

**BY-LAWS OF
GREENVILLE COUNTY WORKFORCE INVESTMENT BOARD**

ARTICLE I

PURPOSE

The purpose of the Greenville County Workforce Investment Board (hereinafter called "WIB") shall be:

1. Development of the local plan;
2. Selecting, certifying, and decertifying One-Stop Operators, with the agreement of the chief elected official;
3. Selecting youth service providers by awarding contracts on a competitive basis, based on the recommendations of the Youth Council;
4. Approving eligible providers of training services in the local area as described in Section 134(d);
5. Development of a budget for the purpose of carrying out the duties of the local board, subject to the approval of the chief elected official;
6. Provide direction to the grant recipient for the disbursement of grant funds.
7. Solicit and accept grants and donations from sources other than Federal funds made available under the WIA;
8. In partnership with the chief elected official, conduct oversight of youth activities authorized under Section 129, local adult and dislocated worker employment and training activities authorized under Section 134, and the local one-stop delivery system.
9. The WIB, chief elected official, and the Governor shall negotiate and reach agreement on local performance measures as described in Section 136(c);
10. Assist the Governor in developing the statewide employment statistics system;
11. Coordinate the workforce investment activities in the local area with economic development strategies and develop other employer linkages with such activities;
12. Promote the participation of private sector employers in the statewide workforce investment system and ensure the effective provision, through the system, of connecting, brokering, and coaching activities, through intermediaries such as the one-stop operator in the local area or through other organizations, to assist such employers in meeting hiring needs.
13. Make available to the public, on a regular basis through open meetings, information

regarding the activities of the local board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth activities, and on request, minutes of formal meetings of the local board.

ARTICLE II

MEMBERSHIP

1. **Appointment.** The WIB is appointed by the chief elected official in each local area in accordance with State criteria established under WIA section 117(b), and is certified by the Governor every two (2) years, in accordance with WIA section 117(c)(2).
2. **Terms of Office.** Appointments will be for three-year terms based on the calendar year starting in January. Except in the case of death, resignation or removal, a member shall serve until his/her successor shall have been duly appointed.
3. **Categories of Membership.** Membership of the WIB shall be comprised in accordance with WIA section 117(b) of the Regulations and State WIA Instruction Notice Number WIA 99-01, Part A, I.
4. **Nomination of Members.** Members of the WIB shall be nominated in accordance with WIA section 117(c) of the Regulations and State Instruction Notice Number WIA 99-01, Part A, II.
5. **Resignations.** Any member may resign by written notice to the Chairperson of the WIB. A resignation shall be effective at the time specified in said notice.
6. **Removal of Members.** Any member of the WIB may be removed for cause by two-thirds affirmative vote of the entire membership of the WIB at a specifically called meeting, which shall consider only removal of such member. The written notice of such a meeting shall state the purpose of the meeting. "Cause" for removal of a member under this section shall be fraudulent or dishonest acts or gross abuse of authority and discharge of duties to the WIB and shall be established after written notice of specific charges and opportunity to meet and refute such charges.

The chief elected official has the authority to remove board members if determined to be in the best interest of the WIB to do so. The Workforce Investment Act (WIA) implies that such standards derive from the authority to appoint.
7. **Vacancies.** Any vacancy in the membership of the WIB shall be filled in the same manner as the original appointment. Interim appointments may be designated by the WIB, as applicable.

ARTICLE III

MEETINGS AND ATTENDANCE

1. **Meetings**. Regular meetings shall be held bi-monthly in accordance with the meeting schedule approved by the WIB. Special meetings of the WIB may be called at any time by the chairperson or upon the written request of not less than ten (10) members of the WIB, pursuant to the notice requirements of this Article.
2. **Notice of Meetings**. Written notice of each WIB meeting, stating the place, date, and hour of the meeting, shall be given to each WIB member, either delivered personally or by mail, fax, or email at least ten (10) days prior to the meeting. If the notice is mailed, such notice shall be deemed to be delivered when deposited in the U.S. mail, addressed to the member, with postage prepaid. All regular meetings of the WIB shall be announced publicly and shall be open to the public.
3. **Quorum**. At any meeting of the WIB, the presence of a majority of the active members shall constitute a quorum for the transaction of business.
4. **Attendance**. Members are expected to attend all meetings of the full membership of the WIB. Members should notify the Chairperson of the WIB if circumstances prevent their attendance at any meeting of the entire membership of the WIB. Unless otherwise notified by the WIB Chairman, a member with three absences from regular meetings in a year shall be presumed to have resigned from the WIB and shall be notified accordingly by the Chairperson; the resulting vacancy shall be filled pursuant to these by-laws.

ARTICLE IV

VOTING

1. **Voting Authority**. Each member of the WIB shall have one (1) vote, and only members of the WIB may cast votes on matters of WIB business. Except as specifically provided herein, a vote of the majority of the members present at a meeting at which a quorum is present shall be the act of the WIB.
3. **Votes by Mail**. Members may vote on WIB matters by mail in the event they are not able to attend a regular meeting of the entire membership. Voting by mail is used for election of officers, amendments to the constitution or bylaws, and for such other important matters as the membership may order to be voted on in this way.

ARTICLE V

OFFICERS

1. **Chairperson**. The chairperson of the WIB must be elected by its members from among the business representatives and appointed by the chief elected official (Chairperson of Greenville County Council). The Chairperson shall preside at all meetings of the entire membership of the WIB, and shall have such powers as prescribed by the By-laws. The Chairperson may sign documents on the behalf of the WIB that the

membership has authorized to be executed.

2. **1st and 2nd Vice-Chairperson.** The 1st and 2nd Vice-Chairperson shall be elected by the WIB. In the absence of the Chairperson or in event of his/her death, inability or refusal to act, the 1st or 2nd Vice-Chairperson shall perform the duties of the Chairperson, and when acting so, shall have the powers as prescribed by these By-laws.

3. **Terms of Office.** The terms of office shall run the course of two consecutive years from January 1 to December 31.

The officers shall hold office until their successors shall have been duly appointed, or until their earlier resignation, removal of office, incapacity or death.

5. **Resignation or Removal of Officers.** Officers of the WIB may resign by written notice to the WIB that shall be effective upon the date specified therein. The officers may be removed for cause by two-thirds affirmative vote of the entire membership of the WIB at a specially called meeting, which shall consider only removal of the officer. The written notice of such a meeting shall state the purpose of the meeting. "Cause" for removal of the officer under this section shall be fraudulent or dishonest acts, or gross abuse of authority, or discharge of duties. Removal shall be established after written notice of specific charges and opportunity to meet and refute such charges.

6. **Vacancies.** The chief elected official (Chairperson of Greenville County Council) shall fill any vacancy in the office of the Chairperson, however occurring, for the duration of the term. The Chairperson shall fill any vacancy in the office of Vice-Chairperson, however occurring, for the duration of the term.

ARTICLE VI

COMMITTEES

1. **Appointment.** The WIB shall have the following standing committees: Executive Committee, One-Stop Committee, Performance Indicators and Evaluation Committee, Training and Evaluation Committee, and Youth Council. The Chairperson may form such other committees from time to time as deemed necessary. The Chairperson shall make committee appointments.

Executive Committee – The Executive Committee has oversight of board and committee activities, including monitoring the local 5-year strategic plan to ensure compliance with section 118 of the Act, applicable Regulations, and Federal/State/Local instructions.

One-Stop Committee – The One-Stop Committee is responsible for assisting the One-Stop Operators with the service delivery plan in the One-Stop centers. Service delivery plans include, but are not limited to, the delivery of core and intensive services, assessment tools, One-Stop usage reports, and recommendations to the WIB for One-Stop development and enhancements.

Performance Indicators & Evaluation (PIE) Committee – The PIE committee

is responsible for monitoring of performance outcomes, assisting the WIB with the negotiations of performance standards and customer satisfaction surveys.

Training & Evaluation Committee – The Training & Evaluation Committee is responsible for reviewing and evaluating proposals, and recommending to the WIB the selection of WIA service providers and grantees.

Youth Council - Pursuant to the provisions of Section 117(h) of the Workforce Investment Act, the WIB must appoint a youth council, in cooperation with the chief elected official for the local area. The youth council will serve as a subgroup and in accordance with the criteria delineated in State WIA Instruction Number: WIA 99-03.

Pursuant to Section 117(h)(3) of the Act, Youth Council members who are not members of the WIB shall be voting members of the youth council and nonvoting members of the WIB.

Youth Council Duties:

- Youth Councils shall develop the portions of the local plan relating to eligible youth, as determined by the chair of the local board.
- Subject to the approval of the WIB and consistent with Section 123 of the WIA, youth councils shall:
 - a. Recommend to the local WIB eligible providers of youth activities to be awarded competitive grants or contracts; and
 - b. Conduct oversight of programs operated in the local area by eligible providers of youth activities;
 - c. Coordinate local area youth activities authorized under section 129 of the WIA;
 - d. Perform other duties as determined appropriate by the WIB.

2. **Committee Quorum.** A majority attendance at a committee meeting shall constitute a quorum for the transaction of business.

3. **Notice of Meetings.** All standing committees of the WIB shall give notice to the entire membership of the WIB of the date, place, and hour of any committee meeting.

ARTICLE VII

ADMINISTRATIVE ENTITY

Greenville County Workforce Development Office is designated as the administrative entity to provide program oversight for the local programs of youth activities authorized under section 129, local employment and training activities authorized under 134, and the local One-Stop delivery system in the local area pursuant to section 117[d][4], and consistent with the local 5-year strategic plan.

ARTICLE VIII

GRANT RECIPIENT

The chief elected official has designated Greenville County Government to be the grant recipient of WIA funds pursuant to Section 117 (d)(3)(B)(i)(III) of the Act. This designation, however, does not relieve the chief elected official of the liability for any misuse of grant funds as described in Section 117 (d)(3)(B)(i)(I). The grant recipient will provide financial and procurement services to the WIB in accordance with the County's fiscal policies and procedures.

ARTICLE IX

RULES OF PROCEDURE

Meetings of the full membership of the WIB, and committee meetings, shall be governed by Robert's Rules of Order, Newly Revised, in all cases to which they are applicable and in which they are not inconsistent with the By-Laws and any special rules of order adopted by the WIB.

ARTICLE X

CONFLICT OF INTEREST

No member of the WIB may cast a vote on any matter in which that member or the organization that such members represent has a direct interest. For the purpose of this section, a member or an organization represented by a member has a direct interest in a matter if the member or represented organization will provide services in connection with the matter, or will directly benefit financially or otherwise on account of such matter.

A Board member may not cast a vote nor participate in any decision-making capacity, on the provision of services by such member or any member of the individual's immediate family (or any organization which that member or the member's immediate family directly represents), nor on any matter that would provide any direct financial benefit to that member or the member's immediate family. Each such conflict of interest shall be declared by the member and so recorded in the official minutes. Any concerns or questions that may arise during meetings regarding conflict of interest may be directed to the Board Chair or Administrative Entity for clarification.

ARTICLE XI

AMENDMENTS

These By-Laws may be amended, altered or repealed by a majority vote of the entire membership of the WIB at any meeting of the WIB at which a quorum is present; provided, however, that written notices of the proposed amendment shall be included in the notice of the meeting at which the amendment will be voted upon. The By-Laws shall be automatically amended at any time to conform to applicable state or federal statutes and regulations.

DEFINITIONS

Teller: An individual charged with counting membership votes (ballots).

Immediate Family: Spouse, parent, child, brother, sister, grandparent, parent-in-law, brother-in-law, sister-in-law, daughter-in-law.