

BY-LAWS

GREATER PENINSULA WORKFORCE INVESTMENT BOARD LWIA #14

ARTICLE I

Name and Location of the Organization

The name of the organization shall be Greater Peninsula Workforce Investment Board, hereinafter referred to as the "Board." The office shall be located at 21 Enterprise Parkway, Suite 200, Hampton, Virginia 23666.

ARTICLE II

Purpose & Membership

Section I. Purpose

VISION: To create a world-class workforce for the Greater Virginia Peninsula.

MISSION: To promote a coordinated workforce development system consistent with the needs of business and industry that assures the success of the Greater Virginia Peninsula Workforce by incorporating the following core values.

CORE VALUES: The Workforce Development System will be:

1. Locally Designed, Market Based

Workforce development programs should be designed and managed at the local level, where the needs of the business community and individuals are best understood. The system should be driven by a comprehensive plan based on the overall needs of the local labor market. The system should be driven by the demands of its customers, particularly its employer customers. The business community should provide information, leadership, and play an active role in ensuring the system prepares people for current and future jobs. The education community should actively engage the business community in the design and development of curriculum and programs that facilitate the school to work transition. Local government should actively promote, support and encourage such relationships.

2. Comprehensive

The system as a whole should offer a wide array of services to all of its customers (job seekers and employers), whatever their need. It should provide a common assessment strategy, access to relevant labor market information, and individualized service plans with prioritized skill sets. It should incorporate the resources of both public and private educational and job training institutions.

3. Collaborative

The system should have its own management and oversight independent of any single program or service provider. There needs to be a single set of strategic goals, plans and objectives, standards and evaluation criteria that apply to all the various component programs and that keep them aware of and focused on overall service quality and overall customer satisfaction.

4. Quality Conscious

The system should provide services of the highest quality. Feedback from customers should be measured and acted upon to drive improvements in individual programs. A “continuous improvement” management style should be adopted and used throughout.

5. Customer Focused

The system, and all its parts, should be easily accessible, easily navigable, flexible, and adaptable to changing demand. Customers (Job Seekers and Employers) must be able to conveniently access the employment, education, training, and information services they need through a seamless “one-stop” service delivery system. Customers should have choices in deciding the training program that best fits their needs and the organizations that will provide that service. They should have control over their own career development, and should be able to access information regarding how well training providers succeed in preparing people for jobs.

6. Accountable

All component programs must be accountable and should be measured by concrete results. The system must be sensitive to the continued advancement of technology in all of the occupational fields currently present in the Greater Peninsula Labor Market and those occupations targeted in state and local economic development plans.

7. Standard of Living/Quality of Life

The workforce development system should open the door to a greater prosperity and enhance the quality of life by maintaining and increasing the region's ability to compete locally and globally. This system should prepare the local labor force for good paying jobs, promote the growth of existing businesses and bring new business prospects, attracted by the area's well-trained, work ready labor force to the Virginia Peninsula.

The Board will assist the Greater Peninsula Workforce Development Consortium (Consortium) in meeting workforce development needs in the local Workforce Investment Area 14 (cities of Newport News, Hampton, Poquoson and Williamsburg and the Counties of Gloucester, James City and York), by creating a Peninsula workforce development system and strategy and serving as the region’s Workforce Investment Board for the federal Workforce Investment Act (WIA).

Section 2. Membership – the Board shall be composed of the following members appointed by the Consortium and certified by the Governor.

Business representatives should be Officers or Executives, with optimum policy making or hiring authority, or their designee. Businesses must reflect the diversity of the Virginia

Peninsula Region, including urban, suburban, and rural as well as employment and industry sectors.

Agency and institutional nominations must be the Senior Managers or Officers of the entity that they represent. Similar to their business colleagues, they should have optimum policy making authority within their area of responsibility. Agencies may also nominate leaders of organizations that are funded by their agency.

- Twenty seven business representatives
- Three representatives of Education
- Two representatives of organized labor
- Three community based organization representatives
- Three representatives from local Economic Development Authorities
- Five representatives of required One Stop partners
- Seven representatives of local government

Section 3. Process of Nomination

Business nominations: Peninsula Council for Workforce Development staff in conjunction with the four Chambers of Commerce (Virginia Peninsula Chamber of Commerce, Gloucester County Chamber of Commerce, Greater Williamsburg Chamber & Tourism Alliance, York County Chamber of Commerce) will solicit business nominations. These nominations will address the goals of geographical industry representation and will be provided to the staff of the Consortium for their consideration.

Agency and Institutional Nominations: The Council staff will solicit all agency and institutional nomination for the Board.

Terms: Initially, one half of Board members will serve a one year term and the other half will serve a two year term. Thereafter all nominations shall be for two year terms.

Nominations to fill vacancies, other than by expiration of a term, shall be for the unexpired terms.

Section 4. Compensation

Board members shall not be compensated.

Section 5. Resignations

A Board member may resign by giving written notice to the Consortium and the Chairman of the Board.

Section 6. Removal

The Consortium and Board may remove a Board member for due cause, conflict of interest or criminal acts. Removal procedures are specified at Attachment A to the bylaws.

ARTICLE III

Meetings of the Board

Section 1. Regular Meetings.

The Board shall meet regularly and establish a schedule of meetings annually at the beginning of each fiscal year. It is anticipated that the Board will meet quarterly at a minimum. The fiscal year is from July 1 to June 30. At least one meeting annually, shall be devoted to strategic planning, training and other related issues.

Section 2. Meeting Notice.

Written or oral notice of meetings shall be given to all Board members at least seven (7) days prior to the day of named for the meeting.

Section 3. Quorum

A simple majority (51%) of the Board constitutes a quorum.

Section 4. Attendance.

Board members are required to attend a majority of Board meetings each year. If not Board members will be subject to Article II, Section 6. Removal.

Section 5. Order of Business

Robert's Rules of Order shall govern Board meetings. There shall be an order of business for each meeting.

Section 6. Public Participation.

All meetings will include a reasonable time for public comment.

Section 7. Closed Session.

Prior to meeting in Closed Session, the Board must adopt a motion to go into Closed Session. Matters which may be discussed in closed session are specified in the Virginia Freedom of Information Act.

Section 8. Proxies

At all Board meetings, each member’s vote may be cast in person or by proxy. All proxies shall be in writing and filed with the Chairman in a format consistent with the order of business at hand.

ARTICLE IV

Committees

The following committees, herein after referred to as teams, shall be established to carry out the work of the Board:

- Communications Committee
- One Stop Committee
- Business Services
- Joint Finance Committee
- Education and Training Committee

The members of the teams shall be drawn from the general membership of the Board and shall be allowed to continue serving on the teams so long as they are a member in good standing of the Board.

Additionally, in accordance with section 117(h) of the Workforce Investment Act, there shall be established, as a subgroup of the Board, a Youth Council. The members of the Youth Council shall be appointed by the Board, in cooperation with the Greater Peninsula Workforce Development Consortium. The Youth Council shall be responsible for carrying out those activities assigned to it under section 117(h)(4) of the Act and such other duties as may be assigned by the Chairman of the Board. The Education and Training Committee will function as the Youth Council.

An Executive Committee shall be established to transact such business as may be necessary to carry out the responsibilities of the Board between its scheduled meetings. The committee may be called into session by the Board Chairman and shall report on its activities at the next regularly scheduled Board business meeting.

The Executive Committee shall consist of seventeen (17) members including, as herein above provided, nine (9) private sector members including the Chairman and Vice Chairman. Additionally, the President of Thomas Nelson Community College, and a local elected official designated by the governing body of the cities of Newport News, Hampton, Williamsburg and Poquoson and the Counties of York, James City and Gloucester or their designee. With the exception of the seven local elected officials such individuals will be nominated by the Executive Committee and approved by the Board at the first regular meeting held in each fiscal year. All local elected officials will be nominated by each of the seven (7) local elected governing bodies.

ARTICLE V

Officers and Duties

Section 1. General

The members of the Board shall select a chair and vice-chair from among the twenty-seven business representatives.

Section 2. Duties

The Chair shall preside at all Board meetings, enforce the Articles of Organization and Chair the Executive Committee. The Chair shall also appoint the Chairs of standing and special or advisory committees. The Vice-Chair shall during the absence or inability of the Chair, perform the duties of the Chair.

Section 3. Enumeration of Officers

The officers of the Board shall be Chairman, Vice-Chairman, Secretary and Treasurer, and such other officers as the Board may from time to time by resolution create.

Section 4. Election of Officers

The election of officers shall take place at the first regular meeting of the Board in each fiscal year.

Section 5. Term

The officers shall hold office for two (2) years unless they resign or be removed or otherwise disqualified to serve.

Section 6. Special Appointments

The Board may elect such other officers each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

Section 7. Resignation and Removal

Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time by giving written notice to the Board, the Chairman or the Secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified herein, the acceptance of such resignation shall not be necessary to make it effective.

Section 8. Vacancies

A vacancy in any office shall be filled by selection by the members of the Board. The officer shall serve the remainder of the term of the officer they replace.

Section 9. Multiple Office

No person shall simultaneously hold more than one of any of the offices except in the case of special offices created pursuant to Section 4 of this Article. Chairmanships of committees must be held by private sector members of the Board.

ARTICLE VI

Books and Records

The books, records and papers of the Board shall at all times, during reasonable hours, be subject to inspection by any member.

ARTICLE VII

Amendment of the By-Laws

These By-Laws may be amended by a two-thirds (2/3) vote of those members of the Board who are present and voting at any duly called Board meeting, provide that notice of the character of the amendment has been given at least ten calendar days prior to the meeting at which the amendment or amendments are to be considered.

ARTICLE VIII

**PENINSULA COUNCIL FOR WORKFORCE DEVELOPMENT, GREATER
PENINSULA WORKFORCE INVESTMENT BOARD AND GREATER
PENINSULA WORKFORCE DEVELOPMENT CONSORTIUM**

The Peninsula Council for Workforce Development, if empowered by the local jurisdictions comprising of Local Workforce Investment Area #14, can act in an advisory capacity, to provide funds for, to receive funds from, loan staff to, contract with, and to perform any other duties which the Board of Directors or the Executive Committee may determine to aid the Greater Peninsula Workforce Investment Board (“WIB”) including the ability of the Council’s Executive Committee to serve as the WIB’s Executive Committee as long as all such members are voluntary members of the WIB. The Council is also empowered to act in an advisory capacity, provide funds for, to receive funds from , loan staff to, contract with, and to perform any other duties which the Board of Directors or the Executive Committee may determine to aid the Greater Peninsula Workforce Development Consortium.

ARTICLE IX

Effective Date

These By-Laws were unanimously approved by the Organizational Team at their November 29, 2000, meeting and by the Greater Peninsula Workforce Investment Board at their December 6, 2000, meeting.

Subsequently, a revision to Article IV (Committees) of the By-Laws was approved by the Greater Peninsula Workforce Investment Board at their September 18, 2001, meeting.

Robert P. Leber, Chairman
Greater Peninsula Workforce Investment Board

Date

Jeanne Smith, Recording Secretary
Greater Peninsula Workforce Investment Board

Date

**ATTACHMENT A
WIB BYLAWS
PROCESS FOR REMOVAL**

The Board may remove a Board member for due cause, conflict of interest or criminal acts, as specified in the By-Laws. The authority to remove a Board member may only be exercised by the Board's Executive Committee. In order to insure due process, the following steps must be taken within the manner and time frames specified:

1. Only a member of the Executive Committee may introduce a motion to remove a Board Member. Such a motion shall be made during a regularly scheduled meeting of the Executive Committee. The motion must cite the reason for removal and be approved by a two-thirds majority of the Executive Committee. The motion will not take effect until steps 2. – 6., and if appealed, step 7. of this process have been completed.
2. The member in question shall be notified in writing, by the Board's Executive Director, within 5 working days of an affirmative vote on a motion to remove by the Executive Committee. This notification shall specify the reason(s) such action was proposed. A copy of this notification shall also be provided to the Chairman, Greater Peninsula Workforce Development Consortium.
3. Following this notification, the member in question may provide a written response to the motion to the Executive Committee. Such a response must be made within 15 working days. This response should be submitted to the Board's Executive Director, who will be responsible for transmitting the member's response to the Executive Committee in advance of their next regularly scheduled meeting. A copy of any response will also be provided to the Consortium Chairman.
4. The motion to remove must be brought back before the Executive Committee at their next regularly scheduled meeting. Any written response provided by the member in question will be reviewed by the Executive Committee. The member in question may, if he or she chooses, appear before the Executive Committee and make such statements, as they think appropriate to the situation. However, verbal comments may not substitute for the formal written response stipulated in step 3.
5. Following review of any written response plus consideration of any remarks made by the member in question, the Executive Committee will vote on enactment of the original motion to remove. The motion must be approved by a two-thirds majority of the Executive Committee.
6. The member in question will be notified in writing by the Board's Executive Director of the results of the Executive Committee's vote. A copy of this notification will be provided the Consortium Chairman.

7. If the motion to remove is approved, the member in question may, within 5 working days, submit a written request to the Board's Executive Director, to appeal the decision to the Greater Peninsula Workforce Development Consortium. The Executive Director will notify the Board and Consortium Chairmen if an appeal is submitted. The Consortium, at their next regularly scheduled meeting, or at a specially called meeting, will review all material and information pertinent to the matter, and render a decision to either uphold the action taken by the Executive Committee or find on behalf of the member and reinstate their Board membership. The Consortium's decision will be final.

If, in the event a decision to remove a member is either not appealed or upheld on appeal, the Consortium will nominate a new candidate to fill the former member's position on the Board, in accordance with existing state policies and procedures.