

BYLAWS
LOCAL ELECTED OFFICIALS (LEO)

ARTICLE I
NAME & AUTHORITY

- SECTION I The official name of this Board shall be the Board of Local Elected Officials (LEO) of the Georgia Mountains Regional Commission Workforce Development Area 2; hereinafter, referred to as the “LEO Board”.
- SECTION II The LEO Board is formed under the Workforce Innovation and Opportunity Act (WIOA) and Georgia House Bill 348 signed by the Governor of Georgia.
- SECTION III The LEO Board has as its purpose carrying out all of those duties and responsibilities assigned to the Local Elected Officials by said Act and said House Bill.

ARTICLE II
MEMBERSHIP

- SECTION I The Georgia Mountains Workforce Development Area 2 (SDA 2, as designated by the Governor of Georgia under the provisions of WIOA Section 106) consists of the counties of Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, and White. The membership of the LEO Board shall consist of the 13 county commission chairman and two mayors.
- SECTION II The members of the Board shall serve for a term of no more than two years and shall serve no more than two consecutive terms. Members of the LEO Board shall serve on the LEO until the expiration of his/her term or until he/she ceases to be a local elected official, whichever occurs first. Upon the expiration of a term on the LEO Board or the cessation of services as a local elected official, a new Local Elected Official representative shall be chosen. In the instance of a rotating county chairman, the newly elected chairman of the county will serve out the duration of the LEO Board term.
- SECTION III Each member of the LEO Board shall have equal standing and shall have one vote in all matters of business brought before this LEO Board.

ARTICLE III
OFFICERS AND ELECTIONS

- SECTION I The officers of the LEO Board shall consist of a Chief Local Elected Official (CLEO) and Vice - Chairman. The CLEO serves as the Chairman and possess the powers

granted thereto, preside over the meetings of the LEO Board, shall have the power to sign documents on behalf of the LEO Board, and shall generally possess the powers of the Chief Executive Officer of the LEO Board in addition to any other powers granted by these bylaws. The Vice-Chairman shall succeed to all of the powers of the Chief Local Elected Official in the CLEO's absence.

- SECTION II The terms of the officers shall be for two years or until their successors are elected or appointed.
- SECTION III Nomination of officers to fill vacant positions shall be made from the floor at a Meeting of the LEO Board. The nominee receiving a vote of majority, defined as 51% of the membership present shall be declared elected.
- SECTION IV At a meeting of the LEO Board, the newly elected officers will take office immediately after the vote.
- SECTION V Meeting minutes must be submitted to the Georgia Department of Economic Development – Workforce Division within five business days of the election of the LEO Board's officers.

ARTICLE IV MEETINGS, QUORUM

- SECTION I The LEO Board shall meet annually at a time and place determined by the Chief Local Elected Official (CLEO). Additional meetings may be called by the CLEO as necessary or by 25% of the LEO Board.
- SECTION II If any member of the LEO Board is absent for three consecutive meetings, he/she will automatically be considered as having resigned from the LEO Board and will be replaced.
- SECTION III A quorum is defined as 51% of the LEO Board, plus the CLEO or Vice-Chairman in the absence of the CLEO.
- SECTION IV The foregoing notwithstanding, the selection of the CLEO of the LEO Board requires 75% attendance.
- SECTION V Quorum for Executive Committee shall consist of 51% of Executive Committee members.
- SECTION VI A LEO Board member must be present to vote. Proxy voting is prohibited.

**ARTICLE V
COMMITTEES & OPERATION**

- SECTION I The two officers, mentioned in Article III, Section I, along with five at-large members chosen by the LEO Board shall constitute the Executive Committee.
- SECTION II The Executive Committee shall have the authority to assume the responsibilities and duties of the LEO Board as assigned to this body by the WIOA.
- SECTION III The CLEO of the LEO Board may appoint, with the approval of the Executive Committee, such committees as he/she deems necessary and appropriate to study issues and make recommendations to the Executive Committee or LEO Board.
- SECTION IV The CLEO shall serve as the designated signatory authority for the LEO Board.
- SECTION V If the Chief Local Elected Official becomes vacant, the Vice-Chairman will succeed to this office and may refill other vacancies in the manner previously described.
- SECTION VI In the event a vacancy occurs within the Executive Committee, the CLEO may appoint a temporary replacement from the general membership. The replacement will serve until the election of officers at the next meeting of the LEO Board.

**ARTICLE VI
CONFLICT OF INTEREST**

- SECTION I The LEO Board shall not contract with, directly or through a business entity, a member of the Board, a relative of the Board member, or an employee of the Board. Board members who have potential conflicts or contracts may remain on the respective boards until the Board Certification has been determined in accordance with the Federal Workforce Innovation and Opportunity Act. To prevent conflicts of interest, elected officials serving on the Board shall sign a conflict of interest statement upon accepting a position on the LEO Board disclosing any and all potential conflicts. A Conflict of Interest Provision Statement is attached as Exhibit A in compliance with O.C.G.A. 50-7-90, 91.

**ARTICLE VII
CLEO APPOINTMENTS TO WD BOARD**

- SECTION I The LEO Board shall form, in accordance with Georgia Statutory Law and the rules established by the Georgia Department of Economic Development –

Workforce Division, the Georgia Mountains Regional Commission Workforce Development Board.

SECTION II The LEO Board shall not give a local workforce development board any direct authority or control over workforce funds and programs in its workforce development area, other than programs approved through that board. An agreement on the formation of a board shall be in writing and be submitted to the Georgia Department of Economic Development – Workforce Division.

**ARTICLE VIII
FISCAL AGENT/GRANT RECIPIENT**

SECTION I The Georgia Department of Economic Development – Workforce Division shall approve the fiscal agent/grant recipient, selected by the LEO Board before any federal or state workforce development funds shall be disbursed.

**ARTICLE IX
AMENDMENTS**

SECTION I These bylaws may be amended, superseded only by an affirmative vote of a majority (51%) at any regular or called LEO Board meeting; however, all members shall be provided notice of contents of such proposed amendments and meeting site at least seven days prior to the meeting. Information disseminated may be in the form of mail, facsimile, or email notice.

SECTION II Public notice of amendments or changes shall be advertised on the Georgia Mountains Regional Commission website for a minimum of seven days prior to the meeting.

Adopted this _____ day of _____, 2016.

Chief Local Elected Official

LEO Vice-Chairman