

Tri-County Workforce Board Bylaws
January 2011

Article I
Statement of Purpose

The purpose of the Tri-County Workforce Board (the “Board”) shall be to provide quality assurance and recommended policy guidance for the Workforce Investment Act programs operated by Jefferson County.

The purpose of these Bylaws shall be to establish the organizational rules and responsibilities of the Board.

Article II
Authority

The Board was established by the Jefferson County Board of Commissioners by Resolution No. CC97-107 dated February 25, 1997. Policy 1.1.5 of the County Policy Manual provides guidance for the Board.

Article III
Membership

Section 1. Membership Requirements

Membership shall be in compliance with the Federal Workforce Investment Act (WIA) and in accordance with the Tri-County Workforce Board Policy.

Section 2. Appointments

All nominations for Board membership must be reviewed by the Board with recommendations for appointment forwarded to the Boards of County Commissioners.

Section 3. Tenure

The Board is given the discretion to recommend to the Boards of County Commissioners the retention of a board member who has served four consecutive terms.

Section 4. Change of Status

Members represent different sectors to comply with the Acts. Whenever a member’s status changes and the member no longer represents the sector that he/she was appointed to represent, a vacancy will exist in that position. The member may petition to the Board to be reappointed through the membership process. During that petition process, his/her membership will change to ex-officio status with no voting rights until reappointment is either granted or denied.

Section 5. Vacancies

The Board will accept resignations, which will be forwarded to the appropriate Board of County Commissioners. Vacancies will be filled in the same manner as provided for in the Tri-County Workforce Board Policy and these Bylaws.

Section 6. Removal for Absenteeism / Misconduct

The Board meets a minimum of ten (10) times per year. Members shall attend meetings regularly. Unexcused absence from more than two (2) meetings in twelve (12) months may result in a recommendation to the Boards of County Commissioners of the member's removal. In order for a member to be excused from a Board meeting, a member must notify either the Board Chair or the Secretary to the Board prior to the meeting. Any member may be recommended for removal at any time for cause, including conduct injurious to the best interests of the Board, by the affirmative vote of two-thirds (2/3) of all the members, provided that the notice of the meeting where such action is taken specifies that one of the items on the agenda for said meeting shall be the proposed removal of such member.

Section 7. Resignation

Any member may resign at any time by delivering a written resignation to the Board Chair. Resignation will be effective upon receipt of letter and forwarded to the Boards of County Commissioners.

Article IV Officers and Staff

Section 1. Officers

The elected officers shall be a Chair and Vice Chair. The Chair shall be a member from the private sector as required by the Acts.

Section 3. Duties of Officers

1. Chair

The Chair shall preside at all meetings of the Board and Executive Committee and with the approval of the Executive Committee shall appoint all standing and ad hoc committees.

2. Vice Chair

The Vice Chair shall assume the duties of the Chair in his/her absence.

Article V
Election of Officers

The Board shall elect a Chair and Vice Chair once every two years on odd years at the regular meeting prior to July 1. It is up to the Executive Committee to decide whether to use a Nominating Committee or have elections from nominees from the floor. If a Nominating Committee is used, they shall bring a slate of nominees to the meeting prior to the election meeting. Nominations may be made from the floor at the election meeting.

Article VI
Regular Meeting

Section 1. Regular Meetings

The Board shall meet monthly at a mutually convenient location determined by the Executive Committee.

Section 2. Agenda

All proposed agenda items that require action shall be submitted to the Workforce Director to be included on the agenda of any regularly scheduled meeting. Information, if any, on any item requiring action shall be prepared and communicated by mail, facsimile, or e-mail no later than seven calendar days prior to the announced Board meeting.

Section 3. Special Meetings

Special meetings of the Board may be called by the Chair. Notice of meetings shall be made by mail, facsimile, or e-mail to each member by the staff. At any special meeting no business other than that stated in the notice shall be transacted.

Section 4. Open Meetings

The Board shall hold open meetings. The Board shall make available to the public information regarding the activities of the Board, including information regarding the local plan prior to submission of the plan to the Colorado Department of Labor & Employment, and regarding membership, the designation and certification of workforce operators and the award of grants or contracts to eligible providers of youth activities, and on request, minutes of formal meetings of the Board.

Section 5. Quorum

The Chair will determine if a quorum is present at each meeting. The quorum needed to transact business must include 51% of private sector members.

Article VII
Executive Committee

Section 1. Membership

The Chair of the Board shall serve as Chair of the Executive Committee. The members of the Executive Committee shall be the Vice Chair and immediate past Chair of the Board, and a minimum of five and a maximum of seven of any additional members as appointed by the Chair, so long as the majority of the Executive Committee members represent the private business sector. The Workforce Director and designated staff may also be present at Executive Committee meetings.

Section 2. Responsibilities

The Executive Committee shall be responsible for assigning issues to committees, ensuring adequate and timely flow of information, implementing action and resolutions of the Board and representing the Board between meetings. Actions of the Executive Committee shall be approved by the Board at the next meeting of the Board.

Article VIII
Committees

Section 1. Appointment

The Board Chair along with the Executive Committee shall establish committees as necessary to carry out the responsibilities of the Board.

Article IX
Amendment of Bylaws

These Bylaws may be amended at any scheduled meeting of the Board by a majority vote of a quorum of Board members provided that the amendment is not in conflict with any applicable county, state and federal laws and regulations. The Board shall have adequate time (10 days prior) to review amendments before being asked to vote.

Article X
Conflict of Interest

A member of the Board may not: (1) vote on a matter under consideration by the Board (a) regarding the provision of services by such member (or an entity that such member represents); or (b) that would provide direct financial benefit to such member or the immediate family of such member; or (2) engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State Workforce Investment Plan.