



PACE ALLIANCE WORKFORCE DEVELOPMENT COUNCIL CHARTER

ARTICLE I

Purpose

The Workforce Council (Council) seeks to:

- Encourage a welcoming atmosphere for all of Pella's new residents
- Support local employers in their recruitment and retention efforts
- Provide guidance and assistance for the Positively Pella program, to help it fulfill the program's mission and goals
- Support quality-of-life initiatives in the community

Scope

Plan of action developed by the Council should align with the goals and objectives of the PACE Alliance. This Council will also continue the efforts and purpose of Positively Pella. The PACE Alliance Board of Directors reserves the right to intervene if actions, views or activities are found to be in conflict with the PACE Alliance bylaws, goals or missions, which govern and supersede the Council.

ARTICLE II

Composition of the Council

The Workforce Council (Council) shall be composed of PACE Alliance members and their employees. The Council shall strive to have between nine and fifteen representatives, and all members are voting members. Special areas of expertise or experience that are encouraged to be represented (but not required) include: Human Resources or Recruiting at major corporations, schools, the City of Pella, new residents, persons with diversity interests, realtors or landlords. The HelloPella Director (or PACE Alliance Director, in their absence) will also serve in an ex-officio capacity on the Council.

Term of Council Members

There is no term for Council members, except for the Council Chair and Vice Chair, who will agree to 3-year appointments.

Officers

The Council will have two of its members hold the offices of Chair and Vice Chair. Officers will be selected by the Council every three years by December, with changes occurring in January. All officers shall hold office until their successors are qualified. In the event that an officer is unable to complete a term, a successor will be chosen to fulfill the remainder of the term.

Successors for Officer positions: To be eligible, Councils members must have served on the Council for at least six months and have attended at least 60% of meetings in the prior six months on the Council. Council members may express their interest in Council leadership to the Positively Pella Director or current Chairperson, or may be nominated by those individuals. If a Council member agrees to serve in that capacity, a vote must be taken and a super majority +1 of the minimum number of Council members (minimum number of Council members is 9) must confirm the appointment. If multiple Council members express interest in leadership, the slate will be presented to the entire council and a confidential vote will be taken to determine the appointment.

- a. Chairperson: shall preside at all meetings of the Council, and exercise general supervision over the affairs of Positively Pella. The Chairperson will also represent the Workforce Council on the PACE Alliance Board as a voting member. The Chairperson will perform all the duties usually incident to the office of Chair.
- b. Vice-Chairperson: Shall perform the duties of the Chairperson in his/her absence, including serving as a non-voting member of the PACE Alliance Board in the event of Chairperson's absence.

Meetings

A regular meeting of the Council shall be held generally once per month, and at minimum four (4) times per year at a time determined by the Council. Additional meetings may be called by the Council Chair and/or the Positively Pella Director as needed. Notice (including the purpose of the meeting) shall be given to each member at least one (1) day prior to meeting. Any member missing three (3) consecutive meetings is subject to dismissal at the discretion of the Council and/or Positively Pella Director. A simple majority + 1 of the minimum Council size constitutes a quorum and is necessary for the transaction of business at all meetings.

ARTICLE III Finances

Funds

The funding for Workforce Council shall come from the PACE Alliance. An annual budget will be submitted prior to year-end to the PACE Alliance Director, and subject to review and approval or modification by the PACE Alliance board. A solicitation of funds may also be made as needed by the Workforce Council for support of special events, relocation brochure printing, and other needs that arise. Additional dollars raised for such activities shall be deposited into the PACE Alliance account then dispensed. The Positively Pella Director shall also actively seek out grants from various private and public organizations to assist with operations of Positively Pella. All monies paid to Positively Pella/ Workforce Council shall be placed in the general operating fund of the PACE Alliance. Funds unused from the current year's budget will be placed in the general operating fund of the PACE Alliance.

Disbursements & Accounting

The PACE Alliance Executive Director is authorized to make disbursements on account and expenses provided for in the budget. Disbursements shall be by check and subject to review by the Council and the PACE Alliance Board. Accounting services will be provided for Workforce Council through the PACE Alliance.

Fiscal Year

The fiscal year shall be from January 1 to December 31.

ARTICLE IV Limitation of Authority

Limitation of Authority

No action by any member, Council member, employee, Director or officer shall be binding upon or constitute an expression of the policy of the Workforce Council or Positively Pella until it shall have been approved or ratified by the Council and PACE Alliance Board.

Review

The Council shall annually review and approve all activities and proposed programs of Positively Pella and the Workforce Council.

ARTICLE V Amendment Procedures

Amendment by the Committee

These General Guidelines may be amended at any regular or special meeting of the Committee. Proposed amendments must be sent in written form to the Director at least ten (10) days before said meeting. A two-thirds (2/3) majority vote of the board members is required for approval of any proposed amendment.