

**CATTARAUGUS-ALLEGANY WORKFORCE INVESTMENT BOARD, INC.
BY-LAWS**

ARTICLE I – NAME AND AUTHORITY

Section 1. Name

The name of this organization shall be the Cattaraugus-Allegany Workforce Investment Board, Inc., d/b/a Cattaraugus-Allegany Workforce Development Board, hereinafter referred to as the Local Workforce Development Board (LWDB) as per the Workforce Innovation and Opportunity Act (WIOA) Section 107. The LWDB is established by the County-WIB Agreement between the Chief Elected Officials of Cattaraugus and Allegany Counties and the LWDB, and is certified by the Governor of the State of New York, pursuant to WIOA.

Section 2. Authority

The LWDB shall act of behalf of the Local Workforce Development Area (hereinafter referred to as LWDA) and shall provide policy guidance for and exercise oversight of the LWDA as set forth in WIOA.

Section 3. Principal Location

The address of the principal office of the LWDB is: One Blue Bird Square, Lower Level, Olean, NY 14760.

ARTICLE II – PURPOSE AND FUNCTION

Section 1. Purpose

The Local Board represents a wide variety of individuals, businesses, and organizations throughout the local area. The Local Board serves as a strategic convener to promote and broker effective relationships between the chief elected official (CEO) and economic, education, and workforce partners.

The Local Board must develop a strategy to continuously improve and strengthen the workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs to promote economic growth. Local Board members must establish a platform in which all members actively participate and collaborate closely with the required and other partners of the workforce development system, including public and private organizations. This is crucial to the Local Board's role to integrate and align a more effective, job-driven workforce investment system.

The purpose of the LWDB shall include the following:

- Ensure the provision of quality, integrated workforce/employment programs and services as is mandated by Federal and State laws and as may be enhanced by the Chief Elected Officials and the LWDB.

Adopted 3/23/00; Amended 2/02/01; 10/05/01; 3/01/02; 10/04/02; 12/06/02; 2/06/04; 6/04/04; 8/5/05; 2/2/07; 3/13/09; 6/19/09; 12/4/09; 9/07/12; 6/19/15; 2/5/16; 6/03/16; 2/09/18

- Provide oversight, administer, monitor and provide policy guidance for the LWDA pursuant to WIOA.
- Receive and administer funds to coordinate, and improve employment, training, literacy, youth development and vocational rehabilitation programs.
- Administer, monitor, and develop policy in a manner to ensure that skilled workers are available to local employers.
- Help job seekers, and the unemployed to find work.
- Prepare students and youth for the local job market
- Foster economic development and create a world class workforce enabling Cattaraugus and Allegany residents to compete successfully in the global economy.
- To do any other lawful thing incidental to, connected with or useful, suitable or proper for the furtherance or accomplishment of the foregoing purposes or any other lawful purpose permitted by the laws of the State of New York.

Section 2. Functions

The functions of the LWDB shall include but are not limited to:

- Development and approval of a local plan consistent with WIOA §108;
- Workforce research and regional labor market analysis;
- Development of a budget for the activities of the LWDB, consistent with the LWDA Plan and duties of the LWDB, subject to the approval of the Chief Elected Officials;
- Convening, brokering and leverage local workforce development stakeholders;
- Leading efforts to engage with a diverse range of employers and entities in the LWDA;
- Negotiation of local performance measures;
- Leading efforts in the LWDA to develop and implement career pathways by aligning the employment, training, education and supportive services that are needed by adults and youth, particularly individuals with barriers to employment;
- Identifying and promoting proven and promising practices;
- Development strategies or using technology to maximize accessibility and effectiveness of the LWD system for employers, workers and jobseekers;
- Designating, with agreement of the CEOs, the Career Center Operator, youth providers and identification of eligible training providers;
- Provision of program oversight and consumer choice requirements, in partnership with the CEOs;

- Coordination with education providers;
- Development of a budget for activities of the LWDB;
- An annual assessment of the physical and programmatic accessibility in accordance with WIOA §188 and the Americans with Disabilities Act of 1990 of all Career Centers in the LWDA;
- Certification of Career Centers;
- Determination and approval of policies and procedures;
- Establishment of clear roles, responsibilities, procedures and expectations to increase board participation and improve board functionality;
- Collaboration as needed on regional, local and state initiatives; and
- Approval of plans for the implementation of goals and objectives for the LWDB, including realization of efficiencies, cost savings, synergies, best practices, conservation of resources and pooling of complementary resources.

ARTICLE III – MEMBERSHIP

Section 1. Composition

The CEOs have responsibility for appointing a majority private sector LWDB that meets all the requirements of federal and state law with respect to the receipt of state and federal funding streams over which the CEOs shall exercise policy and oversight for the provision of workforce programs. Representation **required** under WIOA §107(b)(2) consists of the following:

- Election of a Chairperson who must be a business representative;
- A majority of members must be business representatives;
- 20% of the members must be workforce representatives (which must include two organized labor representatives and one apprenticeship representative; and may include representatives from Community Based Organization and organizations with experience serving youth);
- One Title III Wagner-Peyser representative;
- One Title II Adult Education and Literacy representative;
- One Higher Education representative;
- One Economic and Community Development representative; and
- One Title IV Vocational Rehabilitation Representative.

Optional representation under WIOA §107(b)(2) may include:

- Representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.
- Representatives of entities administering programs serving the local area relating to transportation, housing and public assistance.
- Representatives of philanthropic organizations serving the local area.
- Other representatives of entities as the chief elected official in the local area may determine to be appropriate.

WIOA allows optional and discretionary appointments and allows members to represent multiple, required representation slots. All members shall be nominated and appointed in conformance with WIOA 0§107(b)(1) and (2).

The LWDB may establish such other classes of membership including friends, associates, or partnerships as it deems appropriate and grant, with the consultation and approval of the CEOs, such other classes of membership such rights and duties as will assist the LWDB in the achievement of its goals and objectives.

Section 2. Independent Directors

Independent Directors shall refer to members of the Board who do not themselves, or through related persons, have a material or pecuniary relationship with the LWDB.

Section 3. Officers

Unless otherwise provided for in the law, the Board will elect a Chair or Co-Chairs, a Vice-Chair, a Secretary, and a Treasurer, and any other officers as it may determine is needed who will have such duties, powers, and functions as herein provided. Each officer shall serve a one (1) year term concurrent with the Program/Fiscal Year (July - June) of the LWDB so as to ensure continuity in decision-making. Each officer shall have the option to be re-elected for additional terms.

Chair/Co-Chairs

- Shall preside at all meetings of the Board.
- Shall execute all authorized deeds, instruments, documents, and contracts on behalf of the Board and in its name, all of which shall be binding upon the Board.
- Shall represent the private sector in accordance with WIOA law
- Shall present a roster of committee members for all standing committees to the full Board in the month of December for a one-year calendar term effective January 1st.

Vice-Chair

- During the absence or disability of the Chair, or both Co-Chairs, the Vice-Chair shall have all

the powers and functions of the Chair.

- Shall serve with the intended goal of serving as the next Chair; therefore, they must hold a Board position representative of the private sector.
- Shall be duly authorized by the Board to sign and execute all contracts, checks, drafts, notes and orders for the payment and receipt of money, which shall be duly authorized by the Board.

Treasurer

- Shall have the care and custody of all funds and securities of the Board.
- Shall report to the Board on a regular basis as to the financial status of the funds under the authority of the Board.
- Shall be duly authorized by the Board to sign and execute all contracts, checks, drafts, notes and orders for the payment and receipt of money, which shall be duly authorized by the Board.

Secretary

- Shall certify the minutes of the Board and the minutes of any special meetings.
- Shall attend to the giving and serving of all notices, correspondence as may be assigned by the Board and perform all duties incidental to this office.

Section 4. Elections

It shall be the responsibility of the Executive Committee to recommend for Board consideration a slate of Officer candidates or individual Officer candidates during the month of May and at any such time as a vacancy or vacancies may exist.

The Board will receive written notification of the slate of officers at least ten (10) days before the scheduled Board meeting to elect officers.

Officers will be duly elected with a simple majority of voting Board members, if a quorum exists.

Section 5. Removal, Resignation, Death

The Board may remove any officer elected or appointed by the Board. In the event that the removal of an officer is indicated, the process described in Section 9 shall be invoked.

In the event of death, resignation, or removal of any officers, the Executive Committee shall recommend a candidate for Board consideration to fulfill the unexpired term of said officer.

Section 6. Salary

The salaries of all officers shall be fixed by the Board, and are so fixed at naught unless modified by subsequent resolutions approved by the Board.

The Board, by resolution, may authorize reimbursement of expenses incurred by Board members in performance of their duties.

Section 7. Board Structure

The Board shall consist of not fewer than twenty-one (21) and not more than thirty-three (33) members. The Board shall fix the size of the board within such range on an annual basis.

The CEOs shall jointly appoint each member in accordance with the State and Federal mandates governing representation (WIOA §117).

The Board shall include a sufficient number of directors who qualify as independent directors in order to conduct the duties required by the Not-for-Profit Corporation Law to be conducted by independent directors, including but not limited to a sufficient number of independent directors to constitute an audit committee. "Independent directors" shall have the meaning provided in the Not-for-Profit Corporation Law, as the same may be amended from time to time.

Section 8. Nominating Process

The Chair or Co-Chair of the LWDB shall refer the vacancy(s) to the Executive Committee of the Board.

The Executive Committee shall:

- Determine a proposed prioritized list of candidates to fill the vacancies.
- Strive to ensure that the list of proposed candidates is representative of the diversity within Cattaraugus and Allegany county businesses and residents.
- Be responsible to determine which of the potential member(s) can be appointed to fulfill the representation dictated by the vacancy and WIOA and the availability of the candidate(s) to fulfill the duties of a Board member.

The final recommendation is submitted to the Board for a vote of endorsement. The endorsed candidates are then submitted to the CEOs for consideration of appointment to the LWDB.

If either the LWDB or the CEOs decides not to endorse or appoint the recommended candidates, then the Executive Committee will have the responsibility to seek alternatives utilizing the above-described process.

To the extent feasible, equal representation of business members from both counties will be maintained. Representation will be determined by the physical presence of the business in a county.

Section 9. Terms

Board members shall be appointed for a period of three (3) years. Initial terms shall be staggered as follows: one-third (1/3) of the membership for one (1) year, one-third (1/3) of the membership for two (2) years, and one (1/3) of the membership for three (3) years. Thereafter, members shall be appointed for three (3) year terms.

This methodology will create a staggered set of Board terms so as to maintain continuity of decision making and balance private sector representation.

The two County Administrators' (or designees) Board seats are appointed on an indefinite basis at the pleasure of the CEOs.

Members may serve more than one term and are responsible to submit their names for re-appointment to the Executive Committee of the Board. Appointment to the Board after the initial terms of one, two or three years, respectively, will be for a maximum three (3) year term. The term ending date will be December 31st of the third year regardless of the term beginning date.

The Executive Committee will solicit members' intent to be reappointed during the month of October each year for those members whose terms will expire in December of that year.

Members who are appointed to replace a resigning member shall serve the remainder of the resigning member's term and thereafter may be reappointed for additional terms.

Section 10. Removal

In the event that the removal of a Board member may become warranted, an ad-hoc committee shall be appointed by resolution to investigate and return a recommendation for action to the Board.

The Board, by majority vote, may recommend to the CEOs the removal of any member upon completion of the ad-hoc investigation.

Section 11. Resignation

Any Board member may resign at any time by giving written notice to the Board Chair(s) and the CEOs. The nominating process described above shall be used to fill the unexpired term of the member resigning.

Any Board member who resigns, terminates or otherwise leaves employment of the employer represented on the Board shall also be deemed as resigning his/her seat on the Board. The nominating process described herein shall be used to fill the term of that Board seat with another representative from the same county as the seat vacated.

A Board member who resigns, terminates or otherwise leaves employment may be eligible to retain his/her Board membership if they begin employment with another employer who is eligible to be represented on the Board. In the case of this event, the member may retain his/her current membership and term on the Board upon recommendation of the Executive Committee and approval of the Board of the member's employment status and representation and notification to the CEOs of such change.

Article IV - MEETINGS

Section 1. Frequency

The Board will meet no fewer than four times per year.

Section 2. Attendance

It is essential for all Board members to attend both regular, special and committee meetings in order

to effectively and efficiently carry out the responsibilities of the Board.

Attendance records for both Board and committee meetings will be maintained, referred to, and reviewed by the Executive Committee. The time period for attendance shall be a rolling 12-month period (e.g. November - October; March - February).

Board members may be excused from attendance by notification of the Chair(s) of the Board or designated staff members prior to the date of the meeting.

Members missing 3 Board meetings in a 12-month period shall constitute grounds for the Chair(s) of the Board to confer with the member as to his/her intent and commitment to continue as a member of the Board.

Members missing consecutive committee meetings shall constitute grounds for the Chair(s) of the Board to confer with that member as to his/her intent and commitment to continue as a member of the Board.

Attendance reports shall be provided to each member annually.

Section 3. Quorum

Assuming a full business majority, a quorum shall exist when a majority of the members are present.

Section 4. Proxies

No proxies shall be allowed for voting purposes but alternate designees are allowable for informational purposes only. Alternate designees do not count towards quorum.

Section 5. Rules of Procedure

Except as otherwise provided herein, Roberts Rules of Order (latest edition) shall determine matters of procedure at all Board meetings.

A two-thirds majority vote of those present and voting at a regular or special meeting where a quorum exists may suspend any rule of procedure.

Section 6. Action of the Board

Unless otherwise required by law, the vote of the majority of the members present, if a quorum is present at the time of the vote, shall be the act of the Board. Each member present shall have one (1) vote.

Section 7. Use of Technology

Meetings by video conference may be used to promote and enhance LWDB member participation in conjunction with face-to-face, in person meetings when applicable. LWDB members participating in a meeting by video conference call shall be clearly identified in the

minutes. Each location must be specifically identified in the agenda of the meeting, including a full address and room number, as may be applicable.

- Each location must be accessible to the public and have technology such as a speakerphone, to enable the public to participate.
- All votes must be by roll call.

Information regarding board activities and engagement opportunities, such as board membership and meeting minutes, shall be maintained on the Board's public website.

Section 8. Notice of Meetings and Adjournment

Regular meetings of the Board shall be held upon five (5) days' prior notice to all members.

Special meetings of the Board shall be held upon notice to all Board members and may be called by the Chair(s) or by written request of two (2) members.

A majority of the members present, whether a quorum is present, may adjourn any meeting to another time and place.

Article V - COMMITTEES

The Board, by resolution adopted by the entire Board, may designate from among its members and area business leaders qualified for Board membership under WIOA provisions, membership to the following Standing Committees.

The Committee Chair may invite committee participation on an ongoing or periodic basis of One Stop Operators, Non-Board Member System Partners, NYS Department of Labor representatives, and associations representing area businesses or economic development leaders. These committee participants shall not have voting rights as Board committee members.

The Board may amend responsibilities of the following committees by resolution or as an action of the Board.

A balance of public/private sector representation will be sought in each committee.

Section 1. Executive Committee

- Is composed of the Officers defined in Article III, Section 3 plus the two County Administrators or their appointed designees.
- The Board may appoint other Board members.
- May confer to carry on routine business of the Board and shall at all times have full authority to act in the absence of a quorum at regularly scheduled and publicized meetings of the Board.
- Is responsible for the annual development/update of the Cattaraugus-Allegany Workforce Development Plan.

- Is responsible for the preparation of recommended candidates to fill the vacancies of the Board and to propose a slate of candidates for officers.
- Is responsible for recruiting and nominating to the Board the hiring of the LWDB Executive Director, and personnel items relevant to staff hired by the LWDB to facilitate and implement the goals and objectives of the LWDB.
- Is responsible for reviewing and recommending amendments of the LWDB By-Laws to the entire Board for approval as needed or as suggested by the Board or committees.

Section 2. Operations Oversight Committee

The Operations Oversight Committee is responsible for advising the LWDB on matters relating to the delivery of services through the One Stop Career Centers. The Operations Oversight Committee shall also provide policy guidance as it relates to the overall services available to all customers of the local workforce system. The Committee:

- is responsible for certification of training providers and oversight of training outcomes;
- is responsible for programmatic and fiscal monitoring of One Stop Operations;
- insures that the interests of job seekers and employers are equally represented in the One Stop system;
- insures that the One Stop system provides quality comprehensive services in a seamless, integrated, effective and efficient manner;
- insures that the One Stop system meets or exceeds performance standards;
- insures the continuing implementation of One Stop system activities by identifying and monitoring the flow of services;
- oversees team management of the One Stop system;
- identifies and implements effective employment and training strategies that result in employment opportunities for economically disadvantaged adults, youths, and dislocated workers;
- recommends funding allocations for program services; and
- conducts oversight of program operations, including development and review of program policies.

Members of the committee shall include:

- One Stop management;
- LWDB members; and
- representatives of One Stop Partner agencies.

Section 3. Special Populations Committee

The Special Populations Committee is responsible for advising the LWDB on matters relating to the delivery of an integrated workforce/employment program for special populations such as youth, ex-offenders, migrant and seasonal farmworkers, individuals with disabilities, etc. The Committee shall provide policy guidance as it relates to services to these populations. The Committee:

- advocates on behalf of workforce development services for these populations
- advises on the administration of funds to deliver program services to improve the training, literacy, and job readiness skills of special populations;
- works to develop a more comprehensive and integrated system of workforce development programs and services for special populations;
- develops portions of the Local Plan pertaining to special populations programs/services;
- recommends providers of services to be awarded grants or contracts on a competitive basis by the local board;
- conducts oversight with respect to providers of special populations services;
- advocates for customers;
- raises awareness of special populations as a civil rights and diversity issue;
- is responsible to ensure that training for staff on providing supports for or accommodations to, finding employment opportunities for, individuals from special populations;
- seeks ways to increase competitive integrated employment opportunities; and
- provides the leadership and the public relations link between the LWDB and the Business community for financial contributions, career shadowing, internships, and job opportunities.

Members of the committee shall include:

- LWDB members;
- Representative from WIOA Title IV;
- representatives of community-based organizations with a demonstrated record of success in special populations;
- representatives of and advocates for special populations such as individuals with disabilities;
- representatives of juvenile justice programs, such as probation;
- representatives of secondary and post-secondary education, such as BOCES, colleges/universities, and school districts;
- providers of employment services, including those who employ individuals from special populations in competitive integrated employment; and

- other individuals or representatives of organizations with expertise on increasing opportunities for competitive integrated employment for special populations.

Section 5. Finance and Audit Committee

The Finance & Audit Committee is responsible for advising the LWDB on matters relating to the organization's finances. The committee works with the LWDB staff and accountants to direct their work and reviews finance reports so one part of the board is knowledgeable about the income, expenses, assets and liabilities.

The Committee shall oversee the accounting and financial reporting processes of the corporation and the audit of the corporation's financial statements. The board or designated audit committee shall annually retain or renew the retention of an independent auditor to conduct the audit and, upon completion thereof, review the results of the audit and any related management letter with the independent auditor pursuant to the requirements of the Not-for-Profit Corporation Law. Without limiting the foregoing, the Committee:

- Is responsible for the oversight and monitoring of the fiscal integrity of all funds under the control of the Board.
- Is responsible for reviewing and approving the annual budget, reviewing purchases and expenses and authorizing expenditures by the Executive Director.
- Is responsible to seek and develop funds necessary to achieve the goals of the Cattaraugus-Allegany Workforce Investment System Plan adopted by the full Board.
- Is responsible to propose the appointment of an independent auditor for full Board approval.

Members of the committee shall only include:

- Board members who are "independent directors," as that term is defined in these bylaws.

Section 6. One Stop Operator Committee

As the LWDB is serving as the One Stop Operator itself, 20 CFR 678.615(b) requires the LWDB to have appropriate firewalls and conflict of interest policies and procedures in place that must conform to 20 CFR 679.430. The purpose of the One Stop Operator Committee is to serve as that firewall to ensure there are no conflicts of interest.

The responsibility of the One Stop Operator Committee is to oversee the development and continuous improvement of the workforce development system, including providing assistance to one-stop operators, one-stop partners, and providers with planning and delivering services and supportive services, to support effective delivery of services to workers, jobseekers and employers. The Committee:

- Shall recommend to the Board an entity (which may be a consortium of entities) that shall be designated or certified as a one-stop operator through a competitive process consistent with WIOA Sec. 121 (d) and make recommendations to terminate for cause the eligibility of such operators.
- Is responsible to ensure compliance with the physical and programmatic accessibility of the one-stop centers, in accordance with WIOA Sec. 188 and the Americans with Disabilities Act of 1990.
- Shall assess and certify at least once annually the effectiveness, physical and programmatic accessibility, and continuous improvement in the one-stop centers and the one-stop delivery system.
- Is responsible to identify and disseminate information on best practices for the effective operation of one-stop centers, relating to the use of business outreach, partnerships, and service delivery strategies, including strategies for serving individuals with barriers to employment.
- Is responsible for the development and review of policies affecting the coordinated provision of services through the one-stop delivery system.
- Is responsible for the development of strategies for technological improvements to facilitate access to and improve the quality of services and activities provided through the one-stop delivery system.
- Is responsible for the development of strategies for aligning technology and data systems across one-stop partner programs to enhance service delivery and improve efficiencies in reporting on performance accountability.
- Is responsible to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers
- Is responsible to provide program oversight and ensure the appropriate use and management of funds for the one-stop delivery system.

Members of the committee shall only include:

- Board members who are “independent directors,” as that term is defined in these bylaws.

6. Other Committees, Work Groups, and Taskforces

May be designated by the Chair/Co-Chair to deal with special areas of interest to the LWDB and to assist in developing more fully its goals and objectives.

Generally, they shall be considered as advisory, but when authorized by the full LWDB, may prescribe action within the specific area for which they were constituted, when it is not feasible for the full LWDB to meet.

ARTICLE VI - CONFLICT OF INTEREST

All members shall abide by the Conflict of Interest Policies and Procedures. Each member shall submit a written confirmation by July 31st of each year attesting and disclosing any conflicts, real or perceived, that he/she may have with positions he/she may hold outside of the LWDB.

Failure to provide the written confirmation shall result in that member's voting privileges being suspended until such time as the confirmation is received or removal of that member from the Board upon determination of an ad hoc committee as outlined in Section 6.

ARTICLE VII - STAFF SUPPORT

The Board has the authority, by resolution, to recruit and hire staff to assist the LWDB in accomplishing its responsibilities.

Article VIII – INDEMNIFICATION

The Board shall indemnify and hold harmless its members and employees in the amount of any civil judgment obtained against such members or employees in a state or federal court, or in the amount of any settlement of a civil claim, provided that the act or omission from which such judgment or claim arose occurred while the member or employee was acting within the scope of his/her official duties; provided further that in the case of settlement, the duty to indemnify and hold harmless shall be conditioned upon the approved of the settlement by the Board.

This duty to defend and indemnify shall not arise where such civil action or proceeding is brought by or at the behalf of the LWDB, or by or on behalf of Cattaraugus and/or Allegany County.

Except as otherwise provided by law, the duty to indemnify and hold harmless prescribed by this section shall not arise where the injury or damage resulted from intentional wrongdoing or recklessness on the part of the member or employee.

Nothing in this section shall authorize the Board to indemnify or hold harmless a member or employee with respect to punitive or exemplary damages, fines, or penalties.

Upon entry of a final judgment against the member or employee, or upon the settlement of the claim, the member or employee shall serve a copy of such judgment or settlement, personally or by certified or registered mail within thirty (30) days of the date of entry or settlement, upon the Board Chair/Co-Chair, and not inconsistent with the provisions of these by-laws, or local, state, or federal law, the amount of such judgment or settlement shall be paid by the Board.

The duty to defend and indemnify and hold harmless prescribed herein shall be conditioned upon:

- (i) delivery by the member or employee to the Chair of the Board of a written request to provide for his/her defense together with the original or a copy of any summons, complaint, process, notice, demand or pleading within ten (10) days after he/she is served with such document, and
- (ii) the full cooperation of the member or employee in the defense of such action or

proceeding and in defense of any action or proceeding against the Board based upon the same act or omission, and in the prosecution of any appeal.

The Board members and employees are not entitled to defense or indemnification under New York State Public Officers Law Section 18, or any local laws enacted thereunder.

ARTICLE IX – LIABILITY

The Board is hereby authorized and empowered to purchase and maintain insurance policy(ies) from an insurance company(ies) created by, or under, the laws of the State of New York, or authorized to transact business in this State, against any liability imposed by the provisions of these by-laws, or to act as a self-insurer with respect thereto.

ARTICLE X - AMENDMENTS

These by-laws may be amended or repealed at any time at a special or regular meeting at which a quorum exists upon two-thirds vote of the members then present.

By-law amendments shall be effective immediately and automatically as of the date they are approved by the vote of the members.

ARTICLE XI – RECORDS MAINTENANCE AND ACCESSIBILITY

The Board designated site for maintaining all records including minutes of proceedings of all Board meetings, shall be the LWDB Office located at One Blue Bird Square, Lower Level, in Olean, NY. Records shall be maintained for the time specified for each type as outlined in the Document Retention and Destruction Policy.

Some records such as meeting minutes, membership, local strategic plans, policies, requests for proposals, etc. will be maintained on the LWDB website and readily available to the public at no cost. Other records and data utilized by the members in the conduct of business of the Board will, upon request, be made available to the public at cost.

The Board shall maintain at least the last two years of meeting minutes on its website, after which time they shall be appropriately archived within the Board office.

ARTICLE XII – MISCELLANEOUS

Section 1. Gender and Number

All nouns and pronouns herein, and any variations thereof, shall be deemed to refer to the masculine, feminine, singular or plural as the identity of the person or persons may require.

Section 2. Transparency

WIOA Sec. 107(c)(13)(e) requires the Local Board to make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Local Board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the Local Board.

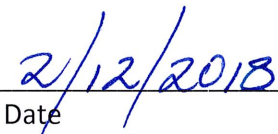
SIGNATORY

The Cattaraugus-Allegany Workforce Investment Board, Inc., d/b/a Cattaraugus-Allegany Workforce Development Board, convened on February 9, 2018, with quorum present and by way of vote agreed to adopt the by-laws expressed herein.

The effective date of these by-laws shall be February 9, 2018.



Brad Monroe, Chair



Date