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BYLAWS
REGION Q WORKFORCE INVESTMENT CONSORTIUM
WORKFORCE DEVELOPMENT BOARD

ARTICLE I: NAME AND SERVICE DELIVERY AREA

Section 1. NAME.

The name of this organization shall be the Region Q Workforce Investment Consortium Workforce Development Board, hereafter referred to as the WDB.

Section 2. LOCAL AREA.

The Local Area (LA) to be served by the WDB shall be the area served by the Region Q Workforce Investment Consortium. This area consists of the following counties: Beaufort, Bertie, Hertford, Martin and Pitt.

Section 3. GENERAL.

Workforce Development Boards have been established in each Local Area as a means of enhancing the partnership concept and addressing workforce issues and businesses labor needs at the local level. Planning for workforce development programs under WIOA is accomplished at the regional level through the Region Q Workforce Investment Consortium Workforce Development Board.

ARTICLE II: FUNCTIONS OF THE WORKFORCE DEVELOPMENT BOARD

Section 1. FUNCTIONS OF THE REGION Q WORKFORCE DEVELOPMENT BOARD. In accordance with the Workforce Innovation and Opportunity Act (WIOA) and Part III B of Chapter 143B of the North Carolina General Statutes (G.S. 143B-438.10, et seq.), it shall be the responsibility of the WDB to:

1. Plan, develop policy and conduct oversight of the delivery of all workforce development programs specified as responsibilities of the Workforce Development Boards under the federal Workforce Innovation and Opportunity Act (WIOA) to include the local NCWorks Career Center (One Stop) system;

A. All duties, responsibilities and authority identified in the Workforce Innovation and Opportunity Act, to include planning and oversight responsibilities for the delivery of services in NCWorks Centers for the following key partner programs and activities in NCWorks Career Centers, as specified under WIOA and by the State of North Carolina: the Division of Workforce Solutions to include all Wagner-Peyser labor exchange services, veterans' employment and outreach activities, migrant and seasonal farmworkers services, Trade Adjustment Assistance, unemployment

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insurance information and reemployment assistance programs, food stamp employment and training services, labor market information and rapid response activities for dislocated workers; Job Corps recruitment, WorkFirst, and Food Stamp employment and training services; Community Colleges to include adult basic education, literacy education and training, HRD, linkage to training curricula, services under the Carl D. Perkins Vocational and Applied Technology Education Act, and financial aid; WIOA, programs; Vocational Rehabilitation to include vocational rehabilitation services; and the school-to-work transition programs (Career Pathways) to include linkages with local schools and partnerships to refer dropouts and graduates for career development and job placement assistance.

B. All duties, responsibilities and authority as specified under WIOA for the following programs where they exist in the Local Area (LA): Division of Aging and other national contractors under Title V of the Older Americans Act, NCWorks Apprenticeship, Division of Services for the Blind, National Job Corps Centers in NC, Native American Programs, Migrant and Seasonal Farmworkers employment and training services, Housing and Urban Development employment and training services, Community Assistance Block Grant Program employment and training services, National and Community Service Act Programs and other appropriate programs to meet the needs of local customers, including programs in the private sector.

2. Select NCWorks Centers operators with agreement of the CEO; (Chief Elected Official)
3. Select eligible youth service providers based on the recommendation of the Youth Committee;
4. Identify eligible providers of adult and dislocated worker career services and training services;
5. Maintain a list of eligible providers with performance and cost information;
6. Develop a budget for the purpose of carrying out the duties of the local board, subject to approval of the CEO;
7. Negotiate and reach agreement on local performance measures;
8. Assist the governor with the development of the statewide employment statistics system under Wagner-Peyser;
10. Advise local elected officials, employers, local education agencies, community colleges, State and other local employment and training agencies and citizens about policy, programs and other information relative to their service area workforce;
11. Coordinate workforce investment activities with economic development strategies and developing business linkages. Promote private sector involvement. Serve as a point of contact for business, industry and the public sector to communicate workforce/business needs;
12. Develop a local Five-Year Plan in coordination with appropriate community partners that addresses the workforce development needs of the service area, which is responsive to the goals, objectives and performance standards established by the Governor;

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- 83 **13. Develop industry or sector cluster analysis in order to set training priorities in the service**
84 **area to include identification of key trends, current and projected employment**
85 **opportunities and identification of workforce investment needs of businesses, job seekers**
86 **and workers in the local area;**
- 87 **14. Designate and certify NCWorks (One Stop) operators, monitor activities and evaluate the**
88 **performance of the career centers, programs and activities; and**
- 89 **15. Develop methods to ensure continuous improvement of eligible providers' services and to**
90 **ensure that such providers meet the employment needs of local employers and**
91 **participants;**
- 92 **16. Develop Memorandum of Understanding between the WDB and each of the NCWorks**
93 **Center partners concerning the operation of the local One Stop delivery system;**
- 94 **17. Establish criteria for determining whether employment leads to self-sufficiency;**
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96 **ARTICLE III. WDB MEMBERSHIP**

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98 **Section 1. GENERAL. WDB members shall be selected in a manner consistent with**
99 **guidelines established by the State of North Carolina under the Workforce**
100 **Innovation and Opportunity Act. (WIOA)**
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102 **Section 2. MEMBERSHIP. The WDB shall be made up of members representative of the**
103 **private sector and agency representatives selected by the chief elected officials**
104 **of their respective counties. Vacancy appointments for the private sector**
105 **members shall be made by the chief elected officials. Public sector and agency**
106 **member vacancy appointments shall be made by the chief elected officials. The**
107 **WDB will consist of nineteen (19) members who shall be representative of the**
108 **demographics of the region. The Consortium will define private sector.**
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110 **A. Private Sector Members. Ten business/industry representatives shall be selected**
111 **from the five (5) counties of the Consortium to insure that the WDB is**
112 **geographically representative of the region.**
113

114 **B. Agency Members. The remaining membership will be selected from local agency**
115 **and interested organization members in a manner insuring geographical balance,**
116 **with one of these agency members employed or otherwise representative of the**
117 **of the following:**
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- 119 **1) A representative of Adult Education and Literacy**
120 **2) A representative of Higher Education**
121 **3) A representative of a Vocational Rehabilitation Agency**
122 **4-7) Three representatives of Labor, Apprenticeship, Community Based**
123 **Organizations**

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- 8) A representative of the Public Employment Service /Wagner-Peyser
- 9) A representative of an Economic Development Agency

ARTICLE IV. OFFICERS

Section 1. CHAIR. The WDB shall have a chair that shall be elected from among the representatives of business and industry by the WDB membership. The Chair shall preside at all meetings of the group; shall appoint committees and their chairs and vice-chairs as needed, and shall in general perform all duties incident to the Office of the Chair.

Section 2. VICE-CHAIR. The WDB shall have a Vice-Chair who shall be elected from among the representatives of business and industry by the WDB membership. In the absence or disability of the Chair, the Vice-Chair shall perform the duties of that officer.

Section 3. TERM OF OFFICE. The term of office of the Chair and the Vice-Chair shall be for a period of one (1) year. Officers may succeed themselves.

- A. **Elections.** The terms of office shall begin on July 1. Elections shall be held at the last regularly scheduled WDB meeting prior to July 1.

ARTICLE V. STAFF

Section 1. WDB SUPPORT. The WDB shall be supported in the performance of its duties by an administrator who is a staff member of the administrative entity for the LA. This staff shall be responsive to the needs of the WDB and shall support the WDB.

ARTICLE VI. ORGANIZATION

Section 1. COMMITTEES. The WDB shall be as necessary be organized into standing committees to carry out its functions and responsibilities. The WDB Chair shall designate Chair, Vice-Chair and members of the committees. The committees shall be empowered to act on issues within the purview of that committee as defined herein.

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162 **Section 2.** AD HOC COMMITTEES. Ad hoc committees may be established by the WDB as
163 required to deal with the specific issues. The WDB Chair shall designate
164 members.
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166 **Section 3.** COMMITTEE MEETINGS. Committees shall meet at times and places to be
167 designated by their respective chairs. Each committee member shall have one
168 (1) vote, and no proxy votes shall be allowed.
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170 **Section 4.** CONFLICT OF INTEREST. No WDB member will engage in any activity, including
171 participation in the selection, award, or administration of a subgrant supported
172 by WIOA or other LA administered funds if a conflict of interest, real or
173 apparent, would be involved. (Neither membership on the WDB nor the receipt
174 of WIOA or other LA administered funds to provide training and related services
175 will be construed, by themselves, to violate this section.) Therefore, no WDB
176 member will discuss, present proposals, or vote on any issue as to which the
177 member has an economic interest unless specifically questioned by the other
178 members as part of a scheduled opportunity for all interested parties to present
179 information. A member may vote on and may discuss any matter that would not
180 have any impact on the member.
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ARTICLE VII: COMMITTEE STRUCTURE

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184 **Section 1.** GENERAL. The Workforce Development Board shall be comprised of the
185 following Standing Committees: Youth Committee, NCWorks Committee,
186 Services to Persons with Disabilities Committee, and Executive Committee.
187 Committees will meet on a monthly basis or as deemed necessary by the
188 committee chair. In the absence of the Committee chair, the Committee vice-
189 chair will facilitate the meeting. Each Committee will have at least one WDB
190 member from each county. Committee chairs may appoint a maximum of three
191 non-WDB members on each Committee. Non-WDB Committee members will
192 have the full authority to make motions, vote and discuss agenda items at their
193 assigned Committee meetings. The Workforce Development Board will continue
194 to be liable for Committee decisions and actions. The guidelines specified in
195 Article VIII. Meetings will be utilized in conducting Committee meetings.
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197 **Section 2.** EXECUTIVE COMMITTEE FUNCTIONS. The Executive Committee, headed by the
198 WDB Chair and consisting of WDB Officers and committee chairs and vice-chairs,
199 is responsible for:
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- Acting as the overseer of committees, in this capacity coordinating the work of the four three functional committees and monitoring their performance.

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- Acting for the full WDB in bona fide emergencies--when WDB action is imperative and circumstances make assembling the WDB impractical.

Section 3. NCWORKS COMMITTEE FUNCTIONS. The NCWorks Committee will oversee the design and operation of the Workforce Innovation and Opportunity Act program and will coordinate and collaborate with workforce development programs within the LA, such as Wagner-Peyser, Carl Perkins, Services for the Blind, Vocational Education, Title V Senior Employment, Vocational Rehabilitation, the Workfirst Program and other community based workforce development programs. In addition, it will review and recommend action on plans and funding applications for all appropriate funding sources. This committee will also oversee the implementation, designation, certification and operation of the NCWorks Career (One-Stop) Centers throughout the LA as specified under WIOA. Oversight includes site visits, approval of fiscal expenditures of each Center, analysis and evaluation of performance indicators, such as customer satisfaction rate, business penetration rate, employment rate, earnings/retention of customers and recommendation of corrective action as appropriate.

Section 5. SERVICES TO PERSONS WITH DISABILITIES COMMITTEE: This committee is responsible for overseeing the WDB's and NC Works Centers compliance with provisions of the Americans with Disabilities Act and related legislation regarding services to our disabled customers. Formulates and implements strategies to strengthen the WDB relationship with economic development entities and businesses to promote and support the recognition of the value of our disabled citizens in the workforce.

Section 6. YOUTH COMMITTEE FUNCTIONS. This committee will fulfill all responsibilities specified for the provision of Youth services under the WIOA to include the following: development of portions of the local plan related to youth with co-design by youth and business leaders; recommendation of providers of youth activities to be competitively awarded contracts; coordination and oversight of youth activities in the area with input from youth; oversight of eligible providers of youth activities; establishment of linkages with educational agencies and other youth entities and leverage of non-WIOA resources; implementation of youth friendly and on time service interventions; establishment of rapid attachment to work for out of school youth with focus on retention and advancement to higher level jobs; focus on continuous improvement. This committee will also coordinate with other school-to-work programs (Career Pathways) and will develop strategies to impact the success of these programs and participate in coordinated analysis of efforts to comprehensively serve

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youth. The committee will designate a committee member(s) as liaison with other local school-to-work efforts.

ARTICLE VIII MEETINGS

Section 1. REGULAR MEETINGS. The WDB shall meet on the second Wednesday of the month, every other month. Notification of meetings shall be at least seven (7) days prior to the meeting date.

Section 2. SPECIAL MEETINGS. The Chair may call special meetings of the WDB as deemed necessary. In addition, any three (3) members may call a special meeting by notification to the Chair or, in his absence, to the Vice-Chair. A special meeting of the WDB is to be convened no sooner than forty-eight (48) hours nor later than fourteen (14) days after the call of such meeting. Special meeting notices shall be posted on the Region Q Workforce Investment Consortium, on the RegionQWDB.org website and will be distributed by mail or other method of delivery (e-mail) to parties who request placement on the Region Q "Interested Parties List".

Section 3. QUORUM. A majority of members will constitute a quorum for the transaction of business. Vacancies will not be considered in the total to determine a quorum. The same rules apply to the Committees, a quorum to be determined based on the assigned Committee members. Other WDB members may attend all Committee meetings, but only the WDB members assigned to a specific Committee may vote and count toward the specific Committee quorum.

Section 4. VOTING. All actions of the WDB shall be determined by a majority vote of the members present or online by teleconference or video conference. There shall be no voting by proxy. Teleconference and video conferencing are acceptable means to participation by WDB and Committee members, providing they are able to hear and enter the discussions.

Section 5. ATTENDANCE. The position of a board member who misses three WDB and assigned Committee meetings in a row will be declared vacant. A member may submit a written appeal to the Chair after missing two meetings, explaining the reason for his/her absence. The Workforce Development Board Executive Committee will determine if the absences are excused and will not count as missed meetings. If the absences are not excused, the LA staff will notify the member that the slot is considered vacant, and the WDB Chair will inform the LA Consortium that a replacement member needs to be appointed. Members in compliance with attendance requirements are considered active.

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Section 6. ORDER OF BUSINESS. The Chair shall be responsible for orderly business of the WDB and for calling items of the agenda.

Section 7. AGENDA. The LA staff in consultation with the Chair shall develop the agenda for the WDB meetings.

Section 8. RULES. All procedures of the WDB not set forth in these by-laws or the WDB Agenda/Review Procedures shall be governed by the rules set forth in "Rules of Procedure for Board of County Commissioners, Second Edition". The following clarifications shall be incorporated as well: **RULE 14. ACTION BY THE BOARD.** The Chair will not make motions unless special circumstances exist; **RULE 15. SECOND NOT REQUIRED.** All motions will require a second; **RULE 23. DUTY TO VOTE.** A member who fails to vote, not having been excused by the Chair from the vote under the conflict of interest provisions, shall be recorded as voting in the **AFFIRMATIVE.**

Section 9. OPEN and CLOSED MEETINGS. All meetings of the WDB shall be open and accessible to the general public, and minutes shall be maintained and mailed to members with the agenda of the subsequent meeting. Meeting notices shall be posted on the RegionQWDB.org website and will be distributed by e-mail to parties who request placement on the Region Q "Interested Parties List". Closed meetings will only be conducted in accordance with Chapter 143 of the North Carolina General Statutes, with minutes taken in accord with said Chapter.

ARTICLE IX. BYLAWS/AMENDMENT PROCEDURE

These by-laws may be amended at any regular meeting of the WDB by a two-thirds vote of members, provided the proposed amendment has been submitted in writing to the WDB members thirty (30) days prior to the meeting. The Region Q Workforce Investment Consortium must additionally approve all revisions prior to implementation.