

**Local Employment Dynamics  
Federal-State Partnership**

**By-Laws**

Updated- July 19, 2005

# Local Employment Dynamics Federal-State Partnership Bylaws

## **Article I. Name**

The name of the organization shall be the Local Employment Dynamics Federal-State Partnership (LEDFSP).

## **Article II. Objectives**

### **Section 1. General Overview**

The LEDFSP is a voluntary organization of state Workforce Information (WI) providers and Census Bureau representatives who have agreed to work together to develop new information about local labor markets.

The approach of this Partnership is to improve the quality of local statistics and service to our customers, while reducing the costs of production.

### **Section 2. Purpose**

- To foster cooperation between the states and the Census Bureau by conducting joint operations that further the missions of all parties involved.
- To advise and assist the Census Bureau in the preparation, data collection, review, distribution, and marketing of Quarterly Workforce Indicators for states, counties, Workforce Investment Board (WIB) areas, sub-county areas and other geographic areas as necessary.
- To prepare sub-state estimates consistent in nature and methodology across the states.
- To assure the highest quality estimates through the use of established methods, comprehensive data review, and thorough testing and to reduce the duplication in the production of employment estimates.
- To promote improvement and advancement of methodologies and operations.
- To develop and deliver customer-driven products.
- To encourage joint research efforts on estimation, labor force, and workplace issues between the states and the Census Bureau.
- To provide a forum for the interaction between federal and state governments with regard to policies on the development and uses of Quarterly Workforce Indicators.
- To enhance the recognition of socio-economic and demographic analysis at the local, state, and federal levels through the reporting and publication of Quarterly Workforce Indicators and related research findings.

## **Article III. Membership**

Membership is automatically conferred to a state, Puerto Rico, the District of Columbia, or the Virgin Islands when the state enters into a Memorandum of Understanding (MOU) with the Census Bureau. The membership shall consist of one (1) official designee hereafter referred to as the member from each of the above-mentioned.

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### **Article IV. Memorandum of Understanding (MOU)**

The MOU shall indicate the duration of the agreement, the responsibilities of the member, and the responsibilities of the Census Bureau. The MOU shall be signed by the Census Bureau and an appropriate administrative official of the member state.

### **Article V. Steering Committee**

#### **Section 1. Responsibilities**

- To represent the interests of the members of the LEDFSP.
- To facilitate communication between the members, the Census Bureau and other interested agencies.
- To jointly plan and conduct the meetings of the membership with the Census Bureau.
- To improve cooperation among the individual member agencies and between the member agencies, the Census Bureau and other interested agencies.
- To provide mentoring opportunities to new members.
- To coordinate member responses to federal proposals and initiatives related to employment dynamics, research opportunities, and sponsors.
- To coordinate change control processes and production schedules between members and the Census Bureau.

The existence of the LEDFSP Steering Committee shall in no way discourage, hinder or preclude direct contact between individual members and the Census Bureau or any other organization.

#### **Section 2. Composition**

- A total of up to two (2) members from the Census Bureau.
- Up to eight (8) state members.

Eligibility for nomination to, and service on, the Steering Committee shall be opened to all members as defined in Article III. The state members of the LEDFSP Steering Committee will be determined by the state representatives, in accordance with established guidelines. The Census Bureau will determine its members.

#### **Section 3. Term**

- Federal members will serve at the pleasure of their respective organization.
- State members:
  - a) Terms for initial state members from the BLS regions of New England, Mid-Atlantic, Midwest, and Southwest will terminate October 1, 2005. Terms for initial state members from the BLS regions of New York/New Jersey, Southeast, Mountain-Plains, and Western will terminate October 1, 2006.
  - b) Subsequent terms will be for two years.
  - c) State members may serve for an unlimited number of terms.

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### **Section 4. Co-Chairs**

- Will consist of one (1) Census Bureau member and one (1) state member.
- State co-chair will be selected by and from the state members on the Steering Committee and will serve for a term of one (1) year, beginning October 1.
- State co-chairs may serve more than one (1) term.
- The Census Bureau will select the other co-chair.

### **Section 5. Vacancies**

In the event of a state member vacancy, the state co-chair will select a replacement from the membership as defined in Article III. State members appointed to fill a vacancy will serve for the balance of the vacant term.

### **Section 6. Officers**

The state co-chair shall preside at the Steering Committee meetings and shall sign all Steering Committee correspondence. The state co-chair shall appoint a secretary and may appoint any member of the Steering Committee or full membership to temporary or standing committees, as necessary, for the purpose of meeting the objectives of the organization. The state co-chair shall have limited authority to serve as signatory, and represent the position of the entire membership with the Census Bureau, solely for the purpose of developing agreements that support the Partnership's Annual Meetings and periodic meetings of the Steering Committee.

The Census Bureau co-chair shall perform the duties of the state co-chair when the state co-chair is absent.

The secretary shall record the minutes of the Steering Committee meetings and shall report the proceedings to the membership. The secretary shall provide an annual review of Steering Committee activities to the membership during the business portion of the Annual Meeting.

## **Article VI. Meetings**

### **Section 1. General Membership**

The state co-chair of the Steering Committee, in cooperation with the Census Bureau, shall convene an Annual Meeting of the membership to conduct the business of the LEDFSP. The specific time and location will be determined by the Steering Committee in cooperation with the Census Bureau.

Additional meetings of the membership may be called by the state co-chair of the Steering Committee, in cooperation with the Census Bureau, to conduct the business of the LEDFSP.

Meeting attendance shall be limited to members as defined in Article III, sponsors of research and production activities supporting the LEDFSP, and invited guests asked to provide information of vital importance to the business of the LEDFSP.

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The attendance of invited guests at a membership meeting shall be agreed to by both the state co-chair of the Steering Committee and the Census Bureau. Each member state may be represented by more than one person at the meetings of the LEDFSP.

The Census Bureau shall reimburse, within the constraints of available resources, the travel costs of members as defined in Article III to attend the Annual Meeting.

### **Section 2. LEDFSP Steering Committee**

The state co-chair of the Steering Committee shall convene the membership of the Steering Committee when needed to discuss issues of the partnership.

The state co-chair of the Steering Committee may convene periodic face-to-face meetings between the Census Bureau and the Steering Committee to discuss the business of the LEDFSP. The specific time and location of these meetings will be determined by the state co-chair of the Steering Committee in cooperation with the Census Bureau.

The Census Bureau shall reimburse, within the constraints of available resources, the travel costs of Steering Committee members to attend these meetings.

### **Article VII. Voting**

A quorum of members and proxies must be present at the Annual Meeting for voting on issues to take place. The states, the District of Columbia, Puerto Rico, and the Virgin Islands, who are members as defined in Article III, and the Census Bureau, shall have one vote each. When voting takes place at a meeting of the annual membership, those members not able to attend may designate a proxy vote to the Steering Committee. No member may carry more than one proxy.

Unless otherwise specified, votes shall be affirmed by a simple majority of the votes cast.

### **Article VIII. Amendments**

Amendments to these By-Laws may be offered by any member by submission to the state co-chair of the Steering Committee. The proposed amendment shall be transmitted to all members within fifteen (15) days. Voting members shall respond to the state co-chair of the Steering Committee within thirty (30) days from receipt, and such amendment shall be adopted by a minimum two-thirds vote of the members.

### **Article IX. Effective Date**

At the annual meetings, state members will vote to accept the LEDFSP By-Laws and select state members to vacancies on the Steering Committee. The LEDFSP By-Laws will take effect immediately after said vote of acceptance.