

BY-LAWS OF
THE ALABAMA WORKFORCE INVESTMENT AREA (AWIA) LOCAL BOARD

ARTICLE I

Authority:

The Alabama Workforce Investment Area (AWIA) Local Workforce Investment Board, hereinafter referred to as the "Local Board", is established by the Governor of the State of Alabama as required for in Section 117 of the Workforce Investment Act of 1998 (P.L. 105-220), hereinafter referred to as the "Act".

ARTICLE II

Purpose and Scope:

The purpose of the Local Board is to assist the Governor in the development and continuous improvement of a workforce development system throughout the 65 County Alabama Workforce Investment Area as provided for in the Act in order to ensure the implementation of an effective and coordinated service delivery for workforce development services for job seekers and employers.

ARTICLE III

Staffing and Funding:

The Alabama Department of Economic and Community Affairs (ADECA), Workforce Development Division shall provide administrative support for the AWIA Local Board and serve as the grant recipient for the Local Area. The ADECA Workforce Development Division shall provide funding for Board functions and appropriate staffing in order for the Local Board to carry out its required functions under Section 117(d)(3) of the Workforce Investment Act and Section 661.305 of the Workforce Investment Act Implementing Regulations (20CFR Part 652, et al).

ARTICLE IV

Board Composition and Tenure:

All members of the Local Board serve at the pleasure of the Governor of the State of Alabama.

Voting membership shall be of such a mix and composition as provided in Section 117 of the Act. Appointments to the Local Board shall be made by the Governor as the Chief Elected Official of the 65 County Balance-of-State Local Area. Nominations may be provided by State agencies, business associations and organizations, entities of local government, local education agencies, other interested organizations, and the general population as provided in the Act.

Appointments to the Board remain in effect during the tenure of the Governor, until the member resigns, or the Governor withdraws the appointment or requests a resignation.

The Chairperson may declare a vacancy where any member misses three (3) consecutive Board meetings without good cause. Members who provide notification verbally or in writing shall be deemed to have good cause. The Chairperson shall consult with the Chief of the Workforce Development Division of ADECA and make a recommendation to the Governor before declaring a vacancy for non-attendance.

Alternates may be designated by a Board member to attend the meeting on his/her behalf. Alternates must be designated prior to the meeting. Alternates should be individuals who represent the same category as the appointed member and have policy making authority. Alternates may be designated on an annual basis or on a per meeting basis. The designation, in order to be effective, shall be submitted to the Local Board's Executive Secretary prior to a meeting.

As the need arises, the Governor or the Chairperson may appoint an ad hoc member who is needed for a special purpose and who shall be a non-voting member. Ad hoc members shall serve at the pleasure of the Governor or the Chairperson.

ARTICLE V

Quorum and Voting:

Thirty percent (30%) of the membership shall constitute a quorum at Board or committee meetings. Board or committee action shall require a

simple majority of those members present during a meeting at which a quorum is present. The Chairperson may determine the method of voting, except that any member may request individual polling. Secret balloting shall not be allowed.

Each member, appointed by the Governor under the provisions of the Act, shall be entitled to one vote for each matter submitted to the membership. The Chairperson of the Local Board shall refrain from voting except that, in case of a tie vote, the Chairperson shall cast the deciding ballot.

A Local Board member shall not cast a vote on any matters pertaining to the provision of services by any organization represented by that member or in any other circumstances that would result in financial benefit to that member. In such cases during a call for vote, it shall be the individual member's responsibility to ensure that an abstention is recorded in his/her name as part of the minutes. Each Board member will be asked to sign a Conflict of Interest Policy Statement stating his/her understanding that this policy is meant to supplement good judgement, and the Board member will respect its spirit as well as its wording.

The Local Board's Executive Secretary shall not have a vote.

ARTICLE VI

Board Officers:

The Chairperson of the Local Board shall be elected by the Local Board members and shall be a business member as required by the Act.
WIA Section 117(b)(5)

The Vice Chairperson shall be appointed by the Chairperson and shall be a business member.

The Executive Secretary shall be the Division Chief of the Workforce Development Division of the Alabama Department of Economic and Community Affairs (ADECA) or his/her designated representative.

ARTICLE VII

Committees:

The Chairperson, as deemed appropriate and/or as directed by the Governor, may appoint such standing and/or ad hoc committees as considered necessary to focus appropriate emphasis on the responsibilities of the Local

Board's areas of functional interest. At a minimum, there shall be an Executive Committee and Youth Committee/Council with Chairpersons appointed to each. A Youth Council shall be appointed in accordance with Section 117(h) (1) of the Act.

In addition to the regular Local Board members (appointed to each committee), there shall also be assigned a Workforce Development Division staff member to facilitate carrying out committee assignments.

Any areas of interest outside the purview of standing committees, which need to be addressed by the Local Board, shall be assigned to an ad hoc committee appointed by the Chairperson with the approval of the Executive Committee.

The Executive Committee membership shall be composed of the Board Chairperson, Board Vice-Chairperson, the Executive Secretary, and such other Local Board members deemed necessary. Executive sessions shall be chaired by the Local Board's Chairperson or, in his/her absence, the Vice-Chairperson.

ARTICLE VIII

Local Board Meetings:

Local Board meetings shall be at the call of the Governor, his designee or the Chairperson. Announcements, including the date, time, and place of proposed meetings shall be made public seven (7) days prior to such meetings. Recording the proceedings of all Local Board meetings shall be the responsibility of the Board's Executive Secretary. Meetings of the Local Board shall be held at a minimum of two times a year, except that an Executive Committee meeting may substitute for the full Board meeting if necessary.

Local Board meetings are subject to the Alabama Open Meetings Act and are open to the public at all times.

ARTICLE IX

Executive Sessions:

The Local Board's Chairperson, as deemed necessary, shall call the Executive Committee into session. Such Executive Sessions may be held for the purpose of expediency in conducting Local Board business and shall carry the authority of the Local Board in lieu of the full Local Board. A review of the business conducted shall be presented at the next scheduled Local Board meeting.

ARTICLE X

Special Sessions:

The Local Board Chairperson shall be compelled to call special sessions at the request of a majority of Local Board members.

ARTICLE XI

Board Authority:

The Local Board shall act in accordance with Section 117(d) of the Workforce Investment Act of 1998 and 661.305 of the Regulations and no official business shall be conducted by the Local Board except that a quorum is present. A quorum shall be thirty percent (30%) of the Local Board's membership.

ARTICLE XII

Presiding Officer:

The Local Board's Chairperson shall preside over meetings of the Local Board and the Executive Committee. In case of the Chairperson's absence, the Vice-Chairperson shall conduct the business. If neither the Chairperson nor the Vice-Chairperson can preside at the meeting, an alternate may be designated in writing prior to the meeting.

ARTICLE XIII

Records and Proceedings:

It shall be the responsibility of the Local Board's Executive Secretary to see that all Local Board proceedings are recorded and maintained in a permanent file. Minutes of the most recent calendar year proceedings shall be readily available at all Local Board meetings. Committee reports shall be made a matter of permanent record and submitted by the Chairperson to the Executive Secretary accordingly.

ARTICLE XIV

Agenda:

It shall be the responsibility of the Local Board's Executive Secretary, or his/her designee, to develop and distribute to members a meeting agenda in advance of any meetings. It shall be the responsibility of the individual members and/or committee Chairpersons, as appropriate; to submit agenda items to the Executive Secretary reasonably in advance of scheduled meetings. All agendas shall provide for the category of "other business."

ARTICLE XV

Board Member Expenses:

Allowable expenses (directly associated with duties as Local Board members) shall be reimbursed in the amount and in such procedural manner as fixed by State Law and procedures based on the State of Alabama's Travel Policy.

ARTICLE XVI

Amendments to Board Bylaws:

These Bylaws may be amended in the course of regular or special meetings of the Local Board provided that the proposed amendment or amendments shall have been distributed in writing to the Local Board members by the Executive Secretary at least seven (7) days prior to such meetings.

ARTICLE XVII

Board Protocol:

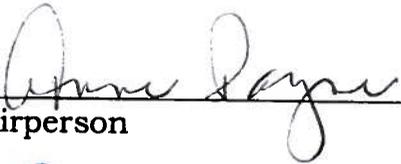
The form and manner in which all Local Board business is conducted shall be in accordance with recognized rules of procedure where not otherwise specified in these Bylaws. The Chairperson shall determine the degree of formality that will be exercised in Board meetings.

ARTICLE XVIII

Conflict of Authority:

Nothing in these Bylaws shall be construed to be in conflict nor shall any action be taken under these Bylaws that may be considered in conflict with federal and state laws, their implementing regulations, directives, or subsequent amendments thereto.

The above-listed Bylaws of the Alabama Workforce Investment Area Workforce Investment Board are hereby adopted by the Local Board in accordance with the provisions of the Workforce Investment Act of 1998 and submitted to the Governor of the State of Alabama for approval.

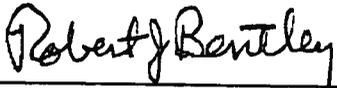


Chairperson 1 5/24/12
Date



Executive Secretary 1 5/24/12
Date

The Articles comprising these By-laws are hereby duly adopted on this the 24th day of May, 2012.



GOVERNOR
STATE OF ALABAMA