

# **Local Employment Dynamics Partnership**

## **By-Laws**

Updated – February 12, 2010

## **Article I. Name**

The name of the organization shall be the Local Employment Dynamics Partnership (LED Partnership).

## **Article II. Objectives**

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

The LED Partnership 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 (as defined by the states), economic development districts (as defined by the Economic Development Administration), 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 and among the states and the Census Bureau.
- To provide a forum for the discussion of 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, the District of Columbia, Puerto Rico, the Virgin Islands, and eligible U.S. territories when the entity 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.

## **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 LED Partnership.
- 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 LED Partnership 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 three (3) members from the Census Bureau.
- Up to eight (8) state members, one from each of the 8 regions of New England, Mid-Atlantic, Midwest, and Southwest New York/New Jersey, Southeast, Mountain-Plains, and Western (see appendix A for definitions).

In addition, the Steering Committee may invite additional non-state, non-Census Bureau members to join the steering committee. Such invitations will be issued only upon consensus of the Steering Committee.

The Census Bureau will determine its 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 LED Partnership Steering Committee will be determined by the state representatives of the particular region, using any mutually agreed upon method.

No later than sixty (60) days prior to the end of their term, the standing Steering Committee member for a region shall inform all regional members of the need to select a Steering Committee representative. No later than thirty (30) days prior to the end of their term, the standing Steering Committee member for a region shall inform the Steering Committee of the name of the member selected for the following term. If the standing Steering Committee member is unable to conduct these actions, the Steering Committee state co-chair or his/her designee will oversee the selection of the Steering Committee representative for the next term.

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

- Federal members will serve at the pleasure of their respective organization.
- State members:
  - a) Terms for initial state members from the regions of New England, Mid-Atlantic, Midwest, and Southwest will terminate December 31 of odd years. Terms for initial state members from the regions of New York/New Jersey, Southeast, Mountain-Plains, and Western will terminate December 31 of even years.
  - b) Terms will be for two years.
  - c) State members may serve for an unlimited number of terms.

### ***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 during the first call of the calendar year and will serve for a term of one (1) year.
- 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 and from the same region as the vacating member. If no member from the same region is willing to serve as Steering Committee member, the state co-chair may select a replacement from another region. 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.

When the state co-chair is absent, another Steering Committee member shall be selected by the state members on the Steering Committee to act as state co-chair in his or her absence.

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, education, and promotion of the LED Partnership. 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 LED Partnership.

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. LED Partnership 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 LED Partnership. 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 at least 50% of the state members and proxies must be present at the Annual Meeting for voting on issues to take place. When voting takes place at a meeting of the annual membership, those members not able to attend may designate a proxy vote to another state member. No member may carry more than one proxy.

The state members and the Census Bureau will strive for consensus and will have equal shares of voting power. Votes shall be affirmed only if both a majority of state partners and a majority of Census Bureau representatives vote in favor.

## **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 and the Census Bureau co-chair. 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 state members. Amendments to the By-Laws will become effective 7 days after the conclusion of voting.

## **Appendix A: Definition of Regions**

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New England: CT, MA, ME, NH, RI, VT

New York-New Jersey: NY, NJ, PR, VI

Mid-Atlantic: DC, DE, MD, VA, WV, PA

Midwest: IA, IL, IN, MI, MN, ND, NE, OH, SD, WI

Southeast: AL, FL, GA, KY, MS, NC, SC, TN

Southwest: AR, LA, NM, OK, TX

Mountain-Plains: CO, KS, MO, MT, UT, WY

Western: AK, AZ, CA, HI, ID, NV, OR, WA