

**REGION 2000 WORKFORCE INVESTMENT BOARD
BYLAWS
(Revised 5/14/13)**

ARTICLE I

BOARD

- 1.1 Composition of the Board: The Region 2000 Workforce Investment Board, hereinafter "WIB," shall be in accordance with requirements of the Workforce Investment Act of 1998.
- 1.2 Appointment of the Board: The Board shall be appointed by the Council of Chief Local Elected Officials for Local Workforce Area VII (the Council), including the City of Lynchburg and the Counties of Amherst, Appomattox, Bedford, and Campbell. Once established, the Board may recommend to the Council additional appointments to the Board not required by the Workforce Investment Act.
- 1.3 Election and Terms: Members will be appointed by the Council. Terms of members will be for two (2) years, and may or may not be staggered at the discretion of the Council. . Mandated partner agencies may replace their representatives at the same time new Board members are approved by the Council, if necessary.
- 1.3.1 Removal, Vacancies: Any Member's term on the Board shall become reviewable after missing two meetings in a calendar year where previous notice of absence was not provided to staff. Removal would occur after contact with the Member, and notification by staff on behalf of the appointing body. A vacancy may occur by removal, resignation or when a member no longer holds the position held at the time of appointment. . The Board may submit recommendations or a list of candidates to the Council for its review in filling vacancies. Excused absences will only be authorized at the discretion of the Chair, or if the Chair is unavailable, the Vice Chair. Absences prior to the adoption of these By-Laws will not be counted.
- 1.5 Regular Meetings: . Regular meetings will be held at least quarterly at a place within the region. The Board may adopt a schedule of additional meetings that shall be considered regular meetings for purposes such as developing a plan, preparing the budget, or other such purposes as required.
- 1.6 Special Meetings: Special meetings may be called by the Chair or the Executive Committee for any purpose.
- 1.7 Notice of Meetings: Meeting agendas will be distributed to the Board three (3) days prior to the regularly scheduled meeting. Notice of special meetings shall require three (3) days notice. Public notice shall be given for all regular and special meetings.
- 1.8 Quorum: A simple majority of the certified members of the Board present for the meeting shall constitute a quorum. Decisions and acts made by majority vote of the members at any duly

constituted meeting where a quorum is established shall be regarded as acts of the Board except as otherwise provided by these Bylaws,

1.9 Meeting Conduct and Voting:

1. Robert's Rules of Order shall guide the Board in all proceedings, except as otherwise provided for in these Bylaws.
2. A member may send an alternate to a Board meeting, but said alternate shall not be allowed a vote on any official matters.
3. In accordance with the Virginia Freedom of Information Act, electronic forms of voting will not be permitted.

1.10 Compensation: No Member shall receive compensation for services as a Board member.

1.11 Staff: The Board is authorized to hire and/or contract with persons to provide administrative and/or technical support. The hiring or contracting shall be approved by the Executive Committee.

1.12 Records: Staff to the Board will record minutes of each Board meeting and special meetings and shall be the keeper of such records.

ARTICLE II

OFFICERS

2.1 Officers: The Board shall elect a Chair and a Vice-Chair and any other such officers as are deemed necessary by the Board. The Chair and Vice Chair shall be members of the business community.

2.2 Elections Term: Officers shall be elected for a term of one year to the end of the succeeding year.

2.3 Duties of the Chair: Work with staff to create meeting agendas..

1. Appoint members to the committees;
2. Call special meetings of the BOARD;
3. Represent the BOARD or designate other members or staff to represent the BOARD at public functions; and
4. Approve, sign and send letters of support when, at the Chair's discretion, lending of such support is in clear agreement with the principles or the goals of the BOARD and/or the WIA.

2.4 Duties of the Vice Chair: The Vice Chair shall perform all functions of the Chair in the absence of the Chair.

ARTICLE III

COMMITTEES

- 3.1 Committees: The Board may create committees, including an Executive Committee. Committee members may be voluntarily sought from the Board membership or appointed by the Chair. With the exception of the Youth Council, Committees will be chaired by a member from the business community. Committees shall serve in an advisory capacity to the full Board. Committee members may include non-Board members with expertise in areas that would assist the Committee and the Board in their decision-making.
- 3.2 Executive Committee: The Executive Committee will be comprised of the Chair, Vice-Chair, Chairs of any Standing Committee, and two at-large representatives from the Board. The Executive Committee will be responsible for handling the business of the Board between meetings of the entire Board. A majority of the members of the Executive Committee shall be from the business community membership of the Board.
- 3.3 Authority of Committees: The authority of the Committees shall be outlined in a charge. At no time may a committee act on behalf of the Board without approval of a majority of the Board.
- 3.4 Committee Meetings: Committees may schedule their meetings without notice to the full Board. Committees shall keep minutes of the meetings and submit them to the Board.
- 3.5 Records: Each Committee will record minutes of each meeting and the Chair of each Committee shall be the keeper of such records.

ARTICLE IV

YOUTH COUNCIL

- 4.1 Composition of the Youth Council: The membership of the Youth Council shall be in accordance with the Workforce Investment Act of 1998.
- 4.2 Appointment of the Board: Members of the Youth Council shall be appointed by the Local Workforce Investment Board in concert with the Council..
- 4.3 Terms: . Membership terms shall be two (2) years. Members may be reappointed to serve additional two (2) year terms.
- 4.4 Removal, Vacancies: Any Member may be removed under the same conditions as specified in Section 1.4 above for Board members.

Removal would occur after contact with the Member, and notification of the Board. Removal is the responsibility of the Board. A vacancy may occur by removal or resignation. Vacancies resulting from either will be filled by the Board in a timely manner. The Youth Council may submit recommendations or a list of candidates to the Board for its review in filling vacancies.

- 4.5 Meetings: The Youth Council may set its own schedule for meetings.

ARTICLE V

CONFLICT OF INTEREST

- 5.1 Conflict of Interest: All members of the Board and its Committees and Youth Council shall adhere to the conflict of interest provisions as may be communicated through the Workforce Investment Act of 1998 or any applicable Commonwealth of Virginia law, regulation or policy.

ARTICLE VI

MISCELLANEOUS PROVISIONS

- 6.1 Seal: The Board may adopt a Seal or Logo for identification of the Board.
- 6.2 Program Year: The program year of the Board shall be July 1 to June 30.
- 6.3 Amendments: Amendments to these By-Laws may be made in accordance with the following provisions:
- a. Proposed Amendments shall be submitted in writing and sent out to Board members with the Notice of Meeting.
 - b. Proposed Amendments must be approved by a majority of the Board membership voting at a regular meeting.
 - c. Changes to the Proposed Amendments made at the Board meeting must be re-sent to the Board members for approval at the next regular meeting.