

BY-LAWS
of the
MID-MARYLAND WORKFORCE DEVELOPMENT AREA
WORKFORCE DEVELOPMENT BOARD

ARTICLE I

Organization Name

- 1.01 The name of this organization is the Mid-Maryland Workforce Development Board (WDB), the members of which have been appointed pursuant to the Agreement between the County Executive of Howard County, Maryland and the Board of Commissioners of Carroll County, Maryland (the "Consortium Agreement").

ARTICLE II

Authorization

- 2.01 The formation of this Workforce Development Board is authorized by Sec. 107 of the Workforce Innovation and Opportunity Act, and is subject to the provisions of the Act.

ARTICLE III

Membership

- 3.01 Effective July 1, 2015 the governor approved our request for re-designation as a local workforce development area pursuant to the Workforce Innovation and Opportunity Act of 2014 (WIOA)(PL 113-128).
- 3.02 The Workforce Innovation and Opportunity Act mandates that members of a Workforce Development Board be appointed to represent those segments defined in Sec. 107(b)(2) of the Workforce Innovation and Opportunity Act. Membership shall include, but not be limited to representatives of: local area businesses (51%), representatives of labor organizations, community-based organizations, adult education/literacy entities, post-secondary education institutions, economic development agencies and Wagner Peyser.
- 3.03 A majority of the members shall be representatives of business including owners of businesses, chief executives, or chief operating officers with optimum policy-making or hiring authority. The businesses represented shall be an appropriate mix of small, medium, and large employers that reflect employment opportunities of the local area. **(Attachment A)**

- 3.04 Appointments to the WDB shall be made in accordance with the provisions of the Workforce Innovation and Opportunity Act, Sec. 107(c)(1).
- A. Representatives of business shall be appointed for up to a three-year term and are eligible for one consecutive re-appointment. Terms shall be staggered.
 - B. One-Stop Partners and standing organizational members shall be appointed initially by the Carroll County Board of Commissioners and the Howard County Executive. Since representation of these organizations may be required by federal law, said representatives shall not be subject to the same reappointment process as for representatives of business. Representatives shall continue to serve until such time as they request replacement or have been removed from membership for cause. A vacant slot shall be filled by a representative of the same category, upon the recommendation of the WDB to the Carroll County Commissioners or the Howard County Executive for appointment. An alternative/substitute designee may be temporarily approved to serve on the board without voting rights, by the WDB Executive Committee until formal appointment is made by the respective County Executive or Commissioners.
 - C. Appointments made by each County constitute the voting membership of the WDB, and each voting member shall have one vote. The WDB, in general, and each county, specifically, shall to the extent possible have balanced representation.
- 3.05 In the event of a vacancy, new members shall be appointed by the same method and in the same categories of membership as the representative being replaced.
- 3.06 Members are expected to attend full board meetings and actively participate on at least one sub-committee. A member may be removed for not meeting the expectations and responsibilities of membership, which includes missing three WDB or sub-committee meetings without sending a representative. The executive committee may recommend the removal of a member from membership and may recommend for appointment a successor. Final approval of the vote to remove any member and recommendation of a replacement will be made by the respective local elected officials.
- 3.07 The members of the WDB, as volunteers, shall be entitled to no compensation for services.
- 3.08 WDB members are prohibited from soliciting and/or accepting gratuities, favors, or anything of monetary value from suppliers of goods and/or services based on their position as a WDB member.
- 3.09 WDB members are required to sign a Conflict of Interest Policy which shall be maintained as a matter of record. (**Attachment B**)
- 4.00 Each county will use the county process for informing the CLEO of board vacancies and subsequent new appointments.

ARTICLE IV

Purpose and Functions

- 4.01 In partnership with the chief elected official for the local area involved, develop a comprehensive local plan, or a regional plan if part of a planning region, to implement WIOA., under signature of the chief local elected officials; recommend amendments to the plan, as appropriate, subject to the approval by the Department of Labor, Licensing and Regulation and the chief local elected officials.
- 4.02 Conduct program oversight, which includes developing MOUs with required One-Stop partners.
- 4.03 Select One-Stop Operator(s) with the agreement of the chief local elected officials.
- 4.04 Appoint a youth standing committee, in accordance with Section 107(b)(4)(A)(ii) of WIOA. A youth standing committee will provide information and assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.
- 4.05 Select eligible youth service providers, based on the results of each jurisdiction's procurement process.
- 4.06 May negotiate local performance measures.
- 4.07 Conduct workforce research and regional labor market analysis. Lead efforts to engage with a diverse range of employers and entities in the region to promote business representation; to develop effective linkages with employers to support utilization of the workforce system; to ensure that workforce investment activities meet the needs of employers and support economic growth in the region through enhanced communication, coordination, and collaboration amongst employers, economic development entities, and service providers. Implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as establishment of industry/sector partnerships).
- 4.08 Career pathways development – lead efforts, with representatives of secondary and postsecondary education programs, in the local area to develop and implement career pathways within the local area.
- 4.09 Lead efforts in local area to identify, promote, disseminate proven and promising strategies and initiatives to meet the needs of employers and workers with disabilities.
- 4.10 Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers and jobseekers and accessibility for individuals with disabilities.

ARTICLE V

Meeting Schedule and Structure

- 5.01 The WDB shall conduct business in an open manner, as required by WIOA section 117(e).
- 5.02 Special meetings may be called at any time by the chairperson or by vote of a majority of the WDB members. When it is impossible to ensure a quorum at a special meeting, or when time is of the essence, a poll of WDB members may be conducted by the chairperson or designee, who shall act in accordance with the wishes of the voting majority.
- 5.03 As provided in Sections 5.01 and 5.02, notice of the location, date and time of each meeting shall be provided to each member in advance of each meeting, except in the event of a special meeting when a week's notice is not possible. This information will also be posted on the WDB's website: www.mid-marylandwib.org.
- 5.04 Meetings shall be held at a designated date and time agreed upon by a majority of the members. The WDB shall meet at least three times per year.
- 5.05 If a voting member is unable to attend a scheduled meeting, the member may submit a vote by phone, mail, fax or e-mail.
- 5.06 At all meetings of the WDB, 51% of the voting membership of the WDB shall constitute a quorum for the transaction of business. If the board is incomplete, a simple majority vote will suffice to approve motions brought before the membership and carrying out business.
- If the meeting is a regular meeting, consistent with Section 5.01, and a quorum is not present, the attending WDB members may meet and may vote to pass a measure; however, the measure shall not be official until ratified by a simple majority of the full WDB voting membership.
- 5.07 Full participation at regularly scheduled full WDB meetings and assigned committee meetings is expected of all members.
- 5.08 Teleconference Option: Members may participate in regular WDB meetings through teleconferencing or videoconferencing at the discretion of the executive committee to the extent such participation is allowable by state law and policy. Standing or ad-hoc committee meetings may be conducted through the use of various modes of technology. The board or committee chair has the option to conduct voice or video votes as long as the board members are in agreement and the public has access to the decision-making process.

ARTICLE VI

Officers

- 6.01 The officers of the WDB shall be a Chairperson and Vice Chairperson, who shall be representatives of business organizations. Each county shall be represented in one of the officer positions at any given time.
- 6.02 Officers shall be elected by the members of the WDB and shall serve in that capacity until the expiration of their respective terms as members and until new officers are installed. In the event that an officer's position becomes vacant, elections for that position should be held at the next regular WDB meeting.
- 6.03 A term of office shall coincide with their respective appointment term. An officer can serve two consecutive terms if he/she is up for reappointment as a member of the WDB.
- 6.04 Before the conclusion of a term by an officer(s), the executive committee should submit a list of nominees to the full WDB for consideration. Nominations may also be accepted from any voting member, if duly seconded by another voting WDB member.
- 6.05 Any officer may be removed by a simple majority vote of the WDB, whenever it is judged that the best interest of the WDB would be served.
- 6.06 Vacancy in any office shall be filled by a vote of the WDB, following recommendations by the executive committee.
- 6.07 The Chairperson shall preside at all meetings of the WDB and may exercise such additional powers and duties as assigned by the WDB, or as required for the proper administration of WDB business. In addition, the Chairperson shall work closely with the WIOA Director and Title I staff to help promote the goals and objectives of the program.
- 6.08 At the Chairperson's request, or in the Chairperson's absence, the Vice-Chairperson shall perform all the Chairperson's duties. When so acting, the Vice-Chairperson shall have all the powers of, and be subject to all the restrictions upon, the Chairperson. As with the Chairperson, the Vice-Chairperson shall work closely with the WIOA Director and Title I staff. In the absence of both Chairpersons, the WIOA Director shall perform all of the duties.

ARTICLE VII

Committees

- 7.01 The executive committee, established by the Chair, will have and may exercise the WDB's authority, except for election of officers or the adoption, repeal, or amendment of these by-laws. The executive committee shall be comprised of the WDB Chairperson, Vice-Chairperson, WIOA Director, and other appointed WDB members/staff as so named by the Chair.

Chairpersons of standing committees shall be selected from the voting membership of the WDB and shall be appointed by the Chairperson of the WDB. Nonmembers who have demonstrated experience and expertise may serve on standing committees as deemed appropriate.

- 7.02 The executive committee may establish additional committees as necessary. The Chairperson has the authority to establish ad-hoc committees or work groups as necessary.

ARTICLE VIII

Sundry Provisions

- 8.01 These by-laws may be amended or repealed, or new by-laws may be adopted, by 51% of the voting membership.

All proposed amendments shall be communicated in writing to the entire membership for review in advance of the vote.

- 8.02 Administrative support services shall be provided by the WIOA Director and designated staff, subject to available appropriations.

Minutes of WDB meetings shall be distributed to the membership on a timely basis or as requested by the Chairperson.

- 8.03 All meetings are conducted using accepted business procedures.

- 8.04 The WDB may develop and implement policies necessary for the effective operation of the organization and/or programs for which it assumes oversight responsibility, in so far as these policies are not inconsistent with the Workforce Innovation and Opportunity Act Regulations laws and regulations, the Department of Labor Licensing and Regulations policies, and Carroll and Howard County governments' requirements.

- 8.05 The local board shall conduct its business in open manner as required by WIOA sec 107(e), the Maryland Open Meeting Act and the Maryland Public Information Act, by making available to the public on a regular basis through electronic means and open meetings, information about the activities of the local board.

