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520 N Broadway Ste 320
Green Bay, WI 54303
(920) 617-1384
BayAreaWDB.org

Wisconsin Bay Workforce Development Area
Chief Elected Officials Consortium

**LOCAL ELECTED OFFICIALS BOARD
BYLAWS**

**Adopted May 9, 2013
Amended February 11, 2016
Amended June 11, 2020**

PREMBLE

WHEREAS, the Workforce Development Area (“WDA”), designated by the Governor, for the Counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano, and Sheboygan (collectively, “Counties;” individually, “County”) is the Wisconsin Bay Workforce Development Area (“Bay WDA”); and

WHEREAS, by and through, Chief Elected Officials Consortium Agreement, the Counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano, and Sheboygan have been duly constituted as the Bay Workforce Development Area’s County Consortium (hereinafter, "Consortium"); and

WHEREAS, in accordance therewith, the Board of Supervisors for each County in the Bay WDA adopted Resolutions authorizing their respective Chief Local Elected Official (“CLEO”) to enter this Chief Elected Official (CEO) Consortium Agreement Between the Counties of Bay Workforce Development Area in Wisconsin.

WHEREAS, the Chief Elected Officials Consortium Agreement (hereinafter, “Consortium Agreement”), authorizes the Bay Area WDA Local Elected Officials Board (hereinafter, “LEO Board”) to adopt Bylaws for its internal governance and external dealings; and

NOW, THEREFORE, the LEO Board does hereby adopt the following Bylaws.

DEFINITIONS

Chief Elected Official (CEO) shall refer to the County Executive of the counties that have an office of County Executive under *Wisconsin Statutes* Chapter 59 and shall refer to the Board Chair of those counties that do not have an office of County Executive thereunder. The CEO is the primary spokesperson in each county for WIOA affairs. The CEO either serves on the Local Elected Officials (LEO) Board or appoints a Designee. The Designee can be an elected official of his/her respective county, or a special non-elected representative of the CEO

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Interpretation and translation services are available free of charge by contacting our EO Officer at (920) 617-1384 or info@bayareawdb.org. Deaf, hard of hearing or speech impaired callers can reach us toll-free through the Wisconsin Relay Service (TDD/TTY) at 7-1-1.

Local Elected Official (LEO) is the county representative on the Bay WDA's LEO Board. The County representative must be an elected official of the county she/he represents.

Chief Local Elected Official (CLEO) is the LEO Board member elected to serve as Chair of the LEO Board. The CLEO presides at LEO Board meetings, signs official documents for the Consortium, and serves as a member of the Wisconsin Workforce Development Association (WWDA).

ARTICLE I - GOVERNANCE

A. Consortium

1. The Consortium shall be governed by the Local Elected Officials Board (hereinafter, "LEO Board").
2. The County Executive shall be the Chief Elected Official (hereinafter, "CEO") of any county having an elected County Executive. In all other counties, the County Board Chairperson will be the CEO.
3. A CEO may designate another individual (hereinafter "Designee"), to serve on the LEO Board *provided* that any such designee must be an elected official of the county represented. All such designations must be in writing and filed with the LEO Board Administrative Entity.
4. The Designee shall serve a term concurrent with the elected term that of the CEO who made the designation. Should a vacancy occur in the CEO's elective county office, the Designee will continue to serve for the residue of the unexpired term or until the vacant elective county office is filled, whichever occurs first.
5. No alternative for the CEO in each county, other than the Designee appointed for the respective counties, shall be permitted as members of the LEO Board.

B. Officers

1. Biennially (at the first meeting after the local elections in April) the LEO Board shall, by majority vote of a quorum, select from its membership a Chairperson and a Vice Chairperson to serve for a term of two years or until a successor is elected. Vacancies occurring in the office of Chairperson or Vice Chairperson shall be filled by the LEO Board in the same manner for the remainder of the unexpired term.
2. The Chairperson shall appoint a LEO Board Clerk from the staff of the Local Grant Sub-Recipient or from one of the Consortium member counties.
3. The Chairperson shall:
 - a. Preside over the meetings of the LEO Board.

- b. Appoint, subject to confirmation by the LEO Board, members of any committee created by the LEO Board; and appoint representatives to joint committees with the Workforce Development Board or other local and state committees.
 - c. Be responsible for the management of the affairs of the LEO Board and serve as the Consortium Chief Local Elected Official (CLEO) under Public Lab 113-128: the Workforce Innovation and Opportunity Act (WIOA) §107(c).
 - d. Sign all documents and contracts as authorized by the LEO Board.
4. The Vice Chairperson shall perform the duties of the Chairperson when the Chairperson is not present, is unwilling or unable, for any reason, to perform the duties of the Chairperson.
 5. The Chairperson and/or Vice Chairperson, may be removed from that position at any time by a two-thirds vote of the LEO Board.
 6. The appointed Board Clerk shall be responsible for the taking, recording, duplicating, distribution, and filing of all agendas, minutes, public notices, and other official documents of the LEO Board. The Board Clerk shall be responsible for keeping on file all official Consortium public records and correspondence of the LEO Board and its members and making these available upon request.

C. Committees

1. The LEO Board may create additional committees (i.e., standing and ad hoc committees), designate duties, determine membership, and appoint members or authorize the LEO Board Chairperson to appoint members.
2. The LEO Board may create such joint committees with the WDB as are needed to effectively administer the provisions of Public Law. 113-128 (WIOA).
3. All committees and committee appointees shall report and be accountable to the LEO Board.

D. Powers of the LEO Board

The LEO Board shall exercise those powers granted to the Local Elected Officials in a consortium of local units of government under Public Law 113-128 (WIOA), including, but not limited to:

1. Request for designation or redesignation as a Workforce Development Area by the Governor in accordance with WIOA §106.
2. Appointment of the Workforce Development Board (hereinafter "WDB") membership in accordance with the criteria established by the Governor in partnership with the State Board under WIOA §107(b)(2) and any applicable agreements.
3. Enter into planning and operations procedural agreements with the WDB to meet the requirements under WIOA §106, §107, and §121 including:

- a. Regional Planning - WIOA §106(c)
 - b. Developing and submitting the Local Plan - WIOA §107(d)(1)
 - c. Program oversight - WIOA §107(d)(8))
 - d. Negotiation of local performance accountability measures – WIOA §107(d)(9)
 - e. Selection of Operators and Providers – WIOA § 107(d)(10)
 - f. Developing a budget for the local workforce board – WIOA §107(d)(12)
 - g. Budget Administration – WIOA §107(d)(12)
 - h. Creation of Memoranda of Understanding (MOU) with one-stop partners – WIOA §121(a)
4. Serve as the local grant recipient for and be liable for the misuse of WIOA grant funds allocated to the local area and designate an entity to serve as a local grant sub-recipient/fiscal agent.
 5. Joint WDB/LEO Board approval of the Local Plan and any subsequent amendments in accordance with WIOA §108.
 6. Review and approval of the budget for the administration of programs consistent with the approved Local Plan and make recommendations to the WDB.
 7. Regularly review the activity of the WDB to ensure members’ participation and effectiveness as the local workforce board.
 8. Exercise such other powers and establish such policies under WIOA as may be necessary and proper to conduct the foregoing powers.

ARTICLE II - PROCEDURAL RULES

A. Rules of Order

Roberts Rules of Order Newly Revised shall govern the proceedings of the LEO Board as far as they do not conflict with applicable law, administrative rules, or these Bylaws.

B. Quorum

A quorum shall consist of a majority of the LEO Board members duly representing member counties.

C. Agreements, Plans, and Budgets

All Agreements, Job Training Plans, and Budgets for the administration of programs under Public Law 113-128 (WIOA) requiring LEO Board approval, and any amendments thereto, shall be approved by a two-thirds vote of the members present at a meeting of a quorum of the LEO Board prior to execution by the LEO Board Chairperson.

D. Meetings

Meetings shall be established by the LEO Board at least four times annually or may be called by the LEO Board Chairperson as deemed necessary. All meetings shall conform to the *Wisconsin State Statutes* Chapter 19: Wisconsin's Open Meetings Law. Electronic meetings using telephone or video media will be permitted at the discretion of the LEO Board Chair (CLEO). Members participating by electronic means are eligible to vote on board matters.

E. Bay Area WDB Membership Appointments

1. All regular appointments to WDB membership shall be made by the LEO Board for three-year terms after regional solicitation for nominations in accord with any LEO Board approved Plan of Representation and Public Law 113-128 (WIOA). WDB members must be reappointed to a new three-year term at the end of their three-year terms. There are no limits to the number of terms to which a WDB member may be reappointed by the LEO Board.
2. All appointments to fill vacancies on the WDB shall be made by the LEO Board for the remainder of the unexpired term to maintain the balance of reappointing one-third of the WDB members each year.
3. It is the responsibility of the LEO Board designated Board Clerk to notify the LEO Board of WDB resignations and vacancies at least quarterly.
4. The LEO Board will annually review the WDB roster for industry sector, business size, geographical, and other relevant categories to ensure balanced representation of the WDA and develop a plan to address any areas of underrepresentation.
5. Resumes solicited from persons interested in serving on the WDB shall be valid for consideration for a period of one year and discarded thereafter. Nominees must reside and work within the counties that comprise the WDA, but the LEO Board reserves the right to waive one of these requirements. If a WDB vacancy occurs within one year of solicitation for candidate resumes, the LEO Board may select from the nominated candidates without further solicitation, providing the candidate(s) meet the requirement of the Plan of Representation and Public Law. 113-128 (WIOA).
6. All WDB appointments shall require the approval by the recorded vote of the quorum at a LEO Board meeting.

E. Public Records

All records of the LEO Board shall be kept at the WDA office of the Administrative Entity, and in the custody of the Director. The Director shall be responsible for record retention and ensuring that records are available for inspection and disclosure if and as required by state and federal law.

G. Voting

1. All LEO Board members shall annually fill out and sign a Declaration of Affiliations statement indicating potential conflicts of interest to be kept on file with the Administrative Entity.
2. LEO Board members with a conflict of interest should abstain from voting on any matter in which they or family members have a fiduciary interest.
3. A recorded vote shall be taken via roll call at the request of any member upon any questions before the LEO Board.

ARTICLE III - RISK MANAGEMENT / LEGAL

A. Legal

It is understood that Corporation Counsel of the member counties may not provide legal advice to or represent the Consortium. The LEO Board may, when the need for legal counsel arises, retain the services of outside counsel to represent the Consortium.

B. Insurance

The LEO Board shall establish the minimum insurance coverage limits; solicit quotes for, obtain, and maintain comprehensive general liability insurance, professional liability (errors and omissions), motor vehicle insurance, and (if and as required by Wisconsin) workers' compensation insurance coverage for the Consortium.

ARTICLE IV - AMENDMENT TO BYLAWS

A. Amendment

An Amendment may be proposed to the LEO Board in writing by any member and upon introduction, shall be referred to a subsequent LEO Board meeting. Adoption shall require approval by the recorded vote of a two-thirds vote of the entire membership, at a duly constituted meeting of the LEO Board.

B. Amendment Consideration

Copies of all proposed amendments shall be furnished to each member at least ten (10) days prior to consideration by the LEO Board.

ARTICLE V - WITHDRAWAL / NEW MEMBER

A. Consortium Withdrawal

Any member county shall have the right to withdraw from the Consortium after providing at least 90 days written notification to the Consortium and in accordance with the provisions of Public Law 113-128 (WIOA).

B. Consortium Membership

A Wisconsin county may petition the Consortium for membership provided that such county is eligible to be part of the Bay Area WDA, and in accordance with the provisions of Public Law 113-128 (WIOA).

ARTICLE VI - RATIFICATION

These Bylaws shall be effective June 11, 2020, upon adoption by a recorded vote of two-thirds of the entire membership, at a duly constituted meeting of the Bay Workforce Development Area's LEO Board called for such purpose. These Bylaws shall supersede and repeal previous Bylaws of the Bay WDB LEO Board.

**The Local Elected Officials (LEO) Board Bylaws were adopted on May 9, 2013,
Amended and approved on February 11, 2016.
Amended and approved on June 11, 2020.**