

**CHIEF LOCAL ELECTED OFFICIAL CONSORTIUM  
BY-LAWS**

**OF THE  
NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT CONSORTIUM  
UNDER THE WORKFORCE INVESTMENT ACT  
(P. L. 105-220)**

Preamble

WHEREAS, the Jurisdictions of

Bland County	Smyth County
Carroll County	Washington County
Floyd County	Wythe County
Giles County	Bristol City
Grayson County	Galax City
Montgomery County	Radford City
Pulaski County	

have been duly constituted themselves to be Local Workforce Investment Area Consortium; and

WHEREAS, the Consortium has been duly authorized by the Charter of the New River/Mount Rogers Workforce Investment Consortium to adopt by-laws for said consortium;

NOW, THEREFORE, the Consortium does hereby adopt the following by-laws:

*Article I*

*Consortium Established*

The jurisdictions aforementioned do hereby constitute themselves to be a consortium for the purpose of Section 117 (c) (1) (B) of Public Law 105-220, the Workforce Investment Act.

*Article II*

*Governance*

A. CONSORTIUM:

The Consortium shall be governed by 13 members (hereinafter, “the Consortium”), which shall consist of the Chief Local Elected Officials of each member jurisdiction or the designee thereof, as provided hereinafter.

1. The Chief Local Elected Official (CLEO) shall be the County Board Chairperson or City Mayor or the designee of such CLEO.

2. The appointment of any CLEO or designee of any member jurisdiction shall be subject to confirmation by the county board/city council of said jurisdiction. Notice of confirmed appointments shall be filed in writing with the administrator for the Consortium.
3. The appointed CLEO or designee shall be an elected or appointed official of the jurisdiction represented, and shall serve a term of three (3) years. Should the appointee vacate his or her office, his or her seat on the Consortium can be filled by another designated representative of the CLEO subject to Board/Council approval.
4. The CLEO or designee may appoint an alternate if such appointment is in writing, approved by the local County Board/City Council, and submitted to the Consortium administrator.

**B. OFFICERS:**

1. The Consortium shall annually select from its membership a Chairperson and a Vice-Chairperson to serve for a term of one year or until a successor is elected and qualified. Vacancies shall be filled by election for the residue of the unexpired term. Staff shall be provided by the WIA Administrator.
2. The Chairperson shall preside over meetings of the Consortium, act as chairperson of the executive committee, appoint all committees created by the Consortium, be responsible for the management of the affairs of the Consortium, and serve as the Consortium Chief Elected Official under Section 117 (c) (1) (B) of P. L. 105-220. The Chairperson shall sign all documents and contracts when authorized by the Consortium.
3. The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence or disability.
4. Staff shall be responsible for the taking, recording, duplicating, distribution, and filing of all minutes of the Consortium. Staff shall be responsible for keeping on file all official public records and correspondence of the Consortium or its members, upon request thereof.

**C. COMMITTEES:**

1. There is created an Executive Committee consisting of the officers in B(1) above and other Consortium members as determined by the Consortium. The Chairperson and Vice-Chairperson of the Consortium shall serve as the Chairperson and Vice-Chairperson of the committee, respectively. The committee shall be responsible for management of the day-to-day affairs of the Consortium between meetings thereof as authorized from time to time by the Consortium in accord with the provisions of P. L. 105-220.
2. The Consortium may create other standing committees, designate their duties and membership, and authorize the Chairperson to appoint same. All such committees shall consist only of Consortium members.
3. The Consortium may create such joint committees with the Local Workforce Investment Board as are needed to effectively administer the provisions of P. L. 105-220.
4. All committees authorized hereunder shall report and be accountable to the Consortium.

**D. POWERS OF THE CONSORTIUM:**

The Board shall exercise those powers granted to the Local Elected Officials in a consortium of local units of government under P. L. 105-220, including:

1. Appointment of the Local Workforce Investment Board (hereinafter, “the LWIB”) under Section 117 (c) of the Act, and any applicable agreements.
2. Designate and entity to serve as a local grant subrecipient or as a local fiscal agent.
3. Entering into planning and operations procedural agreements with the LWIB under Section 117 (d-i) of the Act.
4. Selection of a One-Stop Operator, jointly with the LWIB under Section 121 (d) (1).
5. Approval of a Local Plan, jointly with the LWIB, under Section 118 of the Act.
6. Approval of a budget, developed by the LWIB, for carrying out the duties of the local board under Section 117 of the Act.
7. Exercise such other powers and establish such policies under the Act as may be necessary and proper in order to carry out the foregoing powers.

### *Article III*

#### *Procedural Rules*

- A. **RULES OF ORDER:** Roberts Rules of Order, Newly Revised, shall govern the proceedings of the Consortium insofar as they do not conflict with applicable law, administrative rules, or these By-laws.
- B. **QUORUM:** A quorum shall consist of a majority of the Consortium duly representing member jurisdictions.
- C. **AGREEMENTS, PLANS, AND BUDGETS:** All agreements, local plans, and budgets for the administration of programs under P. L. 105-220 requiring Consortium approval, and any amendments thereto, shall be approved by majority vote of the members or alternates present at a meeting of the Consortium prior to execution by the Chairperson.
- D. **MEETINGS:** Regular meetings shall be established by the Consortium or may be called by the Chairperson when deemed necessary. The Chairperson may cancel any meeting so called if he/she deems that the business is not sufficient to warrant it, with the consent of a majority of the Consortium.
- E. **LWIB APPOINTMENTS:**
  1. All regular appointments to LWIB positions shall be made by the Consortium after advertisement and solicitation for nominations in accord with P. L. 105-220.
  2. All appointments to fill vacancies on the LWIB shall be made by the Consortium for the residue of the unexpired term.
  3. Resumes solicited from persons interested in serving on the LWIB shall be kept for one year and destroyed thereafter. If a LWIB vacancy occurs within one year of solicitation for candidate resumes, the Consortium may select from the candidates without further solicitation, providing the candidates meet the requirements of P. L. 105-220.
  4. All Consortium appointments shall require the approval by the recorded vote of a majority of the consortium members or alternates present.
- F. **LWIB STAFF:** Appropriate staffing for the LWIB shall be provided for and paid from Title I WIA funds. Staff may be employed by the WIB, Grant Recipient, or Sub-recipient/Fiscal Agent.

G. LWIB RECORDS: All records of the consortium shall be kept at the office of the Workforce Investment Board in the custody of the Board Director. The Consortium shall promulgate guidelines for public record accessibility and the rates to be charged for duplication.

H. VOTING:

1. All consortium members or alternates shall vote on all questions unless excused by the Consortium for a conflict of interest. The member or alternate shall obtain Consortium consent prior to any recorded vote in order to abstain.
2. A recorded vote shall be taken by roll call at the request of any member or alternate upon any question before the Consortium.

*Article IV*

*Amendments to By-laws*

- A. Amendments may be proposed to the Consortium By-laws in writing by any member, and upon introduction, shall be referred to the Executive Committee, which shall report its recommendations to the Consortium at a subsequent meeting. Adoption shall require approval by the recorded vote of 2/3 of Consortium members.
- B. Copies of all proposed amendments shall be furnished to each member at least ten (10) days prior to consideration.

*Article V*

*Ratification*

These By-laws shall be effective February 15, 2000, upon adoption by a recorded vote of 2/3 of those present at a meeting of the Consortium called for such purpose.