement as amended.

Section 2: Youth Council – The WIB shall select the members of the Youth Council, subject to review and approval by the Governing Board. Any Youth Council members who have not been appointed to the WIB pursuant to the Revised Joint Exercise of Powers Agreement, shall be considered non-voting members of the WIB. Non-voting members shall have all rights and privileges of voting WIB members except a) they shall not count in establishing a quorum at WIB meetings other than Youth Council meetings, and b) they may not vote except at Youth Council meetings. Non-voting members may make and second motions and may fully participate in all discussions.

Section 3: Term – Members shall be appointed for fixed four year terms staggered every two years as set out in the WIB/Governing Board Agreement. Members may apply for reappointment upon completion of their term.

Section 4: Resignations – Any WIB member may resign by submitting written notice to the WIB Chairperson.

Section 5: Removal for Cause – Any member may be removed from the WIB for cause if a two-thirds (2/3) majority of the WIB approves such action at a legally constituted meeting. Such action must be confirmed by a four-fifth (4/5) majority of the Governing Board. Absence at three (3) consecutive regular meetings, and/or more than one-half (1/2) of the regular meetings in any one year shall result in that position being declared vacant by the WIB, without the need for resignation or removal for cause.

ARTICLE IV – MEETINGS

Section 1: Regular Meetings – The WIB shall meet no less than four (4) times a year, and at least quarterly.

Section 2: Special Meetings – The Chairperson of the WIB or a majority of voting WIB members may call special meetings at any time. Each member will be given adequate notice of such meeting.

Section 3: Quorum – A simple majority of voting WIB members shall constitute a quorum.

Section 4: Voting – Each member of the WIB except non-voting Youth Council members, shall have one vote. A majority vote of a quorum is needed to pass a motion.

Section 5: Any member employed or any way affiliated with an organization receiving or attempting to receive funding from the WIB shall abstain from discussing or voting on any official action relating to that organization.

Section 6: Rules – Roberts Rules of Order shall govern the WIB’s actions, unless inconsistent with these Bylaws, with the Revised Joint Exercise of Powers Agreement with the WIB/Governing Board Agreement or with applicable laws or regulations.

ARTICLE V – COMMITTEES

Section 1: The WIB Chairperson, with approval of the WIB, shall create committees.

Section 2: The WIB Chairperson shall appoint committee members and committee Chairpersons from the WIB membership, with the exception of the Youth Council.

Section 3: A simple majority of a committee shall constitute a quorum. A simple majority vote of a quorum will constitute committee action.

Section 4: All actions of a WIB committee shall be advisory to the full WIB, unless the full WIB has expressly delegated final authority to a given committee on a given issue or matter.

ARTICLE VI – OFFICERS

Section 1: The presiding officer of the WIB shall be called the Chairperson.

Section 2: The Chairperson and Vice Chairperson shall serve a term of one year from July 1 through June 30. The foregoing shall not prohibit the WIB officers from serving additional terms.

Section 3: The WIB shall elect a Chairperson and Vice Chairperson by majority vote from its membership.

Section 4: The Chairperson shall be from the private sector WIB membership.

Section 5: The Chairperson shall have the responsibility for approving the WIB agenda and managing WIB business.

Section 6: In the absence of the Chairperson, the Vice Chairperson shall serve as Presiding Officer.

Section 7: The Vice Chairperson shall serve the same term and have the same duties as the Chairperson, in his/her absence.

Section 8: The Executive Director for the North Central Counties Consortium shall serve as Secretary for the WIB.

Section 9: The Executive Director of the North Central Counties Consortium shall act as the Executive Director to the WIB and shall provide staff resources for the WIB. The Director shall be responsible for all records, materials, and other information deemed necessary by the WIB.

ARTICLE VII – INDEMNIFICATION

WIB members shall be held harmless and indemnified from liability incurred due to their volunteer Board membership to the extent allowed by law, and to the extent that such indemnification is available from an active Directors' and Officers' insurance policy or from grant funds available to the Consortium. Grant funds may not be used for indemnification unless it is an allowable use for the funds under the terms of the grant.

ARTICLE VIII – BYLAWS

Section 1: Adoption – These Bylaws are hereby adopted on this 20th day of January, 2000, and shall become effective immediately.

Section 2: Amendments – The Bylaws may be amended or repealed in part or in whole only by two-thirds (2/3) vote of the members present and voting at a regular or special meeting at which a quorum is present.

Section 3: Standing of Bylaws – Nothing in these Bylaws may, nor shall they be construed to, take precedence over Federal, State or local laws or regulations.