

**DENTON COUNTY WORKFORCE SUCCESS LEADERSHIP TEAM  
BYLAWS**

**ARTICLE I NAME**

The name of the organization shall be the Denton County Workforce Success Leadership Team, “WSLT”.

**ARTICLE II MISSION/VISION**

**Vision Statement:** All working families in Denton County enjoy financial security through sustainable income and community supports.

**Mission Statement:** The mission of the Workforce Success Leadership Team is to create and promote a holistic community approach to the workforce that provides every individual and family with the opportunity to increase earning potential, succeed, and thrive by:

- Coordinating cross-sector integrated service delivery
- Making data-driven, evidence-based, fiscally-responsible recommendations
- Promoting access to existing and emerging opportunities to eliminate gaps
- Identifying and advocating for innovative, effective practices
- Aligning community support systems to meet the needs of local employers

**ARTICLE III ORGANIZATION**

**Section 3.1: Existence**

The period of existence of the Denton County Workforce Success Leadership Team shall be perpetual beginning April 12, 2019.

**Section 3.2: Purpose**

The purpose of the Denton County Workforce Success Leadership Team (WSLT) is to convene as a policy making team tasked with improving the planning, coordination, oversight, and implementation required to create systems change for workforce/employment initiatives in Denton County.

**Section 3.3: Fiscal Agent/Backbone Organization**

The name of the agent and address of the WSLT is:

United Way of Denton County Inc.

1314 Teasley Lane

Denton, TX 76205

United Way of Denton County Inc. (UWDC) will serve as the fiscal agent and backbone organization of the WSLT to provide staff, guide vision and strategy, support aligned activities, establish shared measurement practices, build public will, advance policy and mobilize funding. WSLT shall serve under the auspices of UWDC. The fiscal year shall follow UWDC and commence on April 1<sup>st</sup> and end on March 31<sup>st</sup>.

## ARTICLE IV APPOINTMENTS

### Section 4.1: Appointment

Appointment to WSLT is available to eligible entities as set forth below. The membership should represent the geographic, demographic and cultural diversity of Denton County, and to better serve the needs of Denton County.

### Section 4.2: WSLT Appointees

The WSLT shall consist of no less than twenty-three (23) and no more than thirty-eight (38) members. Such number and composition may be increased or decreased by amendment to these Bylaws and the WSLT structure.

The WSLT shall be composed of appointees from the following entities.

|                                                |                                                 |
|------------------------------------------------|-------------------------------------------------|
| (1) Denton County Commissioner's Court         | (1) Workforce Solutions for North Central Texas |
| (1) City of Denton                             | (1) Transportation Agencies                     |
| (1) City of Lewisville                         | (3-5) Social/Public Agencies                    |
| (1-2) Lake Cities and Other Small Cities/Towns | (1) Society for Human Resource Management       |
| (2-4) Large Employers and Businesses           | (1-2) Economic Development Departments          |
| (2-4) Small Employers and Businesses           | (1-2) Chambers of Commerce                      |
| (1-3) Independent School Districts             | (1-3) Financial Institutions                    |
| (2-3) Higher Education Institutions            | (1-2) United Way of Denton County               |
| (2) Occupational Training Providers            |                                                 |

### Section 4.3: Eligibility

To be eligible a person must be appointed by one of the above-named entities as outlined in Article IV Section 4.2 and possess strong business, policy, or workforce background.

With regards to appointments:

- Cities/Towns should identify a council member, senior staff, executive, or community member;
- Non-profit organizations should identify an executive or board member;
- Higher education and school districts should identify a senior level representative;
- All others should identify a board member or senior level representative

Appointees are expected to remain actively engaged and report to the appointing agency/organization on an ongoing basis to ensure accurate communication. In the event an appointee is not fulfilling their role, the WSLT will request a new appointee from the appointing agency/organization.

### Section 4.4: Terms of Appointment

Initial appointments of the WSLT shall serve a renewable two (2) year term to ensure consistency and maintain a working knowledge of the WSLT.

### Section 4.5: Duties of Appointees

To ensure members are actively engaged, members are expected to attend 75% of the meetings. Physical attendance is expected, however phone or web conference participation may be arranged in lieu of physical attendance in extenuating circumstances.

### Section 4.6: Resignation of Appointees

Any member of the WSLT may resign at any time by giving written notice to the Chair at least 30 days in advance and by notifying the appointing authority.

**Section 4.7: Vacancies**

Vacancies shall be filled by the appointing agency/organization within 30 days of the vacancy and approved during the next regularly scheduled meeting.

**ARTICLE V MEETINGS**

**Section 5.1: General Meetings**

Meetings of the WSLT will be held every even-numbered month. Meetings of the WSLT shall be held at the United Way of Denton County Inc. office. All meetings of the WSLT will be open to the public. Meeting agendas and minutes will be made available through the UWDC website.

**Section 5.2: Special Meetings**

Special meetings of the WSLT may be called by an executive officer.

**Section 5.3: Notice of Meetings**

Notice of meetings shall be provided at least 3 days prior on the UWDC website, and notification delivered by phone, mail, or email.

**Section 5.4: Chairperson/Vice Chairperson**

The WSLT shall elect a chair and vice chair to preside over meetings. In the absence of the chair, the vice chair shall preside.

**Section 5.5: Secretary**

The secretary shall be an elected member of the WSLT and shall be responsible for the written minutes of the WSLT.

**Section 5.6: Workgroup Meetings**

Workgroup meetings will be held monthly or as needed to conduct the business of the WSLT. Additional meetings may be convened as necessary to meet the goals and objectives of the WSLT.

**Section 5.7: Quorum**

A simple majority of named appointees shall be necessary and sufficient to constitute a quorum for the transaction of WSLT business.

**Section 5.8: Voting**

Each appointee of the WSLT shall be entitled to vote in person or electronically if deemed necessary for the transaction of business. In the event of an electronic vote, members will vote accordingly, and sufficient documentation will be kept and provided at the next official meeting. Only appointees to the WSLT shall have voting rights. Ex-officio members and alternates attending meetings on behalf of an absent appointee may not vote.

**Section 5.9: Parliamentary Authority**

The meetings of the WSLT shall be governed by the parliamentary rules and usages contained in the current edition of the "Roberts Rules of Order" unless otherwise directed within these bylaws.

## ARTICLE VI OFFICERS

### Section 6.1: Officers

Officers of the WSLT are eligible for two consecutive one (1) year terms. Elections will be held during the 1<sup>st</sup> meeting in March. WSLT shall call for a nominating committee to be formed to present a slate of officers annually.

### Section 6.2: Chair

The Chair shall preside at all meetings of the WSLT and shall exercise leadership to ensure the goals and objectives of the WSLT are carried out. He/She shall have the powers and duties of supervision and management as it pertains to the office of Chair. The Chair shall serve a one-year term and be elected each year. The duties of the Chair include, but are not limited to the following:

1. Convene and manage meetings;
2. Set the agenda;
3. Represent the WSLT at meetings;
4. Assure compliance with Roberts Rules of Orders

### Section 6.3: Vice Chair

The Vice Chair shall assist the Chair in the leadership of the WSLT. The Vice Chair shall serve a one-year term and be elected each year. The duties of the Vice Chair include, but are not limited to the following:

1. Perform all duties of the Chair in the absence of the Chair, and when so shall have all the powers and duties of the Chair.
2. Prepare to succeed to the office of the Chair in the event of the Chair's resignation or vacancy.

### Section 6.4: Secretary

The secretary shall be an elected member of the WSLT and shall be responsible for the written minutes of the WSLT, including the authority to be the representative signatory on all board approved documents. The Secretary shall serve a one-year term and be elected each year.

### Section 6.5: Past Chair

Upon the end of their term, the Chair of the WSLT becomes the Past Chair and will serve in an advisory capacity to ensure continuity of operations.

### Section 6.6: Ex-Officio Members

The WSLT shall appoint ex-officio members as appropriate. Ex-officio members will offer input but will abstain from voting on matters of the WSLT.

### Section 6.7: Workgroup/Sub-Committee Chairs

Workgroups/Sub-committees shall provide ongoing reports and recommendations to the WSLT to ensure ongoing communication and leadership as it relates to the overall goals and objectives of the WSLT.

### Section 6.8: Compensation of Officers/WSLT Appointees

The officers/appointees shall not receive a salary or compensation.

**Section 6.9: Workgroups/Subcommittees**

The workgroups/subcommittees of the WSLT are defined by the WSLT as deemed appropriate and necessary to the overall goals and objectives of the WSLT.

**ARTICLE VII AMENDMENTS**

The Bylaws may be amended by a two-thirds vote of the WSLT members present at any regular or special meeting. Proposals for bylaw amendment shall be submitted to the WSLT at least thirty (30) days prior to consideration.

**ARTICLE VIII NON-DISCRIMINATION**

The members, officers, directors, committee members, employees and persons served by WSLT shall be selected entirely on a non-discriminatory basis with respect to national origin, race, religion, color, sex, marital status, ancestry, sexual orientation, people with disabilities, age or veterans status.

**ARTICLE XI CONFLICT OF INTEREST**

Any appointee who benefits financially, directly or indirectly as a result of an action/vote must abstain from the action/vote. A "benefit" shall include the possibility, or appearance, of personal financial gain to the appointee. A benefit occurs when the member or a person in the member's immediate family, and/or a partner or other business associate, and or their employer stand to gain financially from the action/vote.

**ARTICLE XII Confidentiality**

It is the policy of the WSLT and workgroup members to annually review the conflict of interest and confidentiality form. A copy of this form will be distributed to all WSLT appointees and workgroup members for signature.

\_\_\_\_\_  
WSLT Secretary

\_\_\_\_\_  
Date



