

**Genesee, Livingston, Orleans & Wyoming Counties  
Workforce Investment Act GLOW Youth Council**

**The Vision of the GLOW Youth Council will be to:**

***“Guarantee that all youth have the skills, opportunities, and support for success”***

**BY – LAWS**

**ARTICLE I – NAME**

This organization shall be known as the Genesee, Livingston, Orleans & Wyoming Counties Workforce Investment Board Youth Council (hereinafter, referred to as the “GLOW Youth Council”).

**ARTICLE II – PURPOSES**

- (a) To develop that portion of the local plan that relates to eligible youth.
- (b) Preparing Request for Proposals (RFP) so that youth grants and contracts are awarded on a competitive basis. Then recommending to the local WIB those providers who are eligible and able to offer youth activities as prescribed in the Workforce Investment act (WIA).
- (c) Assuring that the ten program elements are *available* to eligible youth as set forth in section 129© 2 (See Attachment)
- (d) Monitor and evaluate the youth programs that have received grants or contracts to provide services to eligible youth. This will assist in the attainment of the youth performance standards as determined by the Workforce Investment Act. (See Attachment)
- (e) Coordinating youth activities that are authorized by WIA.
- (f) To promote Youth Development principles as we conduct business, with the intent to provide benefit to all youth .
- (g) To perform other duties as determined by the chairperson of the local Workforce Investment Board.
- (h) To engage in all lawful activities including those which are not otherwise stated in these by-laws which are incidental to and in furtherance of any of the above stated purposes;

## **ARTICLE III – The GLOW Youth Council**

### **SECTION 1 – Membership**

Members of the GLOW Youth Council shall be appointed by the local WIB, in cooperation with the chief elected officials of the GLOW region. Membership of the each Youth Council shall include:

#### **Mandated Positions:**

- 1) Members of WIB with special interest or expertise in Youth Policy
- 2) Representatives of Youth Service Agencies, including Juvenile Justice and Local Law Enforcement Agencies
- 3) Representatives of Local Public Housing Authorities
- 4) Parents of Eligible Youth seeking assistance under this subtitle
- 5) Individuals including former participants, and representatives or organizations that have experience related to youth
- 6) Representatives of the Job Corps

#### **Other Members:**

- 7) School Representation
- 8) Youth Bureau Director/Representative
- 9) Business Representatives
- 10) Employment & Training Directors/County Representation
- 11) BEA/BEC Coordinator
- 12) Department of Social Services Representative

#### **AT LARGE Memberships:**

- 13) Genesee Valley BOCES Representative
- 14) Orleans Niagara BOCES Representative
- 15) Post Secondary Education Representative
- 16) Department of Labor Representative
- 17) Vocational (VESID) Representative

#### **Ex Officio:**

- 18) WIB Manager

### **SECTION 2 – Appointment**

- (a) Members of the GLOW Youth Council shall serve without compensation.

### **SECTION 3 – Process for Replacing Members**

The WIB director shall notify the CEOs as to vacancies. The CEOs will then solicit names for recommendation in the same manner as the original appointments were made.

## **SECTION 4 – Termination of Membership**

- (a) Any member may resign from the GLOW Youth Council upon written notice to the chairman of the WIB.
- (b) Any member may be removed from the GLOW Youth Council, whenever in its judgment; the best interest of the WIB would be served. Removal of a members shall be effected by an affirmative vote by two-thirds of the total WIB after discussion at a meeting called for this purpose.

## **SECTION 5 – Voting**

GLOW Youth Council members, not otherwise appointed to the WIB, are voting members of the GLOW Youth Council and nonvoting members of the WIB. No proxies will be allowed for GLOW Youth Council business.

# **ARTICLE IV – MEETINGS**

## **SECTION 1 – Frequency**

The GLOW Youth Council shall meet regularly at the call of the Chair of the GLOW Youth Council or Chair of the WIB, but not less than 4 times per calendar year. A regularly scheduled meeting date and time may be set by a majority vote of the Council Members. Notice of GLOW Youth Council Meetings shall be mailed, faxed, or emailed to all members at least 10 days in advance of the meeting. An additional emergency meeting can be called at the request of the Chair.

## **SECTION 2 – Quorum**

At least 51% of the active members and at least one representative from each county must be in attendance at a GLOW Youth Council meeting to constitute a quorum. No proxy will be counted in determining a quorum.

(An inactive member is a member who has three consecutive unexcused absences. Due diligence will be taken to assure that members are notified of meetings and that members will be contacted after two consecutive unexcused absences to ascertain the nature of the absence.)

## **SECTION 3 – Rules of Order**

Robert's Rules of Order shall govern meetings of the GLOW Youth Council.

## **Section 4 – Voting**

Each member of the Council will have one vote. The use of a proxy to vote on business before the GLOW Youth Council will not be allowed.

## **SECTION 5 – Annual Meeting**

- (a) There shall be an Annual Meeting of the GLOW Youth Council held in December for the election of officers, for receiving the annual report of officers, directors and committees, and the transaction of other business.
- (b) Notices of such Annual Meetings, shall be mailed to the last recorded address of each members at least ten (10) days and not more than forty (40) days before the time appointed for the meeting. All notices of Annual Meetings shall set forth place, date and time, and purpose of the meeting.

## **ARTICLE V – OFFICERS**

### **SECTION 1 – Designations**

GLOW Youth Council officers shall include a Chair, Vice Chair, Secretary, and such other officers as the council may deem necessary.

### **SECTION 2 – Election of Officers**

- (a) Officers shall be elected annually by the GLOW YOUTH COUNCIL at the Annual Meeting after the appointment of new members. The elected officers shall serve terms of one year, and may serve no more than two (2) consecutive terms in the same position.

### **SECTION 3 – Termination**

- (a) Any officer may resign upon written notice to the Chair.
- (b) Any officer may be removed from the GLOW YOUTH COUNCIL whenever, in its judgment, the best interest of the GLOW YOUTH COUNCIL would be served. Removal of an officer shall be effected by an affirmative vote by two-thirds of the total GLOW YOUTH COUNCIL after discussion at a meeting called for this purpose.

### **SECTION 4 – Vacancies**

The GLOW YOUTH COUNCIL may fill a vacancy in any office for the unexpired term of the office so vacated, at any meeting of the GLOW YOUTH COUNCIL, notice having been given of such proposed action.

### **SECTION 5 – Duties of Officers**

- (a) Chair  
The Chair shall facilitate and conduct the business before the GLOW Youth Council. The Chair shall serve as an ex-officio member of all committees. The Chair shall delegate the responsibilities to other officers and committee chairpersons as may be necessary.

(b) Vice Chair

The Vice Chair shall perform, in the absence or incapacity of the Chair or when directed by the Chair of the GLOW Youth Council, the duties of the Office of the Chair and such other duties as may be delegated by the members of the GLOW Youth Council or the Chair of the WIB.

(c) Secretary

It will be the responsibility of the WIB staff to take minutes at GLOW YOUTH COUNCIL meetings and forward these to the secretary of the GLOW YOUTH COUNCIL for approval. The WIB staff will give notice of the meetings of the GLOW YOUTH COUNCIL and keep a record of actions, conduct, and correspondence of the GLOW YOUTH COUNCIL. The WIB staff will maintain a list of current members of the GLOW YOUTH COUNCIL. The secretary shall also perform the duties usually incident to the office of secretary, and other such duties as are assigned by the members of the GLOW YOUTH COUNCIL, Executive Committee, or Chair.

## **ARTICLE VI – COMMITTEES**

### **SECTION 1 – Structure**

- (a) The Executive Committee shall be considered a standing committee of the GLOW YOUTH COUNCIL .
- (b) Other committees may be formed to perform specific functions requested by the GLOW Youth Council. These committees may have members other than members of the GLOW Youth Council or WIB.

### **SECTION 2 – Membership**

- (a) The Executive Committee shall consist of the officers of the GLOW Youth Council, and 2 other members of the council. Membership shall be structured so that each county has representation.
- (b) Three members of the Executive Committee shall constitute a quorum for the transaction of business. A vote of a majority of those present shall carry all questions.
- (c) The GLOW YOUTH COUNCIL Chair shall appoint members to committees.
- (d) Committee chairs will be chosen by their committees.
- (e) Minutes will be recorded at all committee meetings.

## **ARTICLE VII - CONFLICT OF INTEREST**

No GLOW YOUTH COUNCIL member shall vote on any proposal in which he or she has any financial interest, direct or indirect. Prior to discussion or voting on any such proposal, the GLOW YOUTH COUNCIL members or members, shall disclose such interest to the GLOW YOUTH COUNCIL Chair for inclusion in the written record.

### **ARTICLE VIII – LIABILITY**

The WIB shall purchase Officers and Directors Liability Insurance that protect elected or other appointed members against and cost, liability, or expense arising out of that member's present and past activities in the course of their duties as a GLOW YOUTH COUNCIL members.

### **ARTICLE IX – AMENDMENTS TO BY-LAWS**

These by-laws or any part thereof may be amended or repealed by two-thirds vote of the entire GLOW YOUTH COUNCIL at any regularly scheduled meeting of the GLOW YOUTH COUNCIL after notice that such action is a purpose of the meeting.

### **ARTICLE X – EFFECTIVE DATE**

These by-laws shall take effect on **November 20**, 2000, and shall remain in effect until amended or repealed in accordance with Article IX.

## ATTACHMENT

### **The Ten Program Elements**

- (a) Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies;
- (b) Alternative secondary school services, as appropriate;
- (c) Summer employment opportunities that are directly linked to academic and occupational learning;
- (d) As appropriate, paid and unpaid work experiences, including internships and job shadowing;
- (e) Occupational skill training, as appropriate
- (f) Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during no-school hours, as appropriate;
- (g) Supportive services. (i.e., *transportation, child care, work clothes*)
- (h) Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
- (i) Follow-up services for not less than 12 months after the completion of participation, as appropriate;
- (j) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

### **Performance Standards for Youth**

#### Common Measures

##### All Youth

- Placement in Employment or Education
- Attainment of a Degree or Certificate

##### Out-of-School

- Literacy and Numeracy Gain

#### Other Measures

##### Customer Service Indicators (CSI) – State Youth Measures

- Currently “Number of Youth in a WIA ITA Funded Training”