

**BYLAWS OF THE YOUTH INITIATIVES COMMITTEE
PHOENIX WORKFORCE CONNECTION
CITY OF PHOENIX**

I. NAME

YOUTH INITIATIVES COMMITTEE

II. STATUTORY AUTHORITY

Title I, Chapter 2 of the Workforce Investment Act (WIA), Section 117(h) requires that the Local Workforce Investment Board (LWIB), in cooperation with the chief elected official for the local area, establish and appoint a Youth Council, herein referred to as the Youth Initiatives Committee (YIC).

III. MISSION

The Youth Initiatives Committee will prepare the youth section of the Local Workforce Investment Plan and set a clear, policy direction in creating employment opportunities and career pathways for eligible youth, ages 14-21, whether in or out of school.

IV. RESPONSIBILITIES OF THE YIC

The YIC will plan and oversee the local area Comprehensive Youth Services delivery system under the direction of the Local Workforce Investment Board, hereby referred to as the Phoenix Workforce Connection (PWC). The YIC is responsible for developing strategies to ensure that appropriate education, training, employment, and support services are available to eligible youth. The YIC will develop portions of the local plan related to eligible youth and coordinate the funding and activities that will maximize the use of available resources. Other YIC activities, which are subject to approval by the PWC, include:

- A. Recommending, through a competitive basis, eligible providers of youth activities for the awarding of grants or contracts;
- B. Conducting oversight and monitoring on the eligible providers of youth activities in the local area;
- C. Coordinating youth activities authorized under section 129 of the Workforce Investment Act to include the 10 program elements mandated by the Act;
- D. Performing other duties as authorized by the chairperson of the local board pursuant to [Section, (117(h)(4))] to include:
 - Determining youth and employer service needs, gaps, and duplications;

- Designing and developing a system of youth workforce development services;
- Undertaking collaborative planning for local youth workforce development services and/or service delivery;
- Locating and tapping new resources;
- Laying the groundwork for the collaborative infrastructure to support a viable system of connections to the mainstream; and
- Developing and sponsoring interagency training.

The Comprehensive Youth Services delivery system will foster youth employment and education, advance collaboration and cooperation among all agencies and organizations serving youth, and the employers that hire them. It will take into account a range of issues that can and do have an impact on the success of youth in the labor market.

V. STRUCTURE OF THE YIC

A. Officers

The officers of the YIC shall be a Chair and Vice Chair. The recording Secretary shall be a staff member of the City of Phoenix Community and Economic Development Department. The Chair of the PWC shall appoint the YIC Chair. The Vice Chair shall be elected from the membership of the YIC; however, both the Chair and Vice Chair must be members of the PWC. The term of the officers shall coincide with the Program Year of the PWC beginning September 1 and ending August 31. After the Vice Chair has consecutively served two terms, the Vice Chair may not be elected to succeed him/herself until the officer has relinquished such office for one term.

B. Sub-Committees

To carry out its duties, the YIC Chair/Vice Chair shall appoint subcommittees to deal with particular issues and areas of concern; and secure, either through its staff or other means, the appropriate expertise of interested parties involved in youth employment opportunities and career pathways.

C. Membership

The membership composition of the YIC shall be as defined in WIA Regulations, Section 117 (h) (2) (a & b). The YIC shall be composed of up to fifteen (15) members.

D. Appointment of Members

In accordance with WIA regulations, Section 117 (h), the Local Workforce Investment Board or PWC shall appoint members to the YIC in cooperation with the local chief elected official. Recommendations from PWC Board

members, the City Council, the YIC, and others will be considered for appointment to the YIC.

E. Duration of Appointments

Members of the YIC shall serve terms of one year with the exception of the mandated partners serving on the YIC. Up to six consecutive years of service on the YIC is permissible from the time of the initial appointment. Members may be re-appointed for additional terms at the recommendation of the YIC, approval of the PWC, and appointment by the City of Phoenix Mayor and City Council. Term appointments shall coincide with the Program Year of the PWC beginning September 1 and ending August 31.

F. Membership Vacancies

The Chair of the YIC shall declare membership vacancies created by term completions, resignations or otherwise; and shall notify the Chair of the PWC as appropriate. Vacancies, occurring prior to a member completing their appointed term, will be filled with new members recommended by the YIC to the PWC and subsequently approved by the PWC and appointed by the City of Phoenix Mayor and City Council to serve out the remainder of the term. New appointments to the YIC may also be recommended by the YIC, and forwarded to the PWC for consideration.

VI. RESPONSIBILITIES OF THE CHAIR

- A. Presides over regular and special meetings of the YIC.
- B. Provides overall direction of the activities of the YIC.
- C. Appoints YIC sub-committee chairperson and members.
- D. Sets agendas including roll call, makes meeting arrangements, and any other YIC activities.

VII. RESPONSIBILITIES OF THE VICE CHAIR

In the absence of the YIC Chair, the Vice Chair shall assume the responsibilities of the Chair. In the event of resignation by the YIC Chair, the Vice Chair will serve as the Chair until such time as the PWC appoints a new Chair. If the Vice Chair is appointed as the YIC Chair by the PWC, an election of a new Vice Chair will be called for at the next regular YIC meeting.

Additionally, the Chair will officially notify YIC members who have incurred two unexcused absences that they risk losing their seat on the YIC.

VIII. OPERATING PROCEDURES FOR THE YIC

A. Recommendations/Actions

Recommendations and/or action requests to the YIC shall be stated as formal motions during formal meetings of the Council. The YIC will vote

upon all recommendations only during formal meetings. The YIC will follow and operate under the Robert's Rules of Order.

B. Voting

1. Each member present at a meeting shall have one vote.
2. All decisions shall be made by a simple majority vote of the members present and eligible to vote (see #5 below).
3. Absentee voting shall not be allowed.
4. Only duly appointed members may vote.
5. A YIC member shall not cast a vote on or participate in:
 - any decision-making capacity regarding the provision of services by such member (or any organization that the member directly represents);
 - any matter which would provide any direct financial benefit to that member;
 - any matter that would indicate a real or perceived conflict of interest.

It is the responsibility of each respective member to declare such a conflict at any regularly scheduled meeting of the YIC and committee meeting.

C. Meetings

1. All agendas and meetings of the YIC shall be conducted, noticed, and posted by City of Phoenix Community and Economic Development Department staff in conformance with the Open Meeting Law.
2. If necessary, the YIC Chair may reschedule or call a special meeting of the YIC. In any case, a minimum of 24 hours notice must be given.
3. In order for a meeting to be officially conducted, a quorum of members must be present.

D. Quorum

A quorum shall constitute a majority of the YIC or committee membership.

E. Attendance

All members are encouraged to attend each meeting. If a YIC member has three (3) unexcused and/or (5) total absences for regularly scheduled YIC and/or committee meetings per year; he or she shall be considered to have tendered a resignation. At a minimum, a no call/no show constitutes an unexcused absence. ***The Chair will have the authority to determine whether or not a member's absence is excused.*** It is the responsibility of

each member to contact the Chair or Staff Liaison concerning their absence for any YIC or committee meeting.

F. Agenda

The Chair develops and approves agendas for YIC meetings with input from Council members and members of the staff. YIC members who propose an agenda item must submit the item to the Chair or committee staff at least fifteen (15) working days prior to the date of the meeting. Upon the Chair's approval, the proposed agenda item will be placed on the agenda for that meeting.

Any other entities (agencies, groups, organizations, and individuals) who wish to propose an agenda item for a YIC meeting must present the agenda item with a statement of purpose to the Chair or committee staff at least fifteen (15) working days prior to the date of the meeting. Upon the Chair's approval, the proposed agenda item will be placed on the agenda for that meeting.

G. Minutes

Minutes and agendas will be kept of all YIC and committee meetings and distributed as appropriate. Records of official minutes are open to the public for review at the City of Phoenix.

H. Provisions for Public Input

The YIC will allow for public comment in accordance with the Open Meeting Law.

I. Amendments of Bylaws

To amend these Bylaws, the YIC must recommend any proposed amendments to the Phoenix Workforce Connection. Any such proposed amendment is subject to approval by the PWC. The YIC may make such recommendation after an affirmative vote by a quorum of the YIC membership at any regular meeting of the YIC, provided that the amendment(s) proposed had been submitted in writing at the previous regular YIC meeting.