

## ARAPAHOE/DOUGLAS WORKFORCE DEVELOPMENT BOARD BYLAWS & OPERATING PROCEDURES

Effective: October 2015  
Revised: February 1, 2024

*Operating Procedures have been adopted by the Arapahoe/Douglas Workforce Development Board as by-laws and rules of conduct.*

ALL FEBRUARY 2024 REVISIONS ARE HIGHLIGHTED IN YELLOW

### ARTICLE I – NAME

The organization shall commonly be known as the "Arapahoe/Douglas Workforce Development Board" (ADWDB), or the Board.

### ARTICLE II – PURPOSE

The ADWDB is dedicated to identifying and promoting workforce development strategies that positively impact the economic wellbeing of Arapahoe and Douglas Counties. The ADWDB fulfills local workforce area responsibilities under the Workforce Innovations and Opportunity Act (WIOA) Public Law 113-128.

**OUR VISION:** Sustainable employment through strategic human capital investments that produce positive economic returns for our business/industry and our communities.

**OUR MISSION:** To create a best-in-class regional system that is responsive to business/industry that results in a skilled workforce equipped with a work ethic, academic proficiency, and occupational specific talent that rivals our competition.

**OUR VALUES:** Members of the ADWDB honor the following Core Values:

- Visionary Leadership that advocates human capital development;
- Service Excellence grounded in professionalism and respect;
- Innovative responses to workforce needs, that drive economic vitality;
- Stewardship of assets and resources focused on local and regional community priorities;
- Collaboration with regional workforce, education and economic development partners;
- Dedication to building and sustaining a strong regional economy, and the well-being of our business/industry base;
- Results that are best-in-class and provide the highest rate of return on public investment

The ADWDB serves as strategic leader and convener of employers, workforce development professionals, education providers, economic development agencies and other stakeholders to drive innovation, programmatic synchronization, and alignment of required One-Stop partner investments at the state, regional and local level.

### **ARTICLE III – PUBLIC ACCESS/RECORDS AND SUNSHINE POLICY**

ADWDB meetings shall be held at the times and in the places designated by the Board, and all meetings shall be conducted in accordance with the Colorado Open Meetings Law, C.R.S. §§ 24-6-401 *et seq.* In addition, the ADWDB shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Board, including information regarding the:

- Local and regional plans prior to submission of the plan
- Membership
- Selection and certification of one-stop operators
- Award of grants or contracts to eligible providers of youth workforce development activities, and
- Minutes of formal meetings of the ADWDB

### **ARTICLE IV – CONFLICT OF INTEREST**

A member of the ADWDB shall avoid the appearance of conflict of interest by not voting in, or participating in, any decision by the Board regarding the provision of services by such member, or any organization or business which that member directly represents, or on any matter which would provide direct financial benefit to that member, the member's immediate family, or any organization which that member directly represents.

Business conflict of interest is defined as any ownership of the business, receiving any gross income during the previous or current year from the business, or ownership in real property relating to the business valued at \$10,000 or more.

Organization conflict of interest is defined as (i) being employed by the organization; and/or (ii) being a member of the board of directors, commission, council, or other direct governing body of the organization; and/or (iii) being a creditor of the organization in an amount in excess of \$10,000; and/or (iv) being an equity owner of any portion of the organization.

For purposes of this provision, an "immediate family member" is defined as (i) father, mother, brother, sister, daughter, or son of the member; and/or (ii) the spouse of the member; and/or (iii) father, mother, brother, sister, daughter, or son of the member's spouse.

### **ARTICLE V – MEMBERSHIP REQUIREMENTS**

The ADWDB shall consist of decision-making individuals reflective of the business demographics in the local area and leaders from the workforce system, education and economic development, as identified below. These individuals must represent entities located in the Arapahoe/Douglas local area and/or entities located in the Central Planning Region.

ADWDB membership requirements are as follows:

(see next page)

### Representatives of Business

**The majority** of the members of the Local Board must be representatives of business in the local area. **At a minimum, two (2) members must represent small business** as defined by the U.S. Small Business Administration. Businesses serving on local boards may also serve on the State Board.

Each business representative must meet the following criteria:

- Be an owner, chief executive officer, chief operating officer, or other individual with optimum policymaking or hiring authority
- Provide employment opportunities in in-demand industry sectors or occupations, and provide high-quality work-relevant training and development opportunities to its workforce or the workforce of others in the case of organizations representing business
- Be appointed from among individuals nominated by local business organizations and business trade associations

### Representatives of Workforce

**Not less than 20 percent** of the members of the Local Board must be workforce representatives with optimum policy making authority. These representatives:

- Must include **two (2) or more representatives of labor organizations**, where such organizations exist in the local area. Where they do not exist, representatives must be selected from other employee representatives; plus
- Must include **one or more representatives** of a joint labor-management, or union affiliated, registered apprenticeship program within the local area who must be a training director or member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.

In addition to the representatives enumerated above, the Board may include the following to contribute to the 20 percent requirement:

- **One or more representatives of community-based organizations** that have demonstrated experience and expertise in addressing the employment, training, or education needs of the individuals with barriers to employment, including organizations that serve veterans or support competitive integrated employment for individuals with disabilities; and
- **One or more representatives of organizations that have demonstrated experiences and expertise in addressing the employment, training, or educations needs of eligible youth**, including representatives of organizations that serve out-of-school youth

### Representatives of Education, Training, Governmental, and Economic and Community Development Entities

The balance of the Local Board Membership **must include** individuals with optimum policy making authority, **as follows:**

- **At least one eligible provider** administering adult education and literacy activities under the WIOA Title II, selected from among the providers in the local area, unless all providers in the local area decline to participate; or the state agency responsible for the WIOA Title II program until such time as a WIOA compliant provider is available and willing to participate; **and**
- **At least one representative from an institution of higher education** providing workforce development activities, including community colleges; **and**
- **At least one representative from each of the following governmental and economic and community development entities:**
  - Economic and community development entities;
  - The state Employment Service office under the Wagner Peyser Act, serving the local area; **and**
  - The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or Part C of that title (i.e. the State Vocational Rehabilitation Program or the state agency responsible for the State Vocational Rehabilitation Program)
- **In addition to the representatives enumerated above, the Chief Local Elected Officials may** appoint other appropriate entities in the local area, including:
  - Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment;
  - Governmental and economic and community development entities who represent transportation, housing, and public assistance programs
  - Philanthropic organizations serving the local area; and
  - Other appropriate individuals as determined by the chief elected officials.

#### **Additional Requirements Regarding Business Members of the ADWDB**

1. Economic development entities and chambers of commerce may be considered business sector members, count toward the business majority and are eligible to serve as the chair of the Board, when they are a private entity (for profit or non-profit) or a public-private partnership, but are not a governmental entity, **and** meet the WIOA requirements of a business representative.

2. Business representatives should not typically include non-profits unless they are set up as a business cooperative. The exception would be a non-profit economic development or chamber of commerce organization.
3. Because of the WIOA requirement to appoint business representatives that offer employment opportunities, local boards must minimize the number of sole proprietors serving as business representatives on the Board and must not allow a sole proprietor to be elected as the ADWDB chair. Instances where sole proprietor business representatives on the ADWDB would be appropriate include, but are not limited to:
  - a. Local areas with thriving entrepreneurial economies that have one or more large or in-demand industries in which many of the jobs are as sole proprietors
  - b. An entrepreneur selected to be a business member of the ADWDB is a well-known and respected community leader, and is actively engaged in economic and community development related activities relevant to growing and preparing the local area's workforce
4. The State does not support local boards counting a public sector employer as part of the business majority, even if it is a major employer in the local economy.

#### **Special Rule for Representatives of Education and Training**

If there are multiple eligible providers serving the local area by administering adult education and literacy activities under Title II of WIOA, or multiple institutions of higher education serving the local area by providing workforce investment activities, each representative on the Board shall be appointed from among individuals nominated by local providers representing such providers or institutions, respectively. If local programs cannot identify a representative, CDE/AEFL Office will be available to offer suggestions to the local board for guidance in identifying criteria for selecting one adult education representative.

#### **Multiple Entity Representation**

Members of the ADWDB may be appointed as a representative of more than one entity if the individual meets all the criteria for representation described above for each entity represented.

Additionally, up to five (5) ex-officio members as selected by the Executive Committee, shall serve as members of the LWDB. These positions may not be delegated to other positions within an organization. These positions will not have voting privileges.

#### **Chairperson of the ADWDB**

The ADWDB must elect a chairperson from among the business representatives on the Board, but must not elect a sole proprietor as the chairperson.

## **ARTICLE VI – NOMINATIONS AND APPOINTMENT OF ADWDB MEMBERS**

### ***In General***

The Board of Arapahoe County Commissioners (BOCC) is authorized to appoint the members of the ADWDB for the local area in accordance with the criteria established in these by-laws and operating procedures.



### **Nominations and Appointments**

Nominations for ADWDB membership must be reviewed by the Board, or supporting staff (see Article XVII), with recommendations for appointment forwarded to the BOCC for review and appointment, if appropriate.

Following the review of the completed "Application for Appointment," the membership of the ADWDB shall be appointed by the BOCC with appointments made once per year.

Following the appointment by the BOCC, the ADWDB shall be comprised of members consistent with the membership requirements established by the Governor and State Board under sec. 107(b)(1) of WIOA that ensures:

- "Business representatives are appointed from among individuals who are nominated by local business organizations and business trade associations.
- Labor representatives are appointed from among individuals who are nominated by local labor federations (or, for a local area in which no employees are represented by such organizations, other representatives of employees);
- When there is more than one local area provider of adult education and literacy activities under Title II, or multiple institutions of higher education providing workforce investment activities, nominations are solicited from those particular entities.
- An individual may be appointed as a representative of more than one entity if the individual meets all the criteria for representation
- All required board members must have voting privilege. The chief elected officials may convey voting privileges to non-required members."

### **Multiple Units of Government**

In a case in which a local area includes more than one unit of local government, the chief elected officials of such units may execute an agreement that specifies the respective roles of the individual chief elected officials regarding the:

- Appointment of the members of the local board from the individuals nominated or recommended, and
- Carrying out any other responsibilities assigned to such officials under Title I of WIOA.

If, after a reasonable effort, the chief elected officials are unable to reach agreement, the Governor may appoint the members of the local board from individuals so nominated or recommended.

### **Term Limits**

Member terms shall be determined by the BOCC. At this time, there is no limit on the number of terms a member may serve as Public Law 113-128 and 20 CFR 679.310 does not require term limits (and, if implemented, are to be staggered to ensure only a portion of membership expire in a given year).

### **Attendance Requirements; Termination of Membership; Vacancy:**

Reasons for termination of membership include, but not limited to:

1. Receipt by the ADWDB of the written resignation of the member.
2. Failure to attend at least 50% of scheduled board meetings during a one-year period.

3. Failure of a member to continue to hold the qualifications, which were the basis for his/her initial appointment.
4. Decision of the BOCC and/or failure to represent the ADWDB in a manner deemed appropriate by the Board and/or the Board of Arapahoe County Commissioners and/or the Board of Douglas County Commissioners.

Except in the case of a member's resignation, the member will be notified of his/her dismissal. Upon a vacancy, the ADWDB will notify the Chair and begin working with the BOCC to fill the vacancy within a reasonable time frame to ensure a prompt nominee.

Upon termination of membership, the BOCC shall appoint a new member to complete the remaining term consistent with the membership requirements established by the federal Workforce Innovations and Opportunity Act and Colorado Revised Statutes.

## **ARTICLE VII – ADWDB FUNCTIONS AND RESPONSIBILITIES**

The BOCC, in partnership with the Board of Douglas County Commissioners established the ADWDB to:

- Satisfy the requirements of the Workforce Innovations and Opportunity Act; Public Law 113-128
- Oversee, develop and approve the Annual Plan(s) to be submitted to the Boards of Arapahoe and Douglas County, Colorado Commissioners, and subsequently to the Colorado Workforce Development Council (CWDC) for state approval;
- Provide the Board of Arapahoe County Commissioners with guidance regarding workforce policy;
- Provide program oversight involving the expenditure of Federal, State and local employment and training funds;
- Provide a forum and vehicle for the business community to give direction and guidance to the ADWDB;
- Select an operator for the delivery of employment and training services;
- Identify local workforce development needs, including, but not limited to, expanded services, target populations, coordination with other agencies;
- Identify Eligible Training Providers;
- Market and promote the availability of local workforce service centers to business interests and the community;
- Monitor and direct the continuous improvement of the operator;
- Convene local workforce partners to address regional and local workforce issues;
- Participate in the selection of organizations to participate in the One Stop Career Center;
- Collaborate with and support Economic Development activities within the local workforce area; and
- Execute the goals and objectives identified and adopted within the Board's Annual Work Plan.

In addition, the following is a list (in summary form) of the functions and responsibilities of the ADWDB, in partnership with the BOCC:

### **Local Plan**

Develop and submit a local plan for approval, and collaborate with other local boards and chief elected officials within the State-defined regional planning area (Central Planning Region) in the preparation and submission of a regional plan.

### **Local Plan Workforce Research and Regional Labor Market Analysis**

In order to assist in the development and implementation of the local plan, the ADWDB shall:

1. Carry out analyses of the economic conditions in the region, the needed knowledge and skills for the region, the workforce in the region, and workforce development activities (including education and training) in the region described in section 108(b)(1)(D), and regularly update such information;
2. Assist the Governor in developing the statewide workforce and labor market information system, specifically in the collection, analysis, and utilization of workforce and labor market information for the region; and
3. Conduct such other research, data collection, and analysis related to the workforce needs of the regional economy as the board, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions.

### **Convening, Brokering, Leveraging**

The ADWDB shall convene local workforce development system stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities. The local board, including standing committees (if applicable), may engage such stakeholders in carrying out the functions described in this subsection.

### **Employer Engagement**

The ADWDB shall lead efforts to engage with a diverse range of employers and with entities in the region involved:

1. To promote business representation (particularly representatives with optimal policymaking or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the local board;
2. To develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;
3. To ensure that workforce development activities meet the needs of employers and support economic growth in the region, by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and
4. To develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.

### **Career Pathways Development**

The ADWDB, with representatives of secondary and post-secondary education programs, shall lead efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.

### **Proven and Promising Practices**

The ADWDB shall lead efforts in the local area to:



1. Identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers (including individuals with barriers to employment) in the local workforce development system, including providing physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), to the one-stop delivery system; and
2. Identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.

### **Technology**

The ADWDB shall develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by:

1. Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;
2. Facilitating access to services provided through the one-stop delivery system involved, including facilitating the access in remote areas;
3. Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and
4. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.

### **Program Oversight**

The ADWDB, in partnership with the BOCC for the Arapahoe/Douglas region, shall:

1. Conduct oversight for local youth workforce development activities authorized under WIOA, local employment and training activities authorized for adults and dislocated workers, and the one-stop delivery system in the local area; and
2. Ensure the appropriate use and management of the funds for workforce development activities; and
3. Ensure the appropriate use, management, and investment of funds to maximize performance outcomes under WIOA

### **Negotiation of Local Performance Accountability Measures**

Per the corresponding Policy Guidance Letter (Local Workforce Development Board Policies), the local board, the chief elected officials, and the Governor shall negotiate and reach agreement on local performance accountability measures as described in WIOA.

### **Selection of Operators and Providers**

#### **Selection of One-Stop Operators**

The local board, with the agreement of the chief elected officials for the local area:

1. Shall select one-stop operators selected through a competitive procurement process; and
2. May terminate for cause the eligibility of such operators

#### **Selection of Youth Providers**

The ADWDB:

1. Shall identify eligible providers of youth workforce development activities in the local area by awarding grants or contracts, based on the recommendations of the Board and Governance Committee; and

2. May terminate for cause the eligibility of such providers

#### **Identification of Eligible Providers of Training Services**

The ADWDB shall identify eligible providers of training services in the local area.

#### **Identification of Eligible Providers of Career Services**

If the one-stop operator does not provide career services in a local area, the ADWDB shall identify eligible providers of those career services in the local area by awarding contracts.

#### **Consumer Choice Requirements**

The ADWDB shall work with the State to ensure there are sufficient numbers and types of providers of career services and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities) serving the local area and providing the services involved in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.

#### **Coordination with Education Providers**

1. **In general** - The ADWDB shall coordinate activities with education and training providers in the local area, including providers of workforce investment activities, providers of adult education and literacy activities under Title II, providers of career and technical education (as defined in section 3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302)) and local agencies administering plans under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741).
2. **Applications and Agreements** - The coordination described above shall include:
  - a) Reviewing the applications to provide adult education and literacy activities under Title II for the local area, submitted under such section to the eligible agency by eligible providers, to determine whether such applications are consistent with the local plan;
  - b) Making recommendations to the eligible agency to promote alignment with such plan; and replicating cooperative agreements in accordance with subparagraph (B) of section 101(a)(11) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)); and
  - c) Implementing cooperative agreements in accordance with that section with the local agencies administering plans under title I of that Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)), with respect to efforts that will enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

#### **Budget and Administration**

1. **Budget**—The ADWDB shall develop a budget for the activities of the local board in the local area, consistent with the local plan and the duties of the local board and subject to the approval of the chief elected officials

2. **Grants and Donation**—The ADWDB may solicit and accept grants and donations from sources other than Federal funds made available under WIOA
3. **Tax-Exempt Status**—For purposes of carrying out duties under WIOA, local boards may incorporate, and may operate as entities described in section 501(c)(3) of the Internal Revenue Code of 1986 that are exempt from taxation under section 501(a) of such Code

#### **Accessibility for Individuals with Disabilities**

The ADWDB shall annually assess the physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), of all one-stop centers in the local area

#### **Memorandum of Understanding (MOUs) and One-Stop Certification**

Consistent with an approved State plan, the local board for a local area, with the agreement of the chief elected officials for the local area, shall:

1. Develop and enter into the MOU with each of the one-stop partners, including identification of one-stop infrastructure cost contributions by the partners, which are to be determined in consultation with chief elected officials and the one-stop partners;
2. Certify one-stop operators at least every three (3) years based on criteria developed by the State Board, in consultation with local boards;
3. Terminate one-stop operators for cause; and
4. Conduct oversight with respect to the one-stop delivery system in the local area.

### **ARTICLE VIII: MEETINGS**

1. The ADWDB will convene a minimum of five (5) meetings within each calendar year. At a minimum, a fourteen (14) day notice shall be given for each meeting.
2. Special meetings of the membership may be called by the Chair or by petition of at least six (6) members of the ADWDB.
3. When available, to promote ADWDB participation in meetings, information sharing and communication will be conducted using phone and web-based technology.

#### **Virtual WDB Meeting Expectations**

The ADWDB will offer a virtual option for Board meetings when deemed appropriate, such as in the case of inclement weather, pandemic, illness, or other needs. Under such circumstances, voting is permitted as long as a quorum is present. The following stipulations apply to virtual meeting attendance:

1. Preference is in-person attendance and engagement at meetings when possible. Virtual WDB meeting attendance is limited to two meetings per year for each member according to attendance requirements. Subsequent virtual meeting attendance will not be counted toward the membership WDB meeting attendance requirement.
2. Members attending virtually must be fully engaged and present for the duration of the meeting.
3. Members attending virtually may vote electronically through the meeting messaging system in real-time.

## **ARTICLE IX: CONDUCT OF MEETINGS**

1. As noted in Article III, all ADWDB meetings will comply with the Open Meetings law.
2. All ADWDB, standing committees (if applicable) and task force meetings will be conducted informally and resort to using Robert's Rules of Order when gatherings become out of order, as determined by the presiding chair of any such meeting.
3. Use of technology, such as phone and Web-based applications, may be used to promote Board member participation.
4. ADWDB meetings shall be chaired by the Chair of the Board or in his/her absence, the Vice Chair. In case of the absence of both the Chair and the Vice Chair, the members present will select a chair for the meeting (who must be a ADWDB member).
5. The standing committee (if applicable) or task force Chair shall chair the meetings of the standing committee or task force. In the absence of the Chair, standing committee or task force members will select a chair for the meeting who must be a ADWDB member.
6. The Chair will determine whether any person in attendance that is not a member of the ADWDB shall be recognized to speak during a Board meeting.

## **ARTICLE X: QUORUM**

1. The quorum for the ADWDB shall be the presence of at least one-third of all current ADWDB members.
2. The Quorum for the Executive Committee shall be a majority of the current Executive Committee members.
3. The quorum requirement for standing committee (if applicable) or task force meetings is determined by the standing committee or task force chair or current members of the ADWDB who are present.

### ***Voting***

A majority vote of the members of quorum shall be considered a favorable vote upon all motions or resolutions considered by the ADWDB.

## **ARTICLE XI – PROXY AND ALTERNATIVE DESIGNEE**

Proxy and alternative designee representation of Board member is allowed with proper pre-meeting notification to Workforce Development Board (WDB) Leadership and/or WDB Executive Director (e.g., email, phone call and/or other approved communication prior to the commencement of the board meeting).

1. Proxy voting is allowed for full Board meetings.
2. Proxy voting is allowed for standing committee meetings (if applicable).
3. Proxy voting is allowed for task force meetings.

## **ARTICLE XII – EXECUTIVE COMMITTEE (GOVERNANCE COMMITTEE)**

1. Comprised of the Officers and Chairs of the Board's standard operating committees.
2. Committee Chairs shall be selected by the consensus of Committee members in accordance with Robert's Rules of Order insofar as they may apply.
3. The Executive Committee shall have all of the authority of the Local Workforce Development Board whenever Local Workforce Development Board action is required and is of an emergency nature, or a



full Local Workforce Development Board meeting cannot be called in time to fulfill a required Local Workforce Development Board responsibility.

### **ARTICLE XIII – STANDING COMMITTEES AND TASK FORCES**

1. The Executive Committee shall be chaired by the ADWDB Chair.
2. The ADWDB may create as many standing committees and task forces as it deems necessary to execute the work of the Board. Standing Committees may work on behalf of the Board and then make a recommendation to the ADWDB. The ADWDB retains authority to act in areas in which it has created a task force.
3. Any action of a ADWDB committee may be appealed to the Executive Committee and/or the full board.
4. Standing committees must be chaired by ADWDB members. Standing committees and task forces may contain members who are not Local Board members and who the Local Board determines have appropriate experience and expertise. When taking action on issue before any standing committee, only Local Workforce Development Board members or their proxies are allowed to vote.

### **ARTICLE XIV – CONSENT IN LEIU OF MEETING**

Any action required or permitted to be taken at any meeting of the ADWDB or of the Executive Committee may be taken without a meeting, if prior to such action a written consent to such action is signed by all members of the ADWDB of Executive Committee, as the case may be, and such written consent is filed with the minutes of proceedings of the ADWDB or Executive Committee.

Officers of the ADWDB shall include a Chair, a Vice Chair and Past Chair. Members of the Board will elect both the Chair and the Vice Chair in accordance with Robert's Rules of Order. The ADWDB must elect a chair person from among the business representatives on the Board, but must not include a sole proprietor. Officers will serve a term consistent with their tenure on the ADWDB.

### **ARTICLE XV – ADDRESS**

The ADWDB shall maintain a mailing address of:

Arapahoe/Douglas Local Workforce Development Board  
Lima Plaza Campus  
6964 S. Lima Street  
Centennial, CO 80112  
WIB@adworks.org

### **ARTICLE XVI – PROGRAM YEAR**

The ADWDB program year shall be July 1 through June 30.

### **ARTICLE XVII – STAFF SUPPORT AND FINANCIAL RECORDS**

Staff support for the ADWDB will be administratively housed within the Arapahoe/Douglas Works! division of Arapahoe County. The Director of Arapahoe/Douglas Works! will be accountable to the ADWDB for work products delivered by the staff. In addition, the Director of Arapahoe/Douglas Works! will be responsible for supplying financial information to the Board related to resources available to support the work of the Board.

## ARTICLE XVIII – AMENDMENTS

These By-laws and Operating Procedures may be changed or new procedures adopted by a majority vote of the ADWDB at any meeting of the Board after a recommendation has been made to the Executive Committee, where the proposed changes have been introduced.

The foregoing are the official “By-laws and Operating Procedures” of the ADWDB.

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