Article I: Name

The name of this board shall be the Mother Lode Workforce Development Board (WDB).

Article II: Purpose and Responsibilities

Section 1 Purpose: The purpose of the WDB is to take the lead in meeting the area’s workforce needs through participation in strategic planning and oversight of the local workforce preparation system.

Section 2 Responsibilities: The WDB shall have the following responsibilities:

1. Provide policy guidance in the development of the 4-year local workforce strategic plan (Local Plan) and oversight of the One-Stop system, youth activities, employment services to individuals with disabilities and training activities under Title I of WIOA, in partnership with the chief elected officials (WIOA §107 and §108);
2. Select One-Stop operators (WIOA §3) with the agreement of the chief elected official (WIOA §107);
3. Develop a budget for the purpose of carrying out the duties of the WDB subject to the approval of the BOD (WIOA §107);
4. Select eligible youth service providers based on the recommendations of the WDB (WIOA §123) and standing regional committees, identify eligible providers of adult and dislocated worker services and training services, and maintain a list of eligible providers with performance and cost information, as required in the WIOA §107;
5. Negotiate and reach agreement on local performance measures with the BOD and the Governor (WIOA §307);
6. Assist the Governor in developing the statewide and local performance employment statistics system under the Wagner-Peyser Act (WIOA §308);
7. Coordinate workforce investment activities with economic development strategies and developing business linkages (WIOA §223);
8. Promote private sector involvement in the area-wide workforce development system through effective convening, brokering, and linkage activities through intermediaries such as the One-Stop operator in the Local Workforce Development Area (LWDA), industry sector partnerships or through other organizations to assist businesses in meeting hiring needs (WIOA §129);
9. Coordinate activities with education and training providers in the LWDA, including providers of workforce development activities, providers of adult education and literacy activities under Title II, providers of career and technical education as defined in §3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302) and local agencies administering plans under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.).
10. Serve in an advisory capacity to the BOD on all matters relating to workforce development and training covered by Title I of the WIOA.
11. Perform all functions required in Section 107 (d) of WIOA.

Article III: Area of Service

The Mother Lode Local Workforce Development Area (LWDA), governed by the WDB, shall consist of Amador, Calaveras, Tuolumne and Mariposa Counties in the State of California.

Article IV: Membership

Section 1 Composition: WDB members shall be appointed by the Mother Lode Consortium Board of Directors (BOD) in accordance with Section 107 of the Workforce Innovation and Opportunity Act (WIOA).

Section 2 Resignation: WDB members may resign by notifying the WDB chairperson or staff.

Section 3 Vacancy: In the event of the occurrence of a vacancy in the membership of the WDB, the following procedures shall be followed:

1. The WDB shall immediately inform the BOD, through the WDB Staff, of the occurrence of such vacancy;
2. The Staff assigned to the WDB will assist the BOD to solicit nominations for membership as defined in the WIOA so as to meet eligibility for one of the mandated membership categories;
3. Nominations to fill any such vacancy, together with appropriate disclosure statements and documentation, shall be submitted to the BOD for consideration and appointment;
4. The BOD shall proceed to fill vacancies within 60 days in accordance with the provisions of the WIOA, CUIC Code §15031(e), and the California Government Code §54970 through §54975.
5. WDB members replacing out-going members mid-term will serve the remainder of the out-going member term.

Section 4 Removal for Cause: A WDB member may be removed if the Board of Directors determines that the member is unable to effectively represent the categorical seat to which he/she was appointed. This may occur if a change of employment or status substantially alters the member’s qualifications, which were present and considered in making the initial appointment.

Section 5 Removal for Absence: Any WDB member may be removed from membership on the WDB if he/she is absent two or more consecutive meetings without notifying staff or the WDB Chair.

Section 6 Terms: WDB members shall be appointed by the Board of Directors for fixed and staggered terms of up to three (3) years, and/or may serve until their successors are appointed, except that representatives of One-Stop Mandatory
Partners may serve until they are no longer eligible and/or are replaced by their successors, without regard to a fixed term. When a vacancy occurs it shall be filled in the same manner as the original appointment. Members appointed to fill a vacancy shall serve until the normal expiration of the term of the vacant seat, and shall then be eligible for appointment to a normal term.

Section 7 Alternates: Public sector WDB members may designate alternates. Alternates must be from the same agencies as the WDB members, and shall count as members of the WDB quorum.

Article V: Officers

Section 1 Definition: The officers of the WDB shall include a chairperson and a vice-chairperson selected from the private sector representatives.

Section 2 Election: Officers shall be elected by a majority of the members present at a meeting designated for the receipt of nominations and/or elections.

Section 3 Term: Officers shall serve for a term of twelve (12) months from the date of election, and may succeed themselves if re-elected.

Section 4 Signature: The WDB Chairperson, or in his/her absence the Vice-chairperson, shall have the authority to sign documents pertaining to actions taken by the WDB.

Section 5 Vacancy: In the case of vacancy of either the Chairperson or the Vice-chairperson, the WDB shall have authority to select replacements to fill out the remainder of the terms.

Article VI: Meetings and Quorum

Section 1 Regular Meetings: Regular meetings of the WDB shall be scheduled at least quarterly. All meetings of the WDB, the WDB Executive Committee including and without limitations, regular, adjourned regular and special meetings shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, California Code §54960 et seq., as amended.

Section 2 Notification: The staff shall send written notice of each meeting via U.S. Mail, courier or by electronic means to all members of the WDB. Notice shall specify the time, date, location and agenda of each meeting.

Section 3 Public Notice: The public shall be informed of meetings through public notice. The notice shall state the purpose of the meeting, the time and place.

Section 4 Minutes: Minutes shall be kept of each WDB meeting, and shall be available in the administrative office for anyone who requests to see them. Minutes shall be reviewed and approved at the subsequent WDB meeting.
Section 5  **Quorum:** A quorum to conduct the business of the WDB shall consist of one-third (1/3) of the seated WDB membership. Action may be taken by a simple majority of those present and voting, provided that a quorum has been established.

Section 6  **Public Body:** The Mother Lode Consortium is a public entity created and existing under California law, and the WDB shall, therefore, operate as a public body, consistent with the laws of the State of California which govern public meetings and State conflict of interest laws, and specifically including the provisions of the Ralph M. Brown Act, Government Code §54950 et seq.

Section 7  **Technology:** In order to promote participation by WDB members and the public, and in an effort to maintain a quorum in a geographically expansive LWDA, communication technology will be implemented for WDB meetings. Specifically, telephone participation will be permitted when necessary and videoconference participation will be enabled regularly.

**Article VII: Committees**

Section 1  **Committees:** The WDB Chairperson shall establish committees of the WDB.

Section 2  **Chair Appointments:** The WDB Chairperson shall appoint committee chairpersons and vice-chairpersons from the WDB membership.

Section 3  **Membership:** Members shall be appointed by the WDB Chairperson and may include WDB members exclusively, or may consist of, or be supplemented by, non-WDB members as deemed appropriate by the WDB Chairperson. Committees may include business or community advisory groups and technical workgroups as necessary to carry out the work of the WDB. The WDB Chairperson shall be an ex-officio, voting member of all committees.

Section 4  **Meetings:** Committees shall meet at the request of the WDB Chairperson, the committee chairperson, or staff.

Section 5  **Executive Committee:** The Executive committee shall consist of the WDB chairperson, Vice-chairperson, past chairperson and chairpersons of each of the WDB committees. This committee shall have full power and authority to act for the WDB when action is necessary on a particular item, or items, before the next regularly scheduled meeting. The action taken shall be reported to the full WDB at the next regularly scheduled meeting.

Section 6  **Youth Advisory Council:** A Youth Advisory Council may be appointed by the WDB. Members of the Youth Advisory Council who are not seated WDB members shall be voting members of the Youth Advisory Council and non-voting members of the WDB. The Chairperson of the Youth Advisory Council shall be elected from among the currently seated WDB members. The Youth Advisory Council shall meet as needed to fulfill its responsibilities as mandated by law, and shall make recommendations to the WDB at regularly scheduled WDB meetings.
Article VIII: Amendments

These bylaws may be amended at any regular meeting of the WDB by a two-thirds vote of those members present.