

## **BY-LAWS CHIEF ELECTED OFFICIALS CONSORTIUM**

**WHEREAS**, the Counties of Bates, Benton, Carroll, Cedar, Chariton, Henry, Hickory, Johnson, Lafayette, Pettis, Saline, St. Clair, and Vernon in the State of Missouri (here in after, the Counties): have duly represented themselves to be the Western Missouri Workforce Investment Region Consortium (hereinafter, the Consortium); and

**NOW, THEREFORE**, the Consortium does hereby adopt the following bylaws:

### **ARTICLE I. Consortium Establishment**

**SECTION 1. Purpose:** This Consortium does hereby constitute themselves to be a consortium for the purposes of working in partnership with the local board to carry out the responsibilities as outlined in the Workforce Innovation and Opportunity Act.

**SECTION 2. Membership:** The Chief Elected Officials (hereafter, the CEOs) or their designees of the thirteen counties shall constitute the Western Missouri Workforce Investment Region Consortium.

### **ARTICLE II. Consortium Structure**

**SECTION 1. Composition:** The Consortium shall be governed by 13 members, which shall consist of the Chief Elected Officials of each member county or the designee thereof, as provided hereinafter.

**SECTION 2. Election of Officers:** The Consortium shall at its annual May meeting elect from its membership a Chairperson, and a Vice Chairperson to serve for a term of one year or until a successor is elected and qualified. All officers shall be Presiding Commissioners. The Chairperson shall appoint a Board Clerk. Vacancies shall be filled by election for the remainder of the unexpired term. Proxy voting shall not be allowed for the election of CEO Consortium officers.

**SECTION 3. Duties of Each Office:** The Chairperson shall preside over the meetings of the Consortium. The Vice Chairperson shall perform the duties of the Chairperson in his or her absence. The Board Clerk shall be responsible for the recording and distribution of all minutes of the Consortium. The Chairperson will attend at least one Local Workforce Board meeting annually, will attend summit(s) provided by OWD (specifically for CEOs) and will attend an annual meeting with the LWDB Chairperson and the OWD Director.

### **ARTICLE III. Consortium Meetings**

**SECTION 1. Parliamentary Procedure:** Robert's Rules of Order shall govern the procedures of the Consortium insofar as they do not conflict with applicable law or administrative rules.

**SECTION 2. Quorum, Voting and Proxy Voting:** Quorum shall consist of all members physically in attendance and those present via conference call. All actions of the Consortium

shall be approved by a simple majority of established quorum. In the case of a tie vote by members, the Chair (of the meeting) shall break the tie. Proxy Voting shall not be allowed at any time.

**SECTION 3. Meetings and Notices:** The Consortium shall meet a minimum of three (3) times during each calendar year, the dates of which shall be determined by the Consortium. Meetings may be attended in person, via telephone conference call or by electronic media. The Consortium Clerk shall provide meeting notices, copies of the previous meeting's minutes, and an agenda of any business to be discussed to all Consortium members at least 10 calendar days prior to the date of each meeting. All records of the Consortium shall be kept at the office of the WDB in custody of the Consortium Clerk.

#### **ARTICLE IV. Consortium Functions and Powers**

**SECTION 1. Grant Recipient:** The Consortium will serve as the local grant recipient for the region's Innovation and Opportunity Act funds and shall be held liable for any misuse of such funds. While the Consortium may designate an entity to serve as local grant sub-recipient and/or as local fiscal agent, such designation shall not relieve a CEO of the liability for any misuse of grant funds.

**SECTION 2. LWDB Appointments:** On Behalf of the Consortium, the Chairperson will receive member nominations and recommend to the Governor the appointments of members to the Local Workforce Development Board in accordance with State and Federal criteria.

**SECTION 3. Policy:** The Consortium will set policy for the local workforce system in partnership with the Local Workforce Development Board.

**SECTION 4. Local Plan:** The Consortium will participate in the development of the local plan and any modifications thereto in partnership with the Local Workforce Development Board.

**SECTION 5. Program Oversight:** The Consortium will conduct oversight, in partnership with the Local Workforce Development Board, of local Youth, Adult and Dislocated Worker programs.

**SECTION 6. Budget Approval:** The Consortium will approve the budget developed by the Local Workforce Development Board for carrying out the Board's duties.

**SECTION 7. Performance Negotiation:** The Consortium will participate with the Local Workforce Development Board in local performance negotiations.

**SECTION 8. Other Duties:** The Consortium will perform any other duties or obligations conferred upon the Chief Elected Officials as designated under the Act.

#### **ARTICLE V. Amendment of By-Laws**

The Consortium by-laws may be amended and new by-laws adopted at any Consortium meeting. However, for amended and/or new by-laws to be adopted, the following must occur prior to voting on adoption. Written notice of the proposed change must be sent to all Consortium members at least fifteen days prior to the Consortium meeting when the change

will be discussed and voted on. A change to the By-Laws will require a simple majority of the quorum.

**ARTICLE VI. Ratification**

The by-laws shall be effective upon adoption by a two-thirds vote of the Consortium members at a meeting called for such purpose.

**ARTICLE VII. Dissolution**

The Consortium may be dissolved and the Consortium Agreement and By-Laws may be rescinded only with the consent of the quorum of the Consortium.