

## [Local Area Name] Workforce Regional Workforce Board Bylaws

### Authority

The [Local area name] Regional Workforce Board ("RWB") is established by the Governor of the State of Alabama as provided for in § 107 of the Workforce Innovation and Opportunity Act (WIOA) of 2014 (P.L. 113-128), hereinafter referred to as "WIOA," and the Alabama Workforce Transformation Act (§ 25-15-7, Code of Alabama 1975), hereinafter referred to as the "AWTA."

### [Local area name] RWB Duties

The RWB's role is to develop a comprehensive high quality workforce system, through collaboration with its workforce and education partners, that supports continuous improvement in employment, training, and education programs, and promotes economic growth that is aligned with achieving the goals of the State Strategic Workforce Plan and the WIOA State Plan. In partnership with the CLEO, and consistent with WIOA § 107(d)8 and § 25-15-7, Code of Alabama, the North Alabama Works RWB shall:

- (a) Develop, in partnership with the CLEO, a local plan, as provided for in WIOA, that is consistent with the WIOA State Plan and the Strategic Workforce Plan. The plan shall be submitted to the Governor and Secretary of Workforce, and the plan must meet the requirements outlined in WIOA § 108. Prior to submission, the RWB must provide an opportunity for public comment on the development of the local plan before submitting the plan to the Alabama Workforce Board (AWB).
- (b) Publish, for core and partner agency and public use, workforce research and regional labor market analysis using primary state labor market information provided by the Department of Workforce.
- (c) Convene local workforce development system stakeholders to assist in the development of the local plan.
- (d) Lead local efforts to engage with a diverse range of employers.
- (e) Develop and implement proven or promising strategies for meeting the needs of employers, which provide the skilled workforce needed in the region and that expand employment and career advancement opportunities for workforce development participants in in-demand industry sectors or occupations.
- (f) Ensure business services and strategies are reflected in the local plan that meet business needs and demands pursuant to WIOA § 106.
- (g) Lead efforts to develop and implement career pathways by developing effective linkages with employers and business intermediaries to support employer utilization of the local workforce development system and to support businesses.
- (h) Ensure the workforce investment activities meet employer needs and support economic growth by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers.
- (i) Lead efforts to identify and promote promising workforce development strategies for meeting the needs of employers, workers, and jobseekers. As part of these efforts, the RWB shall identify and disseminate information on proven and promising practices carried out in other LWDA's, other states, and other countries.
- (j) Lead efforts to integrate data and technology systems by facilitating connections among the intake and case management information systems of partner programs to support a comprehensive workforce development system in the Local Workforce Development Area (LWDA).
- (k) Identify strategies for meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills.
- (l) Conduct workforce program oversight through the RWB, in partnership with the CLEO for the LWDA, conduct oversight for youth workforce investment activities, employment and training activities, and the one-stop delivery system to ensure the appropriate use and management of funds provided for WIOA activities.
- (m) Negotiate local performance accountability measures. The RWB, CLEOs, and the Governor shall negotiate and reach agreement on local levels of performance based on the State adjusted levels of performance as described in WIOA § 116(c). The provision identifies establishing targets based on an objective statistical model considering numerous factors, including regional economic conditions, in-demand industry sectors

- (1) Are owners of a business, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority.
  - (2) Represent businesses, including small businesses, or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations.
  - (3) Are appointed from individuals nominated by local business organizations and business trade associations.
- (b) Not less than twenty (20) percent of the RWB members shall be representatives of the workforce within the local area who:
- (1) Shall include at least two representatives of labor organizations nominated by local labor federations. For a local area in which no employees are represented by such organizations, at least two other representatives of organizations representing employees will be included.
  - (2) Shall include at least one representative of a labor organization or a training director from a joint labor-management apprenticeship program. If no union affiliated registered apprenticeship programs exist in the area, a representative of a non-union affiliated registered apprenticeship program must be appointed, if one exists.
  - (3) May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or provide/support competitive integrated employment for individuals with disabilities.
  - (4) May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives or organizations that serve out-of-school youth.
- (c) Each RWB shall include representatives of entities administering education and training activities in the local area who:
- (1) Shall include a representative of eligible providers administering adult education and literacy activities under Title II of WIOA.
  - (2) Shall include a representative of institutions of higher education providing workforce investment activities, including community colleges.
  - (3) May include representatives of local educational agencies and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.
- (d) Each RWB shall include representatives of economic and community development as well as governmental entities serving the local area who:
- (1) Shall represent economic and community development entities serving the local area.
  - (2) Shall represent programs carried out under Title I of the Vocational Rehabilitation Act of 1973 serving the local area.
  - (3) Shall represent the state employment service office under the Wagner-Peyser Act.
  - (4) May include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance.
  - (5) May include representatives of philanthropic organization serving the LWDA.
- (e) Each RWB may include other individuals as the CLEO deems to be appropriate, so long as the membership of the RWB does not exceed twenty (20) members.
- (f) The members of the RWB must elect a chairperson for the RWB from among the representatives of business. Upon leave of a chairperson, a RWB shall elect a new chairperson within one meeting of the RWB. Failure to elect a Chairperson within one meeting shall result in the selection of a chairperson by the CLEO.

#### **RWB Appointments and Term Limits**

- (a) An individual may be appointed as a representative of more than one entity if the individual meets the criteria for representation of each entity respectively.

- (b) Notice must be given to the AWB and the Secretary of Workforce upon the appointment or leave of any RWB member within 14 days of the action.
- (c) The AWTA requires CLEOs to consult with the Secretary of Workforce before making appointments to RWBs.
- (d) The terms of the RWB membership shall be four (4) years. Member terms will be staggered so all terms do not expire at the same time. After June 30, 2025, the CLEO shall appoint, or reappoint, RWB 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 AWB membership expires each year.
- (e) Nominations shall be solicited by the CLEO from entities of business, government, or community development. Nominations must come from the heads of organizations representing businesses, labor, education, and economic and community development. The CLEO acts as the signatory on behalf of the other LEOs and has final authority to select members to serve on the RWB. To approve the nomination of each individual selected to serve on the RWB, the following documentation is required:
  - (1) A Nomination Form signed by the CLEO; and
  - (2) A Conflict-of-Interest Form signed by the nominee to the RWB; and
  - (3) A recommendation letter from the head of the organization the nominee represents. This letter must identify the individual being nominated and must also acknowledge the nominee's optimum policymaking authority. Additionally, the CLEOs shall ensure that the composition of the RWB is fair and equitable across the RWB. Staff to the RWB, fiscal agent staff, staff employed by one-stop operators, and contracted service providers shall be prohibited from both nominating members to the RWB or serving on the RWB to avoid conflicts of interest.
- (f) RWB member appointments must be signed by the CLEO and submitted to the chair of the RWB, the chair of the AWB, and the Secretary of Workforce using the RWB Member Nomination Form. Completed nomination forms and required documents as listed above must be submitted to the Department of Workforce at [RWB@workforce.alabama.gov](mailto:RWB@workforce.alabama.gov) for review. Once the nomination form has been reviewed, the RWB will receive a follow-up letter of certification or denial within seven (7) business days; the letter will also make a request for additional information when submitted documentation is insufficient to decide. The member may not be seated on to the RWB until a certification letter from the Department of Workforce has been received to affirm the appointment. A member who has a change of employment that results in a change of membership classification must resign or be removed by the CLEO immediately as a representative of that entity.
- (g) Resignations shall be submitted to the CLEO and RWB chairperson. A vacant position resulting from a resignation shall be filled by the CLEO. When appointing individuals to fill vacancies on the RWB, the CLEO shall endeavor to maintain the twenty-member maximum RWB membership and the required balance of business, workforce, and government representatives on the RWB. The CLEO, with the consent of the RWB Chair, may declare a vacancy when any non-ex officio member misses three consecutive RWB meetings without good cause. Members who provide notification verbally or in writing (email) shall be deemed to have good cause. Any vacancy occurring on the RWB will be filled in a reasonable time, as defined as the period between the date of resignation and the date of the second subsequent regularly scheduled RWB meeting, and not to exceed twelve (12) months.
- (h) Removal of a member shall also constitute removal as an officer of the RWB and as a member of all committees of the RWB. Intent to remove a member must be stated in the call of the meeting and be provided to all voting members at least five (5) days prior to the meeting. A member who has a change of employment that results in a change of membership classification must resign or be removed by the CLEO immediately as a representative of that entity. Documentation of RWB member violation and subsequent removal will be maintained by the RWB in the form of attendance logs, conflict of interest forms and other documentation deemed necessary. A Board member subject to removal may appeal by submitting a letter in writing within thirty (30) days of removal to the CLEO stating reasons to remain as an active member of the Board. A committee of LEOs will review the appeal and decide prior to the next scheduled date of the RWB. A member of the RWB will be removed for cause by the CLEO, if any of the following occurs:
  - (1) documented violation of conflict of interest;
  - (2) failure or refusal to work cooperatively with the RWB and to abide by the bylaws;
  - (3) documented proof of fraud or abuse; and

- (4) failure to meet RWB member representation requirements as defined in WIOA.
- (i) Alternates may be designated by an RWB member to attend a meeting. Alternates must be designated prior to the meeting. Alternates should be individuals representing the same category as the appointed member and who have experience, expertise, and optimum policy-making authority. Alternates may be designated on an annual basis, for the RWB member's term, or on a per-meeting basis. The designation, to be effective, shall be submitted to the RWB Chair prior to a meeting. An alternate designated following the above instructions shall have full participation and voting rights.

#### **RWB Officers**

- (a) The CLEO shall appoint a Chairperson and a Vice Chairperson from the business representatives on the RWB as set forth in WIOA § 107.
- (b) The Chair shall preside at meetings of the RWB.
- (c) In the absence of the Chair, or in the event of his/ her inability to act, the Vice-Chair exercises all the powers and performs the duties of the Chair.
- (d) If neither the Chair nor Vice-Chair can perform the duties, the CLEO may select another RWB member to act as interim chair until a new chair is appointed by the CLEO.

#### **RWB Committees**

- (a) In accordance with WIOA § 107(b)(4)(A), the RWB may designate and direct the activities of standing committees to provide information and to assist the RWB in carrying out its duties.
- (b) The primary purpose of standing committees shall be to consider and recommend actions and propose policies in the functional areas under their jurisdictions, subject to final approval by the RWB, including enhancing the operations of one stop centers, providing services to youth, and providing services to persons with disabilities, among other priorities determined by the RWB.
- (c) Standing committees shall have a chair and vice-chair representing private business appointed by the RWB chairperson, may include other members of the RWB, and may include other individuals appointed by the RWB chair who are not members and who are determined to have appropriate experience and expertise.
- (d) When deemed necessary or appropriate, the chairperson of the RWB may appoint temporary or ad hoc committees, including the chairperson and vice chairperson of said committee, for the purpose of special projects.

#### **RWB Meetings**

- (a) All RWB business and proceedings shall be conducted in accordance with these bylaws and Robert's Rules of Order.
- (b) The RWB shall meet at least four times per year but may meet more frequently at the call of the Chair or the CLEO. RWB meetings shall be at the call of the RWB Chair or the CLEO. Announcements, including the date, time, and place of proposed meetings, shall be made public no later than seven days prior to such meetings.
- (c) Meetings of the RWB and any committee shall be conducted pursuant to the Open Meetings Act, including the use of web-based or telephonic technology.
- (d) Recording the proceedings of all RWB meetings shall be the responsibility of the RWB Executive Director, appointed by the Secretary of Workforce, or his or her designee, who shall record and maintain all proceedings of the RWB and shall make available to the public, on a regular basis through electronic means, information about the activities and functions of the RWB, including:
- (1) The Local Plan, or modification to the Local Plan, prior to submission of the Local Plan or modification of the Local Plan;
  - (2) Information regarding membership;
  - (3) Minutes of formal meetings of the RWB upon request; and
  - (4) RWB bylaws and policies.
- (e) Attendance by fifty-one percent (51%) of the membership of the RWB shall constitute a quorum at RWB meetings, and attendance by fifty-one percent (51%) of the members of any RWB committee shall constitute

a quorum at committee meetings.

- (f) The RWB shall conduct no official business if a quorum is not present.
  - (1) RWB or committee action shall require a simple majority of the present quorum.
  - (2) The Chair may determine the method of voting, except that any member may request individual polling.
  - (3) Secret balloting shall not be allowed.
  - (4) All RWB members are entitled to one vote on each pending motion.
  - (5) The RWB Chair and committee chairs shall vote only in the case of a tie.
- (g) An RWB member shall not cast a vote on any matters pertaining to the provision of services by any organization represented by that member or in any other circumstances that would result in financial benefit to that member or the immediate family of such member. Members may not engage in any other activity determined by the Governor and/or the CLEO to constitute a conflict of interest as specified in the State Strategic Workforce Plan, the WIOA State Plan, or the Local Plan.
  - (1) In such cases during a call for vote, it shall be the individual member's responsibility to ensure that an abstention is recorded in his/her name as part of the minutes.
  - (2) Each RWB member will be asked to sign a Conflict-of-Interest Policy Statement stating his or her understanding that this policy is meant to supplement good judgement, and the RWB member will respect its spirit as well as its wording.
  - (3) In all voting matters, RWB members shall adhere to the Conflict-of-Interest Policy.
  - (4) Active participation in RWB meetings is required for all RWB members to foster the conditions necessary for convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities.

#### **RWB Board Member Expenses**

Members of the RWB 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 allowed state employees.

- (a) Allowable expenses that are directly associated with duties as RWB members, such as travel and lodging for attendance at RWB and committee meetings, shall be reimbursed in the amount and in such procedural manner as fixed by Alabama law and procedures based on the State of Alabama travel policy.

#### **Amendments to the Bylaws**

These by-laws may be amended during regular or special meetings of the RWB, provided that the proposed amendment or amendments have been distributed in writing to the RWB members at least seven days prior to such meetings.

#### **Conflict of Authority**

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 RWB are hereby adopted by the RWB in accordance with the provisions of WIOA and the AWTA and submitted to the CLEO and Secretary of Workforce for approval.

# Regional Workforce Board Nomination Form

1-Name (First, MI, Last):		2-RWB/LWDA #:		3-Date:		
4-Street Address:			<b>13-Nominee Characteristics</b> Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Race: (more than one may be checked) White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Amer. Indian or Native Alaskan <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Ethnicity: Hispanic, Latino, or Spanish origin Yes <input type="checkbox"/> No <input type="checkbox"/> <b>14-Recommended for (see section number):</b> 16- Labor/ or Apprenticeship <input type="checkbox"/> 17-Private Sector (Business) <input type="checkbox"/> 18-Education and Training <input type="checkbox"/> 19-Vocational Rehabilitation <input type="checkbox"/> 20-Economic Development <input type="checkbox"/> 21-Wagner-Peyser <input type="checkbox"/> 22-Optional/Other <input type="checkbox"/>			
5-City:	6-County:					
7-State: Alabama	8-ZIP Code:					
9-Home Phone (include area code):	10-Work Phone (include area code):					
11-Fax Number (optional):	12-Email Address:					
15-Regional Workforce Board Name:						
16-Labor or Apprenticeship Representative:						
<div style="display: flex; justify-content: space-between;"> <span>Title</span> <span>Organization</span> </div> Labor <input type="checkbox"/> Joint-Labor or Union Registered Apprenticeship <input type="checkbox"/> Youth Serving Organization <input type="checkbox"/> Community-Based Organization <input type="checkbox"/>						
17-Private Sector (Business) Representative:			<div style="display: flex; justify-content: flex-end; text-align: right;">             Yes    No              Small Business <input type="checkbox"/>    <input type="checkbox"/>              Urban <input type="checkbox"/>    Suburban <input type="checkbox"/>    Rural <input type="checkbox"/>              Number of Employees _____           </div>			
Title _____  Business _____  Type of Business _____						
18-Education and Training Representative:			19-Vocational Rehabilitation Representative:			
Title _____  Institution _____ Adult Education <input type="checkbox"/> Higher Education/Comm. College <input type="checkbox"/>			Title _____			
20-Economic Development Representative:			21-Wagner-Peyser Representative:			
Title _____			Title _____			

**22-Optional/ Other Representative (CBO; housing, trans., pub. assist. programs; philanthropic orgs.; others nominated by CLEO):**

Title \_\_\_\_\_

Agency \_\_\_\_\_

**23-Nominator:**

*I hereby recommend the above-named person for membership on the Regional Workforce Board.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed/Typed Name & Title of Nominator \_\_\_\_\_

Organization \_\_\_\_\_

Phone \_\_\_\_\_

FAX Optional \_\_\_\_\_

Email \_\_\_\_\_

**24-Action by Chief Elected Official and Sec. of Workforce:**

Subject to certification required by § 107 of the WIOA, the Alabama Workforce Transformation Act, and Policy of the Alabama Workforce Board, the person nominated herein has been duly appointed to the Regional Workforce Development Board by the CLEO after consulting with the Sec. of Workforce.

Term of Appointment: From \_\_\_\_\_ To \_\_\_\_\_

Signature of Chief Local Elected Official \_\_\_\_\_

Date \_\_\_\_\_

Signature of Sec. of Workforce \_\_\_\_\_

Date \_\_\_\_\_