

**BY-LAWS OF  
GREENVILLE COUNTY WORKFORCE DEVELOPMENT BOARD**

**ARTICLE I**

**PURPOSE**

Consistent with section 108 of the Workforce Innovation and Opportunity Act (WIOA), the functions of the Greenville County Workforce Development Board (hereinafter call "GCWDB") shall include the following:

- A. In partnership with the chief elected official, develop and submit a local plan to the Governor that meets the requirements of section 108.
- B. With respect to the local plan, conduct workforce research and regional labor market analysis.
- C. Convene local workforce development system stakeholders to assist in the development of the local plan and identify non-Federal expertise and resources to leverage support for workforce development activities.
- D. Lead efforts to engage with a diverse range of employers and with other entities to ensure that workforce development activities meet the needs of employers and support economic growth.
- E. Lead efforts to develop and implement industry sector career pathways by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly the individuals with barriers to employment.
- F. Lead efforts to identify and promote proven and promising strategies and initiatives for meeting the needs of employers.
- G. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and job seekers.
- H. In partnership with the chief elected official, conduct oversight of local WIOA programs, the local one-stop delivery system, and ensure appropriate management of local funds to provide employment and training activities under section 129(c) and subsections (c) and (d) of section 134.
- I. In conjunction with the chief elected official and Governor, negotiate and reach agreement on local performance accountability measures as described in section 116(c).
- J. Consistent with section 121(d) and with the agreement of the chief elected official, designate or certify one-stop operators; terminate for cause the eligibility of such operators.
- K. Consistent with section 123, identify eligible providers of youth workforce investment activities by awarding grants or contracts on a competitive basis (except as provided in section 123(b)) based on recommendations of the youth standing committee.
- L. Coordinate activities with local education and training providers, including providers of workforce investment activities, providers of adult education and literacy activities under title II, and providers of career and technical education.

## ARTICLE II

### MEMBERSHIP

1. Appointment. The WDB is appointed by the chief local elected official in each local area in accordance with State criteria established under WIOA section 107(c)(1), and is certified by the Governor every two (2) years, in accordance with WIOA section 107(c)(2)(A).
2. Terms of Office. Appointments will be staggered and up to three-year incremental terms based on the program year calendar starting in July. Except in the case of death, resignation or removal, a member shall serve until his/her successor shall have been duly appointed.
3. Categories of Membership. Membership of the WDB shall be comprised in accordance with WIOA section 107(b).
4. Nomination of Members. Members of the WDB shall be nominated in accordance with WIOA section 107(b).
5. Resignations. Any member may resign by written notice to the Chairperson of the WDB and the Chairperson of Greenville County Council, in which the resignation shall be effective at the time specified in said notice.
6. Removal of Members. Any member of the WDB may be removed for cause by affirmative vote of seventy-five (75) percent of the entire membership of the WDB at a specifically called meeting which shall consider only removal of such member. The written notice of such a meeting shall state the purpose of the meeting. "Cause" for removal of a member under this section shall be fraudulent or dishonest acts or gross abuse of authority and discharge of duties to the WDB and shall be established after written notice of specific charges and opportunity to meet and refute such charges.  
  
The chief elected official may also remove board members if determined to be in the best interest of the WDB to do so. WIOA implies that such standards for removing board members derive from the authority to appoint them.
7. Vacancies. Any vacancy in the membership of the WDB shall be filled in the same manner as the original appointment for the un-expired term.

## ARTICLE III

### MEETINGS AND ATTENDANCE

1. Meetings. Regular meetings shall be held bi-monthly during the year and at such times and at such places as it deems necessary. Special meetings of the WDB may be called at any time by the chairperson or upon the written request of not less than two-thirds (2/3) of the WDB membership, pursuant to the notice requirements of this Article.

2. Notice of Meetings. Regular meeting schedules will be published on the WDB website. Reminder notices of scheduled WDB meetings will be emailed at least ten (10) days prior to the meeting. Reminder notices will include information stating the place, date, and hour of the meeting. All regular meetings of the WDB shall be announced publicly and shall be open to the public.

3. Quorum. At any meeting of the WDB, the presence of a majority of the active members shall constitute a quorum for the transaction of business.

4. Attendance. Members are expected to attend all meetings of the full membership of the WDB. Members should notify the Chairperson of the WDB if circumstances prevent their attendance at any meeting of the entire membership of the WDB. A member with three (3) absences from regular meetings in a calendar year shall be conclusively presumed to have resigned from the WDB and shall be notified accordingly by the Chairperson; the resulting vacancy shall be filled pursuant to these by-laws.

## ARTICLE IV

### VOTING

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

2. Conflict of Interest. No member of the WDB may cast a vote on any matter in which that member or the organization that such members represent has a direct interest. WDB members will be provided with the WDB Conflict of Interest Instructions and a Conflict of Interest Form to be completed annually.

## ARTICLE V

### OFFICERS

1. Chairperson. The chairperson of the WDB must be elected by its members from among the business representatives and appointed by the Chairperson of Greenville County Council. The Chairperson shall preside at all meetings of the entire membership of the WDB, and shall have such powers and duties as are provided by these By-laws. The Chairperson may sign, on the behalf of the WDB, contracts or other instruments which the membership has authorized to be executed, shall, subject to the direction of the membership, supervise and control the staff, and in general shall perform all duties incident to the position of the Chairperson and those additional duties which may be prescribed by the membership of the WDB.

2. Vice-Chairperson. The Vice-Chairperson shall be elected by the WDB.

3. Terms of Office. The terms of office for the Chairperson, Vice-Chairperson shall run the course of two consecutive calendar years from January 1 to December 31. The

Chairperson and Vice-Chairperson shall hold office until their successors have been duly appointed, or until their earlier resignation, removal from office, death or incapacity.

4. Resignation or Removal of Officers. The Chairperson and Vice-Chairperson of the WDB may resign by written notice to the WDB that shall be effective upon the date specified therein. The Chairperson or Vice-Chairperson may be removed for cause by affirmative vote of seventy-five (75) percent of the entire membership of the WDB at a specially called meeting, which shall consider only removal of the Chairperson or Vice-Chairperson. The written notice of such a meeting shall state the purpose of the meeting. "Cause" for removal of the Chairperson or Vice-Chairperson under this section shall be fraudulent or dishonest acts of gross abuse of authority and discharge of duties to the WDB and shall be established after written notice of specific charges and opportunity to meet and refute such charges.

5. Vacancies. The Chairperson of Greenville County Council shall fill any vacancy in the office of the Chairperson, however occurring, for the duration of the term. The Chairperson shall fill any vacancy in the office of Vice-Chairperson, however occurring, for the duration of the term.

## ARTICLE VI

### COMMITTEES

1. Appointment. The WDB shall have the following standing committees: One-Stop Delivery System Committee, Youth Committee, Services to Individuals with Disabilities Committee, and Executive Committee. The Chairperson may form such other committees from time to time as deemed necessary. The Chairperson shall make committee appointments.

2. Committee Quorum. Any committee meeting of the WDB where a majority is present shall constitute a quorum for the transaction of business.

3. Notice of Meetings. All standing committees of the WDB shall give notice to the entire membership of the WDB of the date, place, and hour of any committee meeting.

4. Relationship to the WDB. Per Section 107(b)(4)(A), standing committees shall be chaired by a member of the local board, may include other members of the local board, and shall include other individuals appointed by the local board who are not members of the local board and who the local board determines have appropriate experience and expertise.

5. Committee Designation. Pursuant to the provisions of Section 107(b)(4)(A) of the Workforce Innovation and Opportunity Act, a local WDB may appoint the following standing committees:

a. One-Stop Delivery System - to provide information and assist with operational and other issues relating to the one-stop delivery system, which may include as members representatives of the one-stop partners.

b. Youth - to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.

c. Services to Individuals with Disabilities - to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

d. Executive Committee - to serve as an additional standing committee designated by the board. The Executive Committee is comprised of the chairs of each subcommittee and will be responsible for board level approvals in the event the full membership is unavailable to meet.

**ARTICLE VII**

**STAFF**

The WDB shall employ and maintain a staff to support the following activities of the WDB: implementation and planning, budgeting, marketing, contract approval, financial program oversight, and general administrative duties.

**ARTICLE VIII**

**CONTRACTS, CHECKS, AND DEPOSITS**

1. Contracts. The membership of the WDB may authorize the Chairperson to enter into any contract or to execute and deliver any instrument in the name of and on the behalf of the WDB, and such authority may be general or confined to specific instances.
  
2. Checks, Drafts, etc. All checks, drafts, or other orders for payment of money, notes or other evidences of debt issued in the name of the WDB shall be approved by the board Director and processed according to the County of Greenville Finance department procedures.
  
3. Deposits. All funds of the WDB shall be deposited according to the County of Greenville Finance department procedures.

## **ARTICLE IX**

### **RULES OF PROCEDURE**

Meetings of the full membership of the WDB, and committee meetings, shall be governed by Robert's Rules of Order, Newly Revised, in all cases to which they are applicable and in which they are not inconsistent with the By-Laws and any special rules of order adopted by the WDB.

## **ARTICLE X**

### **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 XI**

### **AMENDMENTS**

These By-Laws may be amended, altered or repealed by a majority vote of the entire membership of the WDB at any meeting of the WDB 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. This By-Laws shall be deemed to be automatically amended at any time to conform to applicable state or federal statutes and regulations.