

**EASTERN WASHINGTON PARTNERSHIP
WORKFORCE DEVELOPMENT COUNCIL
BYLAWS**

**ARTICLE I
NAME**

- 1-1 The name of this body shall be the Eastern Washington Partnership Workforce Development Council.
- 1-2 The Council is established pursuant to Section 107 of the Workforce Innovation and Opportunity Act, commonly known as WIOA.
- 1-3 The Council provides policy guidelines and oversight along with the Chief Local Elected Officials (CLEO) in Workforce Development Area 10 for the local employment and training system.

**ARTICLE II
PURPOSES**

- 2-1 The purpose of the Workforce Development Council is to:
 - A. Increase the involvement of the business community, including small businesses and minority business enterprises and labor organizations, in employment and training activities under the Workforce Innovation and Opportunity Act, and increase private sector employment opportunities for economically disadvantaged persons.
 - B. Formulate a local partnership between the business community, education, and local government within the Workforce Development Area to effectively satisfy the labor needs of the business community and enhance the economic well-being of the community.
 - C. Provide policy guidance and oversight over local employment and training programs.
 - D. Work to develop an economic climate that promotes growth and jobs in order to effectively market local employment and training programs in the private sector.
 - E. Serve as an advocate for the Workforce Development Area programs at the local, state and national levels with the private and public sector, including the Washington State Workforce Board.
 - F. Provide technical assistance to local employers in the design and implementation of training programs for the structurally unemployed in the private sector.

- G. Participate in the development and joint submittal of the local workforce development plan and modifications with special emphasis on private sector employment and training needs.
- H. Coordinate employment, training and related programs with other local and state advisory councils.
- I. Assist in the coordination of employment and training programs with other Workforce Development Areas.

ARTICLE III
WORKFORCE DEVELOPMENT COUNCIL (WDC) MEMBERSHIP

- 3-1 A majority of the WDC membership shall be representatives of industry and business.
 - A. The business and industry membership of the WDC shall be representative of the private-for-profit employment community in terms of the types of business represented.
 - B. At least half of the industry and business representations shall be representatives from small business. (The term "small business" means any private-for-profit enterprise employing five hundred or fewer employees.)
 - C. Whenever possible, women and minority business enterprises shall be represented on the WDC, at least consistent with their representation in the business community.
- 3-2 The WDC membership shall also include representation from:
 - A. Organized labor;
 - B. Community-based organizations that have demonstrated a record of effectiveness in their relationship with the business community;
 - C. Economic development agencies;
 - D. Educational agencies and/or institutions that provide educational or vocational training;
 - E. Rehabilitation agencies; and
 - F. The public employment service.
- 3-3 The members of the Workforce Development Council (WDC) shall be appointed by the Regional Board of County Commissioners within the Workforce Development Area. The appointed terms shall be for two (2) year terms. Appointments shall be made as follows:

- A. Private sector members shall be recruited from local business organizations from the county in which the vacancy occurs. Such organizations will submit nominations to the local Regional Board member. The Regional Board member from the county in question shall forward the nomination(s) with a recommendation for appointment. Such nominations shall be confirmed by the entire Regional Board of County Commissioners.
 - B. Public sector members of the Workforce Development Council are members at-large and are nominated by the organizations they represent. Such nominations shall be subject to Regional Board confirmation.
- 3-4 Members may serve for any number of successive terms. Prior to reappointment, the nominating organization must reconfirm its support of the member.
 - 3-5 Any member desiring to resign from the WDC shall communicate his/her intention to the Chair.
 - 3-6 Any member who has two (2) consecutive unexcused absences from regularly scheduled meetings will be notified that removal from the WDC is pending. Should no response be forthcoming, termination will be accomplished at the next scheduled meeting by a two-thirds vote of the quorum present. Excused absences are at the discretion of the Chair.
 - 3-7 The membership of any member of the WDC may be revoked for objective cause and a vacancy thus created by a two-thirds vote of the quorum present at the regular meeting at which such revocation has been a published item on the agenda of the meeting circulated as provided for herein.
 - 3-8 The number of members on the WDC shall be determined by the Regional Board of County Commissioners as defined in Article IV B of the Interlocal Governmental Agreement Creating the Eastern Washington Partnership.
 - 3-9 The members of the Regional Board of County Commissioners shall serve as ex-officio members of the WDC.

ARTICLE IV
WDC OFFICERS

- 4-1 The WDC shall have a Chair who shall be selected from among the representatives of business and industry.
- 4-2 The Chair shall be elected by the WDC membership, shall preside at all meetings of the group, shall appoint committees and their Chair as needed, and shall perform the duties incident to the Office of the Chair.
- 4-3 The WDC shall have one (1) Vice-Chair, and one (1) Secretary.

- 4-4 The Vice-Chair and Secretary shall be elected by the WDC membership. At the request of, or in the absence of, the Chair, the Vice-Chair shall perform the duties of the Chair. In the absence of the Chair and the Vice-Chair, the Secretary shall perform the duties of the Chair.
- 4-5 The term of office for the Chair, the Vice Chair, and the Secretary of the WDC shall be for two years immediately following their election.

ARTICLE V
MEETING PROCEDURES, VOTING RIGHTS, AND QUORUM

5-1 Meeting Procedures.

- A. The WDC shall hold regular meetings at a time and place determined by the Chair.
- B. The WDC staff shall send written notice of each scheduled meeting to members at least ten (10) days prior to the scheduled meeting. The notice shall be in writing and shall specify the time, date, locations, and agenda for the meeting.
- C. WDC committees meet at the call of the WDC Chair or the committee Chair.
- D. Minutes shall be kept of all meetings, mailed to all members, and be available for anyone who requests to see them.
- E. Special meetings of members may be called with reasonable notice given to members, at any time by the Executive Committee or by a petition signed by not less than 25 percent of the WDC membership setting forth the reason for calling such a meeting.
- F. The meetings of the WDC shall be governed by the Public Meetings Act of 1971 and RCW 42.30 as amended.

5-2 Voting Rights and Quorum.

- A. The quorum of the WDC shall consist of more than 50 percent of the members of the WDC. In the absence of a recognized quorum, the Executive Committee plus two (2) members at large shall constitute a quorum. No official business shall be conducted in the absence of a quorum.
- B. A motion shall be carried by a majority of affirmative vote of the quorum. A majority shall consist of more than 50 percent of the WDC members who comprise the quorum.
- C. No member or ex-officio member of the Workforce Development Council (whether compensated or not) shall engage in any activity, including participation in the

selection, or award-of a subgrant or contract supported by WIOA funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the member, any member of his/her immediate family, a partner, or an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm or organization selected for award. A WDC member shall declare when a conflict of interest, real or apparent, could occur. The minutes of the meeting shall reflect that a disclosure was made and an abstention from voting occurred.

- D. Members or ex-officio members of the Workforce Development Council will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors or parties to subagreements.
- E. Each member is entitled to one vote, unless prohibited by a declared conflict of interest (see 5-2 C above).

ARTICLE VI RULES

- 6-1 When parliamentary procedures are not covered by these bylaws, Robert's Rules of Order, Newly Revised shall prevail.
- 6-2 All rules which apply to the WDC also apply to the Committees of the WDC.
- 6-3 Participation in the meetings shall be limited to members of the WDC, the Regional Board of County Commissioners, members of the Workforce Development Council staff, or others as invited by the WDC. There shall be these exceptions:
 - A. Regularly scheduled agenda items that call for reports or participation by non-members.
 - B. At the discretion of the Chair, or at the request of the WDC members, comment or other participation by non-members which is relevant or material to the matter under consideration before the group.
- 6-4 Nothing in these bylaws shall be constructed to take precedence over federal, state, or local laws or regulations or to constrain the rights or obligations of the units of governments that are parties to the Workforce Development Area.

ARTICLE VII COMMITTEES

- 7-1 The Chair of the WDC, with approval by a simple majority vote of the quorum, may appoint standing committees as deemed necessary to conduct the business of the WDC but may appoint ad hoc committees at the Chair's discretion.

- 7-2 All standing committees, except for the Executive Committee, shall have written job descriptions approved by the WDC.
- 7-3 Standing or ad hoc committees of the WDC will advise and submit written recommendations to the full WDC.
- 7-4 At the discretion of the WDC Chair, with approval of the Council, non-WDC members can be added to ad hoc committees.
- 7-5 The Standing Committees, and such other committees that may from time to time be deemed appropriate, shall include:
 - A. Administrative Committee
 - B. Quality Assurance Committee
 - C. Business Services Committee
 - D. Youth Committee
- 7-6 The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, and one elected Member at Large of the WDC and the Chair, Vice-Chair, and Secretary of the Regional Board of County Commissioners.
- 7-7 The Executive Committee shall have the authority to fulfill the stated responsibilities in these bylaws and provide guidance to the Chair. All actions of the Executive Committee shall be subject to the approval of the Workforce Development Council.
- 7-8 The Executive Committee may act in the name of the Workforce Development Council between meetings of the Workforce Development Council. Such action shall be reported and subject to the approval of the Workforce Development Council at its next regular meeting.

ARTICLE VIII
LIMITATIONS OF DIRECTOR'S LIABILITY

- 8-1 The personal liability of a director to the Workforce Development Council or Regional Board of Commissioners for monetary damages for conduct as a director is hereby eliminated except for the personal liability of a director for acts of omissions that involve intentional misconduct by a director or a knowing violation of law by a director, or for any transaction from which the director will personally receive a benefit in money, property or services to which the director is not legally entitled.

ARTICLE IX
AMENDMENTS

9-1 These bylaws may be amended at any regular meeting of the WDC by a two-thirds vote of the quorum present, providing that copies of such amendments shall have been submitted in writing to each member at least ten (10) days before such amendments are proposed for action.

Amended, July 17, 1985
Amended, January 15, 1986
Amended, October 24, 1991
Amended, February 18, 1993
Amended, June 23, 1994
Amended, May 25, 2000
Amended, July 26, 2005
Amended, February 23, 2017