



# EMPLOYERS' COUNCIL OF IOWA BYLAWS

## **1. NAME.**

The name is the Employers' Council of Iowa (ECI).

## **2. PURPOSE.**

The purpose of ECI shall be to support local ECI chapters by functioning at the State level to:

- 1) Help Iowa Workforce Development (IWD) and workforce development boards to identify the workforce needs of businesses;
- 2) Coordinate employer statewide efforts and exchange information;
- 3) Seek solutions to employment and training, and related problems, in need of statewide or national attention;
- 4) Open up and maintain a dialogue with the United States Department of Labor, surrounding State agencies and other appropriate agencies, groups, and individuals;
- 5) Sponsor education efforts that would be beneficial to employers; and
- 6) Establish and maintain a means of communicating with employers about state legislative and congressional action concerning employment issues and provide the means by which employer input can be presented to state legislators and members of Congress.

## **3. ECI STATE BOARD.**

There shall be an ECI State Board (State Board).

### **3.1. Powers.**

The State Board shall exercise all powers necessary to carry on the affairs of ECI with the assistance of the State ECI Coordinator, who shall be an employee of IWD.

### **3.2. Meetings.**

The State Board shall meet at least once each year. A State Board meeting may be called by the President or by a majority of the members of the State Board, with a minimum of ten (10) days written notice. State Board members may attend a meeting in person or electronically.

### **3.3. Quorum.**

The attendance (in person or electronically) of a simple majority of the members of the State Board shall constitute a quorum.

### **3.4. Proxy Representatives.**

A State Board member may designate in writing as a proxy representative another individual from the member's local ECI to attend and vote at a State Board meeting. The President shall have the authority to accept or reject an individual as a proxy representative of a State Board member.

### **3.5. Action by Vote.**

At a State Board meeting with a quorum established, a simple majority of those members present shall decide any questions and suffice for the State Board to take action.

### **3.6. Membership.**

The State Board shall be comprised of at least fifteen (15) members, with at least one member from each local workforce development area designated pursuant to the federal Workforce Innovation and Opportunity Act (WIOA).

### **3.7. Elections.**

At least once every five (5) years, each local ECI shall hold an election for the position of chairperson. Except on a temporary basis in accordance with Section 3.4, only a local ECI chairperson may represent the local ECI as a member of the State Board.

### **3.8. Terms of Service.**

Each local ECI chairperson shall hold office for a term determined by the local ECI that shall not exceed five (5) years in length. A local ECI chairperson may be reelected to consecutive terms.

### **3.9. Resignation.**

A State Board member may resign upon submitting written resignation to the officers listed in Section 4.1 and State ECI Coordinator. The State ECI Coordinator shall promptly communicate the resignation to the local ECI so the local ECI may elect a new chairperson.

### **3.10. Removal.**

A State Board member may be removed from the State Board by a recall petition signed by three-fourths (3/4) of the applicable voting membership of either the State Board or appropriate local ECI, unless the State Board member has missed three (3) or more consecutive State Board meetings. A State Board member who has missed three (3) or more consecutive State Board meetings may be removed from the State Board by a simple majority vote of the State Board. The State ECI Coordinator shall notify the local ECI of the State Board's removal of a member representing that local ECI so the local ECI may elect a new chairperson.

## **4. OFFICERS OF ECI STATE BOARD.**

### **4.1. Officers.**

The State Board shall have the following officers:

- 1) President;
- 2) Vice President;
- 3) Secretary/Treasurer; and
- 4) Past President.

#### **4.2. Qualifications.**

To serve as an officer of the State Board, an individual shall be an individual representing a reimbursable/FUTA paying employer on a local ECI.

#### **4.3. Terms of Service.**

Each State Board officer shall serve a term of two (2) years. The President may only serve one term. The Vice President, Secretary/Treasurer, or Past President may serve more than one term.

#### **4.4. Duties of the President.**

The President shall have the authority to:

- 1) Call State Board meetings;
- 2) Preside over State Board meetings, including but not limited to the acceptance or rejection of proxy representatives;
- 3) Appoint committees; and
- 4) Represent the State Board at conferences, meetings, etc.

The State Board may authorize the President to perform other duties in addition to those listed in this section.

#### **4.5. Duties of the Vice President.**

In the absence of the President, the Vice President shall perform the duties of the President. The State Board may authorize the Vice President to perform other duties in addition to those listed in this section.

#### **4.6. Duties of the Secretary/Treasurer.**

The Secretary/Treasurer shall give guidance and assistance to the State ECI Coordinator in:

- 1) Recording of State Board meeting minutes;
- 2) Maintenance of ECI records;
- 3) Administration of receipts and disbursements of ECI funds; and
- 4) Develop and present reports.

The State Board may authorize the Secretary/Treasurer to perform other duties in addition to those listed in this section.

#### **4.7. Election.**

The election of State Board officers shall occur at least once every two (2) years and shall be in compliance with the following procedure:

- 1) At a meeting for which quorum has been established, members of the State Board shall take action to nominate individuals for each officer position listed in Section 4.1.

- 2) On or before the fourteenth (14th) day after the adjournment of the meeting at which the State Board took action to nominate individuals for each officer position, the State ECI Coordinator shall send to each State Board member a ballot with each officer position and the nominees for each officer position listed.
- 3) The State Board members shall have fourteen (14) days to complete and submit their ballot to the State ECI Coordinator in the manner directed by the State ECI Coordinator. No extension to the deadline to submit a ballot is allowed.
- 4) On or before the seventh (7th) day following the deadline for State Board members to submit their ballots, the State ECI Coordinator shall communicate to the State Board members the results of the election.

#### **4.8. Removal.**

The State Board may remove from office an officer listed in Section 4.1 only by a recall petition signed by three-fourths (3/4) of the State Board's members.

#### **4.9. Vacancies.**

If the office of President is vacated, the Vice President shall assume the responsibilities of the President for the remainder of the President's term of service. If an officer other than the President vacates the officer's position, the remaining officers may appoint a member of the State Board to temporarily fill the position until the next State Board meeting, at which the State Board shall start the election process described in Section 4.7.

## **5. AMENDMENT OR REPEAL OF BYLAWS.**

### **5.1. Written Notice.**

Written notice of any proposed amendment or repeal of these Bylaws must be provided to all State Board members at least ten (10) days prior to the State Board's consideration of the amendment or repeal at a meeting.

### **5.2. ECI State Board Action.**

No sooner than ten (10) days after written notice in accordance with Section 5.1, the State Board may take action to amend or repeal these Bylaws by a simple majority vote at a meeting of the State Board for which quorum has been established.

### **5.3. Past Amendments.**

The State Board has approved amendments to these Bylaws:

- 1) April 2002 (initial approval);
- 2) November 2004;
- 3) April 2007;
- 4) January 2012; and
- 5) July 2017.