

MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD BYLAWS

ARTICLE I. NAME AND ESTABLISHMENT

Section 1. Name

- A. The name of this organization shall be the Maricopa County Workforce Development Board (MCWDB). MCWDB may at times be referred to as the Maricopa County Local Workforce Development Board, Maricopa County WDB, the WDB, the Local Workforce Development Board (LDWDB), the Maricopa County LWDB, or the Local Board.

Section 2. Establishment

- A. The MCWDB is established and receives its authority in accordance with the Workforce Innovation and Opportunity Act (WIOA), which was signed into law on July 22, 2014 as Public Law 113-128 and replaces and supersedes the Workforce Investment Act of (WIA) of 1998. The Maricopa County Board of Supervisors (BOS) shall have final authority.

ARTICLE II. AREA SERVED

Pursuant to the State of Arizona designation and in compliance with WIOA, the area to be served by the MCWDB shall be Maricopa County. This area shall be known as the Maricopa County Local Workforce Development Area. MCWDB may also provide services in cooperation and coordination with other local workforce areas in the region and the State of Arizona.

ARTICLE III. PURPOSE

The MCWDB shall be established to assist the BOS as the Chief Local Elected Officials in strategic planning, oversight, and evaluation of the local workforce development area, and shall promote effective outcomes consistent with statewide goals, objectives, and negotiated local performance.

The BOS shall establish the MCWDB to represent a wide variety of individuals, businesses, and organizations throughout the local area. The MCWDB serves as a strategic convener to promote and broker effective relationships between the County and economic, education, and workforce partners. The MCWDB shall maintain strategic and strong relationships with business organizations, chambers of commerce, labor and trade associations, education providers, and others as needed or required.

ARTICLE IV. COMPLIANCE, ROLE, AND METHODS

Section 1. Compliance and Role

MCWDB shall be operated in accordance with applicable Federal, State, and local laws and regulations including without limitation: a.) WIOA and related regulations, including any future amendments and guidance which may be issued; and b.) official policies and directives of the Arizona Department of Economic Security and the Workforce Arizona Council.

In cooperation with the Maricopa County Human Services Department (HSD) and subject to the approval of the BOS, MCWDB shall be responsible to ensure the completion of the following:

MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD BYLAWS

- A. **Local Plan:** Develop and submit a local workforce development area plan to the Governor of Arizona;
- B. **Regional Plan:** Collaborate with the other local boards and chief elected officials, or their delegates, from the other local areas in the preparation and submission of a regional plan, if the local area becomes a part of a planning region with other local areas;
- C. **Workforce Research and Regional Labor Market Analysis:** Conduct research, specified regional market labor analysis, and periodic economic and workforce analyses as a part of the local planning process and to assist the Governor in developing the statewide workforce and labor market information system;
- D. **Convening, Brokering, and Leveraging:** Convene the local workforce development system stakeholders to assist in the development of the local area plan, and identify non-federal expertise and resources to leverage support for workforce activities;
- E. **Employer Engagement:** Lead efforts to engage with a diverse range of employers, entities in the region, and economic development entities, including coordination with BOS economic development strategies, in order to promote the participation of local area and regional private-sector employers, develop effective linkages with employers, support employer utilization of the Maricopa County workforce system, ensure the workforce investment activities meet the needs of employers, and support economic growth in the region;
- F. **Career Pathways Development:** Collaborate with secondary and postsecondary education program representatives leading the efforts in the local workforce development area to develop and implement career pathways;
- G. **Proven and Promising Practices:** Identify, promote, and disseminate proven and promising strategies, initiatives, and practices for meeting the needs of job seekers and employers;
- H. **Technology:** Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, job seekers, and those with barriers to employment; develop intake and case management information systems, remote access, and improve digital literacy skills while leveraging resources and capacity within the system;
- I. **Program Oversight:** Conduct program oversight for: local WIOA youth, adult, and dislocated workforce development program activities; the local service delivery system; and the use, management, and investment of workforce development funds to maximize performance outcomes under WIOA through evidenced-based decision-making ;
- J. **Negotiation of Local Performance Accountability:** Establish, through negotiation with the BOS and the Governor, local performance and accountability measures;
- K. **Selection of Operators and Providers:** Designate and certify one-stop operators, identify eligible adult and youth training providers, and also ensure the provision of opportunities that lead to competitive employment for individuals with disabilities; in conjunction with the State, ensure there are sufficient numbers and types of career and training service providers in a manner that maximizes consumer choice;
- L. **Coordination of Education Providers:** Coordinate activities with education and training providers;

MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD BYLAWS

- M. **Budget and Administration:** Develop a budget for the activities of the MCWDB consistent with the local workforce development plan and the duties of the MCWDB under WIOA; and
- N. **Accessibility for Individuals with Disabilities:** Annually assess the physical and programmatic accessibility of all one-stop centers in the local area in accordance with the Americans with Disability Act of 1990.

Section 2. Methods

The MCWDB shall perform all duties in accordance with these methods:

- A. *Convener* – Bring together business, labor, education, and economic development to focus on community workforce issues.
- B. *Workforce Analyst* – Understand and disseminate current local and regional labor market and economic information and trends.
- C. *Broker* – Bring together systems to solve common problems, or broker new relationships with businesses and workers.
- D. *Community Voice* – Advocate for the importance of workforce policy, providing perspective about the need for and availability of skilled workers.
- E. *Capacity Builder* – Enhance the local workforce development area’s and planning region's ability to meet the workforce needs of local employers.

ARTICLE V. STAFFING AND SUPPORT

Section 1. Staffing and Support

- A. Necessary staffing and support of the MCWDB shall be provided by the BOS through HSD.
- B. MCWDB staff shall include one (1) staff member to support the activities of the MCWDB, who shall be responsible for preparing and distributing agendas for all public meetings, maintaining an official membership list, attendance records, a record of all actions of MCWDB, minutes of all public meetings, and other documents of the MCWDB and its committees.

ARTICLE VI. MEMBERSHIP

Section 1. Composition and Size

- A. The MCWDB shall be comprised of private business sector and public sector members.
- B. The Board membership shall be representative of the local area’s geography and business demographics.
- C. To the greatest extent possible, the MCWDB will seek to have a membership diverse in gender and ethnicity.
- D. The membership of the Board shall be kept to the smallest number possible by having members represent more than one category wherever possible and as permitted by WIOA.
- E. An individual may serve as a representative of more than one membership category if the individual meets all the criteria for representative in accordance with WIOA.
- F. At least 51% of members shall be representatives of business in the local area who:
 - 1. Are owners of businesses, chief executives or operating officers of businesses, or other individuals with optimum policymaking or hiring authority;

MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD BYLAWS

2. 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;
 3. Are appointed from among individuals nominated by local business organizations and business trade associations; and
 4. At least two (2) members must represent small business as defined by the U.S. Small Business Association.
- G. At least 20% of the members must be workforce representatives with optimum policymaking authority. These representatives:
1. Must include at least two (2) representatives of labor organizations, nominated by local labor federations or other representatives of employees;
 2. Must include at least one (1) representative 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;
 3. May include one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or support competitive, integrated employment for individuals with disabilities; and
 4. May also include one or more representatives of organizations that have demonstrated experience in addressing the employment, training, or education needs of eligible youth, including representatives or organizations that serve out-of-school youth.
- H. The balance of the Board membership shall include individuals with optimum policymaking authority, as follows:
1. At least one (1) eligible provider administering adult education and literacy activities under WIOA Title II, selected from among the providers serving in the local area;
 2. At least one (1) representative from an institution of higher education providing workforce development activities, including community colleges;
 3. At least one (1) representative from economic and community development entities;
 4. At least one (1) representative from the state Employment Service office under the Wagner-Peyser Act;
 5. At least one (1) representative from 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); and
- I. Members under the category referenced in Article VI, Section 1-H of these bylaws may also include additional local area representatives appointed by the BOS from:

MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD BYLAWS

1. 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;
 2. Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;
 3. Local area philanthropic organizations; and,
 4. Other appropriate individuals based on the WIOA law and regulations as determined by the BOS.
- J. At least (1) representative from HSD shall be appointed by the BOS.
- K. Members of the MCWDB shall not be permitted to delegate any duties to proxies or alternates.
- L. Membership on the MCWDB shall be on an unpaid, volunteer basis.
- M. No matter how many membership categories an individual represents, the individual is only entitled to one vote.

Section 2. Nominations

- A. Nominees who are intended to serve as representatives of business in the local area must be appointed from among individuals nominated by business organizations and business trade associations.
- B. Nominees who are intended to serve as representatives of labor must be appointed from among individuals nominated by local labor federations.
- C. For the other mandated categories, nominees must be appointed from among individuals nominated by a senior executive from the agency or institution of employment or affiliation.
- D. For the non-mandated categories, a solicitation of nominations will be handled by:
1. Solicitation of community-based organizations (CBOs). Representative nominations from local CBOs must be qualified by being workforce-centered and having demonstrated positive performance for at least three to five years in the community.
 2. Solicitation of nominations from other optional representatives with a workforce mission/focus must hold promise for beneficial partnerships.
- E. Nominees shall meet the qualifications of the membership category for which they are applying. Nominees shall confirm their qualifications for the membership category for which they are applying in writing. Nominating organizations shall confirm the same.
- F. Members shall notify the MCWDB and HSD if they no longer meet the qualification criteria required by WIOA for their position on the MCWDB.
- G. All vacancies shall be publically noticed on the HSD website for at least one week prior to the deadline for applications. When vacancies occur, HSD shall notify the Maricopa County Clerk of the Board (COB) on behalf of the BOS.
- H. Written applications and, when applicable, nominations must be submitted to HSD.
- I. HSD in consultation with the Chair shall review nominations and jointly confirm eligibility of the nominee(s). They may receive input from interested parties. After confirming eligibility of an acceptable candidate, HSD shall present the name of a recommended nominee for a position to the COB on behalf of the BOS for review and approval.

MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD BYLAWS

Section 3. Appointments

- A. The BOS shall appoint each member of the MCWDB.

Section 4. Term of Office

- A. The BOS shall initially retain and appoint the WIA Maricopa Workforce Connections board members, as long as they meet the WIOA criteria, to the MCWDB until June 30, 2016.¹ The nomination process shall be effective to all subsequent appointments.
- B. Of those members initially appointed, one-third (1/3) shall be appointed to a one year term, one-third (1/3) shall be appointed to a two year term, and one-third (1/3) shall be appointed to a three year term by the BOS. The appointment terms shall be proportionately distributed in each category of membership and determined by lot.
- C. Thereafter, members appointed to the MCWDB shall serve three year terms, except vacancy appointees who shall serve the remaining term of their predecessor.
- D. Appointments will be staggered to the extent possible to ensure only one-third (1/3) of the membership expires in a given year.

Section 5. Resignations

- A. Resignation by MCWDB members shall be submitted in writing to the MCWDB Chair, HSD, and the BOS. A member's resignation is effective when accepted by the BOS.
- B. An agenda item will be placed on the next MCWDB meeting for the MCWDB to acknowledge that member's resignation.

Section 6. Terminations

MCWDB members serve at the pleasure of the BOS. BOS may remove a member for any reason including but not limited to the following reasons:

- A. Failure to attend MCWDB meetings as required in these bylaws.
- B. Failure to comply with the Conflict of Interest and Ethics as required by WIOA, A.R.S. §38-502 et seq., and Maricopa County Internal Policy HR2421.
- C. Recommendation by HSD in consultation with the Chair based on the following cases:
 - 1. Failure of a member to continue to hold the qualifications of membership which were the basis for their initial appointment.
 - 2. Failure to represent the MCWDB in a manner deemed appropriate.

Section 7. Vacancies

- A. A member's position on the MCWDB shall become vacant upon failure to attend regularly scheduled meetings as required in these bylaws, his or her death, resignation, by operation of law, or upon removal by the BOS.

¹ This is in accordance with the WIOA Technical Amendments Act.

MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD BYLAWS

- B. MCWDB vacancies shall be filled within 120 days of the vacancy by the BOS.
- C. If a vacancy occurs by other than an expiration of term, the vacancy shall be filled by appointment by the BOS for the unexpired portion of the term.
- D. In the event a vacancy cannot be filled within 120 days, HSD shall request a waiver in writing to the Director of the State Workforce Development Board with an explanation of why a vacancy was not filled in the 120-day timeframe and a description of the process underway to fill the vacancy. HSD must maintain written approval of the waiver request by the Director of the State Workforce Development Board for State monitoring purposes
- E. Positions will be filled in compliance with WIOA and these Bylaws.
- F. Nominees for a vacancy shall meet the same membership requirement as the outgoing member or the criteria needed to fulfill the Board composition requirements of WIOA.

Section 8. Reappointments

- A. Reappointments must be made within 120 days of the term expiration.
- B. The nomination process will be the same as outlined in these bylaws.

Section 9. Compensation

- A. Members of the MCWDB shall serve without compensation except for any pre-authorized travel expenses incurred in connection with their duties, including transportation, meals, and lodging; in accordance with WIOA and all applicable Maricopa County policies and regulations.
- B. The BOS through HSD is authorized to reimburse those expenses identified in (A) post-travel to the extent such expenses are allowable and reimbursable under WIOA and all applicable Maricopa County policies and regulations.

ARTICLE VII. OFFICERS AND THEIR ELECTION

Section 1. Officers

- A. The officers of the MCWDB shall be Chair, Vice Chair, and Second Vice Chair.
- B. There may be an Immediate Past Chair of the MCWDB, which shall be a business member of the MCWDB.
- C. There shall be elected one (1) individual to serve in each designated office.
- D. The Chair of the MCWDB shall be selected from among the Business representatives.
- E. The remainder of the officers may be elected from any of the representative groups.

Section 2. Election and Term of Officers

- A. Except for the initial two (2) elections, all officers shall be elected for two year terms by a majority vote of the current membership of the MCWDB.
- B. Initial Election of the Chair, Vice Chair, and Second Vice Chair shall be to serve until June 30, 2016.
- C. In order to stagger officer terms, the election for the term beginning July 1, 2016 shall be as follows:

MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD BYLAWS

1. The Chair shall be elected for a two (2) year term.
 2. The Vice Chair and Second Vice Chair shall be elected to a one (1) year term.
 3. Thereafter, all officers' terms shall be for two (2) years.
- D. Elections shall be held at the last regularly scheduled meeting of each Program Year.
- E. The terms of office shall begin on July 1 of each year.
- F. At its option, MCWDB may elect an Immediate Past Chair whose term shall be one (1) year.
- G. If a vacancy occurs by other than an expiration of an Officer term, the vacancy shall be filled for the unexpired portion of the term.

Section 4. Duties of Officers

- A. Chair. The MCWDB Chair shall:
1. Preside over all regular, special, and Executive Committee meetings of the MCWDB;
 2. Serve as Chair of the Executive Committee of the MCWDB;
 3. Encourage best and broadest participation possible from all Board members;
 4. Provide information for the preparation of the agenda for MCWDB meetings;
 5. Appoint all committee Chairs and committee members, in consultation with HSD;
 6. Work cooperatively with HSD to provide information on workforce development in the local area;
 7. Review, and/or appoint a MCWDB workgroup;
 8. Represent the MCWDB as appropriate; and
 9. Assign and delegate such responsibilities as needed.
- B. Vice Chair. The MCWDB Vice Chair shall:
1. In the absence of the MCWDB Chair, perform all the duties of the MCWDB Chair; and
 2. Assign and delegate such responsibilities as directed by the MCWDB Chair.
- C. Second Vice Chair. The MCWDB Second Vice Chair shall:
1. In the absence of the MCWDB Chair and MCWDB Vice Chair, perform all duties of the MCWDB Chair; and
 2. Assign and delegate such responsibilities as directed by the MCWDB Chair.
- D. Immediate Past Chair. The MCWDB Immediate Past Chair shall:
1. Mentor the Chair in the transition period regarding Board operations.

Section 5. Removal of Officers

Any Officers may be removed from office for cause and a vote of at least two-thirds (2/3) of the current members of the MCWDB.

ARTICLE VIII. COMMITTEES

Section 1. General

- A. All committees established under the MCWDB shall comply with these bylaws.
- B. The Chair of any Standing Committee shall be appointed by the Chair of the MCWDB for a term coinciding with the MCWDB Chair's term.

MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD BYLAWS

- C. All actions of MCWDB Standing Committees, other committees, and workgroups are advisory to the MCWDB.
- D. Chairs of Standing Committees, in consultation with the MCWDB Chair, shall prepare the agenda for Standing Committee meetings.
- E. Members who are designated as a One-Stop Career Center Operator shall not serve on any Standing Committee that deals with the oversight of the Job Center or One-Stop system or allocation of resources that would potentially be allocated to that member's program or might otherwise be the basis of a conflict of interest as outlined in these bylaws.
- F. Resignations of committee members are effective when accepted by the MCWDB Chair.

Section 2. Executive Committee

- A. The Executive Committee shall be comprised of the following Board members: Chair, Vice Chair, Second Vice Chair, Youth Committee Chair, the Chair of any other Standing Committee, and up to two other MCWDB members appointed at the discretion of the MCWDB Chair.
- B. If the Immediate Past Chair position is filled, this position shall also be on the Executive Committee.
- C. The Executive Committee shall always be comprised of an odd number of members
- D. The MCWDB Chair shall serve as Chair of the Executive Committee.
- E. Responsibilities of the Executive Committee shall include:
 - 1. Report on all action taken by the committee at regularly scheduled MCWDB meetings;
 - i. Emergency actions and all other actions taken by the Executive Committee without the prior approval of the full MCWDB are conditional and subject to either ratification or rescission by the full MCWDB at its subsequent meeting.
 - 2. In consultation with HSD, make recommendations for membership to the Youth Committee, Standing Committees, and other committees in compliance with membership requirements as outlined in the WIOA;
 - 3. Determine responsibilities of all Standing Committees, other committees, and workgroups and review work plans of such bodies; and
 - 4. Perform other duties as the MCWDB may deem necessary.

Section 3. Standing Committees

- A. The MCWDB shall have at least one Standing Committee, which is the Youth Committee.
- B. To the extent possible, Standing Committees shall be comprised of the required MCWDB representative categories as outlined in WIOA.
 - 1. Each Standing Committee shall be chaired by a member of the MCWDB.
 - 2. Each Standing Committee shall have one (1) non-member of the MCWDB.
 - i. This individual must have appropriate experience and expertise for the Standing Committee they are appointed to.
 - ii. This individual shall be voting members of the Standing Committee they serve on.

MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD BYLAWS

3. Each Standing Committee shall have a minimum of three (3) MCWDB members appointed to serve on the committee.
- C. All members of Standing Committees shall be appointed by the MCWDB Chair in consultation with the Executive Committee and HSD.

Section 4. Youth Committee

- A. Responsibilities of the Youth Committee shall include, but not be limited to the following:
 1. Conduct monitoring and evaluation of youth services, activities and grants or contracts funded by the WIOA and other funding procured by the MCWDB;
 2. Inform, assist, and make recommendations to the Executive Committee and the full MCWDB in developing and overseeing a comprehensive youth program and eligible providers for those programs;
 3. Foster integration and collaboration of youth activities in the local workforce development area; and
 4. Report back to the full MCWDB on issues as directed by the full MCWDB.
- B. The term of each Youth Committee member shall coincide with the term of the MCWDB Chair.

Section 5. Other Committees

- A. The MCWDB may from time to time establish other committees to assist the MCWDB in carrying out its duties or current work.
- B. The MCWDB Chair may from time to time establish workgroups to assist the MCWDB in carrying out its duties or current work and appoint a MCWDB member as Chair of that workgroup.
- C. Workgroups may include individual(s) who are not appointed to the MCWDB so long as the MCWDB Chair determines the individual(s) has expertise in the topic/task of such body.
- D. All members of other committees shall be appointed by the MCWDB Chair in consultation with the Executive Committee and HSD.

ARTICLE IX. MEETINGS

Section 1. Public Meetings

- A. All meetings of the MCWDB, including its committees and workgroups shall be conducted in compliance with Open Meeting Law (Arizona Revised Statutes 38-431 et seq.). Meetings shall be open, and it shall be a stated policy that interested citizens or groups will be heard on workforce development matters.
- B. Where these bylaws and other applicable law do not afford an adequate procedure in the conduct of a meeting, the MCWDB Chair may refer to Robert's Rules of Order as a guide.
- C. The MCWDB shall meet not less than six times per year.
- D. Regular meetings of the MCWDB and its standing committees as determined by the Executive Committee shall be published in an annual schedule of meetings in June for the period of July 1st to June 30th of the upcoming program year.
- E. Special meetings of the MCWDB or its committees may be called by the MCWDB Chair.
- F. Phone- and web-based meetings and other use of appropriate technology may be used to promote and enhance MCWDB member participation in conjunction with face-to-face, in-

MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD BYLAWS

person meetings when applicable. The agenda may state the means of connection to the meeting if participation via phone or other electronic means is being utilized. MCWDB members participating in a telephone conference call or other electronic means shall be clearly identified in the minutes.

- G. The agenda for MCWDB meetings shall be developed by the MCWDB Chair in consultation with HSD staff.
- H. The MCWDB Chair shall be responsible for orderly business of meetings and for calling items on the agenda.

Section 2. Quorum

- A. A simple majority of appointed members shall constitute a quorum for the transaction of business at all MCWDB and designated standing committee meetings.
- B. A meeting at which a quorum is initially established may not continue to transact business or to discuss business if the quorum is not maintained due to the withdrawal or departure of members.

Section 3. Voting

- A. Each member of the MCWDB shall be entitled to one vote on an action.
- B. No member of the MCWDB shall cast a vote on any matter which has direct bearing on services to be provided by the member or any organization with which that member is associated, or would otherwise be the basis for a conflict of interest, as outlined in these bylaws.
- C. Action brought before the MCWDB shall be resolved by a vote of a simple majority of the members present, provided a quorum is present.
- D. At the request of any member, or at the discretion of the MCWDB Chair, a roll-call or ballot vote may be taken for any action of the MCWDB. The outcome of voting shall be recorded in the minutes of the MCWDB.

Section 4. Attendance

- A. All MCWDB members are expected to attend regularly scheduled meetings.
- B. More than three consecutive absences from regularly scheduled meetings by any member during any 12-month program period (July 1 – June 30) shall result in the removal of the member from the MCWDB.
- C. Any four absences from regularly scheduled meetings during a twelve month period by any member during any 12-month program period (July 1 – June 30) shall result in the removal of the member from the MCWDB.
- D. Within seven (7) days of notification of attendance policies violation a member may provide a written explanation to HSD on the reason for the absences.
- E. Exceptions to attendance policies may be made by HSD due to special circumstances.

ARTICLE X. CONFLICT OF INTEREST AND ETHICS

Section 1. Conflict of Interest

- A. The MCWDB shall follow Arizona Law on Conflict of Interest as set forth in Arizona Revised Statutes, Section 38-501 et seq.

MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD BYLAWS

- B. MCWDB member may not vote on any matter that would provide direct financial benefit to the member or the member's immediate family, or on matters of the provision of services by the member or the entity the member represents.
- C. MCWDB member must avoid even the appearance of a conflict of interest. Prior to taking office, MCWDB members must provide to the MCWDB Chair and to HSD a written declaration of all substantial business interests or relationships they, or their immediate families, have with all businesses or organizations that have received, currently receive, or are likely to receive contracts or funding from the MCWDB. Such declarations must be updated annually or within 30 days to reflect any changes in such business interests or relationships. MCWDB must appoint an individual to review the disclosure information in a timely manner and advise the MCWDB chair and appropriate members of potential conflicts.
- D. Prior to a discussion, vote, or decision on any matter before MCWDB, if a member, or a person in the immediate family of such member, has a substantial interest in or relationship to a business entity, organization, or property that would be affected by any official MCWDB action, the member must disclose the nature and extent of the interest or relationship and must abstain from discussion and voting on or in any other way participating in the decision on the matter. All abstentions must be recorded in the minutes of the MCWDB meeting and be maintained as part of the official record.
- E. It is the responsibility of the MCWDB members to monitor potential conflict of interest and bring it to the MCWDB's attention in the event a member does not make a self-declaration.
- F. In order to avoid a conflict of interest, MCWDB must ensure that the MCWDB's workforce service providers for WIOA Title IB adult, dislocated worker, and youth programs must not employ or otherwise compensate a current or former MCWDB member or MCWDB employee who was employed or compensated by the MCWDB or its administrative entity, fiscal agent, or grant recipient anytime during the previous 12 months.
- G. Notwithstanding the foregoing, MCWDB members, or the organizations to which they belong, may receive services as a customer of Maricopa County Workforce Development or any formal workforce system partner.

Section 2. Ethics

- A. MCWDB shall comply with the Maricopa County Internal Policy on Professional Conduct (HR2421). MCWDB Members who violate this policy may be removed from MCWDB.

ARTICLE XI. CONFLICT RESOLUTION

- A. Conflict which arises between MCWDB members will be resolved through Article IX, Section 3-C of these bylaws.
- B. Except as may otherwise be provided for by law, or otherwise specifically agreed upon to by service delivery partners and/or consortium partners (Partners), any dispute not involving the question of law that is not resolved between the parties within a reasonable time shall be submitted to the following Maricopa County's dispute process:
 - 1. Disputes must be Filed with the Program Administrator administering the Program, if one has been appointed, or if not, with the Assistant Director of HSD.
 - 2. The Program Administrator or Assistant Director of HSD shall respond in writing to the dispute within fourteen (14) days.
 - 3. The Partners may abide by the decision or may appeal the decision to the Director of HSD within seven (7) days.

MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD BYLAWS

4. The decision of the Director of HSD shall be final unless appealed timely pursuant to A.R.S. §12-904.

ARTICLE XII. AMENDMENTS

Section 1. Amendments

- A. These bylaws may be amended by the BOS on its own motion or upon request from the MCWDB.
- B. Before the MCWDB considers an amendment, the proposed amendment must be:
 - a. Noticed in writing to MCWDB membership 30 days in advance of the meeting at which the amendment is to be considered.
 - b. Reviewed by the Director of HSD and
 - c. Reviewed by MCAO.
- C. A request to amend these bylaws must be approved by a majority of the MCWDB. Once passed, the request shall be forwarded to the BOS. An amendment is effective only when approved by the BOS.

ARTICLE XIII. SEVERABILITY

If any part of these bylaws is held to be null and/or void, the validity of the remaining portion of the bylaws shall not be affected.