

Attachment 5:  
EJAC Bylaws and Attestation

**BY-LAWS OF EASTERN  
JACKSON COUNTY  
WORKFORCE  
DEVELOPMENT BOARD**

**BYLAWS OF  
EASTERN JACKSON COUNTY WORKFORCE  
DEVELOPMENT BOARD**

**ARTICLE I**

**NAME AND GENERAL AUTHORITY**

- Section 1:** There shall be an Eastern Jackson County Workforce Development Board (WDB) composed of at least 51% business representatives, with the remainder representing educational entities, labor organizations, community-based organizations, economic development agencies, and one-stop partners, in accordance with the Workforce Innovation and Opportunity Act of 2016 (WIOA). The membership shall also be representative of the Consortium's geographic service area.
- Section 2:** The name of this organization shall be the Eastern Jackson County Workforce Development Board (the "EJAC WDB").
- Section 3:** The EJAC WDB and its actions shall conform to the provisions of the Act and the Eastern Jackson County Workforce Development Board
- Section 4:** The EJAC WDB shall be a full partner in the development of and have concurrent authority in the approval of the local plan in accordance with the Act and the local operating procedure as described in the Delegation Agreements.

**ARTICLE II**

**NOMINATIONS**

**Section 1** Chief elected officials must establish a formal nomination and appointment process, consistent with the criteria established by the Governor and State WDB under sec. 107(b)(1) of WIOA for appointment of members of the Local WDBs, that ensures:

- (1) Business representatives are appointed from among individuals who are nominated by local business organizations and business trade associations.
- (2) 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); and
- (3) 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 as described in WIOA sec. 107(b)(2)(C)(i) or (ii), nominations are solicited from those particular entities.

## **MEMBERSHIP**

**Section 1:** The EJAC WDB shall consist of up to forty members (42) members. The appointments are to be made in accordance with the Consortium Agreement made and entered into by and among the entities represented by the Jackson County Suburban Mayors' Association.

The EJAC WDB shall have the following representation as required by Section 117 of the Act:

a. Business Representatives shall constitute a majority of the membership of the EJAC WDB.

Each business representative must meet the following criteria:

- (1) Be an owner, chief executive officer, chief operating officer, or other individual with optimum policymaking or hiring authority; and
- (2) Provide employment opportunities in in-demand industry sectors or occupations,

b. The remaining members of the EJAC WDB shall represent educational entities, labor organizations, community-based organizations, economic development agencies, and one-stop partners, in accordance with the Act. Members must be individuals with optimum policy-making authority within the entities they represent.

The Chairperson of the EJAC WDB shall be elected from among the business representatives on the EJAC WDB.

**Section 2:** Members shall be appointed for fixed and staggered terms and may serve until their successors are appointed. Initially, members shall serve staggered terms. Thereafter, all terms shall be two years. Any vacancy shall be filled in the same manner as in Article II, Section 1.

**Section 3:** Following the initial appointments, the number of members on the EJAC WDB may be increased or decreased proportionally to Article I, Section 1, after thirty days' notice of intent by the Chairperson and a two-thirds majority vote of the appointed EJAC WDB members.

**Section 4:** All members of the EJAC WDB shall serve without compensation or refund of personal expenses except as otherwise authorized by the EJAC WDB.

**Section 5:** Removal of a member from the EJAC WDB may be made by the vote of two-thirds (2/3) of the members of the entire EJAC WDB at any duly convened regular meeting. Such removal shall be reported to the Chief Elected Officials and such report should include the reasons for the removal. Failure to attend three consecutive scheduled meetings work



during the calendar year, or failure to actively participate in the activities and affairs of the EJAC WDB may be considered reasons for such removal.

**Section 6:** The chairperson of the board shall notify the CEO if a vacancy of a WDB member occurs prior to the ending of a specific term to ensure a prompt nominee.

**Section 7:** If a board member would desire or designate an alternate to represent him or her at the board meetings – the board member shall, in writing notify the board chairperson with a copy to the board. The memo shall name the person, the position held by the designee, and contact information. The designee must be of optimum policy-making authority, equal to the appointee and the Board designee shall not attend more than 50% of board meetings representing the board member designee.

**Section 8:** Board members are required to actively participate in convening the workforce development system, brokering relations with a diverse range of employers, and leveraging support for workforce development activities. Board members through the general participation in committees, through board dialogue or activities, interface with peers, or other businesses to promote the Eastern Jackson County Workforce Development Board. Examples of board engagement could include, but not be limited to, referral of potential employers, job seekers, or other entities that may want to utilize the workforce systems resources. Also, participate or support upon request system efforts at public meetings, business assistance associations and recruitment of applicants or businesses through the workforce system.

**Section 9:** Board Members shall live and/or work in the workforce region overseen by the board. Board members are expected to attend at least 50% of all board meetings virtually, or in person, as well as committee meetings to which they have been appointed.

### ARTICLE III

#### QUORUM

**Section 1:** Except where indicated otherwise in the Bylaws, all actions of the EJAC WDB shall be by a majority vote, a quorum being present and voting.

**Section 2:** A quorum is required in order for the EJAC WDB to conduct business. A quorum is defined as a majority of appointed members present at an EJAC WDB meeting with 51% of members being present.

## ARTICLE IV

### OFFICERS

- Section 1:** The Chairperson shall be elected to serve for a term of two years and may succeed himself or herself as Chairperson.
- Section 2:** The Chairperson of the EJAC WDB shall preside over meetings, shall sign all acts or orders necessary to carry out the will of the EJAC WDB, shall be eligible to vote on all matters before the EJAC WDB, and shall have the generally recognized powers and duties of the office of Chairperson of the EJAC WDB.
- Section 3:** Copies of all EJAC WDB minutes shall be distributed to the Chief Elected Officials.
- Section 4:** A Vice-Chairperson shall be elected bi-annually by the members to preside at meetings in the absence of the Chairperson.
- Section 5:** A Secretary shall be elected bi-annually by the members.
- Section 6:** A Treasurer shall be elected bi-annually by the members.
- Section 7:** The aforementioned officers, along with the other members, shall comprise the Executive Committee.

## ARTICLE V

### MEETINGS

- Section 1:** The EJAC WDB shall establish at the minimum regularly scheduled quarterly meetings at such time and place as determined by the Chairperson. Additional meetings of the EJAC WDB may be held at such time and place as determined by the Chairperson. A quorum is required in order for the EJAC WDB to conduct business. A quorum is defined as a majority of appointed members present at an EJAC WDB meeting with at least 51% of those members present being business members.
- Section 2:** Special meetings may be held if, in the judgment of a majority of the Executive Committee, there exists a situation requiring action of the EJAC WDB and notice is given to all Board members. At any special meeting, a quorum shall be a majority of the appointed EJAC WDB members with 51% of members being present and any action taken shall be by a majority vote thereof.
- Section 3:** Notice giving the time, date, place, and agenda for annual and regular meetings of the

EJAC WDB shall be mailed or electronically transmitted to each member at least five (5) days prior to the meeting date. Notice giving the time, date, place, and agenda for special meetings of the EJAC WDB shall be mailed or electronically transmitted to each member at least three (3) days prior to the meeting date.

**Section 4:** Minutes of the EJAC WDB's meetings shall be the responsibility of the Secretary.

**Section 5:** To the extent required by law, meetings of the EJAC WDB and its committees shall be open to the public. Meetings or segments of meetings may be closed to the general public by the EJAC WDB Chairperson or committee chairperson in compliance with exemptions granted by public law.

**Section 6:** Technology will be used to promote board member participation. An option will be made available to attend all meetings via zoom or by phone.



## ARTICLE VI

### STANDING COMMITTEE AND SPECIAL COMMITTEES

- Section 1:** The Chairperson may appoint from among its members one or more standing or temporary committees. The EJAC WDB shall be composed of four (4) standing committees and as many other committees as the Chairperson may deem necessary. The standing committees shall be the Executive Committee, Youth Council Committee, Public Workforce Committee, and Budget and Oversight Committee.
- Section 2:** The Chairperson shall have the power at any time to increase the number of members of the committees, or to fill vacancies on them.
- Section 3:** All standing committees shall have a minimum of three members.
- Section 4:** Each standing committee shall be chaired by a member of the EJAC WDB.
- Section 5:** All standing committees, except the Executive Committee, shall meet on a regular basis, subject to the call of its Chairperson. Each committee shall meet at least quarterly except the Executive Committee. The Executive Committee may meet quarterly or as needed.
- Section 6:** A majority of committee members shall constitute a quorum. Any member missing three consecutive committee meetings shall be replaced subject to the vote of two-thirds (2/3) of the appointed EJAC WDB members.

## ARTICLE VII

### CONFLICT OF INTEREST

No director, officer, or employee of the corporation shall have nor shall acquire any interest, direct or indirect, in any project which the corporation is promoting, or in any contract or proposed contract for materials or services, or in any lease, mortgage, sale, or contract of any nature whatever relating to any such project or to the corporation, without forthwith making written disclosure to the corporation of the nature and extent of *his* interest, and such disclosure shall be entered in writing upon the minute book of the corporation. No director who has such an interest shall vote on any matter relating to such interest. Any vote, including abstentions, on any issue that includes a conflict or potential conflict of interest for a director, shall be recorded in the minutes of that meeting. No director shall cast a vote on the provision of services by that director (or any organization which the director directly represents) or vote on any matter which would provide direct financial benefit to that director within the meaning of the Workforce Innovation and Opportunity Act of 2016 (WIOA) as amended from time to time.



## ARTICLE VIII

### GENERAL PROVISIONS

**Section 1: Depositories and Checks.** The monies of the corporation shall be deposited in such banks or trust companies as the director may designate and shall be held and drawn out by checks signed in such manner as may be provided by resolution adopted by the Board of Directors.

**Section 2: Bonds.** In addition to the bond, if any, required of the Treasurer, any other officer or employee handling any money of the corporation may be bonded at the corporation's expense in such amounts as may be determined by the Board of Directors.

**Section 3: Custodian of Securities.** The Board of Directors may from time to time appoint one or more banks or trust companies to act for reasonable compensation as custodian of all securities and other valuables owned by the corporation, and to exercise in respect thereof such powers as may be conferred by resolution of the Board of Directors. The Board of Directors may remove any such custodian at any time.

**Section 4: Certain Loans Prohibited.** The corporation shall not make any loan to any officer or director of the corporation.

**Section 5: Indemnification of Directors and Officers.** To the extent permitted by law, by the corporation's Articles of Incorporation, and herein, each director or officer, or former director or officer of the Corporation and his legal representative, shall be indemnified by the corporation against liabilities, expenses, counsel fees and costs reasonably incurred by him or his estate in connection with, or arising out of any action, suit, proceedings or claim in which he is made a party by reason of his being, or having been, such director or officer; and any person who, at the request of the corporation, served as director, officer, employee, or agent of another enterprise in which the corporation had an interest and his legal representative, shall in like manner, be indemnified by the corporation; provided that in neither case shall the corporation indemnify such director or officer with respect to any matters as to which he shall be finally adjudged in any such action, suit or proceeding to have been liable for negligence or misconduct in the performance of his duties as such director or officer. The indemnification herein provided for, however, shall apply also in respect of any amount paid in compromise of any such action, suit, proceeding, or claim asserted against such director or officer (including expenses, counsel fees, and costs reasonably incurred in connection therewith), provided the Board of Directors of the corporation shall have first approved such proposed compromise settlement and determined that the director or officer involved was not guilty of negligence or misconduct, but in taking such action any director involved shall not be qualified to vote thereon.

In determining whether or not a director or officer was guilty of negligence or misconduct in relation to any such matters, the Board of Directors may rely conclusively upon an opinion of independent legal counsel selected by the Board of Directors. Unless otherwise provided by law, any compromise settlement authorized herein shall be effective without the approval of any court. The right to indemnification herein provided shall not be exclusive of any other rights to which such director or officer may be lawfully entitled.

No director or officer of the corporation shall be liable to any other director or officer or other persons for any action taken or refused to be taken by him as director or officer with respect to any matter within the scope of his official duties except such action or neglect or failure to act shall constitute negligence or misconduct in the performance of his duties as director or officer.

**Section 6:** Fiscal Year. The fiscal year of the corporation shall begin on the first day of July, and end on the last day of June, or on such other dates as may be fixed from time to time by the Board of Directors.

#### ARTICLE IX

#### AMENDMENTS OF THE BYLAWS

**Section 1:** The Bylaws may be amended at any regular meeting of the EJAB WDB with previously written notice having been given to all appointed members at least thirty days in advance. Two-thirds of the appointed EJAC WDB members are required to approve any amendment to the bylaws. Any amendments to these Bylaws shall supersede in their entirety any previous Bylaws of the EJAC WDB.

#### ARTICLE X

#### EFFECTIVE DATE

**Section 1:** These Bylaws and any amendments thereto shall become effective immediately upon adoption and shall remain in continuous effect from that date until otherwise amended.

#### CERTIFICATE

The foregoing Bylaws were duly adopted as and for the Bylaws of the Eastern Jackson County Workforce Development Board at its first meeting, were thereafter amended, and are hereby amended and restated at a meeting of the Board held on April 15, 2022.



\_\_\_\_\_  
Chairperson / Date



This document accompanies OWD Issuance 04-2023 and is part of that guidance.

**Attachment 5**

**LOCAL WORKFORCE DEVELOPMENT BOARD  
ATTESTATION FOR REVIEW OF BY-LAWS**

The following form must be completed and submitted to the Office of Workforce Development annually. The purpose of the form is to assure that all certified members of the Local Workforce Development Board have reviewed and understand their current by-laws. The form must be signed and dated by at least a quorum of the membership. Please include the printed name of the member on the line below their signature. If additional signature/date lines are needed, please add them accordingly.

Name of Local Workforce Development Board: Eastern Jackson County Workforce Development Board

The following local board members attest by their signatures that they have reviewed and understand the board's current by-laws:

(Insert name of Chair) \_\_\_\_\_ Date \_\_\_\_\_  
*[Signature]* 4/25/2024

(Insert name of member) \_\_\_\_\_ Date \_\_\_\_\_  
*Brett Wyatt*

(Insert name of member) \_\_\_\_\_ Date \_\_\_\_\_  
*Kathly Watts*

(Insert name of member) \_\_\_\_\_ Date \_\_\_\_\_  
*Shon Lee*

(Insert name of member) \_\_\_\_\_ Date \_\_\_\_\_  
*Janis Reed*

(Insert name of member) \_\_\_\_\_ Date \_\_\_\_\_  
*Jody Krantz*

(Insert name of member) \_\_\_\_\_ Date \_\_\_\_\_  
*Lara Vermillion* 4/26/2024

(Insert name of member) \_\_\_\_\_ Date \_\_\_\_\_  
*Dana Downs-Krantz* 4/29/2024

(Insert name of member) \_\_\_\_\_ Date \_\_\_\_\_  
*Jay Lind* 4/30/2024

(Insert name of member) \_\_\_\_\_ Date \_\_\_\_\_

(Insert name of member) \_\_\_\_\_ Date \_\_\_\_\_

(Insert name of member) \_\_\_\_\_ Date \_\_\_\_\_

(Insert name of member) \_\_\_\_\_ Date \_\_\_\_\_

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(Insert name of member) \_\_\_\_\_ Date \_\_\_\_\_

(Insert name of member) \_\_\_\_\_ Date \_\_\_\_\_

(Insert name of member) \_\_\_\_\_ Date \_\_\_\_\_

(Insert name of member) \_\_\_\_\_ Date \_\_\_\_\_





**EASTERN JACKSON COUNTY  
WORKFORCE DEVELOPMENT BOARD**



Serving Eastern Jackson County Mo. including:  
Independence, Blue Springs, Lee's Summit, Grandview, Raytown,  
Sugar Creek, Buckner, Grain Valley, Oak Grove, Lone Jack, and other municipalities.

The Full Employment Council, Inc. (FEC) is the fiscal  
agent and workforce support organization for the  
Eastern Jackson County Workforce Development Board.

**List of Eastern Jackson County Board Members who signed the Local Workforce  
Development Board Attestation For Review of By-laws**

**Dan Hiezman  
Brett Wyatt  
Kathy Watts  
Shen Lee  
Janis Reed  
Jody Krantz  
Lara Vermillian  
Dana Downs-  
Ray Lind**