

# **GL Attachment U - WDB By-Laws**

## **GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD BYLAWS**

### **ARTICLE I - NAME AND PURPOSE**

#### **Section 1. NAME**

The name of this board shall be the Greater Lincoln Workforce Development Board and shall include the City of Lincoln, Lancaster County and Saunders County, Nebraska. Hereinafter it may be referred to as the GLWDB or the "Board".

#### **Section 2. PURPOSE**

The purpose of the Greater Lincoln Workforce Development Board shall be to carry out such duties and functions as delegated to it by the Local Workforce Investment Area Interlocal Agreement and the Workforce Innovation and Opportunity Act. Hereinafter it may be referred to as WIOA.

### **ARTICLE II - MEMBERSHIP**

#### **Section 1. COMPOSITION OF THE BOARD**

In accordance with the Local Workforce Investment Area Interlocal Agreement and Section 107 (b)(2) of WIOA, the Board shall consist of the following members with a majority of the board representing business in the local area:

- (a) Representatives of business owners and other business executives or employers with optimum policy making or hiring authority who represent businesses with employment opportunities that reflect employment opportunities in the local area
- (b) Representative of eligible providers administering adult education and literacy activities and a representative of institutions of higher learning providing workforce investment
- (c) Representatives of labor organizations or other representatives of employees and requiring at least one person from a joint labor-management apprenticeship program or apprenticeship program in the area. This category must make up a minimum of 20 percent of the board and may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment
- (d) A representative of economic and community development entities; a representative from the state employment office under the Wagner-Peyser serving the local area; and a representative of vocational programs carried out under Title I of the Rehabilitation Act of 1973
- (e) Such other individuals or representatives of entities as the Mayor of Lincoln may determine to be appropriate.

#### **Section 2. TERMS OF APPOINTMENTS**

Members of the Board shall serve for a term of three years except for initial appointments which may be for terms of up to one to three years with terms concluding at the end of each calendar year.

### Section 3. APPOINTMENT AND REMOVAL

The Mayor of Lincoln, as Chief Elected Official under the Local Workforce Investment Area Interlocal Agreement, shall make all appointments to the Board and may remove any member, at any time, with or without cause.

### Section 4. RESIGNATION

When members deem it necessary to resign from their appointment to the Board, they shall tender their written resignation to the Mayor of Lincoln with copies to the Chairperson of the Board and to the Workforce Administrator. Said member is considered an active member until replaced by another individual. The Mayor shall appoint another individual to serve, for the remainder of the unexpired term, in accordance with Article II, Section 3. In the event that the Chairperson resigns, the Vice-Chairperson shall serve as Acting Chairperson until such time as a new Chairperson is elected by the Board.

### Section 5. VACANCY

In the event of a vacancy, the Mayor shall appoint another individual to serve, for the remainder of the unexpired term, in accordance with Article II, Section 3.

## ARTICLE III- OFFICERS

### Section 1. OFFICERS

The officers of the Board shall be Chairperson, Vice-Chairperson, and Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the board. The City Treasurer shall be the Treasurer of the Board.

### Section 2. ELECTION OF OFFICERS

The Officers shall be elected by ballot to serve for two years or until their successors are elected, and their term of office shall begin at the annual meeting at which they are elected except for the initial election of officers where their term will begin at the instant the chair declares each officer elected. No member shall hold more than one office at a time.

### Section 3. CHAIRPERSON

The Board shall elect a chairperson who is a local business representative as defined in WIOA, Section 107(b)(2)(A). The Chairperson shall preside at all meetings of the Board and appoint Chairs and members of all committees and task groups as deemed necessary or desirable by the Board unless otherwise specifically provided for within these Bylaws. The Chairperson shall represent the Board and has the authority to speak on its behalf before the Mayor of Lincoln, Nebraska Workforce Development Board and at all public meetings and functions. The Chairperson shall have the authority to perform such other duties applicable to the office as prescribed by the Board and the parliamentary authority adopted by the Board.

### Section 4. VICE-CHAIRPERSON

The Board shall elect a Vice-Chairperson who is a local business representative as defined in WIOA, Section 107(b)(2)(A). At the request of, or in the absence of the Chairperson, the

Vice-Chairperson shall perform the duties of the Chairperson and perform other duties assigned by the Chairperson. The Vice-Chairperson shall have the authority to perform such other duties applicable to the office as prescribed by the Board and the parliamentary authority adopted by the Board.

#### Section 5. ABSENCE OF OFFICERS

In the event that all officers are absent from a meeting, the Chairperson shall designate a member of the Board that meets all requirements of Article III, Section 3 as the Acting Chairperson, who shall preside at such meeting only.

#### Section 6. VACANCY OF OFFICERS

In the event of any vacancies of such officers, the Board shall elect a new officer at the next meeting of the Board to fill the vacancy for the remainder of the term.

### ARTICLE IV - MEETINGS

#### Section 1. REGULAR MEETINGS

The regular meetings of the Board shall be at the call of the Chairperson.

#### Section 2. MEETING NOTICE

Notice of all meetings shall be in compliance with the Nebraska Open Meetings Act. Written notice of each meeting shall be sent to Board members by the Secretary or the Secretary's designee specifying the time, date, location, and proposed agenda not less than 3 days before the meeting. Written notice of the time and place of the meeting shall be sent out by the Secretary of the Board or the Secretary's designee to the City Clerk not less than 3 days before the meeting.

#### Section 3. ANNUAL MEETING

The annual meeting shall be held at the first meeting of every calendar year and shall be for the purpose of electing officers, and any other business that may arise.

#### Section 4. SPECIAL MEETINGS

Special meetings may be called by the Chairperson of the Board or upon the written request signed by ten members of the Board and filed with the Secretary. The purpose of the meeting shall be stated in the notice. Except in cases of emergency, at least two days' notice shall be given.

#### Section 5. QUORUM

A majority of the members shall constitute a quorum. The concurrence of a majority of the quorum present shall be necessary for any final action on any motion, unless otherwise provided herein or required by law.

#### Section 6. MANNER OF VOTING

The vote on motions moved and seconded shall be by roll call vote. No motion shall be deemed to have passed unless it received a majority vote of the quorum. For purposes of this section, procedural motions may be satisfied by a unanimous voice vote. In the event that the voice vote

is not unanimous, a roll call vote shall be required.

#### Section 7. SUNSHINE PROVISION

The Board shall conduct their meetings in compliance with Nebraska law and the Open Meetings Act and WIOA, Section 107(e). The Board will make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board including information regarding the local plan prior to submission of the plan, and membership, designation and certification of one stop operators, and the award of grants or contracts to eligible providers of youth workforce activities and on request, minutes of formal meetings of the board.

#### Section 8. CONFLICT OF INTEREST

Board members are subject to Chapter 2.54 of the Lincoln Municipal Code, Sections 49-1499 through 49-14,103.03 Nebraska Revised Statute and Section 107(h) of WIOA

- (a) A Board member must disclose with particularity the nature and extent of any financial interest in or affiliation with any person, business or organization that is seeking anything of value from the GLWDB prior to consideration of the request by the Board.
- (b) Under Section 107(h) of WIOA, board members may not vote on a matter under consideration regarding the provision of services by such member or by an entity that such member represents or that would provide direct financial benefit to such member or the immediate family of such member.

### ARTICLE V - EXECUTIVE BOARD

#### Section 1. MEMBERS

The officers of the Board, the Chairperson of each standing committee, and other board members as designated by the Chairperson shall constitute the Executive Board.

#### Section 2. DUTIES

The Executive Board shall have general supervision of the affairs of the Board and may act on behalf of the Board between its business meetings, make recommendations to the Board, and shall perform such other duties as are specified in these bylaws. The Executive Board shall be subject to the orders of the Board and none of its acts shall conflict with action taken by the Board. The Executive Board may exercise such other powers and perform other duties or functions as may be authorized by majority vote of the Board.

### ARTICLE VI - COMMITTEES

#### Section 1. STANDING AND SPECIAL COMMITTEES

Standing or special committees shall be appointed by the Chairperson as the Board shall from time to time deem necessary to carry on the work of the Board. The Chairperson shall be ex officio a member of all committees.

## ARTICLE VII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

## ARTICLE VIII - AMENDMENT OF BYLAWS

These bylaws can be amended at any regular meeting of the Board by a two-thirds vote of the quorum present, provided that the amendment has been submitted to Board members in writing at least five days in advance of the meeting at which they are to be acted upon. Such notice shall include both the proposed change and the section it supersedes.

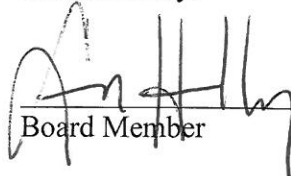
## ARTICLE IX - SUSPENSION OF BYLAWS

The Board may, by a vote of two-thirds of the quorum present, suspend all or any part of these bylaws when to do so would not be in conflict with the laws of the State of Nebraska or applicable federal laws.

## ARTICLE X - EFFECTIVE DATE

These bylaws shall become effective immediately upon majority approval of the quorum present.

Introduced by:


  
Board Member

Adopted as presented to the Greater Lincoln Workforce Development Board on the  
19<sup>th</sup> day of May, 2015.

Attest:

  
Chairperson

Greater Lincoln Workforce  
Development Board

  
Vice-Chairperson