



ILLINOIS WORKFORCE INNOVATION BOARD

Bylaws

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ARTICLE I NAME

The name of this body shall be the Illinois Workforce Innovation Board. The Board is established pursuant to State statute, 20 ILCS 3975/1.

ARTICLE II PURPOSE

The Illinois Workforce Innovation Board was created to function as the State advisory board pertaining to workforce preparation policy. The Board shall ensure that Illinois' workforce preparation services and programs are coordinated and integrated; the Board will also measure and evaluate the overall performance and results of these programs. The Board is charged with furthering cooperation between government and the private sector to meet the workforce preparation needs of Illinois' employers and workers. The Illinois Workforce Innovation Board also has the purpose of providing ongoing oversight of programs and needed information about the functioning of labor markets in Illinois. The Board shall help Illinois create and maintain a workforce with the skills and abilities that will keep the economy productive and globally competitive.

ARTICLE III RESPONSIBILITIES

The Illinois Workforce Innovation Board shall 1) perform all functions required of a state workforce board under the federal Workforce Innovation and Opportunity Act and any amendments thereto and any other applicable federal or state statutes; 2) continue to perform, for as long as may be necessary, all functions required pursuant to the Workforce Innovation and Opportunity Act of 2014 and any amendments thereto; 3) perform all other functions that are not inconsistent with state or federal law and are assumed by the Board or assigned by the Governor.

ARTICLE IV MEMBERSHIP

The Board shall be selected so as to reflect the intent of federal and state law.

(A) The Board shall include---

- (1) the Governor;
- (2) 2 members of the House of Representatives and 2 members of the Senate, appointed by the Speaker of the House and President of the Senate, respectively; and
- (3) representatives appointed by the Governor, with the advice and consent of the Senate (except in the case of an individual holding an office or employment described in (i), where appointment to the office or employment requires the advice and consent of the Senate), who are--
 - (i) a majority of which shall be representatives of businesses in the state, who --
 - (a) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority, and who, in addition, may be members of a local board described in section 107(b)(2)(A)(i);
 - (b) represent businesses (including small businesses), or organizations representing businesses described in this sub clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the State; and
 - (c) are appointed from among individuals nominated by State business organizations and business trade associations; and
 - (ii) not less than 20 percent shall be representatives of the workforce within Illinois, who --
 - (a) shall include representatives of labor organizations, who have been nominated by State labor federations;
 - (b) shall include a representative, who shall be a member of a labor organization or a

- training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the State, such a representative of an apprenticeship program in the State;
- (c) may include representatives of community- based organizations that have demonstrated
 - (d) experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive, integrated employment for individuals with disabilities; and
 - (e) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth; and
- (iii) shall include representatives of government, who—
 - (a) shall include the lead State officials with primary responsibility for the core programs; and
 - (b) shall include chief elected officials (collectively representing both cities and counties, where appropriate); and
 - (iv) may include such other representatives and officials as the Governor may designate, such as—
 - (a) the State agency officials from agencies that are one-stop partners not specified in sub clause (I) (including additional one-stop partners whose programs are covered by the Unified State Plan, if any);
 - (b) State agency officials responsible for economic development or juvenile justice programs in the State;
 - (c) individuals who represent an Indian tribe or tribal organization, as such terms are defined in section 166(b);
 - (d) State agency officials responsible for education programs in the State, including chief executive officers of community colleges and other institutions of higher education; and
 - (e) a representative of the Illinois Workforce Partnership (IWP) (or such entity that represents the interests of the local workforce boards and local workforce areas in the State, in the event the IWP no longer exists) that is nominated by the IWP or such entity, from representatives that are local board staff, and
 - (f) such other representatives and State agency officials as the Governor may appoint.
- (B) The members of the State board shall represent diverse geographic areas of the State, including urban, rural, and suburban areas.
 - (C) No person shall serve as a member for more than 1 of—
 - (1) the category described in paragraph (A)(3)(i); or
 - (2) 1 category described in a sub clause of clause (ii), (iii), or (iv) of paragraph (A)(3).
 - (D) Except as otherwise provided herein, the February 2016 revisions to these bylaws shall not affect the tenure of any member appointed to and serving on the Board as of the effective date of the revisions. Members of the Board nominated for appointment in 2015 or 2016 shall serve for fixed and staggered terms, as designated by the Governor, expiring no later than July 1 of the second calendar year succeeding their respective appointments or until their successors are appointed and qualified. Members of the Board nominated for appointment after 2016 shall serve for terms expiring on July 1 of the second calendar year succeeding their respective appointments, or until their successors are appointed and qualified. A State official

or employee serving on the Board pursuant to (A) (3) (i), by virtue of his or her State office or employment shall serve during the term of such office or employment. A vacancy is created in situations including but not limited to those where an individual serving on the Board ceases to satisfy all of the requirements for appointment under the provision;

- (E) Pursuant to which he or she was appointed under (A). The Governor may at any time make appointments to fill vacancies for the balance of an unexpired term. Vacancies shall be filled in the same manner as the original appointment.
- (F) Board members shall serve without compensation, but shall be reimbursed for necessary expenses incurred in the performance of their duties.
- (G) The Governor's Office will be notified by the staff to the board six months prior to a term expiration to ensure adequate time to begin the search for a replacement from among those who have a current nomination form completed or through new nominations. Staff to the board will continue to work with the Governor's Office and Executive Committee to find replacements prior to the term expirations.
- (H) Board member attendance is expected for all quarterly meetings.

ARTICLE V OFFICERS

The Governor shall designate the Board's Co-Chairs. One Co-Chair must be from the business representatives on the Board and one shall be the director of the state agency designated as the administrator of the Workforce Innovation and Opportunity Act. The Co-Chairs shall preside at all Board meetings. The Co-Chairs shall record the minutes of Board meetings, provide any notices required by law and serve as the custodians of Board records.

ARTICLE VI STAFF SUPPORT

Professional, technical and clerical staff support to the Board and its committees shall be established by, and be under the direction of, the director of the state agency designated as the administrator of the Workforce Innovation and Opportunity Act.

ARTICLE VII MEETINGS

The Board shall make available to the public, on a regular basis, through open meetings, information regarding its activities, including information regarding the Unified State Plan prior to its submission, information regarding membership, and, on request, minutes of formal Board meetings.

- (A) The Board shall meet at least four times per calendar year at such times and in such places as the Co-Chairs deem necessary.
- (B) The Board shall be subject to all requirements of the Illinois Open Meetings Act (OMA) and, to the extent required by law, its meetings shall be publicly announced and open and accessible to the general public.
- (C) The Board shall adopt such rules and operating procedures as it deems necessary to carry out its responsibilities.
- (D) The agenda for the regular meetings will be prepared by the Co-Chairs with the advice of the membership and in conjunction with Board staff.
 - (1) agendas and background material necessary to the understanding of the agenda items will be provided prior to the meeting.
 - (2) Board members wishing to have an item placed on the agenda shall submit such item with appropriate background information to the Co-Chairs for approval. (3) Public comments shall be limited to five (5) minutes for each speaker, unless an exception is made by a vote of the Board.
 - (i) All comments shall be addressed to the Co-Chairs and answered by the Co-Chairs.

- (ii) Other interested parties may be given an opportunity to address the public comments as determined appropriate by the Co-Chairs.
- (E) Special meetings of the Board may be called by the Co-Chairs.
 - (1) At least a forty-eight (48) hour notice shall be provided the membership prior to a special meeting, including the purpose of such meeting, specific agenda items to be discussed, and the time and the place of the meeting.
 - (2) Only the specific items of the agenda will be addressed at a special meeting.
- (F) Meeting Design
 - (1) Regular meetings of the board will be held only at the location designated.
 - (2) Special meetings of the board and meetings of committees, task forces, and other assigned groups of the board may utilize technology, such as phone and web-based meetings, to ensure maximum participation of their respective membership.
- (G) Quorum
 - (1) A quorum shall consist of a majority of the membership of the Board, with at least 50 percent of those present being from business. A member may designate one person to the Co-Chairs as the member's proxy.
- (H) Proxy
 - (1) The use of a proxy is discouraged, however, in the event that attendance is not possible a temporary proxy, so designated, may represent the member at one meeting, with approval of the co-chairs.
 - (2) Should a board member appoint a proxy, the proxy must represent the same interest in the workforce system as the board member they are representing.
 - (1) Designees are not allowed at meetings of the Board, however, designees may be assigned by agency representatives to committees, task forces, and work groups in which their expertise is appropriate.
- (J) Voting
 - (1) A question shall be carried by a majority affirmative vote of the voting membership.
 - (2) The Co-Chairs of the Board shall have all the rights of other members, including the right to introduce motions, speak, and vote while presiding.

ARTICLE VIII COMMITTEES

- (A) Standing Committees
 - (1) The Co-Chairs shall establish such committees as they deem necessary to assist the Board in the performance of its responsibilities.
 - (2) Committee Chairs shall be selected by the board Co-Chairs. Committee Chairs must be a member of the Illinois Workforce Innovation Board and must be a business representative.
 - (3) Official membership of committees is to be comprised of between 5-9 board members
 - (i) Board members are appointed to Committees by the Co-Chairs of the Illinois Workforce Innovation Board.
 - (ii). Each committee requires at least 1 representative from the core partner agencies (Commerce, ICCB/Adult Ed, IDES, DHS/DRS)
 - (iii) When required, non-board members may also be invited to act as a member of a committee at the invitation of the Executive Committee and approval of the respective Committee Chairs.
 - (4) Committee work is subject to approval by the Illinois Workforce Innovation Board, unless otherwise specified, and approved by the Board, where such authority was given the Committee at a prior Board meeting.
 - (5) Committee work is subject to the Illinois Open Meetings Act and, to the extent required by law, its meetings shall be publicly announced and open and accessible to the general

public.

(6) Committees may establish ad hoc work groups to perform work on its behalf at the discretion of the committee chair.

(B) Executive Committee

(1) There shall be an Executive Committee consisting of no more than nine members, including:

- (i) A Board Co-Chair
- (ii) A Majority of Business Members
- (iii) A representative of the Education System

(2) The Executive Committee shall have the authority of the Board when it is not feasible for the entire Board to be convened

(3) The Executive Committee shall meet upon request by the Co-Chairs at a place and time determined by the Co-Chairs

- (i) Duties of the Committee shall include, but not be limited to,
 - (a) Conduct recruitment of businesses
 - (b) Provide Recommendations for amendments to the bylaws
 - (c) Provide Recommendations to the Governor and legislator for amendments to the State Board Act
 - (d) Discuss and make recommendations to the Board on innovative approaches to the training and education of its workforce customers and employers, and the use of Registered Apprenticeships
 - (e) review and be participate in discussions on new policy related to workforce in the State of Illinois
 - (f) Provide outreach to the legislative body and its members
 - (g) Invite Board members, including Committee Chairs into discussions to provide expert knowledge
 - (h) Request Committee Chairs report on the committee's activities and results prior to presentations to the Board
 - (i) Encourage full member participation in meetings in an active manner as well as be responsible to ensure a convening of the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities.
 - (j) Conduct other duties as assigned by the Board or Co-Chairs not inherently performed by an existing Standing Committee

(4) The Board or the executive committee may establish ad hoc task forces or work groups to perform work on its behalf at its discretion

ARTICLE IX CONFLICT OF INTEREST

(A) In order to assure objective management and oversight, the Board shall not operate programs or provide services directly to eligible participants, but shall exist solely to plan, coordinate and monitor the provision of such programs and services.

(B) A member of the Board may not

(1) Vote on a matter under consideration by the Board

- (i) Regarding the provision of services by such member (or by an entity that such member represents); or
- (ii) That would provide direct financial benefit to such member or the immediate family of such member, or
- (iii) Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the Unified State Plan.

(2) In addition, the member shall publicly disclose if there is a real or perceived conflict of interest prior to discussion on any matters.

ARTICLE X RULES OF ORDER

Except as otherwise provided in these bylaws, meetings of the Board shall be governed by *Robert's Rules of Order*, Revised, 2011, Da Capo Press.

ARTICLE XI AMENDMENTS TO BYLAWS

Amendments to these bylaws may be proposed at any regularly scheduled meeting of the Board. A Chair or a designee shall mail copies of proposed amendments to all members at the address the member has provided to the Co-Chairs at least five (5) days prior to the meeting at which voting on the amendments will occur. The vote required to amend the bylaws shall be a two-thirds vote of the members in attendance at the Board meeting where such vote is being called.

ARTICLE XII SUSPENSION OF BYLAWS

These bylaws may be suspended for a specified length of time in an emergency declared by a Chair and approved by a two-thirds vote of those present at any regularly scheduled meeting of the Board.