

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE YOLO COUNTY BOARD OF SUPERVISORS REVISING THE YOLO COUNTY WORKFORCE INNOVATION BOARD BYLAWS**

**WHEREAS**, the Workforce Innovation and Opportunity Act (“WIOA”) of 2014, public Law 113-128, signed into law on July 22, 2014, and effective July 1, 2015, superseded the Workforce Investment Act (“WIA”); and

**WHEREAS**, on March 27, 2015, the Board of Supervisors of the County of Yolo adopted Resolution No. 15-28, which provided for, among other things, the establishment of the Yolo County Workforce Development Area; and

**WHEREAS**, on December 15, 2015, the Board of Supervisors of the County of Yolo adopted Resolution No. 15-146, which provided for, among other things, the establishment of the Yolo County workforce development board known as the Workforce Innovation Board (“WIB”) and adoption of the Yolo County Workforce Innovation Board Bylaws; and

**WHEREAS**, the Yolo County Workforce Innovation Board Bylaws are being revised to clarify alternate requirements and update other provisions as required by statute, regulation and County policy and procedures.

**NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED, AND FOUND** by the Board of Supervisors of the County of Yolo as follows:

1. The foregoing recitals are true and correct.
2. The Bylaws for the Yolo County Workforce Innovation Board are hereby revised as reflected in Exhibit A to this Resolution.

**PASSED AND ADOPTED** by the Yolo County Board of Supervisors this 27th day of September, 2022 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTENTION:

\_\_\_\_\_  
Angel Barajas, Chair  
Yolo County Board of Supervisors

Attest:  
Julie Dachtler, Senior Deputy Clerk  
Yolo County Board of Supervisors

Approved as to Form:  
Philip J. Pogledich, County Counsel

By: \_\_\_\_\_  
Deputy (Seal)

By: Hope P. Welton  
Hope P. Welton, Senior Deputy

## EXHIBIT “A”

### YOLO COUNTY WORKFORCE INNOVATION BOARD BYLAWS

#### 1. Created.

The State of California, pursuant to the Federal Workforce Innovation and Opportunity Act of 2014 (WIOA), under section 107(c)(4)(B)(i), has designated the Yolo County Workforce Innovation Board (WIB) as the entity responsible for the direction and oversight of employment and training programs for the WIOA Title I funded programs at the local level. Federal and State rules and regulations provide for program activities and require the Yolo County Board of Supervisors, as Chief Local Elected Officials, for the Yolo County Workforce Development Area to appoint a local workforce development board, locally known as the WIB.

The Yolo County Board of Supervisors has established a policy to address expectations of advisory bodies in the County of Yolo Administrative Policies and Procedures Manual, Advisory Board, Commissions, Committees and Councils, dated July 21, 2020. Requirements imposed by this policy in these By-laws shall be denoted in *italics*. Sections marked with an asterisk (\*) may be in conflict with the above mentioned County Policy and are denoted to indicate express permission for alternative policies and/or procedures as outlined below. These By-laws supersede any conflict of the above mentioned County Policy.

*The WIB shall be considered a Permanent Committee.*

#### 2. Duties and Responsibilities.

The WIB shall have the following duties and responsibilities, specified as functions in Section 107(d) of WIOA, subject to the approval of the Yolo County Board of Supervisors:

a) Develop a 4-year local plan for the local area to be approved by the Yolo County Board of Supervisors and submitted to the Governor of California and collaborate with other local boards in the planning region in the preparation and submission of a regional plan.

b) Conduct regular workforce research and regional labor market analysis, including input from a wide array of stakeholders, review of economic conditions to assist employers and educators to identify skill and employment needs of the workforce as well as for the WIB to carry out its functions.

c) Convene, broker and leverage stakeholders to assist in the development of the local plan and identify non-Federal expertise and resources to leverage support for the workforce development activities.

d) Lead efforts to engage with a diverse range of employers and entities in the region and local area with the goal of promoting business representation, developing linkages to support workforce activities, coordinating needs of employers in the region, while expanding workforce development opportunities for participants.

e) Lead efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.

f) Lead efforts in the local area to identify and disseminate information on proven and promising strategies and initiatives for meeting the needs of employers and workers and jobseekers (including individuals with barriers to employment) in the local workforce development system, including providing physical and programmatic accessibility, in accordance with § 678.800 and section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990, to the one-stop delivery system.

g) Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers.

h) Conduct oversight of program, fiscal and overall one-stop delivery system activities in partnership with the Yolo County Board of Supervisors.

i) Negotiate and reach agreement on local performance accountability measures in partnership with the Yolo County Board of Supervisors and the Governor.

j) When applicable, negotiate with mandated partners on infrastructure costs of the one-stop centers in the local area, or notify the Governor if an agreement is unable to be reached.

k) Select operators and providers with the approval of the Yolo County Board of Supervisors.

l) Work with the State to ensure there is a sufficient quantity and variety of training services serving the local area, maximizing the options for consumers and providing opportunities for competitive and integrated employment for individuals with disabilities.

m) Coordinate activities with education and training providers in the local area, including, but not limited to:

- Reviewing applications to provide adult education and literacy activities under WIOA title II for the local area to determine whether such applications are consistent with the local plan;
- Making recommendations to the eligible agency to promote alignment with such plan; and
- Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals,

such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination;

n) Develop a budget subject to the approval of the Yolo County Board of Supervisors for the activities of the local board in the local area, consistent with the local plan and duties of the local board.

o) Assess the physical and programmatic accessibility of the one-stop centers annually in accordance with applicable nondiscrimination provisions under Title I of the WIOA and the Americans with Disabilities Act.

p) Certification of one-stop centers.

### 3. Membership: Composition.

Membership of the WIB shall be appointed by and serve at the discretion of the Yolo County Board of Supervisors, as the governing body of the local workforce development area, and met all requirements of Section 107(b)(2) of WIOA, including, but not limited to:

a) Business Representatives. At least the majority (51%) of the WIB membership must be representatives of business in the local area, who:

- (i) Are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- (ii) Represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
- (iii) Are appointed from among individuals nominated by local business organizations and business trade associations.

b) Workforce/Labor Representatives. Not less than 20% of the WIB membership must be from the workforce of the local area, of which 15% must be from labor organizations. Workforce/labor membership must be representatives in the local area, who:

- (i) Shall include representative of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organization) other representatives of employees;
- (ii) Shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor–management apprenticeship program, or

if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;

- (iii) May include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individual with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
- (iv) May include representatives of organizations that have demonstrated experience in addressing the employment, training, or education needs of eligible youth, including representatives of organization that serve out-of-school youth.

c) **Adult Education and Literacy Representatives.** The WIB shall include representatives of entities administering education and training activities in the local area, who:

- (i) Shall include a representative of eligible providers administering adult education and literacy activities under title II;
- (ii) Shall include a representative of institutions of higher education providing workforce investment activities (including community colleges);
- (iii) May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

d) **Governmental, Economic and Community Development Representatives.** WIB membership shall include representatives of governmental and economic and community development entities serving the local area, who:

- (i) Shall include a representative of economic and community development entities;
- (ii) Shall include an appropriate representative from the State employment services office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area;
- (iii) Shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.) other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area;
- (iv) May include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and
- (v) May include representatives of philanthropic organizations serving the local area; and

e) The WIB may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

f) Members shall, to the extent possible, have optimum policy making or hiring authority within their organizations, agencies or entities.

*g) Members are rotating, on the WIB for a specified term of office and appointed by name by the County Board of Supervisors.*

6. Membership: *Nomination and Appointment.*

*\*The Yolo County Board of Supervisors, other WIB members appointed by the Yolo County Board of Supervisors, employees of Yolo County, and other workforce service partners may make a nomination for membership on the WIB.*

The Yolo County Board of Supervisors shall make all appointments to the WIB after considering recommendations by the WIB and other interested parties.

7. Membership: *Expectation.*

a) Regularly attend meetings of the WIB and/or WIB committee to which they are appointed.

b) Be prepared for meetings by staying informed about board matters and reviewing materials sent in advance of the meetings.

c) Accept committee assignments or other tasks in a cooperative spirit.

d) Keep the WIB informed of the status and progress of their relevant activities as a WIB member.

e) Maintain a professional and business-like approach to all WIB matters.

f) Recuse themselves from influencing, voting or otherwise participating in any WIB decisions in which they have a conflict of interest.

g) Represent the WIB as authorized, in the local community, before bodies of elected and appointed officials, and in the media.

h) Refrain from intervening directly in the administrative implementation (application) of the WIB's and County's policies.

i) Participate in strategic and/or business planning sessions.

j) Make timely updates of member information records.

k) Desire to make a positive contribution to the region's economy by helping shape a workforce development system that meets the needs of employers and job seekers.

8. Membership: *Terms of Office.*

a) The term of office for each WIB member is four (4) years from the date of appointment by the Board of Supervisors.

*\*b) Members may serve more than two (2) consecutive terms without a one (1) year break in service but must reapply for membership at the time the term of membership ends.*

b) Members who are no longer actively involved in the work of his/her membership category within the County of Yolo shall be required to resign from his/her WIB seat.

c) Members shall immediately inform the WIB of a change in employer or employment status, or other change in membership category, at which time it shall be determined if the member is eligible to continue serving on the WIB.

*\*d.) Members of the WIB shall represent a membership category which conducts business, administers education and training, represents or serves in the local area of Yolo County. WIB members are not required to be residents of Yolo County.*

*\*e.) Individuals filling a vacant membership category shall have a new term date established that begins upon the date of appointment by the Yolo County Board of Supervisors and ends four (4) years from that date.*

f.) Officer (Chair, Vice Chair and/or Second Vice Chair) vacancies created due to the resignation shall be filled by members of the WIB for the remaining, unexpired portion of the officer's term in the position. The Executive Committee shall approve the WIB member filling the vacancy created by the resignation of the Chair, Vice Chair and/or Second Vice Chair. Members of the WIB who fill a vacancy of a former officer will not have the term of service count toward the biennial election terms, as outlined in section 10. Officers.

9. Membership: Absence and Termination.

a) The term of office of a WIB member who has three consecutive unexcused absences from the regular meetings of the WIB and/or WIB committee meetings may be terminated by the Board of Supervisors upon the recommendation of the WIB Chair.. Unexcused absence is defined as failing to provide advance notice of the member's inability to attend the meeting. Members who provide advance notice of their inability to attend a meeting shall be noted as an excused absence. The WIB Chair shall only recommend removal of a WIB member upon a majority vote of the WIB. Upon adoption of such a recommendation, the WIB Chair shall forward the recommendation to the Board of Supervisors. The vacancy thereby created shall be filled by appointment in the same manner as the member being replaced.

b) Recommendations of removal from a WIB Committee shall not automatically remove the member from the WIB membership. Upon determination of the WIB Committee, the vacancy created by the WIB member shall be back-filled by another member of the WIB.

*c) Resignation of WIB members shall be submitted to the Clerk of the Yolo County Board*

(d) Membership: Designation of a Alternate

At the first meeting of each fiscal year, WIB members may designate a alternate to cast votes on their behalf in their absence. The alternate from the business membership category shall be from the same organization, agency or entity as the member and have optimum policy making hiring authority within that organization, agency or entity. For organizations, agencies or entities other than business, designated alternates must have demonstrated experience and expertise in addition to optimum policy making authority for the WIB members' membership category. Changes may be made to the alternate designation at any other time throughout the year. Alternates shall complete an application to be reviewed and recommended for appointment by the WIB and subsequent appointment shall be made by the County Board of Supervisors prior to the meeting at which the alternate is intended to cast a vote on behalf of an absent WIB Member. All alternates shall self-certify, in writing, their compliance with 20 CFR 679.320 prior to casting any vote. If the WIB member and alternate are present for a meeting of the WIB and its committees or workgroups, the WIB member will vote.

Attendance of an alternate shall not constitute as an absence of the WIB member.

Attendance by an alternate shall count the same as the WIB member actually attending for quorum purposes and attendance tracking purposes. Alternates shall attend no more than three (3) consecutive meetings without first receiving written permission of the Chair of WIB and WIB staff. Such requests shall include information as to why a long-term Alternate is required. Alternates are not intended to fill the roll of the appointed member. Should the appointed WIB member be unable to fulfill their role on the WIB, a standing committee or ad hoc workgroup they should contact the Chair of WIB and WIB staff.

10. Officers.

At least biennially the members shall elect a Chair, Vice- Chair, Second Vice-Chair, and such other officers as the WIB may deem necessary. An officer's term is two (2) years from the date of election and, in general, an officer shall serve no more than one (1) term in a particular officer position. However, the officer may serve an additional term in the same officer position so long as the WIB has conducted an election.

11. Officers: Chair.

a) The Chair shall be elected from among local business representatives:

b) The duties of the Chair are to:

- (i) Preside at all meetings of the WIB;
- (ii) Represent the WIB at public functions whenever the occasion demands;
- (iii) Call special meetings with appropriate advance notification to all members;
- (iv) Establish the agenda for each WIB meeting in partnership with the WIB staff;

- (v) Execute necessary documents on behalf of the WIB; and
- (vi) Act as the official representative of the WIB.
- (vii) The Chair shall also serve as the Chair of the Executive Committee.
- (viii) If the Chair position becomes vacant prior to the expiration of the term of office, the Vice-Chair shall succeed as Chair for the remainder of the term of office, and the WIB shall elect another of its local business members to succeed the Vice-Chair for the remainder of that term of office.

12. Officers: Vice-Chair.

- a) The Vice-Chair shall be elected from among local business representatives:
- b) The duties of the Vice-Chair are to:
  - (i) Assume all the powers and duties of the Chair in the absence of the Chair.
  - (ii) Serve as a member of the Executive Committee.
  - (iii) If the Vice-Chair position becomes vacant prior to the expiration of the term of office, the WIB shall elect another of its local business members to succeed the Vice-Chair for the remainder of that term of office.

13. Officers: Second Vice-Chair.

- a) The Second Vice-Chair shall be elected from among the Workforce/Labor representatives:
- b) The duties of the Second Vice-Chair are to:
  - (i) Serve as a member of the Executive Committee.
  - (ii) If the Second Vice-Chair becomes vacant prior to the remainder of the term of office, the WIB shall elect another of its workforce/labor members to succeed the Second Vice-Chair for the remainder of that term of office.

14. Executive Committee.

- a) There shall be a steering committee of the WIB called the Executive Committee.
- b) The Executive Committee shall consist of, at a minimum, the WIB Chair, Vice Chair, and Second Vice-Chair.
- c) The Executive Committee shall be chaired by the WIB Chair.
- d) The Executive Committee may appoint other WIB members from among the Adult Education/ Literacy, Vocational Rehabilitation, Higher Education, Wagner-Peyser, Economic Development, Labor, and/or Business representatives, provided that the total Executive Committee membership shall be less than a majority of the full WIB membership.
- e) The Executive Committee may make such recommendations to the WIB as it deems

necessary and appropriate.

f) The Executive Committee may act on behalf of the entire WIB in those situations where immediate action is required to address WIB business and there is insufficient time for such action to be taken at the next regularly scheduled WIB meeting or where delay would be detrimental to the local workforce development system, subject to the following:

- (i) A majority of the members of the Executive Committee shall constitute a quorum of the Executive Committee for action to be taken pursuant to this subsection.
- (ii) A majority vote of those present and constituting a quorum shall be required for any action by the Executive Committee pursuant to this subsection.
- (iii) Such meetings shall be subject to the provisions of the Ralph M. Brown Act.
- (iv) Notification of such a meeting shall be sent to all WIB members, who may attend and whose views will be taken into consideration before the Executive Committee may take action on an item.
- (v) Approval of expenditures may be made only when there is a need for immediate action, and shall not exceed a total of \$5,000 per occurrence.
- (vi) Any action by the Executive Committee pursuant to this subsection shall include a notation that it is subject to review, and ratification or rejection, by the entire WIB at its next regular or special meeting.
- (vii) The Executive Committee will provide written notice of any such action taken at the next regularly scheduled meeting of the full WIB.
- (viii) Any such action will be brought to the WIB for consideration at its next regular or special meeting. The WIB shall either ratify or disapprove the Executive Committee's action pursuant to this subsection. If the WIB ratifies the Executive Committee's action, such action may be considered to have been approved by the WIB as of the date of the Executive Committee's action and shall be in full force and effect. If the WIB disapproves the Executive Committee's action, such action shall be considered null and void, and of no force or effect.

15. Standing Committees.

- a) Standing committees may be established to provide information and assist in carrying out WIB responsibilities under WIOA sec. 107.
- b) Standing committees must be chaired by a member of the Executive Committee, may include other members of the WIB, and must include other individuals appointed by the WIB who are not members of the WIB but who have demonstrated experience and expertise in accordance with § 679.340(b) and as determined by the WIB.
- c) Standing committees may include each of the following:
  - (i) A standing committee to provide information and assist with operational and other issues relating to the one-stop delivery system, which may include representatives of the one-stop partners.

- (ii) A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which must include community-based organizations with a demonstrated record of success in serving eligible youth.
- (iii) A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

- d) The WIB may designate other standing committees in addition to those specified in paragraph (c) of this section.
- e) The WIB may designate an entity in existence as of the date of the enactment of WIOA, such as an effective youth council, to serve as a standing committee as long as the entity meets the requirements of WIOA sec. 107(b)(4).

16. Ad hoc workgroups.

- a) The Executive Committee of the WIB may appoint ad hoc workgroups as it deems appropriate and necessary for the fulfillment of its duties and responsibilities to make recommendations in connection with any subject pertaining to the matters within the jurisdiction of the WIB.
- b) Such ad hoc workgroups shall be chaired by a member of the Executive Committee.
- c) Ad hoc workgroups may include other WIB members as long as the total number of WIB members is less than the number that constitutes a WIB quorum.
- d) Ad hoc workgroups may include Executive Committee members as long as the total number of Executive Committee members is less than the number that constitutes an Executive Committee quorum.

17. Recommendations.

Recommendations of the WIB shall be submitted to the Director of the Yolo County Health and Human Services Agency (HHS) or her/his designee, Employment Development Department, California Workforce Development Board, and/or the Yolo County Board of Supervisors, as appropriate.

18. Meetings: Date.

a) Meetings of the WIB shall be held bi-monthly (January, March, May, July, September, and November) on a regular date set by the WIB at the HHSa, at such other facility, teleconference, webinar, and/or other web-based meeting tools as determined by County Staff.

b) Meetings of the Executive Committee of the WIB shall be held bi-monthly (February, April, June, August, October, and December) on a regular date set by the Executive Committee at the HHSa, at such other facility teleconference, webinar, and/or other web-based meeting tools as determined by County Staff.

c) Either the Chair or a majority of the appointed members may call special meetings as necessary.

19. Meetings: Quorum.

a) A minimum of one more than one-half (1/2) of the currently appointed members of the WIB shall constitute a quorum for the transaction of business.

b) A minimum of one more than one-half (1/2) of the currently appointed members of the Executive Committee of the WIB shall constitute a quorum for the transaction of business.

c) A majority of the votes of the members present and voting on any issue shall be required for any action.

20. Meetings: Conduct.

a) Meeting shall be conducted by the Chair.

(i) The Chair shall recognize every motion made by a member, or call for a motion, should a request come from outside the membership.

(ii) A lack of a second shall cause the motion to fail.

(iii) A vote shall be taken if there is a second and a quorum as required herein.

(iv) A motion shall pass if it is approved by a majority of the members who are present, provided that the necessary quorum and notice requirements are met.

(v) Any motion not receiving a second or failing to receive a majority vote shall be noted in the minutes as having failed to pass.

(vi) By proper motion, any defeated motion may be placed on a future agenda for new motions and presentation of further information.

(vii) There shall be no absentee voting. A member or alternate must be present during the meeting.

(viii) A member shall recuse themselves on matters where there is a conflict of interest, where the member has a direct or pecuniary interest, not common to other members or the WIB. To recuse oneself, the members shall remove themselves from the meeting space until the discussion has concluded and shall not vote on the matter. The remaining members shall vote on the matter.

The matter shall only be passed if a majority of the remaining members present vote in favor of the matter, and a quorum of the members is maintained.

- (ix) A member shall abstain if he or she chooses not to vote for or against an issue. If a member is present during the roll call vote of the matter and the member fails to respond for or against the issue, the failure to respond shall be noted as a member abstaining from the vote on the item. The matter shall only be passed if the number of voting members is at least a majority of the quorum present.
- (x) A member or alternate shall declare a conflict of interest and shall recuse themselves from voting on any motion or consideration that (a) has direct bearing on services to be provided by the member or alternate, or any organization with which that member or alternate is associated, (b) if the spouse or minor child of a member or alternate is an employee, administrator, board member, or likely to garner personal gain from the motion or issue under consideration or (c) would otherwise be the basis for a conflict of interest, as outlined in these Bylaws in Section 23.
- (xi) All meetings of the WIB and Executive Committee of the WIB may utilize technologies to promote greater participation among its members. Such technologies may include, but are not limited to, teleconference, webinar, and/or other web-based meeting tools. All meetings of the WIB and Executive Committee of the WIB shall have a posted agenda, and be open to the public. The use of such technologies may be used to ensure members actively participate in meetings, consistent with the requirements of the Ralph M. Brown Act (the Brown Act), California Government Code section 54950—54963.

21. Meetings: Minutes.

a) The Director of the HHSA or her/his designee shall designate a staff member to serve as secretary to the WIB, Executive Committee, and Standing Committees.

*b) At a minimum, minutes shall include a record of members present (or alternate as necessary) or absent, formal actions or votes taken.*

*c) The staff of the WIB shall file a copy of all minutes with the Clerk of the Board of Supervisors.*

22. Staff.

The WIB will receive professional, financial, technical and clerical staff support from the HHSA. The Director of the HHSA or her/his designee shall act as a County Liaison to the WIB.

Staff of the WIB are responsible for duties related to oversight and monitoring of subrecipients as well as assisting the WIB with carrying out its duties.

The HHSA shall also serve as the fiscal agent for the WIB.

The Fiscal Agent is responsible for establishing a sound financial management system of controls that comply with Title 2 CRF Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and WSD 20-03 Audit Requirements.

23. **Conflict of Interest.**  
No member or alternate of the WIB shall vote on any matter before the WIB if he or she has a legal conflict of interest. A legal conflict of interest means a conflict as defined by applicable statutory and case law. Any possible legal conflict of interest on the part of a member shall be declared before discussion commences on the agenda item in question. If it is unclear whether a member or alternate has a legal conflict of interest the question shall be referred to County Counsel for determination of whether the member or alternate has a legal conflict of interest, and if so, to what extent the member or alternate may participate, if at all, in the discussion and voting on the agenda item.
24. **Economic Interest.**  
Each member and alternate of the WIB shall file a Statement of Economic Interest promulgated by the Fair Political Practices Commission as a condition of assuming membership, annually while serving as a member or alternate, and upon leaving membership of the WIB, in compliance with applicable law.
25. **Severability.**  
If any part of these Bylaws is held to be null and/or void, the validity of the remaining portion of the Bylaws shall not be affected.
26. **Enactment.**  
These Bylaws shall become effective upon adoption by a majority vote of the WIB and approval of the County Board of Supervisors, and shall remain in effect until dissolution of the WIB.