

**REGION 7 WORKFORCE BOARD
SOUTHWEST ALABAMA PARTNERSHIP FOR TRIANING AND EMPLOYMENT
BYLAWS**

**ARTICLE I
NAME AND PURPOSE**

SECTION I. NAME

The name of this organization shall be the Region 7 Workforce Board Southwest Alabama Partnership for Training and Employment hereinafter **sometimes referred to as the "SWAPTE WB" or the "Board"**.

SECTION II. OFFICE OF THE SWAPTE WB

The principal office of the SWAPTE WB shall be located at the Alabama Career Center at 515 Springhill Plaza Court, Mobile, Alabama 36608.

SECTION III. PURPOSE

The purpose of the Region 7 Workforce Board shall be to carry out such duties and functions as shall be delegated to it by the agreement established between the Chief Local Elected Official (CLEO).

**ARTICLE II
MEMBERSHIP**

SECTION I. COMPOSITION OF THE SWAPTE WB

In accordance with Section 1 07 of the WIOA 2014 (Pub 113-128), hereinafter referred to as the act:

A majority of the members shall be representatives of business in the local area, who:

- Are owners of businesses, chief executives, or operating officers of business, or other business executives or employer with optimum policy making or hiring authority;
- Represent businesses that provide employment opportunities that include high-quality work-relevant training and development in-demand industry sectors or occupations in the local area; and
- Are appointed from individuals nominated by local business organizations and business trade associations.

Not less than 20 percent of the members of Region 7 WB shall be workforce representatives, such as labor organizations, and shall include a representative of an apprenticeship program, and may also include organizations serving the training and employment needs of youth and individuals with barriers to employment.

Region 7 WB shall include representatives of entities administering education and training activities in the local area and representatives of governmental and economic and community development entities serving the local area. The local board may also include such other individuals or representatives of entities as the CLEO determines appropriate.

SECTION II. APPOINTMENT AND REMOVAL

A. The Local Elected Officials (LEOs) in each county shall make recommendations to fill positions for their county. These recommendations are given to the Chief Local Elected Official (CLEO) for appointments to the Region 7 WB, which shall conform to the requirements of Section 107 of the federal Workforce Innovation and Opportunity Act and state statute. The CLEO may remove any member, at any time, with or without cause. Absence from three (3) consecutive Board meetings may result in removal from the Board.

B. Individuals serving on the Board who subsequently retire or no longer hold the position that made them eligible board members may not continue to serve on the Board as a representative of that segment.

SECTION III. TERM OF APPOINTMENTS

The terms of the Region 7 WB shall be four (4) years. Member terms will be staggered so all terms do not expire at the same time. The CLEO shall appoint, or reappoint, members by lot to a sequence of staggered one-, two-, three-, and four- year terms of office to ensure that only a portion of the membership expires each year.

SECTION IV. RESIGNATION

When members deem it necessary to resign from their appointment to the board, they shall tender their resignation to the CLEO with copies to the Chair. Such resignation shall be deemed effective upon acceptance of the CLEO. In the event that the Chair resigns, the Vice-Chair shall serve as Acting Chair until such time as the local board elects a new Chair.

SECTION V. VACANCY

In the event of a vacancy, the CEOC shall appoint another individual to serve, for the remainder of the unexpired term, in accordance with Section 2 herein.

SECTION VI. COMPENSATION

A. Members of the board shall not receive a salary or per diem allowance but shall be entitled to reimbursement for reasonable expenses incurred in the performance of the duties of the office at the same rate stated in the SWAPTE Travel Policy.

B. Allowable expenses that are directly associated with duties a board members, such as travel and lodging for attendance at board and committee meetings, shall be reimbursed in the amount as stated in the SWAPTE Travel Policy.

ARTICLE III OFFICERS

SECTION I. CHAIR

The Region 7 WB shall elect a Chair who is a representative from business and industry that serves at the pleasure of the Region 7 WB. The Chair shall preside at all meetings of the Board and appoint Chairs and members of all standing and special committees and task groups as deemed necessary or desirable unless otherwise specifically provided for within these By-Laws. The Chair shall represent the Board and has the authority to speak on its behalf. The Chair shall have the authority to and shall perform such other duties

and functions as may be required by the SWAPTE WB, its By-Laws, applicable state and federal statutes, and regulations.

SECTION II. VICE-CHAIR

The Region 7 WB shall elect the Vice Chair, who is a representative from business and industry that serves at the pleasure of the Region 7 WB. At the request of, or in the absence of the Chair, the Vice-Chair shall perform the duties of the Chair and perform other duties assigned by the Chair or by the Board. The Vice Chair shall have the authority to and shall perform such other duties and functions as may be required by the SWAPTE WB, its bylaws and applicable state and federal statutes and regulations.

SECTION III. PAST CHAIR

The immediate Past Chair will serve as an ex-officio of the Executive Committee.

SECTION IV. FINANCE COMMITTEE CHAIR

The Finance Committee Chair will provide oversight in the development of all program's financial activities.

SECTION V. PROGRAM AND PLANNING COMMITTEE CHAIR

The Program and Planning Committee Chair will provide oversight in the development of all program's policies and procedures, review all the activities of the programs, the operation of the Career Centers, review the eligible training provider list to ensure training is linked to area business and industry needs, an assist with operational and other issues relating to services to individuals with disabilities.

SECTION VI. ABSENCE OF SWAPTE WDB OFFICERS

In the event that the Chair and Vice-Chair are going to be absent from a meeting, the Chair shall designate a member of the SWAPTE WB or SWAPTE President as the Acting Chair, who shall preside at such meeting only.

SECTION VII. VACANCIES

Vacancies in the offices of Chair or Vice-Chair shall be filled by election by the board and must be a business representative.

SECTION VIII. NOMINATING COMMITTEE

A Nominating Committee of three members shall be appointed by the Chair. It shall be the duty of this Committee to nominate candidates for the offices to be filled. The Nominating Committee shall report its recommendations at the Executive Committee. These recommendations will be presented to the entire Region 7 WB, additional nominations may be submitted, voting will occur with the entire membership

ARTICLE IV RESPONSIBILITIES

SECTION I. FUNCTIONS OF THE BOARD

1. Develop and submit a local Workforce Plan to the Governor for approval.
2. Provide policy guidance for, and oversight of, the programs and activities conducted under the plan in accordance with procedures established by the Board.
3. Identify and select One-Stop Operators.
4. Approve eligible training providers.
5. Identify and select providers for youth services.
6. Develop Local Performance Measures in consultation with the Governor.
7. Approve budget and administration of grant funds, as developed by the fiscal Agent to carry out the duties of the Board.
8. Coordinate activities to develop employer linkages with economic development strategies.
9. Develop various agreements and memoranda of understanding as needed.
10. Provide an annual report to the Governor.

ARTICLE V MEETING PROCEDURES, VOTING RIGHTS, AND QUORUM, CONFLICT OF INTEREST

SECTION I. MEETING

The Region 7 WB will meet quarterly at a time and place selected by the SWAPTE. The announcement should include the date, time and location of the meeting shall be made public no later than seven days prior to such meeting. Minutes should be recorded and maintained by SWAPTE. Minutes will remain on file for five (5) years and shall be opened to the public for inspection during regular business hours and maintained by the fiscal agent.

All Board meetings are subject to the Alabama Open Meeting Act (Act No. 2015-340 and 2015-475) and are open to the public at all times.

SECTION II. QUORUM

A quorum shall consist of a simple majority of the membership, including proxies received from board members.

SECTION III. ATTENDANCE

Although some absences are expected, members are encouraged to attend as many meetings as possible. The Executive Committee shall review attendance records annually and take such actions as may be appropriate to encourage attendance. Any member having three consecutive unexcused absences shall be contacted by the Board's staff to determine the status of the member.

SECTION IV. VOTING

Each board member shall have only one vote. No member of the Board shall cast a vote on the provision of services or any other matter which would provide direct financial benefit to themselves, a family member, or any organization which the member directly represents.

Voting electronically, via internet and email, is permitted when the communication provides the name of the member casting the vote for the purpose of recording the vote in the minutes.

SECTION V. CONFLICT OF INTEREST

Each board member will be asked to sign a Conflict-of-Interest Policy stating his/her understanding that this policy is meant to supplement good judgement and the Local Board member will respect its spirit as well as its wording.

SECTION VI. PROXIES

To satisfy attendance requirements and quorum requirements, a member may designate the presiding officer or another board member to exercise his/her proxy at a given meeting. The proxy may not be assigned to a non-member. However, there would be nothing to prevent a non-member from attending a meeting as an observer. Travel expenses would not be allowable for an observer to attend the meeting.

ARTICLE VI COMMITTEES

SECTION I. COMMITTEES

The Board Chair shall designate committees and appoint the chairperson of all committees. The committees of the Board will meet as needed. A quorum shall consist of those members present and voting. Each committee chair will be a member of the Board's Executive Committee. The board chair is an ex-officio member of all standing committees. The committee chair and board chair shall be allowed to vote on committee issues.

SECTION II. STANDING COMMITTEES

At a minimum the following standing committee of the Board will provide oversight and guidance:

1. The Executive Committee
2. Finance Committee
3. Program and Planning Committee

ARTICLE VII AMENDMENTS

SECTION I. AMENDMENTS

A. The by-laws may be amended or repealed by a vote of two-thirds of the members present at any regular or special meetings of the Board.

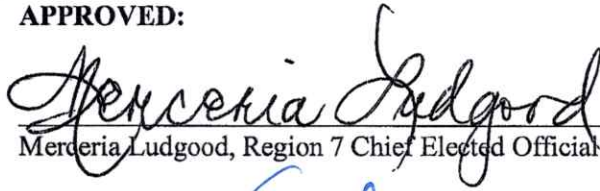
B. Written notices of proposed by-law changes shall be sent to all members at least seven (7) days in advance of the meeting at which they are to be acted upon. Such notice shall include both the proposed change(s) and the section that it supersedes.

**ARTICLE VIII
CONFLICT OF AUTHORITY**

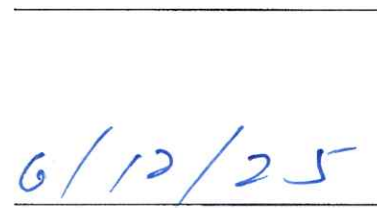
SECTION I. CONFLICT

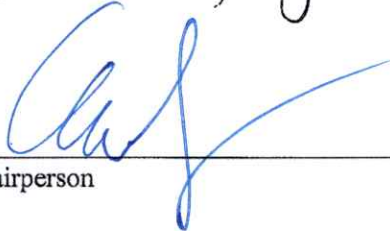
Nothing in these bylaws is construed to conflict with, nor shall any action be taken under these bylaws that may conflict with federal or state laws, their implementing regulations, directives, or subsequent amendments thereto. These bylaws of the Region 7 WB are hereby adopted in accordance with the provisions of WIOA and the Alabama Workforce Transformation Act (AWTA) and submitted to the CLEO and Secretary of Workforce for approval.

APPROVED:


Merderia Ludgood, Region 7 Chief Elected Official

DATE:




KC Pang, Chairperson

AMENDMENT CHANGES