

NEVADAWORKS COUNCIL BYLAWS

MISSION

The mission of the Nevadaworks Council is to provide the best workforce solutions fulfilling needs of employers and job seekers.

To fulfill this mission, the Nevadaworks Council, in conjunction with the Nevadaworks Local Elected Officials and 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 Council is established in accordance with Section 107 of the Workforce Innovation and Opportunity Act (Public Law 113-128) as a Local Workforce Innovation and Opportunity Act Board when meeting with the Nevadaworks Local Elected Officials as certified by the Governor of the state of Nevada.

The Nevadaworks Council operates in the state of Nevada, in the Northern Nevada Local Workforce Innovation and Opportunity Act Area comprised of Carson City, Churchill, Douglas, Elko, Eureka, Humboldt, Lander, Lyon, Mineral, Pershing, Storey, Washoe and White Pine counties.

Article II Duties and Responsibilities, Staff, Insurance

Section I. Duties and Responsibilities

The duties of the Nevadaworks Council are 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 employers’ labor force, job retention and skills upgrade needs.
- 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.

- Ensure that when there is a change in the chief elected official(s), the new chief elected official(s) are notified, in a timely manner, of their responsibilities and liabilities as well as the need to review and update any written agreements among the chief elected official(s).

Section 2. Staff

Nevadaworks, an independent agency, is staff and office support for the Nevadaworks Council, as designated through a Cooperative Agreement with the Nevadaworks Local Elected Officials. All Nevadaworks Council activities will be coordinated through and by Nevadaworks.

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

Section 3. Insurance

The Nevadaworks Council shall maintain a minimum of \$1,000,000, aggregate limit of liability, Non-profit Organization Executive Protection and Employment Practices Liability Insurance Policy.

Article III Membership, Officers, Terms of Position, Attendance

Section 1. Membership

The Nevadaworks Council membership shall be appointed by the Nevadaworks Local Elected Officials in accordance with the composition requirements established in the Workforce Innovation and Opportunity Act.

No less than fifty-one percent (51%) of the membership of the Nevadaworks Council will represent private sector business. Representatives of the private sector shall be owners of business concerns, chief executives or chief operating officers, or other executives who have substantial management or policy responsibility [Sec 107(b)(2)(A)].

Other membership categories will include labor, economic development, community-based organizations, education, Workforce Innovation and Opportunity Act mandatory partners, and others, as determined appropriate by the Nevadaworks Council. Representatives shall be individuals who have substantial management responsibility or expertise within the categorical area represented.

Section 2. Officers

The Officers of the Nevadaworks Council shall be the Chair and the Chair-Elect.

The Nevadaworks Council shall elect a Chair and Chair-Elect from the business category annually in June, to serve a term of one-year, beginning July 1. Officers may be re-elected to serve more than one term.

The Chair shall:

- Preside at all Nevadaworks Council meetings, Chair the Nevadaworks Council Executive Committee, appoint committees and act as the liaison with the Nevadaworks Local Elected Officials.

- Appoint an Executive Committee of not less than three persons, including the Chair, to act on behalf of the Nevadaworks Council.
- Represent the Nevadaworks Council with the public, employers, partner agencies, and organizations.
- Assume responsibility for the transaction of official Nevadaworks Council business.

The Chair-Elect shall:

- Agree to accept nomination as Chair for the subsequent term.
- Assume the responsibility and authority of the Chair in his/her absence or if the position is vacated prior to term expiration.

Section 3. Terms of Position

Official appointments by the Nevadaworks Local Elected Officials shall be made at least annually for all applicable Nevadaworks Council positions. Terms of position shall be July 1 through June 30 for all membership categories with an exception for mid-term vacancies, where the term will be for the remainder of the original term. Members may be re-appointed to serve subsequent terms.

- The term of each Nevadaworks Council 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 Council seat.
- Members shall immediately inform the Nevadaworks Local Elected Officials of a change in employer, 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 Council

Section 4. Attendance

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

The Nevadaworks Executive Committee has the authority to suspend any member who misses three consecutive regularly scheduled meetings. A member may request reinstatement within 30 days of receipt of notice of suspension through written appeal to the Nevadaworks Executive Committee.

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

Section I. Meeting Procedures

The Nevadaworks Council shall meet jointly with the Nevadaworks Local Elected Officials as the Nevadaworks Board at least three times per year at a date, 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 Council 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 Council members. Presentation and debate shall be limited to members of the Nevadaworks Council and resource persons designated by the Nevadaworks Council.

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 Council meeting shall be kept in the offices of Nevadaworks. Minutes shall document attendance and absences of Nevadaworks Council members and shall be distributed to each Nevadaworks Council member 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 shall consist of a majority of the membership for whom an official appointment has been made by the Nevadaworks Local Elected Officials.

A quorum must be present for the transaction of official business.

Section 3. Voting Rights

Each Nevadaworks Council 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 Council member in his/her absence. A proxy may be used for attendance and for voting purposes.

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

Section 4. Conflict of Interest

A Nevadaworks Council 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.
- 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 Council Executive Committee shall:

- Consist of three required members comprised of the Nevadaworks Council Chair, Chair-Elect, and at least one At-Large member appointed by the Chair.
- Be empowered to take action on behalf of the Nevadaworks Council. A majority vote of the Executive Committee is required for all such actions.
- Provide oversight and review of the administrative requirements of the Nevadaworks Council conducted by Nevadaworks, as staff to the Council.
- Participate in the recruitment process for appointment of the Nevadaworks Chief Executive Officer.
- Observe and comment on the functions and activities of the Nevadaworks Chief Executive Officer in coordination with the Nevadaworks Local Elected Officials through membership on the Nevadaworks Board Executive Committee.

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

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

Section 2. Other Committees

The Nevadaworks Council Chair shall establish committees as needed to carry out Nevadaworks Council duties and responsibilities. The Chair shall appoint committee members.

Article VI
Bylaw Changes

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

Any such proposed change must be submitted to the Nevadaworks Council 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 Council.