

# **ATTACHMENT 7.**

**Local WD Board By-Laws  
and Attestation Form - Form  
provided**

**AMENDED AND RESTATED  
BYLAWS OF  
EASTERN JACKSON COUNTY  
WORKFORCE INVESTMENT BOARD**

**ARTICLE I**

**NAME AND GENERAL AUTHORITY**

**Section 1:** There shall be an Eastern Jackson County Workforce Investment Board composed of at least 51% business representatives, with the remainder representing educational entities, labor organizations, community-based organizations, economic development agencies, and one-stop partners, in accordance with the Workforce Investment Act of 1998 (the "Act"). The membership shall also be representative of the Consortium's geographic service area.

**Section 2:** The name of this organization shall be the Eastern Jackson County Workforce Investment Board (the "EJAC WIB").

**Section 3:** The EJAC WIB and its actions shall conform to the provisions of the Act and the Eastern Jackson County Workforce Investment Board / Local Elected Official Agreement.

**Section 4:** The EJAC WIB shall be a full partner in the development of and have concurrent authority in the approval of the local plan in accordance with the Act and the local operating procedure as described in the Delegation Agreements.

**ARTICLE II**

**MEMBERSHIP**

**Section 1:** The EJAC WIB shall consist of no more than thirty five (35) members. The appointments are to be made in accordance with the Consortium Agreement made and entered into by and among the entities represented by the Jackson County Suburban Mayors' Association.

The EJAC WIB shall have the following representation as required by Section 117 of the Act:

- a. Business Representatives shall constitute a majority of the membership of the EJAC WIB.
- b. The remaining members of the EJAC WIB shall represent educational entities, labor organizations, community-based organizations, economic development agencies, and one-stop partners, in accordance with the Act.

The Chairperson of the EJAC WIB shall be elected from among the business representatives on the EJAC WIB.

**Section 2:** Members shall be appointed for fixed and staggered terms and may serve until their successors are appointed. Initially, members shall serve staggered terms. Thereafter, all terms shall be two years. Any vacancy shall be filled in the same manner as in Article II, Section 1.

**Section 3:** Following the initial appointments, the number of members on the EJAC WIB may be increased or decreased proportionally to Article I, Section 1, after thirty days notice of intent by the Chairperson and a two-thirds majority vote of the appointed EJAC WIB members.

**Section 4:** All members of the EJAC WIB shall serve without compensation or refund of personal expenses except as otherwise authorized by the EJAC WIB.

**Section 5:** Removal of a member from the EJAC WIB may be made by the vote of two-thirds (2/3) of the members of the entire EJAC WIB at any duly convened regular meeting. Such removal shall be reported to the Chief Elected Officials and such report should include the reasons for the removal. Failure to attend three consecutive scheduled meetings during the calendar year, or failure to otherwise actively participate in the activities and affairs of the EJAC WIB may be considered reasons for such removal

### **ARTICLE III**

#### **QUORUM**

**Section 1:** Except where indicated otherwise in the Bylaws, all actions of the EJAC WIB shall be by a majority vote, a quorum being present and voting.

**Section 2:** A quorum is required in order for the EJAC WIB to conduct business. A quorum is defined as a majority of appointed members present at an EJAC WIB meeting **with 51% of those present being business members.** Proxies may not be used to establish a quorum.

### **ARTICLE IV**

#### **OFFICERS**

**Section 1:** The Chairperson shall be elected to serve for a term of two years and may succeed himself or herself as Chairperson.

**Section 2:** The Chairperson of the EJAC WIB shall preside over meetings, shall sign all acts or orders necessary to carry out the will of the EJAC WIB, shall be eligible to vote on all matters before the EJAC WIB and shall have the generally recognized powers and duties of the office of Chairperson of the EJAC WIB.

**Section 3:** Copies of all EJAC WIB minutes shall be distributed to the Chief Elected Officials.

**Section 4:** A Vice-Chairperson shall be elected bi-annually by the members to preside at meetings in the absence of the Chairperson.

**Section 5:** A Secretary shall be elected bi-annually by the members.

**Section 6:** A Treasurer shall be elected bi-annually by the members.

**Section 7:** The aforementioned officers, along with the other members, shall comprise the Executive Committee.

## ARTICLE V

### MEETINGS

**Section 1:** The EJAC WIB shall establish at the minimum regularly-scheduled quarterly meetings at such time and place as determined by the Chairperson. Additional meetings of the EJAC WIB may be held at such time and place as determined by the Chairperson. A quorum is required in order for the EJAC WIB to conduct business. A quorum is defined as a majority of appointed members present at a EJAC WIB meeting with at least 51% of those members present being business members.

**Section 2:** Special meetings may be held if in the judgment of a majority of the Executive Committee there exists a situation requiring action of the EJAC WIB and notice is given to all Board members. At any special meeting, a quorum shall be a majority of the appointed EJAC WIB members with 51% of those present being business members and any action taken shall be by a majority vote thereof.

**Section 3:** Notice giving the time, date, place and agenda for annual and regular meetings of the KCV WIB shall be mailed or electronically transmitted to each member at least five (5) days prior to the meeting date. Notice giving the time, date, place and agenda for special meetings of the KCV WIB shall be mailed or electronically transmitted to each member at least three (3) days prior to the meeting date.

**Section 4:** Minutes of the EJAC WIB's meetings shall be the responsibility of the secretary.

**Section 5:** To the extent required by law, meetings of the EJAC WIB and its committees shall be open to the public. Meetings or segments of meetings may be closed to the general public by the EJAC WIB. Chairperson or committee chairperson in compliance with exemptions granted by public law.

## ARTICLE VI

### STANDING COMMITTEE AND SPECIAL COMMITTEES

**Section 1:** The Chairperson may appoint from among its members one or more standing or temporary committees. The EJAC WIB shall be composed of four (4) standing committees and as many other committees as the Chairperson may deem necessary. The standing committees shall be the Executive Committee / Strategic Planning Committee, Youth Council Committee, Operations Committee, and Budget and Oversight Committee.

**Section 2:** The Chairperson shall have the power at any time to increase the number of members of the committees, or to fill vacancies on them.

**Section 3:** All standing committees shall have a minimum of five members of which at least three shall be business representatives.

**Section 4:** Each standing committee shall be chaired by a member of the Executive Committee.

**Section 5:** All standing committees, except the Executive Committee, shall meet on a regular basis subject to call of its Chairperson. Each committee shall meet at least quarterly except the Executive Committee. The Executive Committee shall meet at least quarterly and/or in advance of any regular or special EJAC WIB meeting.

**Section 6:** A simple majority of committee members shall constitute a quorum with at least two of the committee's business members present. Any member missing three consecutive committee meetings shall be replaced subject to the vote of two-thirds (2/3) of the appointed EJAC WIB members.

## ARTICLE VII

### CONFLICT OF INTEREST

No director, officer or employee of the corporation shall have nor shall acquire any interest, direct or indirect, in any project which the corporation is promoting, or in any contract or proposed contract for materials or services, or in any lease, mortgage, sale, or contract of any nature whatever relating to any such project or to the corporation, without forthwith making written disclosure to the corporation of the nature and extent of his interest, and such disclosure shall be entered in writing upon the minute book of the corporation. No director who has such an interest shall vote on any matter relating to such interest. Any vote, including abstentions, on any issue which includes a conflict or potential conflict of interest for a director shall be recorded in the minutes of that meetings. No director shall cast a vote on the provision of services by that director (or any organization which the director directly represents) or vote on any matter which would provide direct financial benefit to that director within the meaning of the Workforce Investment Act of 1998 (the "Act") as amended from time to time.

## ARTICLE VIII

### GENERAL PROVISIONS

**Section 1: Depositories and Checks.** The monies of the corporation shall be deposited in such banks or trust companies as the director may designate and shall be held and drawn out by checks signed in such manner as may be provided by resolution adopted by the Board of Directors.

**Section 2: Bonds.** In addition to the bond, if any, required of the Treasurer, any other officer or employee handling money of the corporation may be bonded at the corporation's expense in such amounts as may be determined by the Board of Directors.

**Section 3: Custodian of Securities.** The Board of Directors may from time to time appoint one or more banks or trust companies to act for reasonable compensation as custodian of all securities and other valuables owned by the corporation, and to exercise in respect thereof such powers as may be conferred by resolution of the Board of Directors. The Board of Directors may remove any such custodian at any time.

**Section 4: Certain Loans Prohibited.** The corporation shall not make any loan to any officer or director of the corporation.

**Section 5: Indemnification of Directors and Officers.** To the extent permitted by law, by the corporation's Articles of Incorporation, and herein, each director or officer, or former director or officer, of the Corporation and his legal representative, shall be indemnified by the corporation against liabilities, expenses, counsel fees and costs reasonably incurred by him or his estate in connection with, or arising out of, any action, suit, proceeding or claim in which he is made a party by reason of his being, or having been, such director or officer; and any person who, at the request of the corporation, served as director, officer, employee, or agent or of another enterprise in which the corporation had an interest and his legal representative, shall in like manner be indemnified by the corporation; provided that in neither case shall the corporation indemnify such director or officer with respect to any matters as to which he shall be finally adjudged in any such action, suit or proceeding to have been liable for negligence or misconduct in the performance of his duties as such director or officer. The indemnification herein provided for, however, shall apply also in respect of any amount paid in compromise of any such action, suit, proceeding or claim asserted against such director or officer (including expenses, counsel fees and costs reasonably incurred in connection therewith), provided the Board of Directors of the corporation shall have first approved such proposed compromise settlement and determined that the director or officer involved was not guilty of negligence or misconduct; but in taking such action any director involved shall not be qualified to vote thereon.

In determining whether or not a director or officer was guilty of negligence or misconduct in relation to any such matters, the Board of Directors may rely conclusively upon an opinion of independent legal counsel selected by the Board of Directors. Unless otherwise provided by law, any compromise settlement authorized herein shall be

effective without the approval of any court. The right to indemnification herein provided shall not be exclusively of any other rights to which such director or officer may be lawfully entitled.

No director or officer of the corporation shall be liable to any other director or officer or other person for any action taken or refused to be taken by him as director or officer with respect to any matter within the scope of his official duties except such action or neglect or failure to act shall constitute negligence or misconduct in the performance of his duties as director or officer.

**Section 6: Fiscal Year.** The fiscal year of the corporation shall begin on the first day of July and end on the last day of June or on such other dates as may be fixed from time to time by the Board of Directors.

## ARTICLE IX

### AMENDMENTS OF THE BYLAWS

**Section 1:** The Bylaws may be amended at any regular meeting of the EJAB WIB with previously written notice having been given to all appointed members at least thirty days in advance. Two-thirds of the appointed EJAC WIB members are required to approve any amendment to the bylaws. Any amendments to these Bylaws shall supersede in their entirety any previous Bylaws of the EJAC WIB.

## ARTICLE X

### EFFECTIVE DATE

**Section 1:** These Bylaws and any amendments thereto shall become effective immediately upon adoption and shall remain in continuous effect from that date until otherwise amended.

### CERTIFICATE

The foregoing Bylaws were duly adopted as and for the Bylaws of the Eastern Jackson County Workforce Investment Board at its first meeting, were thereafter amended, and are hereby amended and restated at a meeting of the Board held on January 17, 2014.

Betty Freeman-Booth 2/28/14

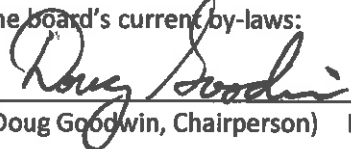
Chairman / Date

**LOCAL WORKFORCE DEVELOPMENT BOARD  
ATTESTATION FOR REVIEW OF BY-LAWS**

The following form must be completed and submitted to the Office of Workforce Development annually. The purpose of the form is to assure that all certified members of the Local Workforce Development Board have reviewed and understand their current by-laws. The form must be signed and dated by at least a quorum of the membership. Please include the printed name of the member on the line below their signature. If additional signature/date lines are needed, please add them accordingly.

Name of Local Workforce Development Board: Eastern Jackson County Region

The following local board members attest by their signatures that they have reviewed and understand the board's current by-laws:

  
\_\_\_\_\_  
(Doug Goodwin, Chairperson)      Date

\_\_\_\_\_  
(Gloria Peters)      Date

\_\_\_\_\_  
(Kim Curtis)      Date

\_\_\_\_\_  
(Brien Starner)      Date

\_\_\_\_\_  
(Clarissa Murray)      Date

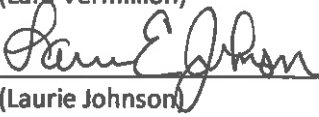
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(Molly Weaver)      Date

\_\_\_\_\_  
(Janis Reed)      Date

\_\_\_\_\_  
(Antonio Wilson)      Date

\_\_\_\_\_  
(Lara Vermillion)      Date

\_\_\_\_\_  
(Deborah Briggs)      Date

 02/07/2020  
\_\_\_\_\_  
(Laurie Johnson)      Date

\_\_\_\_\_  
(Dan Hink)      Date

\_\_\_\_\_  
(Glenn Watson)      Date

\_\_\_\_\_  
(Alisa Martiny)      Date

\_\_\_\_\_  
(Brett Wyatt)      Date

\_\_\_\_\_  
(Stephen White)      Date

\_\_\_\_\_  
(Jennifer DeSchepper)      Date

\_\_\_\_\_  
(Jeff Wright)      Date

\_\_\_\_\_  
(Tom Lesnak)      Date

\_\_\_\_\_  
(Jacinda Rainey)      Date



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(Kim Curtis)      Date

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(Brien Starner)      Date

 2/7/2020  
(Clarissa Murray)      Date

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(Molly Weaver)      Date

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(Clarissa Murray)      Date

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(Molly Weaver)      Date

*[Handwritten Signature]*  
*2-7-2020*

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(Jarvis Reed)      Date

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(Janis Reed) Date

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(Antonio Wilson) Date

*Lara Vermillion 3.4.2020*  
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(Lara Vermillion) Date

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(Deborah Briggs) Date

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(Nancy Milgrim) Do Schaeffer Date  
Jennifer DeSchepper 2/7/2020  
(Insert name of member) Date

(Dylan Minor) Date  
(Insert name of member) Date

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(Brien Starner)      Date

\_\_\_\_\_  
(Clarissa Murray)      Date

*Molly Weaver*      3/6/2020  
\_\_\_\_\_  
(Molly Weaver)      Date

\_\_\_\_\_  
(Janis Reed)      Date

\_\_\_\_\_  
(Antonio Wilson)      Date

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(Lara Vermillion)      Date

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*Deborah S. Briggs, 3/4/2020*  
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(Deborah Briggs)      Date

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(Glenn Watson)      Date

*Alise Martiny* *3-4-2020*  
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*Alise*

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(Brett Wyatt)      Date

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(Stephen White)      Date

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(Jennifer DeSchepper)      Date

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(Jeff Wright)      Date

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(Tom Lesnak)      Date

      1/17/2020  
\_\_\_\_\_  
(Jacinda Rainey)      Date



**LOCAL WORKFORCE DEVELOPMENT BOARD  
ATTESTATION FOR REVIEW OF BY-LAWS**

The following form must be completed and submitted to the Office of Workforce Development annually. The purpose of the form is to assure that all certified members of the Local Workforce Development Board have reviewed and understand their current by-laws. The form must be signed and dated by at least a quorum of the membership. Please include the printed name of the member on the line below their signature. If additional signature/date lines are needed, please add them accordingly.

Name of Local Workforce Development Board: Eastern Jackson County Region

The following local board members attest by their signatures that they have reviewed and understand the board's current by-laws:

Nancy Milgrim      2-7-20  
(Nancy Milgrim)      Date

\_\_\_\_\_  
(Dylan Minor)      Date

\_\_\_\_\_  
(Insert name of member)      Date

\_\_\_\_\_  
(Insert name of member)      Date

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(Insert name of member)      Date

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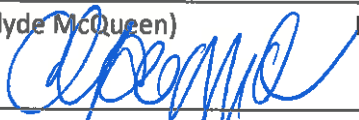
Name of Local Workforce Development Board: Eastern Jackson County Region

The following local board members attest by their signatures that they have reviewed and understand the board's current by-laws:

\_\_\_\_\_  
(Nancy Milgrim)                      Date

\_\_\_\_\_  
(Dylan Minor)                      Date

\_\_\_\_\_  
(Clyde McQueen)                      Date



\_\_\_\_\_  
(Insert name of member)                      Date

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(Insert name of member)                      Date

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(Insert name of member)                      Date

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