



Bylaws of West Suburban Jobs Council

Name, Mission, and Association:

The name of this organization shall be the West Suburban Jobs Council (WSJC).

WSJC Mission Statement: To expand access to employment for low income/disadvantaged populations in greater DuPage County.

The WSJC is associated with the Chicago Jobs Council (CJC). The CJC will help the WSJC to provide advocacy on a statewide basis, as well as access to training and conference opportunities.

I. Purpose/Objective

The objectives of the WSJC include:

- Network and partner with other agencies that serve DuPage County's low income/disadvantaged population to increase access to living wage jobs Provide advocacy for public policy regarding employment for low income/disadvantaged populations and stay informed of WIOA and other related legislation
- Identify professional development needs to develop and provide access to high quality job readiness training for workforce development professionals that serve this population.
- Ensure financial accountability through membership financial support to ensure sustainability.
- Create effective communication opportunities for members to disseminate information regarding individual agency information, employment opportunities for clients and WSJC members.

I. Membership

Members shall be comprised of all dues contributing agencies involved in the employment readiness for low income/disadvantaged populations in greater DuPage County. Membership with the WSJC includes:

- The **Board of Directors** shall be composed of not less than five or more than seven members from the General Assembly. Members may be self-nominated, and represent as many agencies (unduplicated) and as many segments of the targeted population as possible. If there are more than seven members that desire to be on

the Board, then a stand-by list will be established to fill vacancies as they occur. The chair (president) of the WSJC will lead meetings.

- The **General Assembly** shall be composed of all member agencies involved in the employment readiness for low income/disadvantaged populations of DuPage County. Agencies that have been represented at a previous General Assembly meetings and indicate a desire to be a member shall be a WSJC member upon payment of dues. Even though an agency may have multiple Delegates, each agency is allowed a single vote to be cast by their one Voting Member. Also individuals (not attached to an agency) may attend General Assembly Meeting as a non-voting attendee.
- **Committee Members** shall be volunteers from member agencies of the General Assembly that have an interest in specific WSJC work groups.
- **Removal of General Assembly Members and/or Member Delegates**
Members or specific Member Delegates may be removed from the organization when it is in the best interest of the WSJC so to do. The decision to remove a Member or Member Delegates shall be determined by a majority vote of the General Assembly.

III. Governing Board of Directors

The Board of Directors governs and establishes the future direction of the WSJC. This functioning body will operate under the following guidelines:

- The regular meetings of the Board of Directors shall be held on the third Friday of January, March, May, July, September, and November at a location and time TBD by its members. The purpose of this meeting is to review and act upon the direction of the previous General Assembly Meeting. Therefore, the minutes of this previous General Assembly Meeting will serve a guide/agenda for this meeting. A review of finances and committee activities will also be a focus.
- Any two members of the Board of Directors may call a special meeting of The Board of Directors. Notice of every special meeting must be announced to all Members and delivered in writing or electronically not less than one week before the meeting.
- The Board of Directors appoints the WSJC officers, calls extra General Assembly meetings and identifies new directions for the WSJC, as well as, membership issues e.g. membership and retention.
- The Board of Directors in conjunction with the General Assembly will recommend new issues to the committees to promote networking, agency collaboration, public policy advocacy, professional development, and identify potential funding and employment opportunities.
- Minutes of the meeting will be maintained for future references and distributed to all members of the General Assembly at the following General Assembly meeting.
- The administrative ~~efforts~~ duties required to operate the Board and the General Assembly shall be the responsibility of the Board of Directors.

IV. General Assembly

The General Assembly is the membership-body of the WSJC. This functioning body will operate under the following guidelines:

- a. The General Assembly shall approve all WSJC directed interagency interaction, advocacy, funding and promote employability.
- b. Each member agency is allowed a single vote and shall appoint one person at the meeting who will serve as their Voting Member.
- c. All motions shall pass with the simple majority of Voting Members. The President shall not vote except in case of a tie vote, and then the Chairperson may vote to break the tie.

General Assembly Chairperson (President)

The General Assembly Chairperson (President) will be a member of the Board of Directors and facilitate the General Assembly Meetings. The Board of Directors appoints this position (and should represent shared leadership among our Members. It is recommended that this person facilitate no more than nine consecutive General Assembly Meetings.)

Meetings of the General Assembly

The regular meetings of the General Assembly shall be open to all Members and held on the third Friday of January, March, May, July, September and November These meetings should include the following:

- An agenda should be distributed to all the members at least one week before each meeting.
- The meeting will be facilitated by the WSJC Chairperson (President)
- The Board of Directors may request extra General Assembly Meetings as required to fulfill the WSJC mission and objectives.
- Notice of every meeting must be announced to all Members and delivered in writing or electronically not less than three weeks before the meeting.

V. Committees

Committees will function under the following guidelines:

- ~~The~~ Committees will be the 'working arm' of the WSJC. Each committee will function independently under the direction of the Board of Directors and as required, propose future courses of action through the General Assembly.
- Each committee should appoint a chairperson to facilitate that group.
- It is expected that proposals for WSJC action will come from these groups to the General Assembly.

- All committee meetings should be open to any member of the General Assembly. The three standing committees will include: Advocacy, Client Needs and Professional Development

VI. Amendments

Bylaws may be amended at any meeting of the General Assembly upon a two-thirds vote of the Members, if notice of the proposed amendment has been delivered to the Members by mail or electronically.

VII. Parliamentary Authority

Robert's Rules of Parliamentary Procedure, latest edition, shall govern the WSJC in all cases that they can be applied and in which they are not inconsistent with the bylaws or special rules of order of this organization.