

CUMBERLAND COUNTY WORKFORCE DEVELOPMENT BOARD

BY-LAWS

ARTICLE I. THE BOARD

Section 1. Name. The name of this organization shall be the Cumberland County Workforce Development Board, hereinafter referred to as the Board.

Section 2. Purpose. It is the purpose of the Cumberland County Workforce Development Board to promote the full development and utilization of the State's employment and training resources. The Board shall be charged with advising the Governor on employment and training policy recommendations that will ensure that the employment and training system in North Carolina is responsive to the needs of the State's workers and employers and promote a higher standard of living. The Board also seeks to harmonize the efforts of the network of separate but interdependent agencies that make up the employment and training system.

Section 3. Membership. The Board shall be appointed by the Chief Elected Official in a manner consistent with federal and state law and regulations governing the employment and training board. The Board shall be composed of 23 appointed members. A minimum of 51 percent shall be from the private sector. An appointed member may be removed from office by a majority of votes or the membership with the approval of the Chief Elected Official when they miss three unexcused consecutive bi-monthly meetings.

Section 4. Authority. The Board shall serve the County as specified in the Workforce Innovation and Opportunity Act (WIOA) and shall have such other responsibilities as prescribed by State law pursuant to G.S. 143B-340.

ARTICLE II. OFFICERS.

Section 1. Chairperson. The chairperson will be elected by members of the Board and must be from the private industry sector that is eligible to serve pursuant to the requirements of the state and federal law. The chairperson shall preside at meetings, appoint committees, and through the Board's support staff, perform such other duties as are directed by the Board. The chairperson is authorized to enter into agreements and authenticate documents on behalf of the Board and the same acts shall be legally binding upon said Board.

Section 2. Vice-Chairperson. The vice-chairperson shall be elected from the membership and shall be a representative of the private sector. The duties of the vice-chairperson shall be to conduct the business of the Board in the absence of the chairperson and such other duties as may be assigned by the chairperson.

Section 3. Secretary. A member of the Workforce Area staff shall serve as secretary of the Board. As official Board custodian, the secretary shall keep accurate minutes of all meetings and proceedings of the Board, and all other Board business.

ARTICLE III. STAFF

Board Support. The Board shall be supported in the performance of its duties by a full-time staff consisting of a director and persons engaged in the administrative, technical, and support areas. This staff shall be responsive to needs of the Board and shall initiate and generate those actions necessary to support the Board in its mandated functions.

ARTICLE IV. BOARD MEETINGS

Section 1. Regular Meetings. The Board shall meet bi-monthly on the second Wednesday at the call of the chairperson.

Section 2. Special or Called Meetings. The Chairperson may call special meetings of the Board as required. Upon receipt of written request from a majority of members of the Board, the chairperson shall call a special meeting of the Board to convene within fourteen days.

Section 3. Sunshine Provision. The Workforce Development Board must conduct its business in an open manner, as required by NCGS 153A-40, by making available to the public, on a regular basis through open meetings, information about the activities of the Board.

Written meeting announcements in local newspaper
Meeting dates on WDB website

Section 4. Quorum. A minimum of twelve members of the Board present shall constitute a quorum for the transaction of business.

Section 5. Voting. All actions of the Board shall be determined by a majority vote of the members present and voting except the adoption and amendment of the bylaws which shall be by a two-thirds vote of the members present. Each member of the Board shall have one vote and no proxy votes shall be allowed. No member of the Board shall vote on his or her providing services (or any organization which the member directly represents) or vote on any matter which would provide a direct financial benefit to that member.

Section 6. Order of Business. The chairperson shall be responsible for orderly business of the Board and for calling items of the agenda; only members of the Board shall participate in the discussion except by prior arrangement with the chairperson, upon request of a member of the Board, or during the public participation period.

Section 7. Agenda. The agenda for Board meetings shall be developed by Board staff and approved by the chairperson. Items not included on the agenda may be considered only upon two-thirds votes if those members are present.

Section 8. Rules. The rules set forth in the current edition of Robert's Rules of Order, Newly Revised, shall govern the procedures of the Board.

Section 9. Conflict of Interest. No member or employee of the Board, nor agent in interest of such person, may vote on any bid, proposal, or contract with the Workforce Innovation and Opportunity Act program, in which they may have a personal and/or pecuniary interest in. No member of the Board may use information obtained through public service to aid or assist any person in obtaining a favored position, a personal advantage, or a pecuniary

gain with respect to the Board and/or any program offered by or under the auspices of WIOA.

ARTICLE V. COMMITTEES

Committee chairpersons shall be selected by the Chairperson.

Executive Committee

Functions and Responsibilities

1. Responsible for an accountability system that builds the capacity of the Cumberland County Workforce Development Board.
2. Measures success of the Board by utilizing the following indicators of quality:
 - Measures are relevant to improving local economy
 - Measures are quantifiable
 - Measures are published in some form
 - Progress against the measures is tracked and published
 - Measures are reviewed for appropriateness and updated periodically
 - Measures have economic development impact
 - Measures cross local workforce development board boundaries, where multi-local workforce boards cover the same labor market
 - Process includes all relevant economic development entities
 - Process includes periodic reporting back to stakeholders and the public at large
 - Process includes establishing metrics for gauging progress
3. Ensure that the Board meets the following outcome standards:
 - Meets required performance standards for WIOA
 - Meets responsibilities for NCWorks Career Center
 - Clean audit trail
 - Clean monitoring record
 - Effective use of funds
4. Appoints members of the Youth Council, assuring Board representation.
5. Act as needed between Board meetings.
6. As needed, make assignments to other committees.
7. Serve as liaison with the National Association of Counties, the National and North Carolina Association of Workforce Development Board and elected officials.

Frequency of Meetings

The committee shall meet on an as needed basis.

Business & Finance sub-committee

Functions and Responsibilities

This committee will review the budget for WIOA, and advise the staff on any special expenditures.

Frequency of Meetings

This committee shall meet on an as needed basis.

Planning & Evaluation sub-committee

Functions and Responsibilities

This committee will assist in developing the annual and strategic plan, and monitor the plan's progress. It will also assist in evaluating the performance of the WIOA programs.

Frequency of Meetings

This committee shall meet on an as needed basis.

Labor Market Information sub-committee

Functions and Responsibilities

This committee will assist in developing the bid for the LMI study, will monitor economic activity, including the jobless rate, and advise the staff on occupational and business trends in Cumberland County's labor market.

Frequency of Meetings

This committee shall meet on an as needed basis.

Program Activities & Community Relations sub-committee

Functions and Responsibilities

This committee will review the mix of programs and services offered by WIOA funds, and market the WIOA services to the community of job seekers and employers. This committee will also review the list of training providers and recommend additions or deletions.

Frequency of Meetings

This committee shall meet on an as needed basis.

Marketing/Bylaws/Nominations sub-committee

Functions and Responsibilities

This committee will work on raising the visibility of the Workforce Development Services, especially Business Services, to the citizens and employers of Cumberland County. This committee will also enforce the Bylaws of the Workforce Board and recommend changes, as well as guide the nomination and election of Workforce Board members.

Frequency of Meetings

This committee shall meet on an as needed basis.

Youth sub-committee

Functions and Responsibilities

As provided by WIOA Sec. 107(b)(4)(A)(II), the current Youth Council will become a standing committee of the Board. The Chair of the WDB will appoint the Chair of the Youth Council from among the Board members, but the members of the Youth Council are not required to be WDB members and can be volunteers who represent agencies, community-based organizations, or individuals in the community who are especially interested in the needs of youth in Cumberland County. This committee will advise on providing the most effective and comprehensive programs, activities, and opportunities for eligible youth (aged 16-24) seeking assistance in achieving academic and employment success.

Frequency of Meetings

This committee shall meet on an as needed basis.

ARTICLE VI. BYLAW AMENDMENT PROCEDURE

These Bylaws may be amended at any regular meeting of the Board by a two-thirds vote of the members' present, provided that the proposed amendment has been submitted in writing at the previous regular meeting.

Revised: 6/2015