



BYLAWS

OF

**THE LOS ANGELES COUNTY
WORKFORCE INVESTMENT BOARD**

AMENDED: JUNE 27, 2013

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WORKFORCE INVESTMENT BOARD

ARTICLE I - NAME

The name of this organization is the Los Angeles County Workforce Investment Board ("WIB"). The County of Los Angeles ("County") is the workforce investment area.

The principal office for the transaction activities and affairs of the WIB is located at the Department of Community & Senior Services, 3175 West Sixth Street, Los Angeles, in Los Angeles County, California. The WIB may change the location of the principal office within the County. Any change of location of the principal office shall be noted by the Secretary on these Bylaws opposite this Article or this Article may be amended to state the new location.

ARTICLE II - DEFINITIONS

1. Business Member

A Business Member is a representative of the private sector who meets the qualifications set forth in Section 117(b)(2)(A)(i) of the Workforce Investment Act ("WIA").

2. Board of Supervisors

The Los Angeles County Board of Supervisors are the Chief Elected Officials, as approved by the Governor of California, of the Los Angeles County Workforce Investment Area.

3. WIB Executive Director

The WIB Executive Director is an employee of the County of Los Angeles and provides guidance and supportive services to the WIB.

4. Community and Senior Services ("CSS")

This is the County department that acts as the administrative entity for the local workforce investment area.

ARTICLE III - OBJECTIVE

The WIB's basic objective is to establish policy for and provide oversight of the workforce investment system in the County.

The WIB's mission is to provide leadership by convening and facilitating public and private stakeholders to impact the economic health of the region.

Pursuant to Section 117 of the WIA, the following are mandated responsibilities of the WIB:

1. In partnership with the Board of Supervisors, develop a local plan for the workforce investment area;
2. Selection of one-stop operator(s) with the concurrence of the Board of Supervisors;
3. Identification of eligible providers of youth activities and the awarding of grants or contracts on a competitive basis, based on recommendations of the Youth Council;
4. Identification of eligible providers of training services;
5. Identification of eligible providers of intensive services;
6. Development of a budget for itself, subject to the approval of the Board of Supervisors;
7. In partnership with the Board of Supervisors, oversight of the one-stop delivery system, employment and training activities and youth activities in the County;
8. In partnership with the Board of Supervisors, negotiation of local performance measures with the Governor;
9. Establishment of a Youth Council pursuant to Section 117 of the WIA and, in partnership with the Board of Supervisors, appointment of its Members;
10. Provide assistance to the Governor for the development of a statewide employment statistics system;
11. Coordination of workforce development activities conducted under the WIA with local economic development strategies and develop employer linkages with such activities; and

12. Promote the participation of private sector employers in the statewide investment system.

ARTICLE IV - MEMBERS

1. **Composition** – The authorized number of WIB Members shall not be less than 39 nor more than 51. The exact number shall be determined by the WIB pursuant to relevant provisions of the WIA. All Members must be approved by the Board of Supervisors.
2. **Qualification, Appointment and Term**
 - (a) A majority of the WIB Members shall be Business Members.
 - (b) Members of the WIB shall be approved by the Los Angeles County Board of Supervisors in accordance with Section 117 of the WIA.
 - (c) All WIB Members not nominated as At-Large Members by the L.A. County Board of Supervisors, must meet all of the requirements and have the corresponding supporting documentation on file to represent at least one mandated category, and be formally nominated by an Authorized Nominating Entity as defined by WIA and SB 293. At-Large WIB Members who are nominated for a second category of representation, must be nominated in accordance with existing procedures and submit all supporting documentation for that category.
 - (d) In mandated categories of representation, where WIA and SB293 do not explicitly identify the Authorized Nominating Entity for Representatives, such as Community-Based Organizations, Economic Development Agencies and Representatives of One-Stop Partners, nominations must come from an organization or agency that is a current provider of the program(s) in that category.

- (e) All Candidates for membership on the WIB shall complete a formal Nomination Packet for the category for which they are nominated, including the Acknowledgement of Eligibility Form.
- (f) Members of the WIB that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities.
- (g) Membership may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.
- (h) Membership will include up to three Members directly nominated by each Supervisor and appointed by the Board of Supervisors.
- (i) Membership shall include:
 - i. **Representative(s) of business in the local area**, who:
 - 1. Are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority;
 - 2. Represent businesses with employment opportunities that reflect the employment opportunities of the local area; and
 - 3. Are appointed from among individuals nominated by local business organizations and business trade associations;
 - ii. **Representative(s) of local educational entities**, including local school boards, entities providing adult education and literacy activities, and post-secondary educational institutions, including representatives of community colleges, selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities;

- iii. **Representative(s) of labor organizations, including employees** nominated by local labor federations, including a representative of an apprenticeship program. At least 15 percent of local board Members shall be representatives of labor organizations unless the local labor federation fails to nominate enough Members. If this occurs, then at least 10 percent of local board Members shall be representatives of labor organizations;
- iv. **Representative(s) of community-based organizations**, including organizations representing individuals with disabilities and veterans, and organizations that serve populations with barriers to employment, such as the economically disadvantaged, youth, farmworkers, homeless, and immigrants.
- v. **Representative(s) of economic development agencies** including private sector economic development entities; and
- vi. **Representative(s) of each of the one-stop partners, as mandated by WIA.** The providers of the following programs or activities shall be required partners in the local one-stop system.
 - 1. Programs authorized under Title 1 of the Workforce Investment Act of 1998
 - (e) WIA Youth
 - (f) WIA Adult and Dislocated Workers
 - (g) Job Corps
 - (h) National Programs, including:
 - i. Native American Programs
 - ii. Migrant and Seasonal Farmworker Programs

- iii. Veterans' Workforce Investment Programs
 - iv. Youth Opportunity Grants
 - v. Demonstration, Pilot, Multiservice, Research, and Multistate Projects
 - vi. National Emergency Grants
2. Programs authorized under the Wagner-Peyser Act
 3. Adult education and literacy activities authorized under Title II of WIA
 4. Programs authorized under parts A and B of Title 1 of the Rehabilitation Act of 1973
 5. Welfare to Work programs authorized under sec 403(a)(5) of the Social Security Act
 6. Senior Community Service Employment Activities authorized under Title V of the Older Americans Act of 1965
 7. Postsecondary vocational education activities authorized under the Carl D. Perkins Vocational and Applied Technology Education Act
 8. Trade Adjustment Assistance and NAFTA Transitional Adjustment Assistance Activities authorized under Chapter 2 of Title II of the Trade Act of 1974
 9. Activities authorized under Chapter 41 (commencing with section 4100) of Title 38 of the United States Code
 10. Employment and training activities carried out under the Community Services Block Grant Act
 11. Employment and training activities carried out by the Department of Housing and Urban Development

12. Programs authorized under State unemployment compensations laws
- vii. Representatives of additional One-Stop Partners as mandated by SB 293
1. Small business development centers, as defined in Section 15382, where they exist
 2. Community-based organizations that provide intensive services as described in paragraph (4) of subdivision (a) of Section 14230, shall be encouraged to be one-stop partners
- (j) In the case of Members directly appointed by the Board of Supervisors, the term of office shall be three years from the date a WIB Member is appointed. All other Members nominated by other entities approved by the Board of Supervisors shall serve a one- or two-year term from the date such Member is appointed for the first time, as approved by the Board of Supervisors. Such other Members nominated by other entities may be re-appointed to either a one-year term or a two-year term. The WIB shall recommend to the Board of Supervisors, the length of term proposed for each such renewal appointment. Appointments to fill vacancies shall be made in such a way as to maintain these term periods.
- (k) The WIB may comprise up to three non-voting WIB Members representing and nominated by WorkSource Center Directors: one Incoming Representative serving a three year term, one Current Representative serving a two year term, and one Outgoing Representative serving a one year term. Individuals so designated would rotate positions from Incoming to Current to Outgoing each year.
- During the first year of this requirement, Candidates for the three non-voting designations shall be forwarded to the Bylaws and

Nominations Committee by WorkSource Center Directors and a recommendation from the Committee will be forwarded to the WIB for appointment as Incoming, Current, and Outgoing Representatives.

3. **Attendance**

Attendance at all WIB and standing and (or) ad hoc committees, councils, and (or) working group(s) meetings to which a member has been appointed is expected of all members. WIB members who miss three consecutive WIB, standing and (or) ad hoc committees, councils, and (or) working group(s) meetings shall be referred by the Executive Director to the WIB Chair for appropriate follow-up and communication.

4. **Renewals**

WIB Members will be notified by the WIB Executive Director at least six months in advance of their term end date that their term will end. WIB Members who wish to be considered for renewed membership on the WIB shall complete a WIB Membership Renewal Packet for their mandated category of representation and submit it to the WIB Executive Director no later than 4 months prior to the end of their term. Completed Membership Renewal packets must be submitted 4 months prior to the term end date to ensure it will be considered for renewal by the WIB Bylaws and Nominations Committee and the WIB, and the recommendation for re-appointment is processed by the Board of Supervisors before their term ends. Any Member who is not reappointed to the WIB by the Board of Supervisors prior to their term end date will cease to be a Member of the WIB effective the day their term ends.

5. **Vacancies**

A vacancy or vacancies on the WIB may exist on the occurrence of any one of the following:

- (a) An increase in the maximum authorized number of Members by the Board of Supervisors;

- (b) The number of Members in a mandated category falls below the minimum required by State and federal law.
- (c) The resignation, non-renewal, or removal of a member that causes the number of Members in a mandated category to fall below the minimum required by State and federal law.

Vacancies on the WIB shall be filled in the same manner as original appointment of such Members. The WIB Executive Director shall solicit, accept, and review new nominations from nominating agencies to fill vacancies and forward such nominations directly to the Bylaws and Nominations Committee for review and recommendation to the WIB.

6. Resignations

Any Member may resign by giving written notice to the WIB Chair. The resignation shall be effective when official notice is given, unless it specifies a later time for the resignation to become effective. Official notice of resignation is received when the Member has submitted all of the following:

- (a) Leaving Office Form 700 Statement of Economic Interests
- (b) A signed written letter of resignation.
- (c) All County property assigned to them while serving as a Member on the WIB.

7. Automatic recommendation to remove a member will be forwarded to the Board of Supervisors when:

- (a) A Member is convicted of a felony.
- (b) A Member has engaged in activities or interests detrimental to, or in conflict with the WIB
- (c) A Member misses a third consecutive meeting of the WIB Board, standing and (or) ad hoc committees, councils, and (or) working group(s) to which the member is appointed, after the WIB Chair has

communicated the WIB Member attendance requirement in Article IV-Members Section 3 of the WIB Bylaws.

(d) A Member ceases to meet the qualifications to be a representative of the group from which he or she was nominated.

- i. When a Member is identified as ceasing to meet the eligibility requirements to represent the group from which he or she was nominated, the WIB Executive Director will notify the WIB Chair in writing to immediately initiate a formal eligibility review by the WIB Chair who will contact the Member in writing within 7 business days to request corrective action, which may include submission of an updated Acknowledgement of Eligibility form or letter of nomination from an authorized nominating entity.

Failure to complete the corrective action and submit supporting documentation within 30 days, or a reasonable period of time, will result in automatic ineligibility to remain on the WIB.

Notice of ineligibility to remain on the WIB due to Article IV-Members Section 7 will be forwarded to the Board of Supervisors Executive Office for appropriate action.

No reduction of the authorized number of Members shall have the effect of removing any Member before that Member's term of office expires.

8. Fees and Compensation

Members shall serve without compensation for their services, provided, however, such Members may be reimbursed for authorized expenses incurred in carrying out their respective duties.

ARTICLE V - OFFICERS

1. Designation, Election, and Vacancies of Officers

- (a) The officers of the WIB shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer. Every two years, the WIB shall elect officers to two-year terms.
- (b) Elections of all WIB officers shall take place at the regular WIB meeting in the spring of each even-numbered year. The Bylaws and Nominating Committee shall commence the election process by accepting nominations (through the WIB Executive Director) from WIB Members for each of the officer positions authorized under the Bylaws, during a publically announced period that is not less than two weeks. The ballot shall be prepared by the Committee, stating the names of the persons so nominated, which shall be placed on the agenda of the WIB's spring quarterly WIB meeting, for consideration and voting in accordance with the Brown Act and all relevant legal requirements.
- (c) The WIB Chair and Vice-Chair candidates shall be Business Members.
- (d) The WIB must inform the Board of Supervisors of the election of officers within ten (10) business days of the election.

2. Terms of Office

Each officer shall serve for a period of two years, beginning July 1 of the election year and ending June 30 two years later. Officers are eligible for re-election. Each officer shall serve no more than two (2) consecutive terms.

3. The Powers and Duties of Officers – WIB Chair

The WIB Chair:

- (a) Shall preside at all meetings of the WIB, shall take the chair at the hour appointed for every WIB meeting, shall immediately call the Members to order and, except in the absence of a quorum,

shall proceed with the business of the WIB in the manner prescribed by the Bylaws.

- (b) Subject to the approval of the WIB, shall appoint Members of the WIB to standing and ad hoc committees, including designating Members as chairs and vice-chairs of such standing and(or) ad hoc committees, councils, and(or) working group(s). Appointments shall be ratified by the WIB at its next scheduled meeting.
- (c) In coordination with the Executive Director, and Board of Supervisors, ensures compliance with membership requirements.
- (d) Delegate to the WIB Executive Director the responsibility of preparing the agenda for all regular and special meetings of the WIB and its various standing and(or) ad hoc committees, councils, and(or) working group(s), and deliver such agenda to each WIB Member no later than three (3) business days prior to the scheduled meeting. The agenda shall include those matters, complete with all necessary reports relating to each matter, addressed to the WIB for action and on file with CSS, which have been reviewed by the WIB Executive Director. The agenda shall list closed sessions, except where the session is required because of an emergency situation, in which case the relevant provision of the Brown Act noticing requirements will govern. The agenda shall also state the general reason or reasons for the closed session.
- (e) Delegate to the WIB Executive Director the responsibility to notify the WIB Members of the time set for any standing and(or) ad hoc committees, councils, and(or) working group(s) meeting, and shall, at the request of the WIB Chair, call all committee meetings and notify parties interested in the matters pending before such committee of the time and place of the meeting.

4. **Vice-Chair**

The WIB Vice-Chair shall possess and perform all the powers and duties of the WIB Chair during, for whatever reason, the absence of the WIB Chair.

5. **Secretary**

The WIB Secretary:

- (a) May delegate to the Executive Director the responsibility to attend each WIB meeting to ensure that a record of all proceedings is maintained;
- (b) Shall attend, upon request of the Chair of any WIB committee, meetings of that committee and shall ensure that a record of such proceeding is maintained;
- (c) Shall review, sign, and date the current official version of the WIB Bylaws.

6. **Treasurer**

The WIB Treasurer, as Co-Chair of the WIB Finance and Program Oversight Committee, shall oversee the financial stability of the organization, address all financial issues, including fiscal accountability of the WIB, and is charged with ensuring that:

- (a) The WIB receives quarterly financial and performance status reports from the WIB Executive Director;
- (b) Any discrepancies or questions regarding any expenditure of federal grants are fully disclosed and that appropriate action is taken in coordination with CSS to remedy such discrepancies;
- (c) The WIB is provided with follow-up reports on action taken to ensure discrepancies are remedied within a timely and effective manner.

7. **Resignation of Officers**

Any officer may resign his/her office at any time by giving written notice to the WIB Chair. Any resignation shall take effect at the date of receipt of that notice or at any later time specified in that notice; and unless

otherwise specified in that notice, the acceptance of that notice shall not be necessary to make it effective. A WIB Officer who resigns his/her office continues as a WIB Member unless otherwise provided in his/her written notice.

8. **Removal of Officers**

The WIB Members at any regular meeting or special meeting of the WIB may remove any officer, with or without cause, upon a two-thirds majority vote of the full WIB.

9. **Vacancies**

Any vacancy caused by death, resignation, removal, disqualification or otherwise of any officer shall be filled by the WIB for the unexpired portion of the term. In the event of a vacancy of any office other than that of WIB Chair, such vacancy shall be filled temporarily by appointment by the WIB Chair until such time as the WIB shall fill the vacancy by election.

10. **Fees and Compensation**

Officers shall serve without compensation for their services; provided, however, such officers may be reimbursed for authorized expenses incurred in carrying out their respective duties.

ARTICLE VI - MEETINGS

1. **Meeting Location**

Meetings of the WIB shall be held at any place within the County of Los Angeles, or other location authorized by law, that has been designated by resolution of the WIB, or in the notice of the meeting, or if not so designated, at the principal office of the WIB.

2. **Regular Meetings**

Regular meetings of the WIB may be held at such time and place as the WIB may, by resolution, fix from time-to-time.

3. **Special Meetings**

Special meetings of the WIB for any purpose may be called at any time by the WIB Chair, or WIB Vice-Chair if authority is so delegated, or by a majority of the Members.

4. Meeting Notices

- (a) Notice of the time and place of special meetings shall be given to each Member either by email, personal delivery of written notice, by first class mail postage prepaid, or by telephone either directly to the Member or to a person at the Member's office who would reasonably be expected to communicate that notice promptly to the Member. All such notices shall be emailed or given or sent to the Member's postal addresses or telephone number as shown on the WIB roster. Notice shall comply with the timeline stated in the Brown Act. The notice shall state the time of the meeting, and the place if the place is other than the principal place of business.
- (b) Notice of the meeting need not be given to any Member who, either before or after the meeting, signs a waiver of notice, a written consent to the holding of the meeting, or an approval of the minutes of the meeting. All such waivers, consents, and approvals shall be filed at the principal place of business or made a part of the minutes of the meetings. Notice of a meeting need not be given to any Member who attends the meeting and does not protest, before or at the commencement of the meeting, the lack of notice to him or her.

5. Quorum and Adjournment

- (a) A meeting quorum is established when a majority of the number of Members appointed to the WIB, standing and(or) ad hoc committees, councils, and(or) working group(s) are present. If attendance droops below quorum, the Official Meeting Recorder shall immediately notify the WIB Chair who shall declare the meeting officially over. The only business that can be conducted

at this point is to adjourn or to take a recess. Any Member no longer present for the vote will be noted as absent from the action or vote taken.

- (b) A majority of the Members present, whether or not a quorum is present, may adjourn any meeting to another time and place. In addition, the Chairperson may, in his/her discretion, adjourn any meeting to another time and place. However, the Chairperson may not adjourn the same meeting more than twice.

6. **Abstention and Conflicts of Interest**

- (a) Members shall abide by conflict of interest requirements in Section 117(g) of WIA;
- (b) **Abstention.** A Member must abstain from participating in any decision in which he/she (or any organization that person directly represents) has a financial interest.
 - i. Abstention requires disclosure of the Member's interest and notation on the official record of the nature of the interest.
 - ii. Participation includes not only voting on, but also taking part in any discussion or analysis of the decision in which the Member has an interest. It also includes any attempt to influence, either directly or indirectly, the decision. Therefore, all Members must leave their seats among the WIB during the discussion of the item.
 - iii. However, Members who abstain need not leave the room during the discussion or the voting. Members with a conflict may join the seats with the public if they choose and may address the WIB as members of the public, if such distinction is stated at the onset of the commentary period and recorded in the official minutes.
 - iv. An announcement shall be made at the beginning of each meeting to remind Members of these requirements.

- (c) A financial interest can consist of an income source amounting to as little as \$250.00 in a 12-month period. However, salary from a state or local government agency is not considered "income" for these purposes.

ARTICLE VII - COMMITTEES

1. General Powers and Limitations

The WIB shall have the power at any time, upon a majority vote, to create or discharge, remove the Chairs of, and/or change the size of membership of any standing and(or) ad hoc committees, councils, and(or) working group(s). Each standing and(or) ad hoc committees, councils, and(or) working group(s) shall have and may exercise such powers as are set forth in these Bylaws or as may be conferred or authorized by the resolution appointing it, provided however, that no such standing and(or) ad hoc committees, councils, and(or) working group(s) shall have the authority to amend, alter or repeal these Bylaws; elect, appoint or adopt a plan of consolidation with another corporation; authorize the sale, lease, exchange or mortgage of all or substantially all the property and assets of the WIB; authorize the voluntary dissolution of the WIB or revoke proceedings thereof; adopt a plan for the distribution of the assets of the WIB; or amend, alter or repeal any resolution of the WIB. The designation and appointment of any standing and(or) ad hoc committees, councils, and(or) working group(s) and the delegation thereto of authority shall not operate to relieve the WIB or any individual Member of any responsibility imposed upon it or him/her by law.

All standing and(or) ad hoc committees, councils, and(or) working group(s), including the Executive Committee, are authorized only to make recommendations for final decision or action, to be directed either to the WIB, unless such committee has been delegated authority to take final

action by resolution of the WIB. Such delegation of authority shall be by motion and vote approved by the WIB at a public meeting.

The WIB Chair shall appoint the membership and Chair or Vice-Chair of each standing and ad hoc committee, council, or working group created by the Members of the WIB, and shall also appoint, in the same manner, alternate Members of any standing and(or) ad hoc committees, councils, and(or) working group(s) who may replace any absent Member at any meeting of the committee or working group. Committee Chairs may be appointed for two-year terms to coincide with the election of officers. Standing and(or) ad hoc committees, councils, and(or) working group(s) membership made by the WIB Chair shall be ratified by the WIB at its next meeting. WIB Chair and Vice Chair of standing and ad hoc committees, councils, or working groups shall be Members of the WIB. A majority of the Members appointed to a standing and(or) ad hoc committees, councils, and(or) working group(s) shall constitute a quorum for purposes of conducting standing and(or) ad hoc committees, councils, and(or) working group(s) business. Minutes shall be kept of each meeting of each standing and ad hoc committee, council, or working group.

2. **Delegation and Limitations**

- (a) The WIB may, if it wishes, delegate to the Executive Committee or to any standing or working committee any and all of its powers, duties and prerogatives, with the exception of the following:
 - i. The approval of any action for which the California Nonprofit Public Benefit Corporation Law also requires approval of the Member or approval of a majority of all Members;
 - ii. The filling of vacancies on the WIB or in any committee;
 - iii. The amendment or repeal of Bylaws of the adoption of new Bylaws;

- iv. The amendment or repeal of any resolution of the WIB which by its express terms is not so amendable or repealable; or
 - v. The appointment of other standing and(or) ad hoc committees, councils, and(or) working group(s) of the WIB.
- (b) Standing and(or) ad hoc committees, councils, and(or) working group(s) membership shall be ratified-by the WIB.
 - (c) Standing and(or) ad hoc committees, councils, and(or) working group(s) chairs shall serve a two (2) year term commencing July 1 and ending June 30; provided however, that any person appointed to fill a vacancy shall serve for the period remaining in the unexpired term of the previous chairperson. No standing and(or) ad hoc committees, councils, and(or) working group(s) chairperson shall serve more than two (2) consecutive full terms unless recommended by the WIB Chair and approved by the WIB.

3. **Executive Committee**

- (a) There is established an Executive Committee of the WIB, consisting of 15 Members of the WIB as follows: WIB Chair, WIB Vice-Chair, Secretary, Treasurer, Chairs of all standing and(or) ad hoc committees, councils, and(or) working group(s), and at least four Members-at-large appointed by the WIB Chair, or more if additional vacancies exist.
- (b) Membership – a majority of the Executive Committee shall be composed of persons who are Business Members. Members-at-Large shall be representatives of at least one of the mandated categories business, labor, education, and economic development.
- (c) The Executive Committee shall have authority to take action, and CSS shall be able to implement such Executive Committee action, when the Executive Committee approves via motion that:

- i) An issue arose after the last WIB meeting; and
- ii) The issue is of such a time sensitive nature that action cannot wait for the next WIB meeting.

Any action taken under this paragraph shall be brought to the WIB for their approval at the next WIB meeting.

Notice of these proposed actions and any action taken by the Executive Committee under this paragraph shall be provided to each WIB Member by CSS. Notice of the proposed actions will be via the agenda for the Executive Committee meeting, and notice of any action taken will be done within 3 days after the action was taken.

- (d) The Executive Committee does not have the authority to do any of the following:
 - i. The approval of any action for which the California Nonprofit Public Benefit Corporation Law also requires approval of the Member or approval of a majority of all Members;
 - ii. The filling of vacancies on the WIB or in any standing and(or) ad hoc committees, councils, and(or) working group(s) or removal of any member from the WIB;
 - iii. The amendment or repeal of Bylaws of the adoption of new Bylaws;
 - iv. The amendment or repeal of any resolution of the WIB which by its express terms is not so amendable or repealable; or
 - v. The appointment of other standing and(or) ad hoc committees, councils, and(or) working group(s) of the WIB.
- (e) The Executive Committee is responsible for the following:
 - i. Legislative Updates and Outreach-
 - 1. Participate in briefings of local, State, and federal elected officials on local Workforce Investment Act programs.

2. Identify legislation and policy issues and present recommendations to the WIB as appropriate.
 3. Review legislative updates.
 4. Coordinate legislative visits and briefing materials including for annual visits with County's Congressional delegation in Washington, D.C.
- ii. Certification-
- Review updates and make recommendations to the WIB on California Awards for Performance Excellence (CAPE) Certification of all WorkSource Centers.

4. **Standing Committees/Councils**

There are the following (5) Standing Committees/Councils: (a) Finance and Program Oversight Committee; (b) Business Services Committee (c) Bylaws and Nominations Committee (d) Mature Worker Council; and (e) Youth Council.

- (a) **Finance and Program Oversight Committee** – This Committee shall oversee the financial stability of the organization, address all financial issues, including fiscal accountability of the WIB, and is charged with reviewing and recommending approval and/or other actions on quarterly financial and performance reports.

This Committee shall carry out the following duties:

Finance Oversight-

- i. Review Quarterly Financial Status Reports, develop and review annual WIB budget, and review WorkSource Center allocations.
- ii. Identify and discuss all discrepancies or questions regarding any expenditure of federal grants and recommend appropriate action to the WIB for approval that directs CSS to timely and effectively remedy such discrepancies;

- iii. Request written updates regarding the action taken by CSS to resolve all discrepancies.
- iv. Identify new sources of funds to carry out the work of the WIB;
- v. Monitor the allocation of resources to the One-Stop Centers and affiliate sites; and
- vi. Consider the formula for determining the worth of an Individual Training Account and make recommendations to the WIB.

Program Oversight-

- vii. Review quarterly performance reports for all WIA Contractors and special programs.
- viii. Review and approve closeout report at the annual fall WIB Board meeting.
- ix. Review and recommend to WIB policies related to WIA program and satellite service delivery.
- x. Recommend accountability standards for program performance to facilitate oversight responsibilities.
- xi. Approve annual negotiated performance outcomes.
- xii. Develop the quality standards required to become certified as a WorkSource Center (One-Stop Center) or an affiliate;
- xiii. Monitor and make recommendations to the WIB on the status of all WorkSource Centers regarding adherence to Certification policies.
- xiv. Review performance reports as well as satisfaction data and make recommendations to the WIB on improvements as needed.

- xv. Validate industry-skill standards and provide them to the Certification and Quality Committee;
 - xvi. Develop the marketing message to customers, constituents and stakeholders;
- (b) (b) Business Services Committee – This Committee shall:
- i. Consider, and recommend to the WIB, strategies for communication, outreach, and services to businesses available through local Workforce Investment Act programs and activities provided by County funded WorkSource Centers.
 - ii. Review labor market information and economic development issues to identify priorities and make recommendations to the WIB on critical employment sectors and workforce initiatives. Support efforts on completing labor market research to further the WIB’s leadership on Sector Strategies, Intermediaries, and layoff aversion efforts.
 - iii. Consider, and recommend to the WIB, strategies to develop linkages with the region's economic development efforts among various agencies, including educational institutions and other private/public workforce development programs.
- (c) **Bylaws and Nominations Committee** – The Committee shall, as requested by the WIB, the Executive Committee, the WIB Chair, or on its own initiative:
- i. Interpret Bylaws questions;
 - ii. Draft amendments to the Bylaws;
 - iii. Implement solutions to Bylaws-related problems;
 - iv. Make recommendations to the WIB for renewal appointments of WIB Members; Accept and review nominations to fill vacant seats on the WIB, and make

recommendations to the WIB for appointments by the Board of Supervisors; and each even-numbered year, commence the process for election of WIB Officers, by nominating one or more WIB Members for each Officer position authorized under the Bylaws. The written report of the Committee, stating the names of the persons so nominated, shall be forwarded to the WIB's spring quarterly Board of Directors meeting, for consideration.

- v. The standing and(or) ad hoc committees, councils, and(or) working group(s) shall maintain an official text of the Bylaws incorporating all changes as adopted by the WIB membership and shall verify as correct all published texts of the Bylaws.
- (d) **Mature Worker Council** - This standing and(or) ad hoc committees, councils, and(or) working group(s) is an advisory body to the WIB and shall provide:
- i. The standing and(or) ad hoc committees, councils, and(or) working group(s) shall provide subject matter expertise in policies and programs to assist the WIB in increasing meaningful employment opportunities for mature workers to achieve economic security and independence.
 - ii. The standing and(or) ad hoc committees, councils, and(or) working group(s) is comprised of 11 Members, including at least five who may be non-WIB Members with diverse content and program experience and expertise in mature worker and workforce issues from academia, private sector, government, non-profits, workforce development, economic development, and/or L.A. County WorkSource Centers. The Chair of this Council shall be a Member of the WIB.

- iii. Non-WIB Members interested in serving on the Mature Worker Council shall complete the WIB's formal nomination packet. The WIB will notify the Board of Supervisors of new appointees to the Mature Worker Council.

Non-WIB Member appointees to this Council may be appointed for an initial three-year term. Renewal of non-WIB Members to this Council shall be limited to one additional full term of three years.

Former Council Members may re-apply for membership on a Council no sooner than one year following the end of their term. Non-WIB appointees to this Council will be notified by the WIB Executive Director at least six months in advance of their term end date that their term will end.

Council Members who wish to be considered for renewed membership on the Council shall complete a Council Renewal packet. The Member must submit the packet within six months of their term end date to be considered for renewal by the WIB Bylaws and Nominations Committee and reappointed by the WIB before their term ends.

Any Member who does not submit a renewal packet for consideration and reappointment by the WIB before their term ends will cease to be a Member of the Council.

- (e) **Youth Council** – This Council is a subgroup of the WIB. Members of this Council shall be appointed by the WIB in cooperation with the Board of Supervisors.
 - i. The Council shall provide expertise in youth workforce development policy and assist the WIB in developing the portions of the local plan relating to eligible youth.

- ii. Develop and recommend local youth employment and training policy and practices.
- iii. Broaden the youth employment and training focus in the community to incorporate a youth development perspective.
- iv. Establish linkages with other organizations serving youth in the local area.
- v. The Council shall have no more than seventeen Members and membership will be in accordance with WIA section 117(h), SB 293, and the following:
 - 1. The Chair of this Council shall be a Member of the WIB
 - 2. Of the 17 members, there may be up to five additional Members of the WIB with special interest or expertise in youth policy;
 - 3. Representative of youth service agency, including juvenile justice and local law enforcement agencies;
 - 4. Representative of local public housing authority;
 - 5. Parents of youth seeking assistance under this subtitle;
 - 6. Individuals, including former participants, and representatives of organizations, that have experience relating to youth activities;
 - 7. Representatives of the Job Corps, as appropriate;
 - 8. Representatives of education, which may include special education personnel, employers, and representatives of human service agencies, who have special interest expertise in youth policy.
 - 9. Representatives of eligible youth
 - 10. Representatives of youth who are enrolled in school, and out of school youth.

11. Representatives from the private sector.
 12. Representatives of private non-profit agencies serving youth.
 13. Representatives of apprenticeship training program serving youth.
 14. And there may be one optional seat.
- vi. Members of the Youth Council who are not otherwise Members of the WIB shall be voting Members of the Youth Council and nonvoting Members of the WIB.
 - vii. Non-WIB Members from the local community who meet the qualifications of one or more of the state and federal mandated categories of representation and are interested in serving on the Youth Council must complete the WIB's formal nomination packet for the Youth Council. Nominations are first reviewed by the Bylaws and Nominations Committee in consultation with the Board of Supervisors and Youth Council Chair. A Recommendation from the Committee to appoint a Nominee is forwarded to the WIB for a vote on the recommendation at the next scheduled WIB meeting. The WIB will notify the Board of Supervisors of new Appointees to the Youth Council.
 - viii. Non-WIB Member appointees to this Council may be appointed for an initial three-year term. Renewal of non-WIB Members to this Council shall be limited to one additional full term of three years. Former Council Members may re-apply for membership on a Council no sooner than one year following the end of their term.
 - ix. Non-WIB appointees to the Youth Council will be notified by the WIB Executive Director at least six months in advance of their term end date that their term will end. Council Members

who wish to be considered for re-appointment to the Council shall complete a Youth Council Renewal Packet. The Member must submit a completed Renewal Packet within six months of their term end date to be considered for renewal by the WIB Bylaws and Nominations Committee and reappointed by the WIB before their term ends.

Any Member who does not submit a complete renewal packet for consideration and reappointment by the Full-WIB before their term ends will cease to be a Member of the Council upon their term end date.

(f) **Working Groups**

The WIB Chair may appoint working groups of the WIB, as long as such working groups do not constitute a quorum of any Standing Committee, or the Executive Committee. The Chair of any Standing Committee may also form a working group of their committee for the same purpose. A work group is a non-quorum number of the committee's Members. Every work group so formed shall be given a clear charge and time frame within which to carry out such charge, by their Chair. Work group meetings do not require compliance with public open meeting laws. Work groups are authorized only to make recommendations to the WIB, unless a work group has been delegated authority to take final action by resolution of the WIB. Such delegation of authority shall be made by motion and vote approved by the WIB. Any final action/decision made by a work group with such delegated authority must be made at a public meeting.

ARTICLE VIII - GENERAL PROVISIONS

1. **Ralph M. Brown Act.** All meetings of the WIB shall be called and conducted in conformity with provisions of the Ralph M. Brown Act of the State of California (the "Brown Act") (Cal. Gov. Code 54950, et seq.).

Any conflict between specific provisions of these Bylaws and provisions of the Brown Act shall be resolved in favor of the latter.

2. **Eleventh Edition of Robert's Rules of Order Newly Revised.** When parliamentary procedures are not covered by the Bylaws, Eleventh Edition of Robert's Rules of Order Newly Revised shall prevail.

ARTICLE IX - AMENDMENTS

1. Subject to the limitations set forth in these Bylaws, the Members may adopt, amend or repeal these Bylaws.
2. New Bylaws may be adopted, or these Bylaws may be amended or repealed, by approval of a majority of the Members of the WIB.
3. No amendment may extend the term of a Member beyond that for which the Member was appointed.