

By-Laws
Of The
Regional Workforce Development Board
Region 15
(Revised 10/13/15)

Article I – Name

The name of the Board shall be the Regional Workforce Development Board, as established by state Senate File 2409 section 11,84a.1c. The Region 15 Regional Workforce Development Board represents the following counties: Appanoose, Davis, Jefferson, Keokuk, Lucas, Mahaska, Monroe, Van Buren, Wapello and Wayne.

Article II – Purpose/Authority

- 2.1 The board shall identify Workforce Development needs in its region, assist the State Workforce Development Board and Iowa Workforce Development in the awarding of grants or contracts administered by the department in the region and in monitoring the performance of the grants and contracts awarded. Make annual reports as required by section 84a.1b, and make recommendations to the State Workforce Development Board concerning Workforce Development.
- 2.2 The Regional Workforce Development Board support will be provided by Iowa Workforce Development.
- 2.3 In addition, the board is charged with the following:
 - a. Developing a Regional Assessment and Analysis Plan
 - b. Setting priorities for regional products and services
 - c. Determining where to invest workforce development system resources
 - d. Determining who provides regional services, and
 - e. Evaluating the effectiveness of service providers.
- 2.4 Principle Location – The principle location of the organization shall be within Wapello County in the city of Ottumwa, Iowa.

Article III – Organization

- 3.1 The members of the board shall be appointed by the governor, consistent with the requirements of federal law and in consultation with chief elected officials within the region. Chief Elected Officials responsible for recommendations for board membership shall include, but not limited to, county elected officials, municipal elected officials, and community college trustees. The membership of the board shall provide for equal representation of business and labor and shall include a county elected official, a city official, a representative from a school district, and a representative of a community college.

Composition includes:

- a. Five Business representatives
- b. Five Labor representatives
- c. One community college representative
- d. One school district representative
- e. One county elected Official, and
- f. One municipal elected Official.

3.2 Terms of Office – Each member is eligible to serve more than one term of office.

3.3 Termination of Term

- 3.3.1 Board members, who are not able to complete their term, are requested to submit a letter of resignation to the Governor’s office. Copies of the termination letter should be sent to the Regional Workforce Development Board Chair and the Regional Workforce Development Liaison.
- 3.3.2 A member shall be considered non-participating if s/he misses three consecutive meetings without reasonable notification to the Chair or Vice Chair of the Board.

Article IV – Roles and Responsibilities of Officers

- 4.1 Officers. The Chairperson and Vice-Chairperson shall be elected for a two-year term. The Chairperson and the Vice-Chairperson shall *not* be from the same political party. Selection of the Chairperson and the Vice-Chairperson shall be done every two years by the Regional Workforce Development Board in July of each year. The two elected officers shall assume office upon election. If the position of Chairperson or Vice-Chairperson becomes vacant, the vacancy shall be filled by Regional Workforce Development Board action.
- 4.2 Chairperson. The role of the chairperson shall include, the chief representative of the board at all official meetings, the establishment of the agenda, the presiding at all regular and special meetings of the Board, sign all documents on behalf of the board. The Chairperson shall appoint chairs and members of all standing committees and may appoint such other ad hoc committees as deemed necessary.
 - 4.2.1 Executive Committee. The Executive Committee shall be composed of the Chairperson, Vice-Chairperson, and three (3) additional members elected annually in emergency situations, over issues or approvals that are documented to be so critical that waiting for approval (or denial) by the Board at the next scheduled meeting would not be in the interest of the Region. Meetings of the Executive Committee shall be called by the Chairperson. Seventy-five percent (75%) of the members of the Executive Committee shall constitute a quorum. Minutes of the Executive

Committee shall be provided at the next scheduled meeting of the Board and the Board may overturn decisions made by the Executive Committee.

- 4.3 Vice-Chairperson. The Vice-Chairperson shall be the board's representative as the 2nd officer to preside in the absence of the Chairperson of the board. In the capacity as Vice-Chair, the Vice-Chairperson assumes the full duties of the Chairperson in her or her absence.
- 4.4 Alternate. Regional Workforce Development Board members may select alternates to represent them during the Regional Workforce Development Board meetings. Alternates do have voting privileges.
- 4.5 Ex-Officio Members. Ex-Officio members are allowed at the discretion of the Regional Workforce Development Board. Ex-Officio members do not have voting privileges. The following organizations have representation as an Ex-Officio to the Regional Workforce Development Board:
 - a. Iowa Workforce Development
 - b. Department of Human Resources
 - c. Iowa Vocational Rehabilitation
 - d. Adult Basic Education
 - e. Office of Registered Apprenticeships

Article V – Meetings

- 5.1 Regular Meetings. Regular meeting shall be held on the Second Tuesday of every third month at 1:00 PM unless otherwise established by the majority action of the membership.
- 5.2 Special Meetings. Special meetings may be called by any member of the Board.
- 5.3 Teleconference Meetings. In the case that members are unable to physically attend meetings, teleconferencing will be available. Details will be provided and sent with the agenda prior to each meeting.
- 5.4 Quorum. A simple majority of the membership shall constitute a quorum for any meeting of the Board.
- 5.5 Conflict of Interest. If a member of the Regional Workforce Development Board has an interest, either direct or indirect, in a contract to which the Department is or is to be a party, the interest shall be disclosed to the Regional Workforce Development Board in writing and shall be set forth in the minutes of a meeting of the Regional Workforce Development Board. The member having such interest shall not participate in any action by the Regional Workforce Development Board with respect to the contract.
 - 5.5.1 This provision does not limit the right of a member of the Regional Workforce Development Board to acquire an interest in bonds, or limit the

right of a member to have an interest in a bank or financial institution in which funds of the Department are deposited or which is acting as a trustee or paying agent under a trust indenture to which the Department is a part.

Article VI – Procedures

- 6.1 Rules of Order. Robert’s Rules of Order shall govern the conduct of the board, except as modified by statute, rule or these by-laws.
- 6.2 Order of Business. The order of business for the board shall be determined by the Chairperson.
- 6.3 Voting. Each board member shall have one vote. All matters before the board shall be decided by a simple majority vote of the members present.
- 6.4 Public Meetings. All meetings are Public Meetings and shall have a Public Notice published as to the time and place of the meetings.
- 6.5 Publication of Proceedings. A record of all meetings shall be maintained.

Article VII – Adoption and Amendments

- 7.1 Adoption. These by-laws shall become effective after approval of a simple majority of the Board membership present.
- 7.2 Amendment. These by-laws may be amended or replaced by the affirmative vote of a simple majority of the Board membership present. Any changes must be submitted to all Board members at least 45 days prior to a meeting where Board members will take a vote.

Article VIII – Revision Procedures

- 8.1 The Regional Workforce Development Board procedures may be modified with the consent of the Board with the exception of the following items:
 - a. Article II (2.3 a,b,c)
 - b. Article III (3.1 d)
 - c. Article IV (4.1; 4.2; 4.3; 4.4; 4.5)
 - d. Article V (5.2; 5.4; 5.5)
 - e. Article VI (6.1; 6.2)