

**BY-LAWS OF THE  
GREENVILLE COUNTY YOUTH COUNCIL**

**ARTICLE I**

**PURPOSE**

Pursuant to the provisions of Section 117(h) of the Workforce Investment Act, a local WIB shall 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 established herein.

**YOUTH COUNCIL RELATIONSHIP TO THE WIB**

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**

- A. Coordinating youth activities in a local area;
- B. Developing portions of the local plan related to eligible youth, as determined by the Chairperson of the WIB;
- C. Recommending eligible youth service providers in accordance with WIA section 123, subject to the approval of the Greenville WIB.
- D. Conducting oversight with respect to eligible providers of youth activities in the local area, subject to the approval of the WIB; and
- E. Carrying out other duties, as authorized by the Chairperson of the WIB, such as establishing linkages with educational agencies and other youth entities.

**ARTICLE II**

**MEMBERSHIP**

In accordance with Section 117(h)(2) of the Act, the Youth Council shall include:

- A. Two or more members shall be members of the WIB with special interest or expertise in youth policy. Consideration shall be given to members representing business, education and human service agencies.
- B. Two or more members shall be representatives of youth service agencies, including juvenile justice and local law enforcement agencies.
- C. Two or more members shall be representatives of local public housing authorities.
- D. Two or more members shall be parents of eligible youth seeking assistance under Title I of the WIA.
- E. Two or more members shall be individuals that have experience relating to youth activities, including former participants, and representatives of organizations.
- F. In areas where Job Corps Centers are located, two or more members shall be representatives of Job Corps. In other areas, Job Corps recruiters shall be solicited and Job Corps representatives shall be appointed, as appropriate.

G. Optional composition may include other appropriate individuals as determined by the chair of the local WIB in cooperation with the chief elected official.

**Appointment.** The Youth Council shall be appointed by the chief elected official, in collaboration with the WIB.

**Terms of Office.** Youth Council members shall be appointed for a one or two (2) year term from the effective date of appointment.

**Resignations.** Any member may resign by written notice to the Chairperson of the Youth Council, which the resignation shall be effective at the time specified in said notice.

**Removal of Members.** Any member of the Youth Council may be removed for cause by Chairperson of the Youth Council, subject to the approval of the WIB. Written notice stating the cause for such removal shall be provided to the member in question ten days prior to the effective date of removal in order to provide opportunity to meet and refute such charges. "Cause" for removal of a member under this section shall be fraudulent or dishonest acts, gross abuse of authority, and discharge of duties to the Youth Council.

**Vacancies.** Any vacancy in the membership of the Youth Council shall be filled in the same manner as the original appointment.

## ARTICLE III

### MEETINGS AND ATTENDANCE

**Meetings.** The Youth Council shall meet at least four (4) times a year at such times and at such places as it deems necessary to conduct procurement and evaluation of youth service providers. Special meetings may be called at any time by the Chairperson of the Youth Council.

**Notice of Meetings.** Written notice of each Youth Council meeting, stating the place, date, and hour of the meeting, shall be given to each member, either delivered personally or by mail, fax, or email at least ten (10) days prior to regularly scheduled meetings. 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.

**Quorum.** At any meeting of the Youth Council where a majority are in attendance shall constitute a quorum for the transaction of business.

**Attendance.** Members are expected to attend all Youth Council meetings unless excused from any meeting by the Chairperson. Any member who has three (3) consecutive un-excused absences during his/her term of office may be conclusively presumed to have resigned from the Youth Council, and the resulting vacancy may be filled pursuant to these by-laws. Members should notify the WIA program coordinator if circumstances prevent their attendance at any meeting.

## ARTICLE IV

### VOTING

Voting Authority. Each member of the Youth Council shall have one (1) vote, and only members of the Youth Council may cast votes on matters of Youth Council business. Except as specifically provided herein, a vote of the majority of members present at a meeting at which a quorum is present shall be the act of the Youth Council.

Conflict of Interest. No member of the Youth Council may cast a vote on any matter in which that member or the organization which such member represent has a direct interest. For the purposes 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.

## ARTICLE V

### OFFICERS

Chairperson. The chairperson of the Youth Council shall be selected by the Chairperson of the WIB appointed by the Chairperson of Greenville County Council. The Chairperson shall preside at all meetings of the Youth Council, and shall have such powers and duties as are provided by these By-laws. The Chairperson may sign, on the behalf of the Youth Council, correspondences, agreements, MOUs, or other instruments which the membership has authorized to be executed, subject to the approval of the WIB.

The Chairperson shall hold office until his/her successor shall have been duly appointed, or until resignation, removal of office, death or incapacity.

## ARTICLE VI

### STAFF

The local WIA staff shall provide support to the Youth Council in order to carry out the duties and responsibilities of the Youth Council including program planning, budgeting, marketing, contract approval, program and financial oversight, and general administrative duties.

## ARTICLE VII

### RULES OF PROCEDURE

Meetings of the Youth Council shall be governed by Robert's Rules of Order, Newly Revised, in all cases to which they are applicable to these Bylaws, special rules of order adopted by the WIB, and/or the Workforce Investment Act of 1998.

## **ARTICLE VIII**

### **RULES OF CONDUCT-PROHIBITIONS**

1. Use of public materials, personnel, or equipment for private use;
2. Use of public office for personal benefit; taking action to influence personal economic benefit \$50 or more;
3. Acceptance of anything of value to influence an official action; (felony - \$10,000 fine and 10 years);
4. A lobbyist or lobbyist principal employing on retainer a public officeholder, member of household, or organization in which there is an economic interest;
5. Acceptance of anything of value from a lobbyist principal, except under certain conditions;
6. Acceptance of an honorarium from a lobbyist;
7. Acceptance of anything of value for speech in an official capacity; public officials or members may be reimbursed for out-of-state speeches with prior approval of the chief executive officer;
8. Disclosure of confidential information;
9. Service on regulatory board with which regulates a business with which associated; nor employee if there is a frequent conflict;
10. Making agency decisions affecting personal economic benefit of \$50 or more if on agency board and also agency employee;
11. Nepotism-hiring, promoting or advancement of a family member;
12. Accepting employment for one year from a business if the business was regulated by former agency and if the employee participated directly and substantially in matters affecting the prospective employer;
13. Acceptance of employment with contractor if procurement duties involved that contractor;
14. An interest in a contract if authorized to perform an official function relating to the contact.

## **ARTICLE IX**

### **AMENDMENTS**

These Bylaws may be amended, altered or repealed by a majority vote of the entire membership of the Youth Council at any meeting 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. These Bylaws shall be deemed to be automatically amended at any time to conform with applicable state or federal statutes and regulations.