

NEVADAWORKS LOCAL ELECTED OFFICIALS BYLAWS

MISSION

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

To fulfill this mission, the Nevadaworks Local Elected Officials, in conjunction with the Nevadaworks Council 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 Local Elected Officials is established in accordance with the requirements of the Workforce Innovation and Opportunity Act (Public Law 113-128) as the governing body of the Northern Nevada Workforce Innovation and Opportunity Act Area.

The Local Elected Officials through a cooperative agreement between the 13 Northern Nevada counties of Carson City, Churchill, Douglas, Elko, Eureka, Humboldt, Lander, Lyon, Mineral, Pershing, Storey, Washoe and White Pine, have created a public agency called Nevadaworks as the administrative entity and grant recipient on behalf of the Nevadaworks Local Elected Officials.

Article II Duties and Responsibilities, Staff

Section I. Duties and Responsibilities

The duties of the Local Elected Officials shall be to:

- Oversee the management and administration of Nevadaworks including all fiscal and programmatic responsibilities for resources administered by the Nevadaworks agency.
- Enter into a Cooperative Agreement with the Nevadaworks Council to carry out the provisions of the Workforce Innovation and Opportunity Act and other related services.
- Annually solicit, approve, appoint, or remove members of the Nevadaworks Council in accordance with the provisions of the Workforce Innovation and Opportunity Act.

- 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, has been established as staff and office support for the Nevadaworks Local Elected Officials. All Nevadaworks Local Elected Officials activities will be coordinated through and by Nevadaworks.

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

Article III Membership, Officers, Terms of Position, Attendance

Section I. Membership

The members of the Nevadaworks Local Elected Officials shall be:

- A County Commissioner/Carson City Supervisor or designee from each of the 13 Northern Nevada counties officially appointed by the respective County Commission/Carson City Supervisors as indicated through formal notification to the Nevadaworks Chief Executive Officer, or
- A designated alternate officially appointed through formal notification to the Nevadaworks Chief Executive Officer.

For purposes of transacting business, the Nevadaworks Local Elected Officials will consist of those individuals for whom an official appointment has been received.

Section 2 Officers

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

The Nevadaworks Local Elected Officials shall elect a Chair and Vice-Chair in January of each even numbered year, to serve a two-year term. Officers may be re-elected to serve more than one term.

The Chair shall:

- Preside at all Nevadaworks Local Elected Officials meetings, Chair the Nevadaworks Local Elected Officials Executive Council, appoint committees, and act as the liaison with the Nevadaworks Council.
- Appoint an Executive Council of no less than three persons, including the Chair, Vice-Chair and an At-Large Nevadaworks Local Elected Official member to act on behalf of the Nevadaworks Local Elected Officials.
- Be responsible for the transaction of official Nevadaworks Local Elected Officials business.

The Vice-Chair shall accept 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

Terms of office shall begin on the date of official appointment and shall end when the member is no longer an elected official of the appointing county, or an official appointment has been received designating another elected official.

Section 4. Attendance

Nevadaworks Local Elected Officials members, or designated alternates, are expected to attend and participate in Nevadaworks meetings and activities.

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

Section 1. Meeting Procedures

The Nevadaworks Local Elected Officials shall meet jointly with the Nevadaworks Council as the Nevadaworks Board 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 Local Elected Officials at his/her discretion.

All meetings shall be publicly announced and shall be open and accessible in accordance with Nevada 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 Local Elected Officials. Presentation and debate shall be limited to members of the Nevadaworks Local Elected Officials and resource persons designated by the Nevadaworks Local Elected Officials.

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 Local Elected Officials meeting shall be kept in the offices of Nevadaworks. Minutes shall be distributed to each Nevadaworks Local Elected Officials 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 will consist of:

- The three required members of the Executive Council, or
- A minimum of five members.

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

Section 3. Voting Rights

Each Nevadaworks Local Elected Official has equal voting rights and may cast one vote on any question. A Nevadaworks Local Elected Official may give his/her vote through written proxy to another Nevadaworks Local Elected Official 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 Local Elected Officials.

Section 4. Conflict of Interest

A Nevadaworks Local Elected Official 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 Local Elected Official 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 that would provide direct financial benefit to that member.

Article V Committees

Section I. Executive Council

The Nevadaworks Local Elected Officials Executive Council shall consist of at least three members comprised of the Nevadaworks Local Elected Officials Chair, Vice-Chair and Nevadaworks Local Elected Officials Member At-Large appointed by the Chair.

The Nevadaworks Local Elected Officials Executive Council shall:

- Be empowered to take action on behalf of the Nevadaworks Local Elected Officials. A majority vote of the Nevadaworks Local Elected Officials Executive Council constitutes a majority vote of the Nevadaworks Local Elected Officials.
- Provide oversight and review of the administrative requirements of the Nevadaworks Local Elected Officials conducted by Nevadaworks, as staff to the Nevadaworks Local Elected Officials.
- Appoint the Chief Executive Officer of the Nevadaworks agency.
- Direct the functions and activities of the Nevadaworks Chief Executive Officer in coordination with the Nevadaworks Council through membership on the Nevadaworks Board Executive Committee.
- Review and ratify all Nevadaworks Board Executive Committee personnel actions relating to the Nevadaworks Chief Executive Officer.

Minutes of Nevadaworks Local Elected Officials Executive Council meetings will be kept in the offices of Nevadaworks and all actions reported to the full Nevadaworks Local Elected Officials at the next regularly scheduled meeting.

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

Section 2. Committees

The Nevadaworks Local Elected Officials Chair shall establish committees as needed to carry out duties and responsibilities of the Nevadaworks Local Elected Officials.

**Article VI
Bylaw Changes**

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

Any such proposed change must be submitted to the Nevadaworks Local Elected Officials 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 Local Elected Officials.