

**ALASKA DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
ALASKA WORKFORCE INVESTMENT BOARD (AWIB)
YOUTH COUNCIL BYLAWS – ADOPTED JANUARY 8, 2014**

Pursuant to the Workforce Investment Act of 1998 (WIA), Section 117 (h) YOUTH COUNCIL, a committee has been established to act in an advisory capacity for youth workforce issues on behalf of the Alaska Workforce Investment Board.

ARTICLE I: NAME AND ADMINISTRATIVE SUPPORT

Section 1. The name of this committee is the Youth Council.

Section 2. The Alaska Department of Labor and Workforce Development provides administrative support to the Youth Council.

ARTICLE II: PURPOSE

The purpose of the Youth Council is to develop strategy recommendations and oversee youth workforce systems while addressing the needs and interests of the state.

ARTICLE III: RESPONSIBILITIES

The Youth Council, at the direction of the AWIB chair:

- a) develops the portions of the local plan relating to eligible youth, as determined by the AWIB chair;
- b) recommends eligible providers of youth activities, to be awarded grants or contracts on a competitive basis by the board to carry out the youth activities;
- c) conducts oversight with respect to the eligible providers of youth activities in the state;
- d) coordinates youth activities authorized under the 1998 Workforce Investment Act;
- e) performs other duties determined to be appropriate by the AWIB chair.

ARTICLE IV: MEMBERSHIP

Section 1. Youth Council membership shall meet the requirement of the Workforce Investment Act (WIA) legislation and will reflect the geographic and demographic composition of the state as much as possible.

Section 2. In accordance with WIA legislation, the membership

A. shall include

- a) AWIB members with a special interest or expertise in youth policy;
- b) representatives of youth service agencies, including juvenile justice and local law enforcement agencies;
- c) representatives of local public housing authorities;
- d) parents of eligible youth seeking assistance under the Act;
- e) individuals, including former participants, and representatives of organizations, that have experience relating to youth activities; and
- f) representatives of the Job Corps as appropriate.

B. may include such other individuals as the AWIB chair determines to be appropriate.

Section 3. Youth Council members who are not AWIB members are voting members of the Youth Council but have no AWIB voting privileges.

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ARTICLE V: APPOINTMENTS & TERMS

- Section 1. The AWIB chair shall appoint Youth Council members. Each member shall be appointed for one term of 24 calendar months from date of appointment, with the option of renewal for one additional term.
- Section 2. If a member wishes to resign before his or her term is up, the member must send a written letter of resignation to the AWIB Executive Director. Members whose term expires and who do not wish to remain on the Youth Council may continue to serve until a replacement is appointed.
- Section 3. In the event of a vacancy before the end of a term, the AWIB chair shall appoint a new member who will serve until the term expires. That member is eligible to serve two additional full terms.

ARTICLE VI: OFFICERS

The Youth Council officers shall be a Chair and Vice Chair. The Chair must be a member of the AWIB. The AWIB chair shall appoint the Youth Council Chair. The Youth Council Chair shall appoint the Vice Chair. The Youth Council Chair will preside over all Youth Council meetings. The Vice Chair will preside over a meeting in the absence of the Chair.

ARTICLE VII: MEETINGS & QUORUM

- Section 1. The Youth Council shall meet regularly at least three times a year at a time and place determined by the Council. The members shall establish a meeting schedule for the following year at the last meeting of each fiscal year. The Youth Council Chair may call a special meeting if necessary.
- Section 2. A simple majority of the members constitutes a quorum for purposes of decision-making.

ARTICLE VIII: ATTENDANCE

- Section 1. A member who has two unexcused absences shall be removed from the Youth Council.
- Section 2. A member may be removed for just cause at the discretion and advice of the Youth Council chair, AWIB chair, and AWIB Executive Director.

ARTICLE IX: AMENDMENTS TO THE BYLAWS

Bylaws may be amended or repealed by an affirmative vote of a majority of members where a quorum is present, subject to the approval by the AWIB. Notice summarizing the changes to be proposed will be distributed to all members at least ten calendar days prior to the meeting at which the action is scheduled.

ARTICLE X: PARLIAMENTARY PROCEDURE

In decision-making, parliamentary procedures from *Robert's Rules of Order Newly Revised, 10th Edition*, shall prevail in all meetings. In non-decision-making matters, collegial discussion is encouraged and expected.

ARTICLE XI: CONFLICT OF INTEREST

Members shall disclose any potential or real conflict at the earliest possible time and remove themselves from any key decisions or debates where the outcome may or will have an impact on related activities. Youth Council members shall scrupulously avoid undisclosed conflicts of interest between the interests of the State of Alaska and the Youth Council, and personal, professional, and business interests. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.