

implementation
guide:
operational
resources



YOUTH
COUNCIL
TOOLKIT MODULE 5



United States Department of Labor

Employment & Training Administration / Office of Youth Services / Office of Youth Opportunities

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introduction

A Youth Council should have certain elements in place to become operational. The document “Key Principles for Effective Youth Councils” identifies those common elements that a Youth Council requires to become fully operational, based on input from State and local subject experts and federal staff. Information contained in this tool was gathered from a variety of sources including materials from both urban and rural local workforce investment areas.

This guide compliments the “Key Principles” guidance by providing quickly accessible reference information that Youth Councils can use, in concert with the “Key Principles” document, to become fully operational or to implement continuous strategies primarily for the purpose of effectively serving youth. We encourage Youth Councils to incorporate the key principles into their planning strategies and suggest members use the materials in this tool to help guide them in carrying out these principles.

components of the guide

Section 1 presents critical areas for Youth Councils to consider in carrying out their roles and responsibilities. Sections 2-6 offer information regarding essential resources (strategic plan, work calendar, by-laws, and community resource mapping) and promising models to help guide Youth Councils to become fully operational. Section 7 discusses how Youth Councils can move beyond WIA to build youth development system. In addition, the guide contains examples of tools which may prove useful to Youth Council members and addresses the importance of a youth development system.

section 1

Critical Elements for an Operational Youth Council

Youth Councils must fulfill Workforce Investment Act requirements, but can play a role far beyond those parameters. The powers and platform of the Youth Council provide its members with new opportunities for dialogue with community decision makers and employers- a platform that can be used to improve the fortunes of young people throughout their local communities. Youth Councils can:

Increase awareness of important youth issues. Youth Councils can have the power to spur effective, coherent youth policies at both the local and state level. The Councils can also provide a forum for communities to consider the impact that all local policy-making has on the lives of kids and on the overall quality of life.

Leverage funds for youth programs, including youth with disabilities, from various funding streams and maximize their impact. Millions of dollars in youth funds are available in every community, but they remain in categorical programs. Youth Councils can work with representatives of these funds to consolidate resources and programs, coordinate programming, and help youth funds work harder and go further for the kids they are meant to help.

Motivate individuals, agencies, and communities to improve youth services across the board, and to support and encourage local school improvement efforts. Through a better understanding of the needs of young people and the needs of the business world, Youth Councils may effect improvement in every area of youth service, not only in the few agencies receiving WIA youth funds. A Youth Council can easily become a clearinghouse for best practice information, available to all service providers in the area.

Insure that all youth are provided opportunity for career development through relevant educational instruction within their local area. The Youth Council can facilitate the linkages between education, workforce development, and economic development necessary to enable students to choose careers. One-Stop career centers can provide many resources to this emerging workforce, including out-of-school youth.

section 2

Youth Council Strategic Plan

The Strategic Plan should paint the big picture: Vision/Mission/Goals. Once the Youth Council reaches consensus on its vision and mission, responsibility for developing the Strategic Plan can be delegated to a representative subcommittee of Youth Council members for review and approval by the full Council. This plan guides future discussions and activities of the Youth Council.

See pages 9-13 for an example of a Strategic Plan.

Suggestions for developing a strategic plan can be found in *Recipes for Success: Youth Council Guide to Creating a Youth Development System Under WIA*. An electronic copy of the guide is available at www.usworkforce.org/resources/.pdf/recipes-ycouncil.pdf

section 3

Youth Council Work Calendar

An annual calendar of work to be completed provides all members with a tool to better understand their roles, responsibilities, and level of commitment required.

The following items are suggested for inclusion in the work calendar:

- Annual WIA and youth development system planning timeframes
- Request for Proposal (RFP) Process / Deadlines
- Schedule of meetings
- Membership process

See pages 14-17 for examples of Work Calendars.

section 4

Youth Council By-Laws

Youth Council By-Laws contain the rules adopted by the council to govern its actions. Some of the components of by-laws are:

- name of organization purpose
- guidelines for meetings, attendance
- members: total number, number of voting members, responsibilities
- leadership position names, descriptions, responsibilities, selection / election procedures and terms of each
- names, descriptions, responsibilities, membership of committees

See pages 18-21 for an example of By-laws.

section 5

Community Resource Mapping

Community Resource Mapping is a useful tool for a community developmental process. It provides a mechanism to:

- mobilize youth and adults across a locality
- identify where to locate new resources
- identify gaps in available resources and do advocacy
- provide baseline data on all resources for young people, children and families
- provide a meaningful youth development activity for youth and adults

section 6

Youth Council Websites

The Youth Council Website is a great marketing tool and also

- informs partners of grant opportunities
- provides training and related information to members and the community
- links with other resources in the community, state and nation

Examples of Youth Council websites include:

Wyoming at <http://soswy.state.wy.us/director/ag-bd/youth.htm>

Illinois at <http://www.ilworkforce.org/youth.htm>

section 7

Moving Beyond WIA To Build Youth Development System

WIA provides Youth Councils the unique opportunity to forge ahead in building a youth development system that offers youth the opportunity to achieve their aspirations. The strategic plan discussed above provides the roadmap for achieving this, because it presents a clear vision of the developing system, its components, and measures to determine effectiveness. Here are some steps to consider in expanding upon that vision:

Define a Youth Development System

“A Youth Development System is one where communities develop a unified vision of the needs of youth. Coordinated access is provided to education, workforce and support services. Integrated outreach and intake are provided so youth can easily use programs. Follow-up capacities are in place along with a system for program accountability. This system connects the dots for young people and ensures that there are places to go and things to do for them.”

Building a Youth Development System

- Audit community to determine what exists (example- community mapping tool)
- Develop linkages and structure between what exists

• Form new relationships to bridge the gap where services or activities are needed

• Foster relationships with and between:

- Economic Developers
- Employers
- Educators
- Parents
- Community Organizations, including those serving special populations
- Youth

• Local Elected Officials

- Others

• Attract/retain Youth Council Members who have power to influence the system

Sustaining a Youth Development System

- Continually monitor progress of developing system and communicate to all involved
- Identify opportunities to leverage resources (not just money)
- Seek opportunities to strengthen relationships between all involved

Financing a Youth Development System

- Focus on identifying non-WIA funding sources that target youth
- Leverage additional funds through partnership
- Seek private support such as foundations and non-profit organizations

examples of youth council tools

oregon youth council strategic plan-final recommendation

action items & next steps

Do you recommend the strategic plan as presented?

- Y/N
- Respond by August 14th to khenwood@worksystems.org
- Majority vote

next steps

- The Youth Council's plan will be brought to the Workforce Investment Board in September for approval.
- WSI staff will develop a workplan with specific tactics and measurable benchmarks to show progress.

mission statement

Vision: Youth become life-long learners who have the opportunity to support long-term employment success

Mission: The region II Youth Council, collaboratively with the Workforce Investment Board and regional stakeholders, works to create gateways to opportunities for all youth by providing skill development, education and support that meets and anticipates the needs of employers and leads to long-term employment success.

purpose and authority

Authority: The Youth Council is an advisory and policy group that has been designated to focus on the local youth workforce system on behalf of the local Workforce Investment Board (WIB).

Purpose: The Youth Council serves as a multi-jurisdictional policy council, including the City of Portland and Multnomah, Tillamook and Washington Counties, and is responsible for developing strategy recommendations and oversight for youth workforce systems while addressing the needs and interests of each of the sub-regional areas.

target population

Phase I

- 14-21 year old youth
- “at-risk”, out of school, & enterprise community

Phase II

- All youth 14-21 years old

Phase III

- K-24 years old

objectives

- Objective 1- Youth served in the local workforce system will have access and make progress towards an education equivalent to the state educational standards.
- Objective 2- Youth served in the local workforce system will be provided with work readiness and occupational skills as recognized and defined by a full spectrum of employers.
- Objective 3- Youth served in the local workforce system will acquire meaningful employment that provides a path to a living wage.
- Objective 4- Youth employed through the local workforce system will be provided support designed to maximize long term employment success.

strategies

1. Understand and identify the regional youth workforce system, including the individual needs and assets of youth, employers, educational institutions, as well as the political and economic trends that impact the system.
2. Assess the effectiveness and demonstrated success of programs and services, including the Youth Opportunity System, in determining sustainable funding strategies including resource allocation.

3. Maximize current funding and pursue additional funding consistent with the vision and mission of the Youth Council and Workforce Investment Board.

4. Transform the system through outcome and data driven policies, structures and programs, relying on capable stakeholders and coordinated as appropriate through worksystems inc.

5. Build Youth Council capacity for policy leadership including the involvement of key stakeholders.

6. Engage in a campaign to promote and encourage youth leadership and development opportunities including youth in decision-making and those that center around adult/youth partnerships.

7. Be a catalyst to engage the various youth serving systems, specifically juvenile justice, Job Corps, housing, schools, and employers, in workforce opportunities and policy issues and to streamline efforts for access to all youth.

8. Engage key partners, such as the public school system, alternative schools and community-based organizations, to integrate education reform standards, access to post-secondary education and other educational opportunities with workforce efforts.

examples of youth council tools

strategic timeline

2001

Major Milestones

Youth Council Formation>>Community Planning>>Procurement>>Contracting>>Evaluation

2002

2003

Assess the effectiveness and demonstrated success of programs and services, including the Youth Opportunity System, in determining sustainable funding strategies including resource allocation.

Understand and identify the regional youth workforce system, including the individual needs and assets of youth, employers, educational institutions, as well as the political and economic trends that impact the system.

Maximize current funding and pursue additional funding consistent with the vision and mission of the Youth Council and Workforce Investment Board.

Build Youth Council capacity for policy leadership including the involvement of key stakeholders.

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Be a catalyst to engage the various youth serving systems, specifically juvenile justice, Job Corps, housing, schools, and employers, in workforce opportunities and policy issues and to streamline efforts for access to all youth.

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Engage in a campaign to promote and encourage youth leadership and development opportunities including youth in decision making and those that center around adult/youth partnerships.

examples of youth council tools

philadelphia youth council annual workplan draft for 2000-2001

Goal One: Knowledge

Augment the knowledge base of the Youth Council for informed planning and decision making.

Objective	Strategy & Detail	Timelines	Accountable Party	Status
1.1 Research, analyze and develop dependable information and data on economic and workforce development conditions and market trends as they relate to youth in the City of Philadelphia	(a) Conduct labor market studies on growth industries in Philadelphia	March 2001	Strategic Planning Committee Philadelphia Youth Network	In Progress
	(b) Conduct research on existing workforce preparation opportunities for youth	March 2001		In Progress
1.2 Develop definition of a "prepared graduate" Committee	(a) Examine existing competencies (e.g., SCANS, School District Cross-Cutting competencies, etc.)	December 2000	Strategic Planning Committee Youth Advisory Group School District of Philadelphia Philadelphia Youth Network	Completed
	(b) Examine the graduation and promotion requirements of SDOP	December 2000		Completed
	(c) Conduct focus groups with employers, educators, providers and students	February 2001		In Progress
	(d) Analyze entry level requirements for post-secondary options	February 2001		In Progress

Objective	Strategy & Detail	Timelines	Accountable Party	Status
1.3 Identify that most effectively prepare a new entrant worker	Design experiences conceptual model of the workforce development system that outlines the experiences necessary to ensure that all youth are "reared graduates"	February 2001	Strategic Planning Committee Philadelphia Youth Network	In Progress
1.4 Create a comprehensive resource map of existing workforce preparation funding, corresponding activities, impact and outcomes	(a) Identify public and privately funded youth workforce development activities within the city. (b) Evaluate breadth, scope and outcomes of activities (c) Conduct a GAPS analysis	March 2001	Strategic Planning Committee Philadelphia Youth Network	In Progress
		March 2001		In Progress
		March 2001		In Progress
1.5 Develop outcomes for YC and YC funded programs.	Determine outcome measures for Youth Council and workforce dev't. programs	March 2001 and ongoing	Standards Performance Measures & Evaluation and Strategic Planning Committees	In Progress

Goal Two: Capacity
 Increase the capacity of service providers, employers and other key partners to function as part of a coordinated youth workforce development system that prepares youth for educational and economic success

Objective	Strategy & Detail	Timelines	Accountable Party	Status
2.1 Identify, disseminate and apply, programmatic and operational standards for youth programming.	(a) Develop programmatic standards (b) Develop tools for implementation	September 2000	Standards Performance Measures and Evaluation Committee Philadelphia Youth Network	Completed
		In Progress		June 2001
2.2 Educate and assist youth providers to implement Youth Council standards for youth programming	Design and implement a capacity building model for providers	March 2001	Standards Performance Measures and Evaluation Committee Philadelphia Youth Network	In Progress
2.3 Build capacity of employers, schools and youth serving agencies to work effectively as partners.	(a) Train providers on SDP Standards, Competencies and Graduation and Promotion Requirements (b) Develop strategy to more effectively facilitate communication and partnerships between schools and youth serving agencies. (c) Work with School-to-Work system and Summer Steering Committee to engage private sector in provision of work experiences for youth	February 2001	Standards Performance Measures and Evaluation Committee Philadelphia Youth Network Summer Steering Committee	In Progress
		March 2001 and ongoing		In Progress
		Ongoing		In Progress

Objective	Strategy & Detail	Timelines	Accountable Party	Status
2.4 Devise systemic structures, policies and supports for continuous program improvement (based on accountability measures addressed in 1.5 above.)	(a) Develop Request for Proposal for WIA funds for YouthWorks 2001 (b) Convene an ad-hoc subcommittee with the Mayor's Office to align summer experiences (c) Coordinate with existing initiatives to implement standards	December 2000	Standards, Measurement and Evaluation Committee	Completed
		November 2000 and ongoing	Philadelphia Youth Network and Mayors Office	In Progress
		On-going		In Progress

Goal Three: Resources

Maximize resources to support and create additional opportunities for youth.

Objective	Strategy & Detail	Timelines	Accountable Party	Status
3.1 Support existing efforts to leverage resources and develop new sources of funding and support from public, private and non-profit organizations for the purpose of increasing the number of summer and year-around opportunities for youth	(a) Analyze results of resource mapping and solicit the alignment of resources from appropriate agencies (b) Develop a fundraising strategy to support workforce preparation initiatives	June 2001	Strategic Planning Committee	To be completed
3.2 Engage key stakeholders, particularly those from the private sector in mutually beneficial partnerships that support the Youth Council's systems building goals.	(a) Solicit membership of key stakeholders on the Youth Council (b) Support the City's effort to engage the private sector in Summer initiatives	June 2001	Youth Council Chair, Youth Council Strategic Planning Committee Mayor's Office	On-Going
		June 2001		

boston youth council calendar

mission statement

To ensure that the most dis-engaged and disadvantaged youth in Boston have the skills and credentials necessary to access and retain career-oriented employment.

1. Ongoing Oversight of and Policy Direction to WIA and YOG Systems

september

- Vote on Refunding YOG Dorchester High School-within-a-School.
- Vote on Second Round of YOG School within a School Procurement.

Note: SWS discussions going forward will be part of the Youth Opportunity grant performance and financial report.

- Brief review of all operations plans for the Youth Opportunity Center: outreach and recruitment, intake and assessment, youth development, transitional employment program, Youth Leadership Council, follow-up strategy.
- Final Review of Year 1 Performance Data for Youth Opportunity Grant Alternative Education Services.

- Review of Year I Youth Opportunity Grant Implementation Outcomes and Expenditures
 - DOL Issues and Associated Goals
 - Federal YOG Specific Performance Outcome Measures
 - Retention, Drop-Out and Credential Rates for Alternative Education Services

- Review of Year I Performance for WIA Youth Program
 - Enrollments and General Outcomes by Service Type (Summer Jobs and Alternative Education)
 - Retention, Drop-Out and Credential rates for Alternative Education Services
 - WIA Performance Outcomes for All Programs

november

- Opening Discussion: Sustaining the \$6 million YOG Investment.
- Review of final data on WIA Youth summer jobs effort for Summer 2001 (learning gain, survey findings, etc.). Review of YO Transitional Employment Program Outcomes for Summer 2001 and Projections for Year 2.
- YO Director's One-Year Anniversary Report: Lessons Learned

- YOG Quarterly Performance and Financial Report: special emphasis on uses of youth development, support services line items.
- Discussion and Vote: Youth Opportunity and Career Center Connections.

january

- Discussion: Sustaining YOG investment,
- YOG Quarterly Performance and Financial Report
- Discussion: Process for Refunding WIA Youth Summer Jobs Vendors for Summer 2002.
- Review, critique and discussion of FY 2001 and 2002 version of Policy Priorities and Guidelines for WIA Youth services, and Policy Priorities and Guidelines for YOG Alternative Education.

march

- Vote: Re-handing WIA Summer Jobs Vendors for Summer 2002.
- Discussion: Draft priorities and guidelines for WIA Youth Services: informed by quality improvement and collaborations discussions.
- Discussion: Draft policy priorities and guidelines for YOG alternative education informed by sustainability discussion.

may

- Discussion: Sustaining YOG Investment
- YOG Quarterly performance and financial report.
- Vote: Policy priorities and guidelines for YOG alternative education services.
- Vote: Policy priorities and guidelines for WIA youth services for fiscal years 2004 and 2005.
- Citywide Summer Jobs Campaign Update

2. Quality Improvement

Purpose: to document how WIA/YOG funded programs currently approach quality improvement, identify common approaches or elements across programs, identify best practices, identify impact on system measures, and institute quality improvement as a fundamental requirement for WIA and YOG funded programs.

september

- None

november

- Develop taxonomy of productivity measures and processes used in different Continuous Quality Improvement approaches relevant to youth service providers.
- Review and discuss current quality improvement elements used in Boston's Youth Opportunity Center operation.

january

- Preliminary tabulation and review of Quality Improvement Approaches used by current WIA and YOG funded youth service providers.
- Draft plan for quality improvement Boston's Youth Opportunity Center: staff productivity measures, customer feedback protocols, staff development regimen, and processes for instituting quality improvements.

march

- Assessment of Quality Improvement Approaches used by current Youth Service Providers identifying common elements in terms of staff productivity measures, customer feedback protocols, staff development, and processes for instituting quality improvements. Also, the assessment is in relation to WIA and YOG outcome measures for funded youth service providers.

- Final plan for quality improvement at Boston's Youth Opportunity Center with timeline for implementation.

may

- Update on quality improvement implementation at Youth Opportunity Center.
- Agreement on fundamental set of quality improvement principals and elements that must be put in place for YOG and WIA funded providers.
- Vote to include quality improvement outcomes as part of the WIA youth and YOG refunding processes.
- Vote to include quality improvement process as part of the WIA youth and YOG procurement processes for Fall 2002.

3. Partnerships and Collaboration with other youth systems and types of service agencies.

Purpose: To build and forge agreements around collaboration with other youth serving systems. Many of these systems and agencies have custody of young people specifically targeted by the Workforce Investment Act (youthful offenders and foster kids) and so successful delivery of services to these populations will depend on effective engagement of these systems and agencies in designing and implementing services. The WIA ten elements of a youth program require that service providers collaborate in order to be in compliance with the Workforce Investment Act.

september

- Update on and brief discussion of failed efforts to secure funding for work with Department of Social Services (DSS) and Department of Youth Services (DYS).

november

- Review of WIA Youth providers Memorandum of Agreement: purpose and current effects.
- Review WIA Youth system delivery of WIA Ten Elements of Youth Programs, identifying gaps in services.
- Tabulation of current Youth Opportunity grant agreements and partnerships: purpose and duration
- Review of data on WIA youth and YOG service to youth in custody of DSS, DYS and Suffolk County Jail (SCJ).

january

- Draft plan for addressing gaps in delivery of ten elements among current youth service providers.
- Review of data on how DSS, DYS and SCJ procure employment and training services and with whom.
- Identification of, continued service needs of DSS, DYS, and SCJ and the use of WIA and YOG systems to address these needs. Also, begin to identify other resources for addressing these needs.

march

- Agreement to collaborate with DYS, DSS and SCJ in specific ways.
- Vote: plan for addressing gaps in delivery of ten elements.

may

- Review all policy documents to insure that agreements are reflected therein.

baltimore workforce investment board by-laws

article i: name

Baltimore Workforce Investment Board

article ii: authorization

The Workforce Investment Act (WIA) of 1998 (H.R. 1385) consolidates more than 60 federal training program through three block grants to the state and transfers funding and decision-making authority to states and local communities for the design of local workforce investment programs. The Act further requires establishment of a majority business-led Workforce Investment Board to act as the coordinator, convener and independent broker of a unified workforce development system. The law identifies a list of required partners among which the board must achieve integrated collaboration. Lastly, the Act requires performance standards and continuous improvement strategies to determine effectiveness of the system as a whole.

article iii: role and function

The role of the Workforce Investment Board (WIB) is to convene workforce development efforts across the city and the region, catalyze the development of Baltimore's comprehensive workforce strategy, communicate the vision, mission and value of the workforce system to the community; advise local elected officials as workforce policy, and review and concur is the development and execution of the workforce development unified plan.

A. The WIB shall provide policy guidance to the Mayor/OED on matters pertaining to the provision of services under the Act.

B. The WIB shall give direction, make recommendations, and support the unified plan developed by the staff pursuant to the Act.

C. The WIB shall provide research and development assistance on issues critical to the development of comprehensive workforce development system that is responsive to the needs of employees and job seekers. Such information may include economic trends and indicators, short and long term employment trends, potential training and placement resources, and targeted populations / occupations most in need of development.

D. The WIB shall solicit the input and participation of the local business community in the provision of services to the residents and businesses of Baltimore City.

E. The WIB shall construct its own bylaws.

F. WIB members are prohibited from soliciting and/or accepting gratuities, favors, or anything of monetary value from suppliers or potential suppliers of goods/services.

G. WIB members are prohibited from participating in the selection of an award where, to the individual's knowledge, any of the following bias a financial or other substantive interest in any organization which may be considered for an award: the WIB member or agent any member of his or her family; his or her partner; a person or organization which employs any of above or with whom any of the above has an arrangement concerning prospective employment. In the event of this potential conflict, it is incumbent on the WIB member to openly disclose the potential conflict and to remove himself/herself from discussion and voting on the matter in question.

WIB members are not prohibited from utilizing services and programs funded with WIA monies, but may not participate in discussions or vote on matters pertaining to the award of such when any of the conditions listed above exist.

In the event that a WIB member holds a contract with OED, and serves on the subcommittee which has purview over that contract, decision related to that contract, including its evaluation for funding among competing proposals or contracts, will be made by the WIB Executive Committee.

All stipulations pertaining to conflict of interest also apply to non members who serve on WIB committees.

article iv: membership

The WIB shall be composed of a minimum of fifty-one (51) appointed members, of which the majority shall be representative of businesses from the local area. The balance of the board shall include representatives from local education entities, labor organizations, economic development, community-based organizations and each of the One-Stop partners as required by the Act.

Appointment Process

Business members shall be nominated by local business organizations and trade associations and appointed by the Mayor. Non business members that are present in the local workforce investment arena may be nominated by interested parties, and appointed by the Mayor. Business members must be business owners, chief executives, operating officers or employers with optimum policy-making or hiring authority. Non-business members must be in leadership positions.

Terms of appointments will vary between one (1) and three (3) years with an annual review. The Mayor shall appoint the WIB Chair who will in turn appoint the Vice Chair from among business members of the Board for a three (3) year term. Approximately one (1) year before the expiration of the term, the Executive Committee shall seek nominations of business members from among the general WIB membership for nomination to succeed the incumbent Chair and Vice Chair. The Executive Committee shall by two-thirds vote select nominees to be recommended for appointment by the Mayor. The Vice Chair shall function in the Chair's role on the occasion of the absence of the Chair.

All WIB members are expected to attend two-thirds (2/3) of full Board meetings. At any meeting of members, duly called, and at which a quorum present, the members may, by a two-thirds (2/3) vote, remove, with cause, a member from its membership, subject to mayoral approval.

article v: structure

The WIB will meet quarterly on a schedule to be determined by the membership.

There shall be an Executive Committee consisting of the WIB Chair, Vice-Chair and Committee Chairs. The Executive Committee shall be open to comments and input from any and all Board members. The WIB Chair appoints the Committee Chairs for a two (2) year term. The WIB Chair will also appoint Committee Vice Chairs to serve in the absence of the Committee Chair. The Executive Committee may exercise the WIB's authority except for election of officers or the adoption, repeal, or amendment of these bylaws.

The WIB Chairman shall not serve as Chairman of standing committees. The Chairman may appoint such other committees as may be necessary to carry out the purpose and functions of the WIB. The Chairman of the WIB shall appoint chairman of such committees. Non-WIB members may serve on such committees as deemed appropriate. The WIB, by resolution adopted by two-thirds (2/3) majority vote, at any regular meeting that has a quorum may establish additional committees.

The Chairman may call special meetings of the members at any time for any purpose or purposes. Notice of a special meeting shall state the purpose or purposes of the meeting. Business transacted at all special meetings of members shall be confined to the purpose or purposes stated in the notice of the meeting.

Written notice of all meetings of the members shall be mailed to each member in advance of each meeting. Each, such notice shall state the place, day and hour at which the meeting is to be held and, in the case of any special meeting, shall state briefly the purpose or purposes for the special meeting.

article vi: voting

At all WIB meetings, every member entitled to vote shall have one (1) vote. A simple majority of the WIB's voting membership shall constitute a quorum, if all WIB members were duly notified. Vote by proxy will not be allowed- A simple majority vote will suffice to approve motions brought before the membership.

Potential conflict of interest must be declared and recorded in minutes. Further, members in conflict must remove themselves from discussions and voting on the matter in question.

article vii: vacancies

Upon notification and recommendation by the Executive Committee, the Mayor may approve and appoint a designee of his choice to fill a vacated position. Composition of the WIB shall duly be reviewed on an annual basis. Changes must be recommended by the Executive Committee and approved by the Mayor.

Disclaimer: The examples and information contained in the web sites found in this tool which were developed by other public and private organizations are not endorsed by the Department of Labor's Employment and Training Administration.

article viii: sundry provisions

A. Amendments: These bylaws may be altered or repealed and new bylaws may be adopted by a two-thirds (2/3) vote of a quorum of the voting membership, by a meeting called together for that purpose. All proposed amendments to the bylaws shall be circulated in writing to the entire membership at least seven (7) days in advance of vote.

B. Administrative Support Services: Administrative support services shall be provided by the Office of Employment Development (OED), subject to available appropriations.