

**BYLAWS
WORKFORCE TRAINING AND EDUCATION
COORDINATING BOARD**

**Article One
NAME**

These Bylaws are for the Workforce Training and Education Coordinating Board, referred to as the Board.

**Article Two
DURATION**

The Board is perpetual and based upon Chapter 28C.18, Revised Code of Washington.

**Article Three
PURPOSE**

The Board provides planning, coordination, evaluation, monitoring, and policy analysis for the state workforce development system as a whole, and advises the Governor and Legislature concerning the state workforce development system, in cooperation with the agencies which comprise the state workforce development system, including the Washington Student Achievement Council.

**Article Four
MEMBERSHIP**

Section One: MEMBERS OF THE BOARD

The Board consists of eleven members, nine of whom are empowered by statute to vote on matters coming before the Board. Six of the nine voting members are appointed by the Governor with the consent of the Senate, three of whom represent business and three of whom represent labor. The remaining three voting members serve as ex-officio: the Superintendent of Public Instruction; the Executive Director of the State Board for Community and Technical Colleges; and the Commissioner of the Department of Employment Security.

The Chair of the Board is a nonvoting member appointed by the Governor with the consent of the Senate.

The Chair appoints to the Board one nonvoting member to represent racial and ethnic minorities, women, and people with disabilities.

Workforce Training and Education Coordinating Board
Bylaws as adopted at March 8, 2017 Regular Board Meeting

The Board also has three nonvoting participating officials that serve at the discretion of the Governor. These include: a representative for local elected officials appointed by the Governor; the Director of Commerce and the Secretary of the Department of Social and Health Services.

Section Two: TERMS OF MEMBERSHIP

The members representing business and labor serve terms of four years, with terms expiring on June 30 of the fourth year of the term, except that in the case of initial appointments, one in each category shall be appointed to a two-year term and one shall be appointed to a three-year term.

Ex officio members serve as a responsibility of the respective office each holds.

The Chair and the nonvoting participating officials serves at the pleasure of the Governor.

The nonvoting member representing racial and ethnic minorities, women, and people with disabilities serves a four-year term, with the term expiring on June 30 of the fourth year of the term.

Section Three: VACANCIES

Any vacancies among the business or labor representatives will be filled by the Governor from nominations provided by statewide organizations representing business or labor, respectively. A vacancy in the position of the nonvoting member representing racial and ethnic minorities, women, and people with disabilities will be filled by an appointment from the Chair.

Section Four: ALTERNATES

Each voting member of the Board may designate an individual to function in his or her place as an alternate with the right to cast his or her vote. Each alternate must be designated by written notice to the Executive Director of the Board.

The term for which an alternate may serve shall be the same as the term of office of the member who designated the alternate, or until the member who designated the alternate notifies the Executive Director in writing that a new alternate has been designated.

Article Five VOTING PROCEDURES

Section One: QUORUM

The presence of five voting members or their designated alternates of the Board shall constitute a quorum for the transaction of Board business.

Section Two: VOTING

No action shall be taken by less than five affirmative votes.

All voting members of the Board shall have the right to vote on any matters coming before the Board. Members may abstain from voting and abstention will be duly noted in the minutes.

Each member who represents business or labor may authorize any other business or labor member, respectively, to cast his or her vote by proxy; provided that a proxy authorization is presented in writing to the Executive Director prior to the taking of a vote and that the authorizing member is not present when his or her proxy is cast.

Proxy authorizations may be limited to specific agenda item(s) or may be unlimited but in no case shall a proxy authorization extend beyond a single meeting unless specifically renewed.

Section Three: ADVISORY VOTES

Any Board member, voting or nonvoting, may request on the record that the Board conduct an advisory vote on any issue or question that has not yet been decided. The Chair, at his or her discretion, may initiate the requested advisory vote. Each Board member or their designee, voting or nonvoting, shall have one vote for purposes of this Section. The advisory vote is not final and only serves as a recommendation to the voting members of the Board.

Article Six Board Officers

Section One: DESIGNATION OF OFFICERS

The Chair is a nonvoting member appointed by the Governor.

The Vice Chair shall be elected by the Board from among the business and labor representatives, and the office shall alternate annually between business and labor members. The Vice Chair shall retain all voting rights.

The Executive Director shall function as Secretary to the Board.

Section Two: TERMS OF OFFICE

The Chair serves at the pleasure of the Governor.

The Vice Chair shall serve a term of one year, which shall terminate on June 30 of each year.

The term of the Secretary is co-terminus with the tenure of the Executive Director.

Section Three: DUTIES OF OFFICERS

Chair. The Chair shall preside at all meetings, shall appoint all committees, may serve as an ex officio member of all standing committees, and shall perform such other duties as may be assigned by the Board.

Vice Chair. The Vice Chair shall perform all duties of the Chair when the Chair is absent and shall perform such other duties as assigned by the Board. The Vice Chair may select a Chair Pro-Tem in the event that an issue(s) surfaces for which there is a desire by the Vice Chair to advocate a position.

Secretary. The Secretary shall prepare the agenda for all meetings in consultation with the Chair; provide meeting notices; shall record proceedings of the Board and keep such records; and perform other duties as shall be delegated by the Board.

Article Seven

BOARD MEETINGS

Section One: REGULAR MEETINGS

Regular meetings of the Board shall be held at least six times annually at such times and places as determined by the Chair or designated by a majority of voting members.

Section Two: NOTICE

Prior notice of any meeting must be furnished to members and the general public in accordance with the Open Public Meetings Act.

Agendas and meetings materials shall be delivered to Board members and designated alternates as early as possible prior to any regularly scheduled meetings.

Section Three: SPECIAL MEETINGS

A special meeting may be convened by the Chair or by a majority of voting members of the Board, within a 24-hour notice; provided that all members are furnished agenda items for consideration. Discussion items at the special meeting will be limited to those on the agenda.

Section Four: EXECUTIVE SESSIONS

An Executive Session may be convened during any meeting at the direction of the Chair or by a majority of voting members; provided that all matters to be considered are consistent with applicable Washington State law and notice to that effect is furnished to all persons being excluded.

Section Five: COMMITTEES

The Board may establish standing or subcommittees as are necessary.

The Chair of each committee shall be appointed by the Chair of the Board and he/she shall, in coordination with staff, determine the date, time, and place for meetings of the committee. Committee members shall be notified in writing, as early as possible, of any scheduled meeting.

Committees shall fulfill the responsibilities defined by the Board and submit timely reports and recommendations to the Board for disposition.

Section Six: AGENDA FOR MEETINGS

An agenda for each regular and special meeting, with approval of the Chair, shall be delivered to each Board member and alternate, as early as possible, prior to the next meeting.

At regular Board meetings the agenda may be revised or changed at the discretion of the Chair, but at special meetings only matters on the agenda may be considered for determination.

Article Eight INTERAGENCY COMMITTEE

Section One: COMPOSITION

The Interagency Committee is established and shall include at least one representative for each board member and/or agency that administers a core program included in the Strategic Workforce Plan. The committee shall be staffed by Board employees selected by the Executive Director. Each representative shall be selected by the Board member representing the agency core program, or if none, the executive director of the agency. Voting Board members may not serve on the Interagency Committee.

Section Two: PURPOSE

The primary purpose of the Interagency Committee is to prepare Board members for upcoming Board meetings. Unless otherwise stated, the Board does not delegate its decision-making authority to the Committee. The Committee will meet at least once in advance of each regular Board meeting to: evaluate the proposed agenda and supporting documents, identify potential impacts to stakeholders, and identify any other administrative or procedural matters that should or must be addressed at the Board meeting.

The Committee will make efforts to ensure that known stakeholders receive timely notice of any agenda changes or other issues likely to impact their interests. Any individual or entity wishing to be identified as a stakeholder may do so in writing through the Board website.

Section Three: STAKEHOLDER ACCESS

The Interagency Committee shall be accessible to stakeholders and their representatives. Anyone who timely notifies the Board that they wish to attend an Interagency Committee meeting shall be allowed access to the meeting.

Article Nine
RULES OF ORDER

Robert's Rules of Order, Newly Revised, shall serve as parliamentary authority for procedures not covered by these rules.

Article Ten
PUBLIC ATTENDANCE

All regular and special meetings of the Board, other than Executive Sessions, shall be open to the public. Any member of the public or group wishing to make a presentation or comment to the Board may do so upon request, subject to approval by the Chair or at the discretion of the Board.

Article Eleven
AMENDMENT OF THESE
BYLAWS

These Bylaws may be amended at any regular meeting of the Board by a two-thirds affirmative vote of all eligible voters; provided that oral or written notice of an intention to amend was introduced at the preceding regular meeting, together with at least a definitive outline of the amendment(s) being proposed.