DATE: June 4, 2019

TO: Mayor and Council Members

FROM: City Manager’s Office

SUBJECT: Amendment to the South Bay Workforce Investment Board Bylaws

RECOMMENDATION:
It is recommended that the Mayor and Council Members, as the Administrative Entity for the South Bay Workforce Investment Board (SBWIB) approve the following:
1. Amendment to the SBWIB Bylaws; and
2. Resolution No. WR19-100 of the SBWIB amending and updating the Bylaws.

BACKGROUND:
The SBWIB is a California nonprofit public benefit corporation, which contracts to provide job training and employment services to the Administrative Entity of the South Bay Workforce Investment Area (SBWIA). The SBWIA consists of the following eleven (11) cities: Inglewood, Hawthorne, Lawndale, El Segundo, Manhattan Beach, Redondo Beach, Hermosa Beach, Gardena, Lomita, Torrance, and Carson.

The corporation serves as the nonprofit arm of the South Bay Workforce Investment Board. Because the SBWIB is an Internal Revenue Code Section 501c(3) corporation, it can receive tax deductible contributions from the private sector, which help to supplement the funds available through grants to provide job training and employment services throughout the South Bay.

On December 4, 2012, the Mayor and Council Members approved an agreement authorizing the City to serve as the administrative entity for the SBWIB. Prior to this action, the City of Hawthorne served as the administrative entity for the SBWIB and approved Amendment Nos. 1 and 2 to the SBWIB Bylaws.

March 12, 2013, the Mayor and Council Members approved Amendment No. 3 to the SBWIB Bylaws.

On July 11, 2014, Congress passed the Workforce Innovation and Opportunity Act (WIOA). Implementation of the WIOA began on July 1, 2015. In order to be in compliance with the new Act, it was necessary to modify the South Bay Workforce Investment Board’s Bylaws. On October 13, 2015, the Mayor and Council Members approved Amendment No. 4 to the SBWIB Bylaws.
DISCUSSION:
During a recent monitoring review, it was suggested that SBWIB bylaws be amended to ensure compliance with federal regulations. The sections below will be amended as follows:

(1) **Article V(C) - Membership (Terms of Office):** As it pertains to the terms of office for Board Members, the Chief Local Elected Official will be notified within 45 days following the written resignation of a Board Member, and the Executive Director, in consultation with the Executive Committee, will be required to determine and implement staggered terms for members so that approximately one-fourth of the members of the WDB expire each year.

(2) **Article VI(L) – Meetings (Technology):** In order to promote greater participation amongst members, utilization of technologies such as teleconference, webinar and/or other web-based meeting tools are encouraged.

(3) **Article XI(D) – Duties of Members (Convening the Workforce Development System):** WDB Members shall actively participate in convening the workforce development system’s stakeholders, brokering relationships with a diverse range of employers, and leveraging their support for workforce development activities.

These changes to the Bylaws have already been reviewed and approved unanimously by the South Bay Workforce Investment Board’s Executive Committee and the full Board.

FINANCIAL/FUNDING ISSUES AND SOURCES:
None.

LEGAL REVIEW VERIFICATION: [Signature]
Administrative staff has verified that the legal documents accompanying this report has been submitted to, reviewed and approved by the Office of the City Attorney.

FINANCE REVIEW VERIFICATION: [Signature]
Administrative staff has verified that this report in its entirety, has been submitted to, reviewed and approved by the Finance Department.

DESCRIPTION OF ANY ATTACHMENTS:
Attachment No. 1 - Memo: SBWIB
Attachment No. 2 – Resolution No. WR19-100
Attachment No. 3 - Amended Bylaws of the SBWIB (Revisions Highlighted)
Attachment No. 4 – Amendments to Bylaws (Nos. 1-4)
APPROVAL VERIFICATION SHEET

PREPARED BY:
Yakema Decatur, Deputy to the City Manager

COUNCIL PRESENTER:
Artie Fields, City Manager

CITY MANAGER APPROVAL:  
Artie Fields, City Manager
ATTACHMENT #1
MEMORANDUM

TO: Mayor and City Council of Inglewood
FROM: South Bay Workforce Investment Board
RE: Amendments to Bylaws of the South Bay Workforce Investment Board now also known as the South Bay Workforce Development Board
DATE: May 14, 2019

Discussion:

During a recent monitoring review, it was suggested that SBWIB bylaws be amended to ensure compliance with federal regulations contained in CFR 679.310(g). The sections to be amended are as follows:

(1) Article V(C) of the bylaws dealing with the terms of Board Members requiring the Chief Local Elected Official to be notified within 45 days following the written resignation of a Board Member and requiring the Executive Director in consultation with the Executive Committee to determine and implement staggered terms for members so that approximately one-fourth of the members of the WDB expire each year;

(2) Article VI of the bylaws amended in order to encourage utilization of technologies such as teleconference, webinar and/or other web-based meeting tools in order to promote greater participation among members;

(3) Article XI amended to require that WDB members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging their support for workforce development activities.

These changes to the Bylaws have already been reviewed and approved unanimously by the WIB’s Executive Committee and the full Board as evidenced by Attachment A.

Recommendation:

It is therefore recommended that the City of Inglewood as the Chief Local Elected Official for the South Bay Workforce Development Area approve the above referenced changes in the Bylaws of the WIB and Resolution No. WR19 - 100.
ATTACHMENT #2
RESOLUTION NO. WR19 - 100

A RESOLUTION OF THE SOUTH BAY WORKFORCE INVESTMENT BOARD AMENDING AND UPDATING ITS BYLAWS

WHEREAS, Article XII of the bylaws of the South Bay Workforce Investment Board (SBWIB) authorizes amendments to its bylaws; and

WHEREAS, it is has become necessary to update and revise said bylaws in order ensure that SBWIB remains in compliance with the requirements of 20 CFR 679.310(g) and is consistent with the State of California policy for local workforce development boards; and

WHEREAS, the changes set forth below, when adopted by the Board and approved in the manner set forth in Joint Powers Agreement 83-100 as amended will accomplish the goal stated above;

NOW, THEREFORE, BE IT HEREBY, RESOLVED AND DETERMINED by the South Bay Workforce Investment Board, subject to ratification by the City of Inglewood, as the Chief Elected Official of said Board, as follows:

SECTION 1. Article V(C) of the SBWIB bylaws relating to Terms of Office of Board Members is hereby amended to add subsections 4 and 5 to read as follows:

"4. The Chief Local Elected Official shall be notified about vacancies on the Board within 45 calendar days following a written resignation.

5. The terms of members shall be staggered in a manner to be determined by the Executive Director in consultation with the Chairman so that the terms of approximately one-fourth of the members of the South Bay Workforce Investment Board expire each year."

SECTION 2. Article VI of the SBWIB bylaws relating to Workforce Investment Board Meetings shall be amended to add subsection L which section shall read as follows:
“L. Technology

The Board and its Committees, consistent with the requirements of the Ralph M. Brown Act, shall endeavor to utilize technologies to promote greater participation among its members.

Such technologies may include, but not be limited to teleconference, webinar and/or other web-based meeting tools. All meeting locations shall be publicly noticed and accessible to the public in accordance with law.”

SECTION 3. Article XI of the SBWIB bylaws relating to Duties of Members shall be amended to add subsection D which section shall read as follows:

“D. Convening the Workforce Development System

Members shall endeavor to actively participate in convening the workforce development system stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities by:

1. Inviting stakeholders to standing committee meetings, conferences, workshops, sector partnership meetings, etc.
2. Attending monthly and quarterly One-Stop Partner and Certification meetings.
3. Participating on the Regional Economic Development (RED) Team.

This Resolution Amending the Bylaws was duly presented in writing to all members and alternates at least ten working days prior to the date indicated below as the date of adoption by a 2/3 vote of those present.

Adoption of this Resolution Amending the Bylaws shall supersede any previously adopted bylaws or amendments thereto which may be inconsistent therewith.
CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

1) That I am the duly elected acting Secretary of the South Bay Workforce Investment Board.

2) That the foregoing Resolution of the South Bay Workforce Investment Board (SBWIB) Amending its Bylaws was reviewed and approved by the Board of Directors.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of said corporation this 15th day of April, 2019.

[Signature]

Patricia Bennett, Secretary
ATTACHMENT #3
BYLAWS OF THE
WORKFORCE INVESTMENT BOARD
OF THE
SOUTH BAY WORKFORCE INVESTMENT AREA

I. TITLE

The name of this organization shall be the Workforce Investment Board of the South Bay Local Workforce Investment Area hereinafter referred to as "WIB". The term "Cities" or "Participating Cities" as referred to hereafter shall mean those cities, which are member cities of the South Bay Local Workforce Investment Area (SBLWIA).

Wherever in these bylaws the term “Workforce Investment Board” or “WIB” or “SBWIB” is used it shall refer to the “Workforce Development Board” as created by the Workforce Innovation and Opportunity Act of 2014 (WIOA).

Wherever, the term “South Bay Workforce Investment Area” or “WIA” or “SBWIA” is used it shall refer to the “Local Workforce Development Area” as created by the WIOA.

II. CREATION OF THE WORKFORCE INVESTMENT BOARD

This Board is created pursuant to the provisions of WIOA as enacted in July 2014 and any further reference in these bylaws to the WIB shall be construed as a reference to the WDB.

III. PURPOSE

The purpose of the WIB shall be to insure the involvement of the business and industrial community, including small businesses, minority business enterprises, education, labor organizations, community-based organizations, economic development agencies and one-stop delivery system partners in workforce investment activities.

The purpose of the WIB shall also be to oversee a local cooperative relationship with the Participating Cities that will most effectively satisfy the labor demand needs of the business community and enhance the economic well being of individuals in need of workforce investment services.
IV. FUNCTION

A. General Function

1. The WIB, in partnership with the Cities, shall provide policy guidance for and exercise oversight with respect to activities contained in the 5 year Local Workforce Investment Plan for the SBLWIA and the WIB Strategic Plan.

2. The WIB shall develop, in partnership with the Chief Local Elected Official (CLEO) of the SBLWIA as defined in the SBLWIA Joint Powers Agreement, an effective Local Plan that will provide a coordinated mix of services that best meet the workforce investment needs of the local labor market. The WIB and the CLEO shall jointly approve and submit the Workforce Investment Act Five-Year Local Plan (Plan) to the Governor of the State of California.

3. The WIB shall establish performance criteria for all activities contained in the Plan and provide oversight of such activities to ensure their efficient and effective operation.

4. The WIB will direct activities designed to actively solicit public and private support for, and participation in, WIA programs.

5. Regular members of the WIB shall automatically be ex-officio members of the board of directors of South Bay Workforce Investment Board, Incorporated (South Bay WIB, Inc.). South Bay WIB, Inc. is a non-profit corporation organized to assist the WIB in the performance of WIA activities including, but not limited to fundraising. The officers of the WIB shall hold such offices as may be designated by the Corporation’s Board of Directors.

6. The WIB shall perform other functions and duties as required by the WIA or State of California implementing legislation and/or Executive Orders and shall act in accordance with the Act and the Agreement entered into between the WIB and CLEO on behalf of the Participating Cities.

B. Specific Function

1. To develop, approve, review, monitor and evaluate the Workforce Investment Act Five-Year Local Plan for the SBLWIA in partnership with the CLEO.

2. To conduct business surveys and to determine employer training needs and hiring plans.
3. To designate and certify/charter a One-Stop delivery system.

4. To establish an Eligible Training Provider list.

5. To appoint a Youth Council.

6. To advise the CLEO of any problems and to recommend solutions.

7. To promote good public relations for the entire workforce investment system.

V. MEMBERSHIP

A. Appointments

1. All members of the WIB shall be appointed in accordance with the provisions of the WIA, State of California executive orders and/or implementing legislation, the Joint Powers Agreement of the South Bay Workforce Investment Area, hereinafter “JPA,” and any rules or regulations which may be enacted to implement those provisions.

B. Alternates

1. Each WIB member may designate, in writing, one alternate to represent that member at meetings in the event the WIB member is unable to attend. Each alternate shall have all the authority and rights of the appointed member when sitting in that member’s absence except that no alternate may sit as chairperson of the WIB or of any Committee. The duties and responsibilities of the Chairperson shall be vested in the Vice-Chairperson or Secretary in the absence of the Chairperson. Any official action can be taken by an alternate, provided the credentials of the alternate must be first reviewed and approved by the Executive Committee in order to insure compliance with the membership qualifications required by state and federal law.

2. Where possible, alternates should be from the same agency or organization as the appointed member when representing the public and private non-profit sectors. If not, the alternate shall represent the same segment of the community as the appointed member.

3. The alternate shall be allowed in standing committee meetings to vote, and participate in place of the appointed member.
C. Terms of Office

1. The terms of office for WIB members shall be for a period of four years and shall conform to the provisions of the JPA.

2. WIB members may serve until their successors are appointed and qualified according to law.

3. Vacancies on the WIB shall be filled in accordance with the provisions of the JPA.

4. The Chief Locally Elected Official shall be notified about vacancies on the Board within 45 calendar days following a written resignation.

5. The terms of members shall be staggered in a manner to be determined by the Executive Director in consultation with the Chairman so that the terms of approximately one-fourth of the members of the South Bay Workforce Investment Board expire each year.

D. Removal

1. A member may be removed by a simple majority vote of the WIB on the following grounds:
   a. Unexcused failure to attend by any member or alternate, three (3) regular, adjourned regular or standing committee meetings within one (1) fiscal year.
   b. A member ceases to be a representative of the group from which he or she was selected.

2. No later than 10 days prior to the vote to remove a member, the member shall be notified in writing that the vote shall take place and shall be afforded the opportunity to be heard by the WIB prior to the vote.

VI. MEETINGS

A. Regular Meetings

1. The WIB shall, unless otherwise announced, meet at least quarterly on a date and time, which shall be specified by the WIB beginning in the first quarter of Program Year 2000-2001 whose date begins July 1, 2000.

2. The establishment of regular meetings shall not preclude the WIB from changing said day, time and/or location as it may from time to time choose to do or from calling additional or special meetings provided that any such changes shall be properly noticed and announced in
compliance with applicable law.

B. Special Meetings

A special meeting may be called at any time by the Chairperson or by a simple majority vote of the members of the WIB to consider specified business. No business other than that specified in the notice of the special meeting shall be considered at a special meeting.

C. Notice of Meetings

1. WIB Members
   
   a. Written notice of each regular meeting and an agenda shall be provided to each member and alternate prior to the meeting.
   
   b. Notice of each special meeting shall be delivered at least twenty-four (24) hours before the time of such meeting to each member and alternate. The notice shall specify the time and place of the special meeting and the business to be considered.

2. Non-Members

   a. Notice of each WIB meeting shall be delivered to those who have filed a written request for such notice. Such notice shall be sent prior to the meeting.
   
   b. Written requests for notice of meetings shall be valid for one year from date of receipt unless renewed.
   
   c. The WIB may establish a reasonable annual charge for sending such notice based on the estimated annual cost of providing notice.

D. Adjournment of Meetings

1. Any number of WIB members constituting less than a quorum may adjourn at any time.

2. If the regular agenda of any regular meeting cannot be completed, the meeting may be adjourned to a time and place specified in the Order of Adjournment.

3. If less than a quorum is present at any meeting, the member(s) present shall adjourn the meeting to a time and place specified. If no members are present, the WIB staff shall declare the meeting adjourned to a stated time and place and shall provide written notice to each member of the WIB in the manner required for special meetings.
4. In the event that a noticed meeting must be cancelled for any reason, a notice of the adjournment shall be posted at the meeting location. A copy of the Notice of Adjournment shall be conspicuously posted on or near the door of the place where the regular or adjourned meeting was to be held. This notice shall remain posted for at least twenty-four (24) hours after the time of adjournment.

E. Compliance with Ralph M. Brown Act

All meetings of the WIB including without limitation regular, adjourned regular and special meetings, shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). In the event of any conflict between the provisions of said Act and the bylaws or procedures of the WIB, the provisions of the Act shall prevail.

F. Public Attendance and Participation

1. A member of the public shall not be required, as a condition of attendance at a meeting of the WIB, to register his or her name and any information, to complete a questionnaire or otherwise fulfill any conditions of attendance.

2. No person shall address the WIB until the Chairperson has first recognized him or her. All persons addressing the WIB shall give their names and addresses for purposes of the record. The Chairperson may, in the interest of facilitating the business of the WIB, limit the amount of time, which a person may use in addressing the WIB.

G. Agenda

The staff assigned to service the WIB shall prepare an agenda for each meeting and distribute copies by mail to all persons on the official mailing list. Final agendas shall be available to the public at least seventy-two (72) hours before the time set for each meeting.

H. Minutes

1. The WIB, through its assigned staff, shall be provided with a secretary who shall be available as needed by the WIB and with such other clerical and professional assistance as may be necessary. It shall be the duty of the secretary to keep minutes of all meetings regular,
adjourned regular or special. It shall further be the responsibility of the secretary to forward to
each WIB member and each City a copy of the minutes as soon as possible after completion of
the minutes.

2. Typed minutes shall be presented for correction and approval at the next regular WIB meeting.

3. The approved minutes, or a true copy thereof, signed by the Secretary or other Officer in his/her
absence, shall be open to public inspection and filed with the Hawthorne City Clerk’s office.

I. Communications

Whenever possible, requests for WIB action shall be in writing. The substance of each request and the
action of the WIB thereon shall be recorded in the minutes.

J. Rules of Order

Except as otherwise provided herein, Robert’s Rules of Order shall guide the WIB proceedings.

K. Quorum

The presence of a simple majority of the occupied positions of the WIB shall constitute a quorum for the
transaction of business. A quorum is not required to adjourn.

L. Technology

The Board and its Committees may utilize technologies to promote greater participation among its
members. Such technologies may include, but not limited to teleconference, webinar, and/or other web-
based meeting tools. All meeting locations shall be publicly noticed and accessible to the public.

VII. EXECUTIVE COMMITTEE

A. The Executive Committee shall consist of the Chairperson of the WIB, elected officers of the WIB, and
the chairpersons of each standing committee including the chairperson of the Youth Council.

B. Duties of the Executive Committee

1. The Executive Committee shall have authority to act on behalf of the WIB between regular WIB
Meetings.

2. Any Executive Committee action on behalf of the WIB must be reported upon and ratified at the
next full WIB meeting when practicable. Such ratification shall require a simple majority vote.

3. Additional duties of the Executive Committee shall be to:
   a) Formulate policy recommendations concerning all aspects of the Board's responsibilities and the Workforce Investment System's operation for consideration and action by the WIB; b) provide recommendations regarding regular agenda items of the WIB as deemed necessary by the Executive Committee or WIB; c) maintain the Bylaws and develop/submit necessary modifications of the Bylaws to the WIB for approval; d) consult with WIB support staff; and, e) assure completion of activities contained in the WIB Strategic Plan.

C. Duties of Officers

1. The WIB Chairperson shall serve as Chair of the Executive Committee.

D. Meetings

1. The Executive Committee shall meet as necessary.

2. A simple majority of the Executive Committee shall constitute a quorum.

3. A simple majority vote of the Executive Committee is required before any action is taken.

VIII. OFFICERS

A. Elections

1. Election of WIB officers shall be by simple majority vote and shall be held in odd numbered years at a regular WIB meeting during the month of July.

2. At the WIB meeting next preceding the date established for the election of WIB officers, a nominating committee shall be appointed by the Chairperson, which shall conduct the election. The committee shall consist of three (3) WIB members, none of which shall be currently serving as elected officers. Additional nominations from the entire WIB may be accepted from the floor. The vote shall be conducted by voice, roll call, or a show of hands.

3. Newly-elected WIB officers shall be installed at the same regular WIB meeting in which they are elected and shall assume their duties effective August 1, following the election.

4. The Chairperson of the WIB shall be from the private sector.
5. The officers of the Interim WIB shall become the officers of the WIB until newly elected officers are installed during the first scheduled election.

6. The Chairperson of the WIB or a simple majority of the WIB may call a special election prior to the next scheduled election should the need arise.

B. Duties of Officers

1. Chairperson
   a. The Chairperson shall be elected to a term of two years from August 1 and shall preside at all meetings of the WIB.
   b. The Chairperson shall decide all points of order and unless two-thirds (2/3) of the votes shall dissent therefrom, his or her decision shall stand.
   c. The Chairperson shall appoint members to committees and shall be an ex-officio member of each committee and the Chairperson may choose to serve as a voting member on any committee in which there is a tie vote.
   d. The Chairperson shall be the official representative of the WIB.
   e. The Chairperson shall, when required, authenticate by his or her signature all the acts, orders, and proceedings of the WIB.

2. Vice-Chairperson
   The Vice-Chairperson shall be elected to a term of two years from the date of installation and shall perform the duties of the Chairperson in his or her absence.

3. Secretary
   a. The Secretary shall be elected to a term of two years from the date of installation.
   b. Subsequent to WIB review and approval and prior to public inspection, the Secretary or another Officer in the Secretary's absence, shall, by his or her signature, certify the minutes as correct.
IX. COMMITTEE STRUCTURE

A. The WIB shall have both standing and ad hoc committees as necessary. Each committee shall have a Chairperson and, if appropriate, a Vice-Chairperson. The number and names of the Standing Committees shall correspond to the WIB Strategic Plan, with a Standing Committee assigned to each goal area contained in that Plan. The Executive Committee shall have chief responsibility for the Goal Area in the approved strategic plan related to “coordination of public policy.” Additionally, a Youth Council, as mandated in the Act, will function as a Standing Committee to the WIB.

B. Appointments

1. The WIB Chairperson shall ask the WIB members to state their preference of committees. The Chairperson will use this as a guide in making committee appointments.

2. The Chairperson shall endeavor to assure that each committee has a balanced representation from segments of population represented on the WIB.

3. The WIB members must serve on at least one standing committee as requested by the Chairperson.

4. Attendance at committee meetings shall be recorded by the staff and read into the minutes of the next regular WIB meeting.

5. An alternate may serve in place of a member on standing committees.

C. Committee Meetings

1. Standing committees shall meet as necessary and shall require a quorum of at least four (4) members to conduct business.

2. Ad hoc committees shall meet as necessary.

D. Duties of Committee Officers

1. The committee chair shall preside at all committee meetings.

2. The Chairperson shall decide all points of order and unless two-thirds (2/3) of the vote shall dissent therefrom, his or her decision shall stand.

3. In the absence of the Chairperson and the Vice-Chairperson, the Chairperson pro tem shall
perform the duties of the Chairperson. The Chairperson pro tem shall be a committee member designated by the Chairperson.

**X. STAFF SUPPORT**

A. Staff support for the WIB shall be provided in its entirety by the SBWIB, Inc. The Chief Executive Officer of the SBWIB, Inc. shall serve *ex officio* as the Executive Director of the WIB.

1. The WIB staff shall be comprised of full and part-time employees of the SBWIB, Inc. and shall serve under direction of the Executive Director.

B. **Duties of Staff**

1. Attend all regular, special and committee meetings of the WIB as assigned; act in a support function to the entire WIB.

2. Staff shall be responsible for the recording of the proceedings of all WIB meetings, keeping a roll of the members and calling the roll; notifying officers and committees of their appointments and furnishing committees with all papers referred to them; preparing meeting agendas; sending out all proper notices of all regular, special, and committee meetings and processing the correspondence of the WIB and committees.

3. The staff shall make available minutes of the WIB meetings to the general public after they have been approved.

4. Staff is responsible for the processing of all routine office work in accordance with policies established by the City.

5. Staff is responsible for preparation of all administrative reports required by the WIA, the Joint Powers Agreement, the WIB or the CLEO.

6. The staff shall serve the interests of the WIB, the CLEO, and the South Bay Local Workforce Investment Area in their relationship with the Federal Government, State, Participating Cities, contractors, or other public or private organizations having business with the WIB.

**XI. DUTIES OF MEMBERS**

A. **Attendance**

It shall be the duty of all WIB members or their designated alternates to attend all regular meetings of
the WIB and committee meetings.

B. Ethics

No member of the WIB shall make any commitments or promises whatsoever of financial or moral assistance by the CLEO, any Participating City or the WIB, nor shall any member of the WIB speak or act in the name of the WIB or the CLEO or any Participating City unless specifically authorized by the respective entity to speak for that entity only. The WIB members shall comply with all applicable laws and regulations governing conflict of interest.

C. Voting

1. Quorum. No action by the WIB may be taken unless a quorum is present.
2. Majority Vote. When a quorum is present, a simple majority vote of those present, except as otherwise provided herein by these by laws, is sufficient for the adoption of any motion or resolution that is in order.
3. Each appointed member of the WIB has one (1) vote on all matters brought before the WIB.
4. Alternates may vote only in the absence of the appointed WIB member.
5. Proxy voting shall not be permitted.
6. No member or alternate of the WIB shall act on behalf of or influence in any way or vote on matters, which may affect the direct funding of an agency or organization with which that person is associated.
7. In the case of a tie vote, the motion or resolution is lost.
8. The Chairperson shall announce the results of the vote by stating first, whether the motion is carried or lost; second, what the effect or result of the vote is; and third, what the immediate business pending is, if any.

D. Convening the Workforce Development System

Members shall actively participate in convening the workforce development system stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities by:

1. Inviting stakeholders to standing committee meetings, conferences, workshops, sector
partnership meetings, etc.

2. Attending monthly and quarterly One-Stop Partner and Certification meetings.

3. Participating on the Regional Economic Development (RED) Team.

XII. SUSPENSION AND AMENDMENTS

Operation of any bylaw may be suspended by a two-thirds (2/3) vote of those present.

These Bylaws may be amended at any WIB meeting by a two-thirds (2/3) vote of those present provided the amendment was presented in writing to all members and alternates at least ten (10) working days prior to the meeting at which the vote is to be taken. Such Amendments shall be subsequently approved by the CLEO.

XIII. REIMBURSEMENT

WIB members shall be reimbursed for their necessary and actual approved expenses incurred in the performance of their duties related and connected to their responsibilities as members of the WIB in accordance with the approved travel and expense policy of the South Bay Local Workforce Investment Area.

XIV. SEVERABILITY

Should any part, term, portion or provision of these Bylaws by decided to be in conflict with any law or otherwise unenforceable or ineffectual, the remaining parts, terms, portions or provisions shall be deemed severable and their validity shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the provisions that the members intended to enact in the first instance.

XV. GENERAL PROVISION

Nothing in these Bylaws shall be construed to take precedence over Federal, State or local laws or regulations or to constrain the rights or obligations of the CLEO.
XVI. CONFLICT OF INTEREST CODE

The WIB shall adopt a conflict of interest code.

The South Bay Workforce Investment Board will comply with the provision of the Workforce Investment Act that provides that no member, his or her immediate family, or his or her partner, of any Board or Council created pursuant to the Act shall cast a vote on the provision of services by that member (or any organization which that member directly represents) or vote on any matter which would provide direct financial benefit to that member.

XVII. RATIFICATION

The Chief Local Elected Official of the South Bay Local Workforce Investment Area shall ratify these Bylaws.

_________________________________________________
Date of Adoption

_________________________________________________
Workforce Investment Board Secretary

_________________________________________________
Chief Local Elected Official Authorized Representative
BYLAWS OF THE WORKFORCE INVESTMENT BOARD OF THE SOUTH BAY WORKFORCE INVESTMENT AREA

I. TITLE

The name of this organization shall be the Workforce Investment Board of the South Bay Local Workforce Investment Area hereinafter referred to as "WIB". The term "Cities" or "Participating Cities" as referred to hereafter shall mean those cities, which are member cities of the South Bay Local Workforce Investment Area (SBLWIA).

Wherever in these bylaws the term “Workforce Investment Board” or “WIB” or “SBWIB” is used it shall refer to the “Workforce Development Board” as created by the Workforce Innovation and Opportunity Act of 2014 (WIOA).

Wherever, the term “South Bay Workforce Investment Area” or “WIA” or “SBWIA” is used it shall refer to the “Local Workforce Development Area” as created by the WIOA.

II. CREATION OF THE WORKFORCE INVESTMENT BOARD

This Board is created pursuant to the provisions of WIOA as enacted in July 2014 and any further reference in these bylaws to the WIB shall be construed as a reference to the WDB.

III. PURPOSE

The purpose of the WIB shall be to insure the involvement of the business and industrial community, including small businesses, minority business enterprises, education, labor organizations, community-based organizations, economic development agencies and one-stop delivery system partners in workforce investment activities.

The purpose of the WIB shall also be to oversee a local cooperative relationship with the Participating Cities that will most effectively satisfy the labor demand needs of the business community and enhance the economic well being of individuals in need of workforce investment services.
IV. FUNCTION

A. General Function

1. The WIB, in partnership with the Cities, shall provide policy guidance for and exercise oversight with respect to activities contained in the 5 year Local Workforce Investment Plan for the SBLWIA and the WIB Strategic Plan.

2. The WIB shall develop, in partnership with the Chief Local Elected Official (CLEO) of the SBLWIA as defined in the SBLWIA Joint Powers Agreement, an effective Local Plan that will provide a coordinated mix of services that best meet the workforce investment needs of the local labor market. The WIB and the CLEO shall jointly approve and submit the Workforce Investment Act Five-Year Local Plan (Plan) to the Governor of the State of California.

3. The WIB shall establish performance criteria for all activities contained in the Plan and provide oversight of such activities to ensure their efficient and effective operation.

4. The WIB will direct activities designed to actively solicit public and private support for, and participation in, WIA programs.

5. Regular members of the WIB shall automatically be ex-officio members of the board of directors of South Bay Workforce Investment Board, Incorporated (South Bay WIB, Inc.). South Bay WIB, Inc. is a non-profit corporation organized to assist the WIB in the performance of WIA activities including, but not limited to fundraising. The officers of the WIB shall hold such offices as may be designated by the Corporation’s Board of Directors.

6. The WIB shall perform other functions and duties as required by the WIA or State of California implementing legislation and/or Executive Orders and shall act in accordance with the Act and the Agreement entered into between the WIB and CLEO on behalf of the Participating Cities.

B. Specific Function

1. To develop, approve, review, monitor and evaluate the Workforce Investment Act Five-Year Local Plan for the SBLWIA in partnership with the CLEO.

2. To conduct business surveys and to determine employer training needs and hiring plans.
3. To designate and certify/charter a One-Stop delivery system.
4. To establish an Eligible Training Provider list.
5. To appoint a Youth Council.
6. To advise the CLEO of any problems and to recommend solutions.
7. To promote good public relations for the entire workforce investment system.

V. MEMBERSHIP

A. Appointments

1. All members of the WIB shall be appointed in accordance with the provisions of the WIA, State of California executive orders and/or implementing legislation, the Joint Powers Agreement of the South Bay Workforce Investment Area, hereinafter “JPA,” and any rules or regulations which may be enacted to implement those provisions.

B. Alternates

1. Each WIB member may designate, in writing, one alternate to represent that member at meetings in the event the WIB member is unable to attend. Each alternate shall have all the authority and rights of the appointed member when sitting in that member’s absence except that no alternate may sit as chairperson of the WIB or of any Committee. The duties and responsibilities of the Chairperson shall be vested in the Vice-Chairperson or Secretary in the absence of the Chairperson. Any official action can be taken by an alternate, provided the credentials of the alternate must be first reviewed and approved by the Executive Committee in order to insure compliance with the membership qualifications required by state and federal law.

2. Where possible, alternates should be from the same agency or organization as the appointed member when representing the public and private non-profit sectors. If not, the alternate shall represent the same segment of the community as the appointed member.

3. The alternate shall be allowed in standing committee meetings to vote, and participate in place of the appointed member.
C. Terms of Office

1. The terms of office for WIB members shall be for a period of four years and shall conform to the provisions of the JPA.
2. WIB members may serve until their successors are appointed and qualified according to law.
3. Vacancies on the WIB shall be filled in accordance with the provisions of the JPA.
4. The Chief Locally Elected Official shall be notified about vacancies on the Board within 45 calendar days following a written resignation.
5. The terms of members shall be staggered in a manner to be determined by the Executive Director in consultation with the Chairman so that the terms of approximately one-fourth of the members of the South Bay Workforce Investment Board expire each year.

D. Removal

1. A member may be removed by a simple majority vote of the WIB on the following grounds:
   a. Unexcused failure to attend by any member or alternate, three (3) regular, adjourned regular or standing committee meetings within one (1) fiscal year.
   b. A member ceases to be a representative of the group from which he or she was selected.
2. No later than 10 days prior to the vote to remove a member, the member shall be notified in writing that the vote shall take place and shall be afforded the opportunity to be heard by the WIB prior to the vote.

VI. MEETINGS

A. Regular Meetings

1. The WIB shall, unless otherwise announced, meet at least quarterly on a date and time, which shall be specified by the WIB beginning in the first quarter of Program Year 2000-2001 whose date begins July 1, 2000.
2. The establishment of regular meetings shall not preclude the WIB from changing said day, time and/or location as it may from time to time choose to do or from calling additional or special meetings provided that any such changes shall be properly noticed and announced in
compliance with applicable law.

B. Special Meetings

A special meeting may be called at any time by the Chairperson or by a simple majority vote of the members of the WIB to consider specified business. No business other than that specified in the notice of the special meeting shall be considered at a special meeting.

C. Notice of Meetings

1. WIB Members
   a. Written notice of each regular meeting and an agenda shall be provided to each member and alternate prior to the meeting.
   b. Notice of each special meeting shall be delivered at least twenty-four (24) hours before the time of such meeting to each member and alternate. The notice shall specify the time and place of the special meeting and the business to be considered.

2. Non-Members
   a. Notice of each WIB meeting shall be delivered to those who have filed a written request for such notice. Such notice shall be sent prior to the meeting.
   b. Written requests for notice of meetings shall be valid for one year from date of receipt unless renewed.
   c. The WIB may establish a reasonable annual charge for sending such notice based on the estimated annual cost of providing notice.

D. Adjournment of Meetings

1. Any number of WIB members constituting less than a quorum may adjourn at any time.

2. If the regular agenda of any regular meeting cannot be completed, the meeting may be adjourned to a time and place specified in the Order of Adjournment.

3. If less than a quorum is present at any meeting, the member(s) present shall adjourn the meeting to a time and place specified. If no members are present, the WIB staff shall declare the meeting adjourned to a stated time and place and shall provide written notice to each member of the WIB in the manner required for special meetings.
4. In the event that a noticed meeting must be cancelled for any reason, a notice of the adjournment shall be posted at the meeting location. A copy of the Notice of Adjournment shall be conspicuously posted on or near the door of the place where the regular or adjourned meeting was to be held. This notice shall remain posted for at least twenty-four (24) hours after the time of adjournment.

E. Compliance with Ralph M. Brown Act

All meetings of the WIB including without limitation regular, adjourned regular and special meetings, shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). In the event of any conflict between the provisions of said Act and the bylaws or procedures of the WIB, the provisions of the Act shall prevail.

F. Public Attendance and Participation

1. A member of the public shall not be required, as a condition of attendance at a meeting of the WIB, to register his or her name and any information, to complete a questionnaire or otherwise fulfill any conditions of attendance.

2. No person shall address the WIB until the Chairperson has first recognized him or her. All persons addressing the WIB shall give their names and addresses for purposes of the record. The Chairperson may, in the interest of facilitating the business of the WIB, limit the amount of time, which a person may use in addressing the WIB.

G. Agenda

The staff assigned to service the WIB shall prepare an agenda for each meeting and distribute copies by mail to all persons on the official mailing list. Final agendas shall be available to the public at least seventy-two (72) hours before the time set for each meeting.

H. Minutes

1. The WIB, through its assigned staff, shall be provided with a secretary who shall be available as needed by the WIB and with such other clerical and professional assistance as may be necessary. It shall be the duty of the secretary to keep minutes of all meetings regular,
adjourned regular or special. It shall further be the responsibility of the secretary to forward to each WIB member and each City a copy of the minutes as soon as possible after completion of the minutes.

2. Typed minutes shall be presented for correction and approval at the next regular WIB meeting.

3. The approved minutes, or a true copy thereof, signed by the Secretary or other Officer in his/her absence, shall be open to public inspection and filed with the Hawthorne City Clerk's office.

I. Communications
Whenever possible, requests for WIB action shall be in writing. The substance of each request and the action of the WIB thereon shall be recorded in the minutes.

J. Rules of Order
Except as otherwise provided herein, Robert's Rules of Order shall guide the WIB proceedings.

K. Quorum
The presence of a simple majority of the occupied positions of the WIB shall constitute a quorum for the transaction of business. A quorum is not required to adjourn.

L. Technology
The Board and its Committees may utilize technologies to promote greater participation among its members. Such technologies may include, but not limited to teleconference, webinar, and/or other web-based meeting tools. All meeting locations shall be publicly noticed and accessible to the public.

VII. EXECUTIVE COMMITTEE

A. The Executive Committee shall consist of the Chairperson of the WIB, elected officers of the WIB, and the chairpersons of each standing committee including the chairperson of the Youth Council.

B. Duties of the Executive Committee
1. The Executive Committee shall have authority to act on behalf of the WIB between regular WIB Meetings.

2. Any Executive Committee action on behalf of the WIB must be reported upon and ratified at the
next full WIB meeting when practicable. Such ratification shall require a simple majority vote.

3. Additional duties of the Executive Committee shall be to:
   a) Formulate policy recommendations concerning all aspects of the Board's responsibilities and the Workforce Investment System's operation for consideration and action by the WIB; b) provide recommendations regarding regular agenda items of the WIB as deemed necessary by the Executive Committee or WIB; c) maintain the Bylaws and develop/submit necessary modifications of the Bylaws to the WIB for approval; d) consult with WIB support staff; and, e) assure completion of activities contained in the WIB Strategic Plan.

C. Duties of Officers

1. The WIB Chairperson shall serve as Chair of the Executive Committee.

D. Meetings

1. The Executive Committee shall meet as necessary.

2. A simple majority of the Executive Committee shall constitute a quorum.

3. A simple majority vote of the Executive Committee is required before any action is taken.

VIII. OFFICERS

A. Elections

1. Election of WIB officers shall be by simple majority vote and shall be held in odd numbered years at a regular WIB meeting during the month of July.

2. At the WIB meeting next preceding the date established for the election of WIB officers, a nominating committee shall be appointed by the Chairperson, which shall conduct the election. The committee shall consist of three (3) WIB members, none of which shall be currently serving as elected officers. Additional nominations from the entire WIB may be accepted from the floor. The vote shall be conducted by voice, roll call, or a show of hands.

3. Newly-elected WIB officers shall be installed at the same regular WIB meeting in which they are elected and shall assume their duties effective August 1, following the election.

4. The Chairperson of the WIB shall be from the private sector.
5. The officers of the Interim WIB shall become the officers of the WIB until newly elected officers are installed during the first scheduled election.

6. The Chairperson of the WIB of or a simple majority of the WIB may call a special election prior to the next scheduled election should the need arise.

B. Duties of Officers

1. Chairperson
   
a. The Chairperson shall be elected to a term of two years from August 1 and shall preside at all meetings of the WIB.
   
b. The Chairperson shall decide all points of order and unless two-thirds (2/3) of the votes shall dissent therefrom, his or her decision shall stand.
   
c. The Chairperson shall appoint members to committees and shall be an ex-officio member of each committee and the Chairperson may choose to serve as a voting member on any committee in which there is a tie vote.
   
d. The Chairperson shall be the official representative of the WIB.
   
e. The Chairperson shall, when required, authenticate by his or her signature all the acts, orders, and proceedings of the WIB.

2. Vice-Chairperson
   
The Vice-Chairperson shall be elected to a term of two years from the date of installation and shall perform the duties of the Chairperson in his or her absence.

3. Secretary
   
a. The Secretary shall be elected to a term of two years from the date of installation.
   
b. Subsequent to WIB review and approval and prior to public inspection, the Secretary or another Officer in the Secretary's absence, shall, by his or her signature, certify the minutes as correct.
IX. COMMITTEE STRUCTURE

A. The WIB shall have both standing and ad hoc committees as necessary. Each committee shall have a Chairperson and, if appropriate, a Vice-Chairperson. The number and names of the Standing Committees shall correspond to the WIB Strategic Plan, with a Standing Committee assigned to each goal area contained in that Plan. The Executive Committee shall have chief responsibility for the Goal Area in the approved strategic plan related to “coordination of public policy.” Additionally, a Youth Council, as mandated in the Act, will function as a Standing Committee to the WIB.

B. Appointments

1. The WIB Chairperson shall ask the WIB members to state their preference of committees. The Chairperson will use this as a guide in making committee appointments.

2. The Chairperson shall endeavor to assure that each committee has a balanced representation from segments of population represented on the WIB.

3. The WIB members must serve on at least one standing committee as requested by the Chairperson.

4. Attendance at committee meetings shall be recorded by the staff and read into the minutes of the next regular WIB meeting.

5. An alternate may serve in place of a member on standing committees.

C. Committee Meetings

1. Standing committees shall meet as necessary and shall require a quorum of at least four (4) members to conduct business.

2. Ad hoc committees shall meet as necessary.

D. Duties of Committee Officers

1. The committee chair shall preside at all committee meetings.

2. The Chairperson shall decide all points of order and unless two-thirds (2/3) of the vote shall dissent therefrom, his or her decision shall stand.

3. In the absence of the Chairperson and the Vice-Chairperson, the Chairperson pro tem shall...
perform the duties of the Chairperson. The Chairperson pro tem shall be a committee member designated by the Chairperson.

X. STAFF SUPPORT

A. Staff support for the WIB shall be provided in its entirety by the SBWIB, Inc. The Chief Executive Officer of the SBWIB, Inc. shall serve ex officio as the Executive Director of the WIB.

1. The WIB staff shall be comprised of full and part-time employees of the SBWIB, Inc. and shall serve under direction of the Executive Director.

B. Duties of Staff

1. Attend all regular, special and committee meetings of the WIB as assigned; act in a support function to the entire WIB.

2. Staff shall be responsible for the recording of the proceedings of all WIB meetings, keeping a roll of the members and calling the roll; notifying officers and committees of their appointments and furnishing committees with all papers referred to them; preparing meeting agendas; sending out all proper notices of all regular, special, and committee meetings and processing the correspondence of the WIB and committees.

3. The staff shall make available minutes of the WIB meetings to the general public after they have been approved.

4. Staff is responsible for the processing of all routine office work in accordance with policies established by the City.

5. Staff is responsible for preparation of all administrative reports required by the WIA, the Joint Powers Agreement, the WIB or the CLEO.

6. The staff shall serve the interests of the WIB, the CLEO, and the South Bay Local Workforce Investment Area in their relationship with the Federal Government, State, Participating Cities, contractors, or other public or private organizations having business with the WIB.

XI. DUTIES OF MEMBERS

A. Attendance

It shall be the duty of all WIB members or their designated alternates to attend all regular meetings of
the WIB and committee meetings.

B. **Ethics**

No member of the WIB shall make any commitments or promises whatsoever of financial or moral assistance by the CLEO, any Participating City or the WIB, nor shall any member of the WIB speak or act in the name of the WIB or the CLEO or any Participating City unless specifically authorized by the respective entity to speak for that entity only. The WIB members shall comply with all applicable laws and regulations governing conflict of interest.

C. **Voting**

1. Quorum. No action by the WIB may be taken unless a quorum is present.
2. Majority Vote. When a quorum is present, a simple majority vote of those present, except as otherwise provided herein by these by laws, is sufficient for the adoption of any motion or resolution that is in order.
3. Each appointed member of the WIB has one (1) vote on all matters brought before the WIB.
4. Alternates may vote only in the absence of the appointed WIB member.
5. Proxy voting shall not be permitted.
6. No member or alternate of the WIB shall act on behalf of or influence in any way or vote on matters, which may affect the direct funding of an agency or organization with which that person is associated.
7. In the case of a tie vote, the motion or resolution is lost.
8. The Chairperson shall announce the results of the vote by stating first, whether the motion is carried or lost; second, what the effect or result of the vote is; and third, what the immediate business pending is, if any.

D. **Convening the Workforce Development System**

Members shall actively participate in convening the workforce development system stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities by:

1. Inviting stakeholders to standing committee meetings, conferences, workshops, sector
2. Attending monthly and quarterly One-Stop Partner and Certification meetings.
3. Participating on the Regional Economic Development (RED) Team.

**XII. SUSPENSION AND AMENDMENTS**

Operation of any bylaw may be suspended by a two-thirds (2/3) vote of those present.

These Bylaws may be amended at any WIB meeting by a two-thirds (2/3) vote of those present provided the amendment was presented in writing to all members and alternates at least ten (10) working days prior to the meeting at which the vote is to be taken. Such Amendments shall be subsequently approved by the CLEO.

**XIII. REIMBURSEMENT**

WIB members shall be reimbursed for their necessary and actual approved expenses incurred in the performance of their duties related and connected to their responsibilities as members of the WIB in accordance with the approved travel and expense policy of the South Bay Local Workforce Investment Area.

**XIV. SEVERABILITY**

Should any part, term, portion or provision of these Bylaws by decided to be in conflict with any law or otherwise unenforceable or ineffectual, the remaining parts, terms, portions or provisions shall be deemed severable and their validity shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the provisions that the members intended to enact in the first instance.

**XV. GENERAL PROVISION**

Nothing in these Bylaws shall be construed to take precedence over Federal, State or local laws or regulations or to constrain the rights or obligations of the CLEO.
XVI. CONFLICT OF INTEREST CODE

The WIB shall adopt a conflict of interest code.

The South Bay Workforce Investment Board will comply with the provision of the Workforce Investment Act that provides that no member, his or her immediate family, or his or her partner, of any Board or Council created pursuant to the Act shall cast a vote on the provision of services by that member (or any organization which that member directly represents) or vote on any matter which would provide direct financial benefit to that member.

XVII. RATIFICATION

The Chief Local Elected Official of the South Bay Local Workforce Investment Area shall ratify these Bylaws.

__________________________________________
Date of Adoption

__________________________________________
Workforce Investment Board Secretary

__________________________________________
Chief Local Elected Official Authorized Representative
AGENDA ITEM NO. 14
CITY OF HAWTHORNE
CITY COUNCIL
AGENDA BILL

For the meeting of: August 14, 2000

Originating Department: Job Training and Development

Department Head: 

City Manager

Leonard Cornier

SUBJECT: RATIFICATION OF THE BY-LAWS OF THE SOUTH BAY WORKFORCE INVESTMENT BOARD

RECOMMENDATION MOTION:

It is the recommendation that the Mayor and the City Council ratify the Bylaws of the South Bay Workforce Investment Board (SBWIB).

FISCAL IMPACT:

There is no cost to the City's General Funds.

REPORT SUMMARY:

Pursuant to the legislative mandates outlined in the Workforce Investment Act (WIA) of 1998, Public Law 105-220, Section 117, and State of California implementing legislation and/or Executive Orders, a Workforce Investment Board (WIB) has been created, and its members appointed by the elected officials of the Participating Cities for the South Bay Local Workforce Investment Area.

The Bylaws of the SBWIB which describe the purpose, functions, membership, meetings and other items pertaining to the administrative and operational responsibilities of the SBWIB were unanimously adopted on July 20, 2000 with the exclusion of Section VI.D, 3, Lack of Quorum will be re-written and re-presented in an amendment for approval.

ATTACHMENT:

BYLAWS OF THE WORKFORCE INVESTMENT BOARD OF THE SOUTH BAY WORKFORCE INVESTMENT AREA
BYLAWS OF THE
WORKFORCE INVESTMENT BOARD
OF THE
SOUTH BAY WORKFORCE INVESTMENT AREA

I. TITLE

The name of this organization shall be the Workforce Investment Board of the South Bay Local Workforce Investment Area hereinafter referred to as "WIB". The term "Cities" or "Participating Cities" as referred to hereafter shall mean those cities, which are member cities of the South Bay Local Workforce Investment Area (SBLWIA).

II. CREATION OF THE WORKFORCE INVESTMENT BOARD

Pursuant to the legislative mandates outlined in the Workforce Investment Act of 1998 (WIA), Public Law 105-220, Section 117, and State of California implementing legislation and/or Executive Orders, a Workforce Investment Board, hereinafter known as the "WIB", has been created, and its members appointed by the elected officials of the Participating Cities for the South Bay Local Workforce Investment Area. The WIB does hereby establish these Bylaws for the purpose of providing operational authority for the WIB.

III. PURPOSE

The purpose of the WIB shall be to insure the involvement of the business and industrial community, including small businesses, minority business enterprises, education, labor organizations, community-based organizations, economic development agencies and one-stop delivery system partners in workforce investment activities.

The purpose of the WIB shall also be to oversee a local cooperative relationship with the Participating Cities that will most effectively satisfy the labor demand needs of the business community and enhance the economic well being of individuals in need of workforce investment services.

8/1/00
IV. FUNCTION

A. General Function

1. The WIB, in partnership with the Cities, shall provide policy guidance for and exercise oversight with respect to activities contained in the 5 year Local Workforce Investment Plan for the SBLWIA and the WIB Strategic Plan.

2. The WIB shall develop, in partnership with the Chief Local Elected Official (CLEO) of the SBLWIA as defined in the SBLWIA Joint Powers Agreement, an effective Local Plan that will provide a coordinated mix of services that best meet the workforce investment needs of the local labor market. The WIB and the CLEO shall jointly approve and submit the Workforce Investment Act Five-Year Local Plan (Plan) to the Governor of the State of California.

3. The WIB shall establish performance criteria for all activities contained in the Plan and provide oversight of such activities to ensure their efficient and effective operation.

4. The WIB will direct activities designed to actively solicit public and private support for, and participation in, WIA programs.

5. Regular members of the WIB shall automatically be ex-officio members of the board of directors of South Bay Workforce Investment Board, Incorporated (South Bay WIB, Inc.). South Bay WIB, Inc. is a non-profit corporation organized to assist the WIB in the performance of WIA activities including, but not limited to fundraising. The officers of the WIB shall hold such offices as may be designated by the Corporation's Board of Directors.

6. The WIB shall perform other functions and duties as required by the WIA or State of California implementing legislation and/or Executive Orders and shall act in accordance with the Act and the Agreement entered into between the WIB and CLEO on behalf of the Participating Cities.

B. Specific Function

1. To develop, approve, review, monitor and evaluate the Workforce Investment Act Five-Year Local Plan for the SBLWIA in partnership with the CLEO.

2. To conduct business surveys and to determine employer training needs and hiring plans.
3. To designate and certify/charter a One-Stop delivery system.
4. To establish an Eligible Training Provider list.
5. To appoint a Youth Council.
6. To advise the CLEO of any problems and to recommend solutions.
7. To promote good public relations for the entire workforce investment system.

V. MEMBERSHIP

A. Appointments
1. All members of the WIB shall be appointed in accordance with the provisions of the WIA, State of California executive orders and/or implementing legislation, the Joint Powers Agreement of the South Bay Workforce Investment Area, hereinafter "JPA," and any rules or regulations which may be enacted to implement those provisions.

B. Alternates
1. Each WIB member may designate, in writing, one alternate to represent that member at meetings in the event the WIB member is unable to attend. Each alternate shall have all the authority and rights of the appointed member when sitting in that member's absence except that no alternate may sit as chairperson of the WIB or of any Committee. The duties and responsibilities of the Chairperson shall be vested in the Vice-Chairperson or Secretary in the absence of the Chairperson. Any official action can be taken by an alternate, provided the credentials of the alternate must be first reviewed and approved by the Executive Committee in order to insure compliance with the membership qualifications required by state and federal law.

2. Where possible, alternates should be from the same agency or organization as the appointed member when representing the public and private non-profit sectors. If not, the alternate shall represent the same segment of the community as the appointed member.

3. The alternate shall be allowed in standing committee meetings to vote, and participate in place of the appointed member.
C. Terms of Office

1. The terms of office for WIB members shall conform to the provisions of the JPA.
2. WIB members may serve until their successors are appointed and qualified according to law.
3. Vacancies on the WIB shall be filled in accordance with the provisions of the JPA.

D. Removal

1. A member may be removed by a simple majority vote of the WIB on the following grounds:
   a. Unexcused failure to attend by any member or alternate, three (3) regular, adjourned
      regular or standing committee meetings within one (1) fiscal year.
   b. A member ceases to be a representative of the group from which he or she was
      selected.
2. No later than 10 days prior to the vote to remove a member, the member shall be notified in
   writing that the vote shall take place and shall be afforded the opportunity to be heard by the
   WIB prior to the vote.

VI. MEETINGS

A. Regular Meetings

1. The WIB shall, unless otherwise announced, meet at least quarterly on a date and time, which
   shall be specified by the WIB beginning in the first quarter of Program Year 2000-2001 whose
   date begins July 1, 2000.
2. The establishment of regular meetings shall not preclude the WIB from changing said day, time
   and/or location as it may from time to time choose to do or from calling additional or special
   meetings provided that any such changes shall be properly noticed and announced in
   compliance with applicable law.

B. Special Meetings

A special meeting may be called at any time by the Chairperson or by a simple majority vote of the
members of the WIB to consider specified business. No business other than that specified in the notice
of the special meeting shall be considered at a special meeting.
C. Notice of Meetings

1. WIB Members
   a. Written notice of each regular meeting and an agenda shall be provided to each member and alternate prior to the meeting.
   b. Notice of each special meeting shall be delivered at least twenty-four (24) hours before the time of such meeting to each member and alternate. The notice shall specify the time and place of the special meeting and the business to be considered.

2. Non-Members
   a. Notice of each WIB meeting shall be delivered to those who have filed a written request for such notice. Such notice shall be sent prior to the meeting.
   b. Written requests for notice of meetings shall be valid for one year from date of receipt unless renewed.
   c. The WIB may establish a reasonable annual charge for sending such notice based on the estimated annual cost of providing notice.

D. Adjournment of Meetings (To be added)

E. Compliance with Ralph M. Brown Act

All meetings of the WIB including without limitation regular, adjourned regular and special meetings, shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). In the event of any conflict between the provisions of said Act and the bylaws or procedures of the WIB, the provisions of the Act shall prevail.

F. Public Attendance and Participation

1. A member of the public shall not be required, as a condition of attendance at a meeting of the WIB, to register his or her name and any information, to complete a questionnaire or otherwise fulfill any conditions of attendance.

2. No person shall address the WIB until the Chairperson has first recognized him or her. All persons addressing the WIB shall give their names and addresses for purposes of the record.
The Chairperson may, in the interest of facilitating the business of the WIB, limit the amount of time, which a person may use in addressing the WIB.

G. **Agenda**

The staff assigned to service the WIB shall prepare an agenda for each meeting and distribute copies by mail to all persons on the official mailing list. Final agendas shall be available to the public at least seventy-two (72) hours before the time set for each meeting.

H. **Minutes**

1. The WIB, through its assigned staff, shall be provided with a secretary who shall be available as needed by the WIB and with such other clerical and professional assistance as may be necessary. It shall be the duty of the secretary to keep minutes of all meetings regular, adjourned regular or special. It shall further be the responsibility of the secretary to forward to each WIB member and each City a copy of the minutes as soon as possible after completion of the minutes.

2. Typed minutes shall be presented for correction and approval at the next regular WIB meeting.

3. The approved minutes or a true copy thereof, signed by the Secretary or other Officer in his/her absence, shall be open to public inspection and filed with the Hawthorne City Clerk's office.

I. **Communications**

Whenever possible, requests for WIB action shall be in writing. The substance of each request and the action of the WIB thereon shall be recorded in the minutes.

J. **Rules of Order**

Except as otherwise provided herein, Robert's Rules of Order shall guide the WIB proceedings.

K. **Quorum**

The presence of a simple majority of the occupied positions of the WIB shall constitute a quorum for the transaction of business. A quorum is not required to adjourn.
VII. EXECUTIVE COMMITTEE

A. The Executive Committee shall consist of the Chairperson of the WIB, the chairperson of each standing committee including the chairperson of the Youth Council.

B. Duties of the Executive Committee
   1. The Executive Committee shall have authority to act on behalf of the WIB between regular WIB Meetings.
   2. Any Executive Committee action on behalf of the WIB must be reported upon and ratified at the next full WIB meeting when practicable. Such ratification shall require a simple majority vote.
   3. Additional duties of the Executive Committee shall be to:
      a) Formulate policy recommendations concerning all aspects of the Board’s responsibilities and the Workforce Investment System’s operation for consideration and action by the WIB; b) provide recommendations regarding regular agenda items of the WIB as deemed necessary by the Executive Committee or WIB; c) maintain the Bylaws and develop/submit necessary modifications of the Bylaws to the WIB for approval; d) consult with WIB support staff; and, e) assure completion of activities contained in the WIB Strategic Plan.

C. Duties of Officers
   1. The WIB Chairperson shall serve as Chair of the Executive Committee.

D. Meetings
   1. The Executive Committee shall meet as necessary.
   2. A simple majority of the Executive Committee shall constitute a quorum.
   3. A simple majority vote of the Executive Committee is required before any action is taken.

VIII. OFFICERS

A. Elections
   1. Election of WIB officers shall be by simple majority vote and shall be held in odd numbered years at a regular WIB meeting during the month of July.
2. At the WIB meeting next preceding the date established for the election of WIB officers, a
nominating committee shall be appointed by the Chairperson, which shall conduct the election.
The committee shall consist of three (3) WIB members, none of which shall be currently serving
as elected officers. Additional nominations from the entire WIB may be accepted from the floor.
The vote shall be conducted by voice, roll call, or a show of hands.

3. Newly-elected WIB officers shall be installed at the same regular WIB meeting in which they are
elected and shall assume their duties effective August 1, following the election.

4. The Chairperson of the WIB shall be from the private sector.

5. The officers of the Interim WIB shall become the officers of the WIB until newly elected officers
are installed during the first scheduled election.

6. The Chairperson of the WIB or a simple majority of the WIB may call a special election prior
to the next scheduled election should the need arise.

B. Duties of Officers

1. Chairperson

a. The Chairperson shall be elected to a term of two years from August 1 and shall preside
   at all meetings of the WIB.

b. The Chairperson shall decide all points of order and unless two-thirds (2/3) of the votes
   shall dissent therefrom, his or her decision shall stand.

c. The Chairperson shall appoint members to committees and shall be an ex-officio
   member of each committee and the Chairperson may choose to serve as a voting
   member on any committee in which there is a tie vote.

d. The Chairperson shall be the official representative of the WIB.

e. The Chairperson shall, when required, authenticate by his or her signature all the acts,
   orders, and proceedings of the WIB.
2. Vice-Chairperson

The Vice-Chairperson shall be elected to a term of two years from the date of installation and shall perform the duties of the Chairperson in his or her absence.

3. Secretary

   a. The Secretary shall be elected to a term of two years from the date of installation.

   b. Subsequent to WIB review and approval and prior to public inspection, the Secretary or another Officer in the Secretary’s absence, shall, by his or her signature, certify the minutes as correct.

IX. COMMITTEE STRUCTURE

A. The WIB shall have both standing and ad hoc committees as necessary. Each committee shall have a Chairperson and, if appropriate, a Vice-Chairperson. The number and names of the Standing Committees shall correspond to the WIB Strategic Plan, with a Standing Committee assigned to each goal area contained in that Plan. The Executive Committee shall have chief responsibility for the Goal Area in the approved strategic plan related to “coordination of public policy.” Additionally, a Youth Council, as mandated in the Act, will function as a Standing Committee to the WIB.

B. Appointments

   1. The WIB Chairperson shall ask the WIB members to state their preference of committees. The Chairperson will use this as a guide in making committee appointments.
2. The Chairperson shall endeavor to assure that each committee has a balanced representation from segments of population represented on the WIB.

3. The WIB members must serve on at least one standing committee as requested by the Chairperson.

4. Attendance at committee meetings shall be recorded by the staff and read into the minutes of the next regular WIB meeting.

5. An alternate may serve in place of a member on standing committees.

C. Committee Meetings

1. Standing committees shall meet as necessary,

2. Ad hoc committees shall meet as necessary.

D. Duties of Committee Officers

1. The committee chair shall preside at all committee meetings.

2. The Chairperson shall decide all points of order and unless two-thirds (2/3) of the vote shall dissent therefrom, his or her decision shall stand.

3. In the absence of the Chairperson and the Vice-Chairperson, the Chairperson pro tem shall perform the duties of the Chairperson. The Chairperson pro tem shall be a committee member designated by the Chairperson.

X. STAFF SUPPORT

A. By mutual agreement between the WIB and the CLEO, which is the fiscal and administrative entity for the SBLWIA, the director of the WIB's administrative staff shall serve as Executive Director of the WIB.

The WIB's Executive Director shall designate staff for the WIB.

1. The WIB staff shall be full-time employees of the administrative entity and shall serve the WIB under the direction of the WIB Executive Director.

2. The WIB staff shall not be members of the WIB:

B. Duties of Staff

1. Attend all regular, special and committee meetings of the WIB as assigned; act in a support function to the entire WIB.
2. Staff shall be responsible for the recording of the proceedings of all WIB meetings, keeping a roll of the members and calling the roll; notifying officers and committees of their appointments and furnishing committees with all papers referred to them; preparing meeting agendas; sending out all proper notices of all regular, special, and committee meetings and processing the correspondence of the WIB and committees.

3. The staff shall make available minutes of the WIB meetings to the general public after they have been approved.

4. Staff is responsible for the processing of all routine office work in accordance with policies established by the City.

5. Staff is responsible for preparation of all administrative reports required by the WIA, the Joint Powers Agreement, the WIB or the CLEO.

6. The staff shall serve the interests of the WIB, the CLEO, and the South Bay Local Workforce Investment Area in their relationship with the Federal Government, State, Participating Cities, contractors, or other public or private organizations having business with the WIB.

XI. DUTIES OF MEMBERS

A. Attendance

It shall be the duty of all WIB members or their designated alternates to attend all regular meetings of the WIB and committee meetings.

B. Ethics

No member of the WIB shall make any commitments or promises whatsoever of financial or moral assistance by the CLEO, any Participating City or the WIB, nor shall any member of the WIB speak or act in the name of the WIB or the CLEO or any Participating City unless specifically authorized by the respective entity to speak for that entity only. The WIB members shall comply with all applicable laws and regulations governing conflict of interest.

C. Voting

1. Quorum. No action by the WIB may be taken unless a quorum is present.
2. Majority Vote. When a quorum is present, a simple majority vote of those present, except as otherwise provided herein by these by laws, is sufficient for the adoption of any motion or resolution that is in order.

3. Each appointed member of the WIB has one (1) vote on all matters brought before the WIB.

4. Alternates may vote only in the absence of the appointed WIB member.

5. Proxy voting shall not be permitted.

6. No member or alternate of the WIB shall act on behalf of or influence in any way or vote on matters, which may affect the direct funding of an agency or organization with which that person is associated.

7. In the case of a tie vote, the motion or resolution is lost.

8. The Chairperson shall announce the results of the vote by stating first, whether the motion is carried or lost; second, what the effect or result of the vote is; and third, what the immediate business pending is, if any.

XII. SUSPENSION AND AMENDMENTS

Operation of any bylaw may be suspended by a two-thirds (2/3) vote of those present.

These Bylaws may be amended at any WIB meeting by a two-thirds (2/3) vote of those present provided the amendment was presented in writing to all members and alternates at least ten (10) working days prior to the meeting at which the vote is to be taken. Such Amendments shall be subsequently approved by the CLEO.

XIII. REIMBURSEMENT

WIB members shall be reimbursed for their necessary and actual approved expenses incurred in the performance of their duties related and connected to their responsibilities as members of the WIB in accordance with the approved travel and expense policy of the South Bay Local Workforce Investment Area.
XIV. SEVERABILITY

Should any part, term, portion or provision of these Bylaws by decided to be in conflict with any law or otherwise unenforceable or ineffectual, the remaining parts, terms, portions or provisions shall be deemed severable and their validity shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the provisions that the members intended to enact in the first instance.

XV. GENERAL PROVISION

Nothing in these Bylaws shall be construed to take precedence over Federal, State or local laws or regulations or to constrain the rights or obligations of the CLEO.

XVI. CONFLICT OF INTEREST CODE

The WIB shall adopt a conflict of interest code.

The South Bay Workforce Investment Board will comply with the provision of the Workforce Investment Act that provides that no member of any Board created pursuant to the Act shall cast a vote on the provision of services by that member (or any organization which that member directly represents) or vote on any matter which would provide direct financial benefit to that member.

XVII. RATIFICATION

The Chief Local Elected Official of the South Bay Local Workforce Investment Area shall ratify these Bylaws.

August 14, 2000

Date of Adoption

[Signature]

Workforce Investment Board Secretary

[Signature]

Chief Local Elected Official Authorized Representative
AGENDA ITEM NO. 12
CITY OF HAWTHORNE
CITY COUNCIL
AGENDA BILL

For the meeting of: October 24, 2000

Originating Department: Job Training and Development

Department Head: Jim Vogel

City Manager Leonard Cormier

SUBJECT: APPROVAL OF AMENDMENT NO. 1 TO THE BY-LAWS
OF THE SOUTH BAY WORKFORCE INVESTMENT BOARD

RECOMMENDATION MOTION:

It is the recommendation that the Mayor and City Council approve Amendment No. 1 to the Bylaws of the South Bay Workforce Investment Board (SBWIB) of the South Bay Workforce Investment Area.

FISCAL IMPACT:

There is no cost to the City’s General Funds.

REPORT SUMMARY:

The ByLaws of the South Bay Workforce Investment Board (SBWIB) for the South Bay Workforce Investment Area were adopted on July 20, 2000, by the SBWIB and ratified by the Hawthorne City Council on August 7, 2000.

This is Amendment No. 1 to said Bylaws which adds Section D. Adjournment of Meetings.

ATTACHMENT:

Amendment No. 1 to the Bylaws of the Workforce Investment Board of the South Bay Workforce Investment Area.
AMENDMENT NO. 1

BY LAWS OF THE WORKFORCE INVESTMENT BOARD (WIB) OF THE SOUTH BAY WORKFORCE INVESTMENT AREA

WHEREAS, the South Bay Workforce Investment Board (SBWIB) operates under bylaws adopted on July 20, 2000;

WHEREAS, said bylaws were adopted with Section D. Adjournment of Meetings to be added; and,

NOW, THEREFORE, said bylaws shall be amended to add Section D. Adjournment of Meetings as follows:

1. Any number of WIB members constituting less than a quorum may adjourn at any time.

2. If the regular agenda of any regular meeting cannot be completed, the meeting may be adjourned to a time and place specified in the Order of Adjournment.

3. If less than a quorum is present at any meeting, the member (s) present shall adjourn the meeting to a time and place specified. If no members are present, the WIB staff shall declare the meeting adjourned to a stated time and place and shall provide written notice to each member of the WIB in the manner required for special meetings.

4. In the event that a noticed meeting must be canceled for any reason, a notice of the adjournment shall be posted at the meeting location. A copy of the Notice of Adjournment shall be conspicuously posted on or near the door of the place where the regular or adjourned meeting was to be held. This notice shall remain posted for at least twenty-four (24) hours after the time of adjournment.
This amendment shall become part of the bylaws effective immediately upon approval at any WIB meeting by a two-thirds vote of those present and upon approval of the City Council of the City of Hawthorne.

Date of Adoption: 10/24/2000

Workforce Investment Board Chairperson

Chief Local Elected Official
CITY OF HAWTHORNE
CITY COUNCIL
AGENDA BILL

For the meeting of: December 14, 2004

Originating Department: Job Training and Development

Department Head: ____________________________ City Manager

SUBJECT: APPROVAL OF AMENDMENT NO. 2 TO THE BYLAWS OF THE SOUTH BAY WORKFORCE INVESTMENT BOARD

RECOMMENDATION MOTION:

It is the recommendation that the Mayor and City Council approve Amendment No. 2 to the Bylaws of the South Bay Workforce Investment Board (SBWIB) of the South Bay Workforce Investment Area.

FISCAL IMPACT:

There is no cost to the City’s General Funds.

REPORT SUMMARY:

The Bylaws of the South Bay Workforce Investment Board (SBWIB) for the South Bay Workforce were adopted on July 20, 2000, by the SBWIB and ratified by the Hawthorne City Council on August 14, 2000.

This is Amendment No. 2 to said Bylaws which adds additional language to Section XVI, Conflict of Interest Code, as required by the State based upon federal legislation.

ATTACHMENTS:

- Amendment No. 2 to the Bylaws of the SBWIB of the South Bay Workforce Investment Area.
- Amendment No. 1 to the Bylaws of the SBWIB of the South Bay Workforce Investment Area.
- Bylaws of the Workforce Investment Board of the South Bay Workforce Investment Area.
AMENDMENT NO. 2

BYLAWS OF THE WORKFORCE INVESTMENT BOARD (WIB) OF THE SOUTH BAY

WORKFORCE INVESTMENT AREA

WHEREAS, the South Bay Workforce Investment Board (SBWIB) operates under bylaws adopted on July 20, 2000; and

WHEREAS, on August 14, 2000, the Hawthorne City Council ratified said bylaws; and,

NOW, THEREFORE, said bylaws shall be amended to add additional wording/language as follows:

"The South Bay Workforce Investment Board will comply with the provision of the Workforce Investment Act that provides that no member, his or her immediate family, or his or her partner, of any Board or Council created pursuant to the Act shall cast a vote on the provision of services by that member (or any organization which that member directly represents) or vote on any matter which would provide direct financial benefit to that member."

//
//
//
//
//
//
//
//
MEMORANDUM

TO: Mayor and City Council of Inglewood

FROM: South Bay Workforce Investment Board

RE: Amendment No. 3 to Bylaws of the South Bay Workforce Investment Board

DATE: January 29, 2013

Discussion:

On December 18, 2012, with the approval of 7 member cities of the South Bay Workforce Investment Area (SBWIA), Inglewood officially became the Administrative Entity for the SBWIA. As such, the Inglewood City Council will serve as the Chief Local Elected Official under the Workforce Investment Act of 1998.

In order to function effectively, some changes need to be made to the existing bylaws of the South Bay Workforce Investment Board (WIB). Among those changes is an amendment to Section X. Staff Support which requires that WIB staff" shall be full-time employees of the Administrative Entity." Now that the SBWIB, Inc. is the contract administrator and has its own staff, this requirement is no longer necessary and should be deleted.

In addition, Section XII. Suspension and Amendments requires that, any amendments to the bylaws that have been approved by a 2/3 vote of the WIB, must then be subject to approval by the Chief Local Elected Official which is now the Inglewood City Council. This provision has proven to be redundant and unnecessary, since only the WIB itself is in the best position to determine its own internal rules of operation. This requirement should therefore also be deleted.

These changes to the bylaws have already been reviewed and approved unanimously by the WIB’s Executive committee and the full Workforce Investment Board. (See Attachments 1 and 2).

Recommendation:

It is therefore recommended that the City of Inglewood as Administrative Entity for the South Bay Workforce Investment Area approve the above referenced changes in the bylaws of the WIB.
A RESOLUTION OF THE SOUTH BAY WORKFORCE INVESTMENT BOARD (SBWIB) AMENDING ARTICLE X OF ITS BYLAWS RELATING TO SUPPORT STAFF AND ARTICLES XII AND XVII RELATING TO RATIFICATION OF AMENDMENTS

RESOLUTION NO. WR13-100

WHEREAS, the Bylaws of the South Bay Workforce Investment Board (WIB) were adopted and approved by the City of Hawthorne on August 14, 2000; and

WHEREAS, at the time of adoption all staff support for the WIB were employees of the City of Hawthorne which was serving as the Administrative Entity for the South Bay Workforce Investment Area; and

WHEREAS, with the concurrence of the City of Hawthorne it was intended that over a period of time as employees would leave their employ they would gradually be replaced by staff of the newly-formed nonprofit arm then known as the South Bay Workforce Investment Consortium, Inc. (SBWIC) now the SBWIB, Inc; and

WHEREAS, the gradual change from Hawthorne employees to SBWIB, Inc. employees has continued to take place; and

WHEREAS, at this point in time the SBWIB, Inc. is prepared to provide all support staff to the WIB; and

WHEREAS, it is necessary to expedite the lengthy process of amending these bylaws;

NOW, THEREFORE, the WIB hereby resolves, orders and determines, as follows:

1) Article X of the WIB Bylaws shall be and is hereby amended to delete subsection A in its entirety and to add, in its place, the following:

"A. Staff support for the WIB shall be provided in its entirety by the SBWIB, Inc. The Chief Executive Officer of the SBWIB, Inc. shall serve ex officio as the Executive Director of the WIB."
The WIB staff shall be comprised of full and part-time employees of SBWIB, Inc. and shall serve under direction of the Executive Director."

2) Article XII of the WIB bylaws is hereby repealed and in its place shall be added the following:

"Operation of any bylaw may be suspended by a two-thirds (2/3) vote of those present.
These Bylaws may be amended at any WIB meeting by a two-thirds (2/3) vote of those present provided the amendment was presented in writing to all members and alternates at least ten (10) working days prior to the meeting at which the vote is to be taken."

3) Article XVII of the WIB Bylaws is hereby repealed in its entirety.

4) This Resolution Amending the Bylaws was duly presented in writing to all members and alternates at least ten working days prior to the date indicated below as the date of adoption and was adopted by a 2/3 vote of those present.

5) Adoption of this Resolution Amending the Bylaws shall supersede any previously adopted bylaws or amendments thereto which may be inconsistent therewith.

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

1) That I am the duly elected and acting Secretary of the South Bay Workforce Investment Board.

2) That the foregoing Resolution Of The South Bay Workforce Investment Board (SBWIB) Amending Article X of Its Bylaws relating to support staff Articles XII and XVII relating to ratification of amendments was duly adopted by the SBWIB on
January 9, 2013 in the form and manner required by Article XII of the Bylaws and shall become effective when approved by the Chief Local Elected Official of the South Bay Workforce Investment Area.

IN WITNESS WHEREOF, I have hereunto subscribed my name on this 9th day of January, 2013 at Hawthorne, California.

[Signature]

Secretary
A RESOLUTION PROPOSING APPROVAL OF AMENDMENT NO. 4 TO CHANGE VARIOUS PROVISIONS OF THE SOUTH BAY WORKFORCE INVESTMENT BOARD (SBWIB) BYLAWS

WHEREAS, on July 11, 2014, the Workforce Innovation and Opportunity Act (WIOA) was passed by Congress to be implemented effective July 1, 2015; and

WHEREAS, WIOA was intended to revise, the existing local structures created to implement the previously enacted Workforce Investment Act of 1998 (WIA) as amended; and

WHEREAS, it is therefore necessary to make changes to the existing bylaws of the SBWIB in order to bring it into conformity with WIOA; and

WHEREAS, in order to more effectively and efficiently facilitate its purpose it has become necessary for the SBWIB to streamline and update other provisions of its bylaws as set forth in more detail below;

NOW, THEREFORE, the SBWIB hereby adopts this Amendment No. 4 to the SBWIB Bylaws and resolves, orders and determines, as follows:

1) In order to comply with the provisions of the WIOA, Article I of these Bylaws, shall be amended to add the following paragraphs:

“Wherever in these bylaws the term “Workforce Investment Board” or “WIB” or “SBWIB” is used it shall refer to the “Workforce Development Board” as created by the Workforce Investment Opportunities Act of 2014 (WIOA).

Wherever, the term South Bay Workforce Investment Area” or “WIA” or “SBWIA” is used it shall refer to the “South Bay Workforce Development Area or “SBWDA” as created by the WIOA.”
2) Article II of the Bylaws shall be replaced and amended as follows:

"II. CREATION OF THE WORKFORCE DEVELOPMENT BOARD

This Board is created pursuant to the provisions of WIOA as enacted in July 2014. The terms Workforce Investment Board (WIB) and Workforce Development Board (WDB) may be used interchangeable and shall refer to the Board required by WIOA."

3) Article VII, Section A of the BYLAWS shall be, and is hereby deleted and in its place shall be added a new Section A, to read as follows:

"A. The Executive Committee shall consist of the Chairperson of the WIB, elected officers of the WIB, and the chairpersons of each standing committee including the chairperson of the Youth Council.

4) Article IX, Section C (1) shall be, and hereby is deleted and in its place shall be a new Section C (1) to read as follows:

"C. Committee Meetings
1. Standing committees shall meet as necessary and shall require a quorum of at least four (4) members to conduct business. "
CERTIFICATE OF SECRETARY
I, the undersigned, do hereby certify:

1) That I am the duly elected and acting Secretary of the South Bay Workforce Investment Board.
2) That the foregoing Resolution of The South Bay Workforce Investment Board Amending its Bylaws was reviewed and approved by the Executive Committee and the Workforce Investment Board.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of said corporation this 16 day of July, 2015, at Hawthorne, California.

[Signature]
Secretary