

Mahoning and Columbiana Training Association
Executive Council By-Laws

ARTICLE I: SCOPE AND PURPOSE

- 1.1 The name of this organization shall be the Mahoning and Columbiana Training Association, hereinafter referred to as “Council.”
- 1.2 Public Law 105-220 of the United States established the Workforce Investment Act (WIA) for the purpose of providing workforce investment activities, through statewide and local workforce systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and, as a results, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation.
- 1.3 The WIA requires that workforce areas are to be established and within each area, grant recipients and an entity to administer WIA funds and programs be designated.
- 1.4 The Council is the entity designated by the chief elected officials for the workforce area of Mahoning County and Columbiana County in Ohio that they will approve as the grant recipient under WIA.
- 1.5 The Council’s purpose will be:
 - a) To be the grant recipient for WIA funds appropriated for the Mahoning and Columbiana County, Ohio service delivery area.
 - b) To be the central administrative entity responsible for the implementation of the approved employment and/or training services in accordance with and subject to the provisions of the WIA, including any and all coordinated actions for the promotion, evaluation programming, scheduling, and all other functions to be performed by the grant recipient under the WIA.
 - c) To perform such other duties and functions and have such additional powers as may be granted to a council pursuant to the Ohio Revised Code, Section 167.03.

ARTICLE II: MEMBERSHIP

- 2.1 The members of the Council shall be the elected county commissioners of Mahoning County and of Columbiana County, Ohio or their duly appointed successors.
- 2.2 Each county commissioner shall serve an indefinite term of membership and shall serve as a member of the Council until his/her successor is duly elected or appointed.

2.3 Each county commissioner may appoint an alternate to act in his/her place and stead at any meeting of the Council, whether a regular or special meeting. Such appointment shall be a written instrument designating the name of the alternate and the period of meeting for which the alternate shall serve.

ARTICLE III: OPERATING STRUCTURE AND OFFICERS

3.1 Meetings of the entire Council shall be held on a quarterly basis throughout the year for the conduct of business. The quorum necessary for conducting the meeting shall be at least four (4) members or their duly designated alternates.

The President of the Council shall be the Chairperson for the conduct of the meeting. The Council shall review and approve action taken by the Executive Director and the staff of the Council as well as approve plans for actions to be taken by the Executive Director and staff.

In general, the Council's responsibilities include:

- a) To give general direction to the WIA program;
- b) To provide input as to specific programs to be initiated;
- c) To view materials and proposed presentations for developmental input;
- d) To provide advice in various areas to assist in program implementation;
- e) To provide advice and input for the purpose of identifying areas of needs and possible assistance to be given to the designated service area by the WIA;
- f) To approve financial certifications;
- g) To provide operational input as to areas of immediate concern.

3.2 Officers: The officers of the Council shall be the President of the Council, Vice-President of the Council and such other officers as may be appropriate to carry on the business affairs of the Council. The President and Vice-President shall be members of the Council.

3.3 Term of Office: The officers shall be elected annually by a majority of the members of the Council or their duly designated alternates present at the quarterly meeting to be held in October and shall serve from January 1 to December 31 of the following year. Officers may not serve more than two consecutive terms in office.

3.4 President of the Council: This officer shall be the chief executive officer of the Council and shall be responsible for control of the Council activities. He/She shall preside at all meetings of the Council; shall appoint any subcommittees as may be deemed necessary, and in general shall perform all duties incident to the office of President and such other duties as may be necessary and consistent with WIA.

3.5 Vice-President: In the absence of the President or in the event of his/her inability to act, the Vice-President shall perform the duties of the President so specified and shall have all the powers and be subject to all restrictions appropriate to the President.

ARTICLE IV: MEETINGS

4.1 General: Meetings of the Council shall be held periodically on such dates and such times as the Council may designate. The meetings shall be conducted in a manner conducive to the orderly and efficient conduct of the business of the Council. To the extent needed, Robert Rules of Order (as amended) shall be utilized for the conduct of the meeting.

The order of business at any meeting of the Council shall be as follows:

- a) Roll call
- b) Approval of the minutes of previous meeting
- c) Old Business
- d) New Business
- e) Good of the Order

4.2 Regular Meetings – Council: Council members shall hold a minimum of four (4) meetings annually. Regular meetings will be considered public meetings and notices of the meeting will be sent to the local media.

4.3 Special Meetings: The President or any three (3) members of the Council may call special Council meetings at any time.

4.4 Notices: Written notice of meetings of the Council membership shall be prepared and made available to the general public by the designated MCTA staff and sent to all Council members in adequate time to be received not less than one (1) week before such meeting.

4.5 Absences: Any Council member who cannot attend a meeting is expected to notify any of the Officers of the Council or the Executive Director prior to the scheduled meeting. The Council member should designate an alternate to attend the meeting to act in his/her place.

ARTICLE V: QUORUM

5.1 Quorum: A quorum shall consist of four (4) members or their duly designated alternate. The members present at a duly called meeting at which a quorum was determined to exist may transact business until adjournment even if withdrawal of members reduces the count below a quorum. Members or their duly designated alternate not physically present shall not be counted for purposes of determining a quorum.

5.2 Voting: Any vote taken by the Council at a regular meeting or special meeting where a quorum is present needs only a simple majority of the members or their duly designated alternates to affirm passage of an issue or resolution.

5.3 Conflict of Interest: All Council members will abide by the Conflict of Interest regulations under the WIA.

Each Council member will be expected to work in the best interest of Council under the WIA and shall conduct himself/herself accordingly.

No Council member shall receive fees, kick-backs or gratuities, favors or anything of monetary value in return for placement or referral of individuals, financial program assistance or awarding of contracts.

5.4 Executive Director: The Executive Director shall be responsible for carrying out the approved plan as defined under the WIA; for all staff functions and duties of the Council and the coordination of Council activities for the designated workforce area of Mahoning County and Columbiana County, Ohio.

The Executive Director's general responsibilities include:

- a) To provide decisions on everyday operations of the Council;
- b) To approve expenditures in individual funding areas;
- c) To act in all matters pertaining to Council business during the period when Council is not in session;
- d) To perform or arrange to have performed all acts necessary for the implementation, control, and reporting of and on the WIA plan as approved.

5.5 Professional, Technical and Clerical Support: The Executive Director will assist the Council and will have and provide such staff personnel as may be appropriate and necessary in order to perform such staff functions and duties as may be necessary for the Council to function effectively. This will include preparation of reports, surveys, and studies and program information covered under the WIA and:

- a) Keep and maintain the minutes of the proceedings of the Council, and make a proper record of the same, see that such minutes are sent to all members of the Council in adequate time to be received not less than one (1) week before each regular meetings and shall keep such books as may be required by the Council;
- b) See that all notices are duly given in accordance with all provisions of these by-laws, or as required by the WIA; and
- c) If needed, the President is authorized to acquire additional support assistance for the effective functioning of the Council.

ARTICLE VI: AMENDMENTS TO BYLAWS

6.1 Procedure: These bylaws may be adopted, amended, or repealed by the affirmative vote of the majority of each board of Commissioners of the Council at any meeting called and held for that purpose, notice of which meeting has been given in the manner and method set forth in these by-laws.