

**CAPITAL AREA WORKFORCE DEVELOPMENT BOARD
BYLAWS**

**ARTICLE I
Name and Purpose**

Section 1. NAME

The name of this organization shall be the Capital Area Workforce Development Board (hereinafter referred to as the “Board”).

Section 2. PURPOSE AND RESPONSIBILITIES

The purpose and responsibilities of the Board shall be to:

- A. Plan and oversee the delivery of all Capital Area workforce development programs specified as responsibilities of the Workforce Investment Board;
- B. Advise local elected officials, employers, local education agencies and community colleges, state and local employment and training agencies, and citizens about policy, programs and other information relative to the local workforce;
- C. Serve as a point of contact for business, industry, and the public sector to communicate their workforce needs;
- D. Develop a local plan in coordination with appropriate community partners that addresses the workforce development needs of Wake and Johnston Counties, which is responsive to the goals, objectives, and performance standards established by the Governor;
- E. Collaborate with local education agencies and local community colleges in the development of school-to-work plans;
- G. Develop industry or sector cluster analysis in order to set training priorities in the service area;
- H. Plan and oversee the delivery of services under Capital Area’s JobLink Center system, charter JobLink Centers in Wake and Johnston counties, and monitor and review their performance;
- I. Develop linkages with regional and local economic development efforts and activities, and promote cooperation and coordination among the public organizations, community organizations, education agencies and private businesses.

ARTICLE II
Members

Section 1. **APPOINTMENT**

Members of this organization shall be appointed by the following procedure: The Chief Elected Official (Chairman of the Wake County Board of Commissioners, hereinafter referred to as the CEO) shall appoint members based on nominations from the following: general purpose business organizations for private sector representatives; local education agencies; vocational education institutions, general organizations, and higher educational institutions; and private and proprietary schools; state or local labor organizations and other interested organizations. The number of private sector nominees shall be at least 150 percent of the number of individuals to be appointed.

Section 2. **COMPOSITION**

This board shall be composed of not more than 25 members, a majority of whom must be representatives of the private sector. The Board shall also include representatives from each of the following groups: community-based organizations and organized labor, who shall constitute not less than 15% membership of the Board; educational agencies; vocational rehabilitation agencies, public assistance agencies; economic development agencies; and the public employment service.

Section 3. **TENURE**

All appointments will be for a two-year term to expire on June 30th of each respective term. No member shall serve more than three (3) consecutive terms (6 years) or a total of five (5) terms (10 years) in any one appointed position. An individual whose initial appointment is to fill an unexpired term or an initial staggered term of less than two years, shall be eligible to serve the number of full-length terms other members are eligible to serve, unless, prior to the time for reappointment that individual has already served six consecutive years. Members may be re-appointed at the pleasure of the CEO.

Section 4. **TERMINATION FOR CAUSE**

By simple majority vote of the membership or by action of the Chief Elected Official, a member may be removed for cause from the Board. Cause would be for such actions as malfeasance, misfeasance, misconduct, or any action which would be deemed not in the best interest of the Board.

Section 5. RESIGNATION

Letters of resignation must be submitted to the Capital Area Workforce Development Board Chair. Three consecutive absences without justification will be considered defacto resignation. Justification must be submitted in writing. The Board Chair has the authority to accept or deny justification.

Section 6. VACANCIES

Upon vacancy of any position on this Board, the procedure in Article II, Section 1, will be followed to provide replacement representation to complete the remainder of that term of appointment.

ARTICLE III
Meetings

Section 1. REGULAR MEETINGS

The Board shall meet at such time and place as determined by the Chairperson. The Board will meet no less than five times per year. Five working days notice shall be delivered to each member stating a reasonable time, date and place of the meeting and the meeting's purpose.

Section 2. SPECIAL MEETINGS

The Chairman of the Board may, when deemed necessary, call a special meeting of the Board for the purpose of transacting any business designated in the call. Notice of special meetings shall be delivered to each member at least 2 working days in advance.

Section 3. QUORUM

At all meetings (regular or special) of the Board, 40% of the Board membership constitutes a quorum for the purpose of transacting business.

Section 4. CONDUCT OF MEETINGS

All meetings of this Board shall be conducted in accordance with the latest edition of Robert's Rules of Order.

Section 5. OPEN MEETINGS

All meetings shall be open to the public.

Section 6. PROXY REPRESENTATION AND VOTING

A member may designate a representative to attend in his/her absence. The representative may participate in discussions but may not make or second motions or vote. A member providing written voting instructions to the Chairman may have his/her representative cast a vote in accordance with the instructions on the specific item(s).

Section 7. CONFLICT OF INTEREST AND VOTING

No member of this Board shall cast a vote on the provision of services by that member, or any organization which that member directly represents, or vote on any matter which would provide direct financial benefit to that member. No member will discuss or vote on any issue as to which the member has an economic interest unless specifically questioned by the other members. A Board member who represents a JobLink “key partner” and whose organization is the host site for a JobLink Center shall not cast a vote on the chartering of that Center.

**ARTICLE IV
ORGANIZATION**

Section 1. OFFICERS

The officers of this Board shall be a chairman, a vice-chairman, and a secretary.

Section 2. ELECTION OF OFFICERS

Officers of this Board shall be elected in June for two-year terms. The Chairman and Vice-Chairman will be elected from among the members who are representatives of the private sector. The secretary will be elected from among all members.

Section 3. CHAIRMAN

The Chairman shall preside at Board meetings, designate standing and ad hoc committees deemed appropriate and appoint their chairmen and members. Except

as otherwise authorized by action of the Board, the Chairman shall execute agreements and other instruments of the Board.

Section 4. VICE-CHAIRMAN

The Vice-Chairman shall assume all duties and responsibilities of the Chairman in his/her absence from meetings. In the event that the office of Chairman is vacated before the end of the term, the Vice-Chairman shall assume the office in an acting capacity until such time as the Board elects a new Chairman.

Section 5. SECRETARY

The Secretary shall be responsible for proper notification of meetings and review and submission to the Board of the minutes and shall carry out any other duties deemed appropriate by the Chairman. Local Area staff will serve as support personnel in performing these duties.

Section 6. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Chairman, Vice Chairman, Secretary, and/or at least one other member from the private sector, the public sector, and a community-based organization for a total of up to five members. Responsibilities of the Executive Committee are as follows: make standing committee assignments and coordination among committees, prepare recommendations to Board on state and national issues, act as needed between regularly scheduled Board meetings, and develop immediate and long-range goals for Board concurrence.

Section 7. STANDING COMMITTEES

Standing committees are created and appointed by the Executive Committee. The Chair shall designate sufficient standing committees as necessary to carry out the responsibilities of the Board. The Chair shall appoint committee Chairpersons and committee members as needed or as required by the Act. Committees shall consist of board members and community partners responsible for the implementation of Workforce Development Board priorities and strategies. Committees shall be chaired by Capital Area Workforce Development Board members. Local Area staff will serve as support personnel to the standing committees.

Section 8. VACANCY

If an office becomes vacant, the Board shall elect a successor at its next meeting.

ARTICLE V
Amendments

Section 1. **AMENDMENT PROCEDURE**

Board Bylaws can be amended at any regular Board meeting provided the proposed amendment(s) has been submitted in writing to the Board members at least two weeks prior to the meeting.

Section 2. **VOTE NEEDED**

The Bylaws shall be amended upon affirmative vote by a simple majority of the Board.

Adopted by
Capital Area Workforce
Development Board

April 22, 2010
Date