



***Mid-Willamette Jobs Council***

*"Together We Can Do It"*

## **Bylaws**

Mid-Willamette Jobs Council  
BYLAWS

**ARTICLE I: Definitions**

The following terms are used in these bylaws:

**"Bylaws"** means this set of Mid-Willamette Jobs Council ("MWJC") bylaws.

**"Board"** means the eight-member board of directors of the MWJC.

**"Chair"** means the MWJC's chairperson.

**"Grant recipient"** means the corporate entity designated by the Mid-Willamette Jobs Council to receive state and federal funds allocated to the region by the state of Oregon through the Mid-Willamette Jobs Council.

**"Intergovernmental Agreement"** means the intergovernmental agreement between Linn, Marion, Polk and Yamhill Counties establishing the MWJC.

**"Member"** means a county elected official appointed to the MWJC board by their county.

**"Partnership Agreement"** means the agreement between the MWJC and the Mid-Valley workforce area's grant recipient.

**"WIOA"** means the Workforce Innovation and Opportunity Act of 2014, as amended from time to time.

**"Workforce Board"** means the board of directors of the Mid-Valley workforce area's grant recipient.

**ARTICLE II: Purpose**

The MWJC's purpose is to perform the consortium of local elected official duties listed in WIOA, in State of Oregon laws policies and procedures, in the Intergovernmental Agreement and in the Partnership Agreement.

**ARTICLE III: Members and Meetings**

**A. MWJC Members**

The MWJC Board shall consist of eight county elected officials, each with one vote, as specified in the Intergovernmental Agreement. Each of the four Mid-Valley workforce area counties shall appoint their two MWJC Board members. The third county commissioner in each county may serve as an alternate to substitute for a commissioner from that county in his or her absence or unavailability for one or more MWJC board meetings. A county commissioner serving as an alternate shall have the full authority of a MWJC board member at that meeting.

Mid-Willamette Jobs Council  
BYLAWS

**B. Meetings**

**1. Regular Meetings and Notices**

The MWJC Board shall determine the time and place of its regular meetings in advance and authorizes the Chair to call special meetings. Meeting notices shall be given at least three (3) days prior to the date of the meeting unless special conditions make advance notice impracticable, in which case notice and a description of the purpose of the meeting shall be given not less than 24 hours prior to the meeting. Notices may be given electronically.

**2. Annual Meeting**

Unless a different date is set by resolution of the MWJC Board, the annual meeting shall be the first regular meeting on or after July 1 of each year.

**3. Special Meetings**

Special meetings may be held as called by the Chair, by the Vice Chair or by vote of the MWJC Board.

**4. Minutes**

Minutes of each meeting shall be reviewed and approved at subsequent meetings and copies of all approved minutes shall be maintained at the Mid- Valley workforce area's grant recipient's principal office.

**5. Sunshine Provision**

All MWJC Board meetings shall be conducted in accordance with public meeting laws and these bylaws.

**6. Participation**

Participation at MWJC meetings shall be limited to its members, with the following exceptions:

- a. Regularly scheduled agenda items that call for reports or participation by non-members;
- b. Comments or reports delivered by the Mid-Valley workforce area grant recipient's Executive; Director and staff.
- c. At the discretion of the Chair, comment or other participation by non-members which is material to the matter under consideration; and,
- d. Comments by the general public delivered in accordance with the meeting agenda or permitted by the meeting Chair.

**7. Rules**

All meetings shall be held in compliance with Oregon law, grant terms, these bylaws and Roberts' Rules of Order, provided that the use of Roberts' Rules of Order shall be solely for the convenience of the MWJC Board and its committees. Failure to comply with Roberts' Rules of Order shall not affect the validity of any action taken which is otherwise in compliance with these bylaws.

Mid-Willamette Jobs Council

BYLAWS

In the event of a conflict, the order of precedence shall be Oregon law, grant terms, these bylaws, and Roberts' Rules of Order.

**8. Agendas**

Meeting notices shall contain an agenda of the topics scheduled for consideration. The MWJC may consider and act upon matters at a regular meeting (including the annual meeting) which are not included in the notice agenda, but may not act upon any matter during a special meeting unless that matter was described in the special meeting notice or all of the members are present in person or electronically and do not object to the matter being considered.

**9. Quorum**

Five or more MWJC members shall constitute a quorum. A member is deemed to be present at a meeting for the purpose of determining a quorum even if the member abstains from voting on one or more items on the agenda. To the extent permitted by Oregon law, members may attend meetings by telephone or through other electronic means.

**10. Manner of Acting and Meeting Attendance**

Each MWJC member shall have one (1) vote. Passage of a motion requires a favorable vote by five or more MWJC members.

**Article IV: Workforce Board Appointments**

**A. County Representation**

The MWJC shall nominate and appoint Workforce Board membership in accordance with WIOA Section 107 and the Intergovernmental Agreement. Appointments shall be made from a pool of candidates brought forward by members of the MWJC Board. MWJC members will determine and agree upon Workforce Board member representation from each county.

**B. Workforce Board Terms of Office**

The terms of local workforce development board members are three years from the date of appointment, except that initial appointments shall be staggered.

**C. Resignation and Removal**

Workforce Board members shall continue serving until:

1. Written resignation is delivered to the Workforce Board Chair or the Mid-Valley workforce area grant recipient's Executive Director. Unless the notice of resignation specifies a later effective date, the resignation will be effective when received,
2. Removal by the MWJC board. Members may be removed or suspended with or without cause as authorized by the MWJC Board,
3. Ceasing to work in and effectively representing the sector they were chosen to represent, or
4. Until a successor is chosen by the MWJC, whichever occurs first.

Mid-Willamette Jobs Council  
BYLAWS

**ARTICLE V: MWJC Officers**

**A. Required Officers**

The officers of the MWJC shall include a Chair and a Vice Chair. The Chair and Vice Chair shall be elected from among the eight member board and cannot represent the same county. The MWJC may appoint other officers as deemed necessary. A single member may perform the duties of more than one office, with the exception of the duties of Chair and the Vice Chair, which must be performed by separate members.

**B. Duties of the Chair and Vice Chair**

The Chair shall preside at meetings, shall serve as the MWJC's chief spokesperson and signatory and shall perform "chief elected official" duties as specified in WIOA, in the Intergovernmental Agreement and in grant agreements. The Vice Chair shall perform the duties of the Chair in the Chair's absence and shall perform other duties designated by the MWJC.

**C. Election and Term**

The MWJC shall elect officers to serve terms of two (2) consecutive years. Election shall be by majority vote of the members at the annual meeting in odd numbered years.

**ARTICLE VI: Committees**

The MWJC and its Chair shall have the power to create both standing and ad-hoc committees and work groups. The Chair shall appoint committee members and committee chairs subject to MWJC direction.

**ARTICLE VII: Code of Conduct**

The Workforce Board shall adopt a Code of Conduct, which shall meet all Federal and Oregon requirements.

**ARTICLE VIII: MWJC Staff**

The Mid-Valley workforce area grant recipient's staff shall serve as staff to the MWJC.

**ARTICLE IX: Bylaw Changes**

These bylaws may be amended or repealed by an affirmative vote of five or more MWJC members at a regular or special meeting. Notice, which shall specify the changes to be made, shall be delivered to all members no less than seven (7) days prior to the meeting at which bylaw amendment or repeal is to be acted upon.

**ARTICLE X: Bylaws Enactment**

These MWJC bylaws take effect on the date set forth below.

Mid-Willamette Jobs Council  
BYLAWS

**APPROVED BY THE MID-WILLAMETTE JOBS COUNCIL BOARD**

Chair/Craig Pope: *Craig Pope*  
Craig Pope (Nov 27, 2023 12:10 PST)

Date: Nov 27, 2023

Vice Chair/Kit Johnston: *Kit Johnston*  
Kit Johnston (Nov 15, 2023 15:23 PST)

Date: Nov 15, 2023

Craig Pope








# MWJC Bylaws 2022

Final Audit Report

2023-11-27

Created:	2023-11-15
By:	Trina Horsey (thorsey@willwp.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5pMWEChS8OeyiQt7-LbJ-GlesL5J-Xi3

## "MWJC Bylaws 2022" History

-  Document created by Trina Horsey (thorsey@willwp.org)  
2023-11-15 - 9:23:22 PM GMT
-  Document emailed to Craig Pope (pope.craig@co.polk.or.us) for signature  
2023-11-15 - 9:24:40 PM GMT
-  Document emailed to Kit Johnston (johnstonk@co.yamhill.or.us) for signature  
2023-11-15 - 9:24:40 PM GMT
-  Email viewed by Kit Johnston (johnstonk@co.yamhill.or.us)  
2023-11-15 - 11:22:40 PM GMT
-  Document e-signed by Kit Johnston (johnstonk@co.yamhill.or.us)  
Signature Date: 2023-11-15 - 11:23:13 PM GMT - Time Source: server
-  Email viewed by Craig Pope (pope.craig@co.polk.or.us)  
2023-11-27 - 8:09:39 PM GMT
-  Document e-signed by Craig Pope (pope.craig@co.polk.or.us)  
Signature Date: 2023-11-27 - 8:10:21 PM GMT - Time Source: server
-  Agreement completed.  
2023-11-27 - 8:10:21 PM GMT