

# NEVADAWORKS BOARD BYLAWS

## MISSION

The mission of the Nevadaworks Board is to provide employers in Northern Nevada with a skilled, productive workforce that supports the economic needs of local communities.

To fulfill this mission, the Nevadaworks Board, in conjunction with the Nevadaworks staff, will work together to:

- Implement a Workforce Innovation and Opportunity Act system that meets employer demands for a skilled workforce and increases the employment, retention, and earnings of Nevada's workers.
- Integrate Workforce Innovation and Opportunity Act programs with private sector needs through economic and community development initiatives.
- Strengthen the local economy by building a skilled workforce.
- Leverage and integrate resources to expand services and maximize effectiveness.

## Article I Authority

The Nevadaworks Board is established in accordance with Section 107 of the Workforce Innovation and Opportunity Act (Public Law 113-128) and pursuant to a Cooperative Agreement between the Nevadaworks Council and the Nevadaworks Local Elected Officials to administer and manage Workforce Innovation and Opportunity Act activities under the Workforce Innovation and Opportunity Act and other workforce development programs in the Northern Nevada Workforce Innovation and Opportunity Act Area as designated by the Governor of the state of Nevada.

The Nevadaworks Council and the Local Elected Officials, when meeting jointly, shall be known as the Nevadaworks Board.

The Nevadaworks Board jurisdiction is the Northern Nevada Local Workforce Innovation and Opportunity Act Area of Carson City, Churchill, Douglas, Elko, Eureka, Humboldt, Lander, Lyon, Mineral, Pershing, Storey, Washoe and White Pine counties as designated by the Governor of the state of Nevada.

## Article II Duties and Responsibilities, Staff

### Section I. Duties and Responsibilities

The duties of the Nevadaworks Board shall be those duties and responsibilities of the Nevadaworks Council and the Nevadaworks Local Elected Officials to:

- Provide policy guidance and oversight with respect to activities conducted under the Workforce Innovation and Opportunity Act.
- Develop and approve a Workforce Innovation and Opportunity Act plan for the Local Workforce Innovation and Opportunity Act Area.
- Identify employer's labor force, job retention and skills upgrade needs.

- Enter into a memorandum of understanding with one-stop system partners.
- Select one-stop operator.
- Certify one-stop operator as described in [Section 121(d)(2)(A)] of the Workforce Innovation and Opportunity Act.
- Conduct oversight with respect to the one-stop delivery system in the local area.
- Coordinate Workforce Innovation and Opportunity Act activities with economic development strategies.
- Develop programs based on locally determined business and community assessments.
- Evaluate the benefit, productivity and impact of all Nevadaworks programs.

**Section 2. Staff**

Nevadaworks, an independent agency, is staff and office support for the Nevadaworks Board. All Nevadaworks Board activities will be coordinated through and by Nevadaworks.

The Nevadaworks Chief Executive Officer has signature authority on behalf of the Nevadaworks Board for the transaction of Nevadaworks Board official business.

**Article III  
Membership, Officers, Terms of Position, Attendance**

**Section 1. Membership**

The Nevadaworks Board membership shall be comprised of the membership of the Nevadaworks Council and the Local Elected Officials.

**Section 2. Officers**

The Officers of the Nevadaworks Board shall be the Chair and Chair-Elect of the Nevadaworks Council and the Chair and Vice-Chair of the Nevadaworks Local Elected Officials.

The Nevadaworks Council Chair shall serve as Chair of the Nevadaworks Board.

The Chair shall:

- Preside at all Nevadaworks Board meetings.
- Represent the Nevadaworks Board with the public, employers, partner agencies and organizations.

In the absence of the Chair, the following officers, in sequence, shall assume the responsibilities of the Chair:

- Nevadaworks Local Elected Officials Chair,
- Nevadaworks Council Chair-Elect,
- Nevadaworks Local Elected Officials Vice-Chair.

**Section 3 Terms of Position**

- The term of each Nevadaworks Board Member shall be three (3) years, upon which time consideration for reappointment shall occur.
- The terms of all representatives may be staggered at the discretion of the Nevadaworks Local Elected Officials.
- There shall be no term limits.
- Members who are no longer actively involved in the work of his/her membership category when appointed shall be required to resign from his/her Nevadaworks Board seat.
- Members shall immediately inform the Nevadaworks Local Elected Officials of a change in employer or employment status, or other change in membership category, at which time it shall be determined if the member is eligible to continue serving on the Nevadaworks Board.
- Solicitation for members to fill any vacancy will begin immediately following determination of a vacancy by the Nevadaworks Local Elected Officials.

#### **Section 4. Attendance**

Nevadaworks Board members are expected to attend and participate in regularly scheduled meetings.

### **Article IV Meeting Procedures, Quorum, Voting Rights, Conflict of Interest**

#### **Section 1. Meeting Procedures**

The Nevadaworks Board shall meet at least three times per year at a time and location to be determined at the prior meeting. Meetings may also take place via telephone, internet live streaming, or any other electronic means.

The Chair may call additional meetings of the Nevadaworks Board at his/her discretion.

All meetings shall be publicly announced and shall be open and accessible to the general public in compliance with Nevada's Open Meeting Law (NRS 241).

All meetings will be governed by the rules of parliamentary practice contained in Robert's Rules of Order, Newly Revised.

The floor shall be open to all Nevadaworks Board members. Presentation and debate shall be limited to members of the Nevadaworks Board and resource persons designated by the Nevadaworks Board.

Observers attending shall have the opportunity for input, which shall be formally noticed in the agenda or stated by the Chair. Before any observers may speak, they must be recognized by the Chair and must identify themselves by name and affiliation.

Minutes of the proceedings for each Nevadaworks Board meeting shall be kept in the offices of Nevadaworks. Minutes shall document attendance and absences of Nevadaworks Board members and shall be distributed to each Nevadaworks Board member three working days prior to the next scheduled meeting.

Meeting agenda, minutes and supporting documentation shall be made available to the public upon written request to Nevadaworks.

### **Section 2. Quorum**

A quorum of the Nevadaworks Council and a quorum of the Local Elected Officials will constitute a quorum of the Nevadaworks Board for the transaction of official business.

### **Section 3. Voting Rights**

Each Nevadaworks Board member has equal voting rights and may cast one vote on any question. A member may give his/her vote through written proxy to another Nevadaworks Board member in his/her absence.

A majority of votes cast is required for approval of any action brought before the Nevadaworks Board.

### **Section 4. Conflict of Interest**

A Nevadaworks Board member shall, when met with a potential or actual conflict of interest, announce publicly the nature of the conflict and refrain from participating in any discussion or debate on the issue and refrain from voting on the matter under any circumstances.

A Nevadaworks Board member shall not vote on any matter under consideration that has a direct bearing on services to be provided by that member or by an entity that such member represents or vote on any matter which would provide direct financial benefit to that member.

## **Article V Executive Committee, Other Committees**

### **Section 1. Executive Committee**

The Nevadaworks Board Executive Committee shall consist of six (6) members, comprised of the Nevadaworks Council Executive Committee (Chair, Chair-Elect and At-Large Member) and the Nevadaworks Local Elected Officials Executive Council (Chair, Vice-Chair and At-Large Member).

The Nevadaworks Board Executive Committee shall:

- Be empowered to take action on behalf of the Nevadaworks Board. A majority vote of the Nevadaworks Board Executive Committee is required for all such actions. Actions resulting in a tie vote will be referred to the full Board for consideration or resolution pursuant to the Nevadaworks Board Cooperative Agreement under the Workforce Innovation and Opportunity Act.

- Provide oversight and review of the administrative requirements of the Nevadaworks Board conducted by Nevadaworks, as staff to the Board.
- Direct the functions and activities of the Nevadaworks Chief Executive Officer, and no less than annually, review and evaluate performance, and negotiate contract terms, including compensation and benefits. The Nevadaworks Board Executive Committee must ratify and approve all Chief Executive Officer personnel actions.

Minutes of Nevadaworks Board Executive Committee meetings shall be kept in the offices of Nevadaworks and all actions reported to the full Nevadaworks Board at the next regularly scheduled meeting.

The Chair shall call meetings of the Nevadaworks Board Executive Committee at such times and locations as he/she may designate.

## **Section 2. Other Committees**

The Nevadaworks Board Chair shall establish committees and workgroups and appoint both Board and non-Board members as deemed necessary to the respective committee or workgroup.

### **Article VI Bylaw Changes**

These by-laws may be amended or repealed, or new bylaws enacted at any scheduled meeting of the Nevadaworks Board through a majority vote of the membership.

Any such proposed change must be submitted to the Nevadaworks Board membership in writing at least fifteen calendar days prior to the scheduled meeting.

### **Article VII Ratification**

These Bylaws shall be effective immediately upon approval by the Nevadaworks Board.