

**NORTHWEST GEORGIA WORKFORCE DEVELOPMENT BOARD**

**YOUTH COMMITTEE CONSTITUTION & BY-LAWS**

**ARTICLE I - NAME**

The name of the committee shall be the Northwest Georgia Workforce Development Board Youth Committee, hereinafter referred to as the “Youth Committee.”

**ARTICLE II - PURPOSE OF THE WORKFORCE DEVELOPMENT BOARD YOUTH COMMITTEE**

The Workforce Development Board Youth Committee shall be responsible for providing information and assisting with planning, operational, oversight, and other issues relating to the provision of services to youth and policy guidance under the Workforce Innovation and Opportunity Act under the guidance of the Northwest Georgia Workforce Development Board (WDB) and in partnership with the Council of Chief Elected Officials (CCEO) of Northwest Georgia. The Youth Committee shall operate in the Workforce Development Area as designated by the Governor representing Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, and Whitfield counties.

The Youth Committee, under the guidance and approval of the WDB shall, in accordance with an agreement of the WDB with the CCEO:

- A. Recommend policy direction to the Local Board for the design, development, and implementation of programs that benefit all youth;
- B. Recommend the design of a comprehensive community workforce development system to ensure a full range of services and opportunities for all youth, including disconnected youth;
- C. Recommend ways to leverage resources and coordinate services among schools, public programs, and community-based organizations serving youth;
- D. Recommend ways to coordinate youth services and recommend eligible youth service providers;
- E. Provide on-going leadership and support for continuous quality improvement for local youth programs;
- F. Assist with planning, operational, and other issues relating to the provision of services to youth; and
- G. Oversee eligible youth providers, as well as other youth program oversight responsibilities.
- H. Recommend Youth Services Requests for Proposal (RFP) to the Workforce Development Board for approval.

### **ARTICLE III - MEMBERSHIP**

The Northwest Georgia Workforce Development Board Youth Committee shall include the following:

1. A minimum of one (1) member of the local Workforce Development Board who chairs the Youth Committee and has special interest or expertise in youth policy. Consideration of business, education and human service agency members is encouraged.
2. Members of community-based organizations with a demonstrated record of success in serving eligible youth and other individuals with appropriate expertise who are not members of the local Board.
3. Other members may include other appropriate individuals as determined by the WDB in cooperation with the local Chief Elected Officials and should reflect the needs of youth including out-of-school youth. Members may represent agencies such as education, training, health, mental health, public assistance, or be representatives of philanthropic or economic and development organizations, employers, and/or parents, participants, and youth.

The maximum number of members of the Youth Committee shall be 20.

Youth Committee members who are not members of the WDB shall be voting members of the Youth Committee and non-voting members of the WDB.

### **ARTICLE IV - APPOINTMENT, REPLACEMENT, OR REMOVAL OF MEMBERS**

Members of the Youth Committee shall be appointed or replaced by the WDB and the Executive Committee of the CCEO in accordance with their procedure.

### **ARTICLE V - TERMS OF OFFICE**

The terms of office of the members of the Youth Committee are determined by the WDB and the CCEO to be four (4) year terms beginning upon their selection and initially terminating June 30, 2019. Subsequent terms will be for four-year appointments.

It shall be the duty of the WDB to appoint members to fill all vacancies. A position on the Youth Committee is considered vacant on the date the term expires, a member becomes ineligible, a member is removed, or a member resigns or dies. In the case of an appointment to fill a vacancy on the Council, the replacement member's term shall begin on the date of concurrence by the WDB as to the member's replacement unless otherwise specified by the WDB, and shall end on the date designated for the original appointment for whom the replacement is selected.

## **ARTICLE VI - OFFICERS AND DUTIES**

The officers of the Youth Committee shall consist of a Chairman, Vice-Chairman, and Secretary. The Chairman must be a member of the Workforce Development Board and appointed by the Board. The Vice-Chairman and Secretary shall be elected by the Youth Committee. The terms of the officers shall begin in July and shall be a one (1) year or until their successors are duly elected and qualified. The Council may fill vacancies for officers at any meeting.

If during the term of office, the Chairman should no longer be a “representative of the WDB,” the position shall be declared vacant and be filled in accordance with Article IV of these By-Laws.

The Chairman shall preside at the meetings of the Youth Committee and shall see that all orders and resolutions of the Youth Committee are communicated to the proper persons or entities for implementation. He/she shall execute all documents on behalf of the Youth Committee.

The Vice-Chairman shall perform the duties of the Chairman in his/her absence.

The Secretary [or his/her designee(s) who may be staff member(s) of the administrative entity performing Workforce Development services] shall attend and keep the Minutes of all meetings of the Council. He/she shall have charge of the records of the Youth Committee and shall, in general, perform all duties incident to the position of Secretary, subject at all times to the discretion and control of the Youth Committee. The Secretary shall perform all other duties as shall be assigned by the Youth Committee.

The Youth Committee may appoint such other officers as the business of the Youth Committee may require, each of whom shall hold office for such period and have such authority to perform duties as are provided by the By-Laws or as the Youth Committee may determine.

## **ARTICLE VII - COMMITTEES**

The Chairman shall have the authority to appoint standing or special sub-committees of the Youth Committee for any legitimate purpose, at his/her discretion. A legitimate purpose is defined as one needed to achieve the stated and approved objectives of the Council. The term of any standing committee will expire at the conclusion of the year in which it is appointed. The term of any special committee shall expire upon the completion of the task for which it was created.

## **ARTICLE VIII - MEETINGS**

The Youth Committee shall meet at least bi-monthly. The regular meetings shall be held in ~~Calhoun~~ Rome, Georgia on the second Wednesday of every other month, unless otherwise directed by the Chairman, in which case due notice will be given as defined in the requirements of the Open Meetings Law. The Chairman may call a special meeting at his/her discretion. Notice of all meetings shall be given

to all members, not less than three (3) days nor more than 30 days prior to the date of the meeting(s). All meetings shall be held in compliance with the Georgia Open Meetings Law.

#### **ARTICLE IX - QUORUM**

Those present shall constitute a quorum and may conduct business.

#### **ARTICLE X - VOTING**

In all voting matters members shall adhere to the WDB/ Youth Committee Code of Conduct relating to Conflict of Interest. Upon appointment, each committee member shall sign and date the Conflict of Interest provision provided by the Technical College System of Georgia, Office of Workforce Development, (see attached).

#### **ARTICLE XI - RULES OF ORDER**

All meetings of the Youth Committee shall follow rules of order established for the conduct of such meetings as set forth in the Roberts Rules of Order unless otherwise provided for by these By-Laws.

#### **ARTICLE XII - INSURANCE**

The WDB may direct its administrative entity to purchase and maintain Members' and Officers' liability insurance on behalf of any person who is and/or was a member, officer, employee or agent of the Council, or who is or was serving at the request of the WDB as a member, officer, employee or agent of another WDB partnership, joint venture, trust or other enterprise, against any liability asserted against him/her and incurred by him/her in any such capacity, or arising out of his/her status as such.

### ARTICLE XIII - AMENDMENTS OF BY-LAWS

The By-Laws may be amended, supplemented, or superseded only by the affirmative vote of not less than 51% of the members of the Youth Committee, and approved by not less than fifty-one percent (51%) of the members of the Youth Committee present, and members were given at least ten (10) days of written notice of such proposed amendments.

Effective \_\_\_\_\_, 20\_\_\_\_\_

#### Conflict of Interest

(1) A Committee Member shall not:

- a. vote on a matter under consideration by a Board if such vote:
  - i. Involves the provision of services by such Committee Member (or any entity or organization the Committee Member represents, or in which he or she holds an ownership or pecuniary interest) or a Committee Member's Immediate Relative; or
  - ii. would provide a direct or indirect financial benefit to the Committee Member (or any entity or organization the Committee Member represents, or in which he or she holds an ownership or pecuniary interest) or a Committee Member's Immediate Relative; or
  - iii. involves any other conduct or activity determined to constitute a Conflict of Interest.
- b. directly or indirectly accept or solicit any gratuities, favors, or anything involving more than de minimis monetary value from any person with whom the Board Member interacts in his or her capacity as a recipient of federal funds. This section includes, without limitation, any potential or actual supplier, contractor, subcontractor, grant recipient or other service provider;
- c. participate in the selection, award or administration of a procurement supported by federal funds in any case where the Committee Member is aware that any member of his or her immediate family, business partner, or any organization that employs or is about to employ any of those persons, has any financial or material interest in any organization that may be considered for an award of federal funds;
- d. advocate for or cause the advancement, appointment, employment, promotion, or transfer of an Immediate Relative to any office or position administering or handling federal funds under Public Law 113-128, including without limitation, any potential or actual supplier, contractor, subcontractor, grant recipient or other service provider.

- (2) A Committee Member shall disclose and divulge the existence of an actual or potential Conflict of Interest prior to any vote or participation in the decision making process and such disclosure shall be expressly noted in the Board's minutes.
- (3) In the event that an actual or potential Conflict of Interest exists, the affected Board Member shall recuse himself or herself from voting on the impacted topic and shall also refrain from participating in any discourse involving the impacted topic other than bringing the actual or potential Conflict of Interest to the Board's attention.

Additionally, in the meeting minutes, the Board shall recite the nature of the actual or potential Conflict of Interest and the recusal of the impacted Committee Member with respect to the vote and discussion of the impacted topic.

- (4) In the event that a Committee Member is uncertain as to whether an actual or potential Conflict of Interest exists, the Committee Member shall notify the Board and the remainder of the Board shall vote to determine whether an actual or potential Conflict of Interest exists.
  - a. In the event that the Board determines that an actual or potential Conflict of Interest exists, the impacted Committee Member shall follow 159-2-4.04(3) and recuse himself or herself from voting and participating in the decision making process.
  - b. In the event that the Board determines that no actual or potential Conflict of Interest exists, the impacted Committee Member shall be entitled to vote and participate in the decision making process. The Board shall recite in the meeting minutes the nature of the perceived Conflict of Interest and the reasons for determining why a Conflict of Interest did not exist.
- (5) The Chairman of the Board shall inquire as to whether a Conflict of Interest exists among Committee Members prior to any vote involving the following:
  - a. the awarding or modification of a contract; or
  - b. the provision of services; or
  - c. a pecuniary interest.



## Conflict of Interest Provision

Name: \_\_\_\_\_

Public Office or Position: \_\_\_\_\_

Local Workforce Development Area: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

I hereby affirm and attest that I have read and understand the duties, obligations and restrictions imposed upon me by the Conflict of Interest and Code of Conduct Policy contained at Ga. Comp. R. & Regs. r. 159-2-1-.06, and that to date, I have not engaged in any conduct that would constitute a violation of the Conflict of Interest and Code of Conduct Policy. I hereby further affirm and attest that I will adhere to the duties, obligations, and restrictions identified in the Conflict of Interest and Code of Conduct Policy, and that I will not engage in any conduct which violates that policy so long as I hold the Public Office or Position identified above.

This \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

Signature: \_\_\_\_\_