

**BY-LAWS
OF PIERCE COUNTY
WORKFORCE DEVELOPMENT COUNCIL**

Amended February 18, 2016

ARTICLE 1

NAME

The Name of the organization shall be Pierce County Workforce Development Council (WDC).

ARTICLE II

PURPOSE

The WDC, in partnership with the chief local elected officials, dba the Executive Board, is transitioning from the Workforce Investment Act of 1998 (WIA) to the Workforce Innovation and Opportunity Act (WIOA), and shall plan and oversee the Workforce Development System of Tacoma-Pierce County. Such planning and oversight activities shall include, but are not limited to, developing and obtaining approval of the local WIOA plan; selecting “One-Stop” service delivery operators and providers; selecting youth providers; identifying training series providers; negotiating local performance measures with the state Workforce Development Board and governor; monitoring local WIA and/or WIOA system performance against established performance measures; assisting development of a labor market information system, directing disbursement of WIA and then WIOA grants, and promoting participation of private sector employers in the WIOA system.

ARTICLE III

MEMBERS

SECTION 1. APPOINTMENT/TERMS. Membership on the WDC shall be by appointment of the Executive Board in accordance with criteria established by the governor. Members shall be elected for three (3) year terms or such other terms as may be established by the Executive Board. **Renewal of terms shall be approved by the Executive Board.**

SECTION 2. GENERAL POWERS. All business and policy affairs of the WDC shall be governed by its Members.

SECTION 3. NUMBERS AND COMPOSITON. The number of WDC Members shall be determined by the Executive Board. A majority of the WDC Members shall be representatives of businesses and labor. The balance of the memberships, as defined by WIOA, shall be comprised of the following: local educational entities; labor organizations; economic development agencies;

community-based organizations (including organizations representing individuals with disabilities and veterans); “One-Stop” partners; and such other organizations designated by the Executive Board. The Executive Board and the WDC will use its best efforts to assure representation of the entire Tacoma Pierce County region.

SECTION 4. VOTING. Each Member, except for a Member Emeritus, shall be entitled to one vote. Members in emeritus status shall not have voting privileges. Proxy voting will be permitted only when a Member is unavailable to attend a meeting due to illness, or travel. Proxies must be executed in writing or be submitted electronically to the Chair, WorkForce Central CEO/Designee and must specify the date the proxy shall expire. No Member may designate more than three proxies in any twelve month period.

SECTION 5. EMERITUS STATUS. A Member who has left the WDC in good standing and has demonstrated outstanding service during his/her membership is eligible for nomination as an Emeritus. Any WDC member may submit to the WDC Coordinating Committee nominations for consideration. Upon acceptance and approval of the WDC Coordinating Committee, the nomination will be forwarded to the WDC for action. An Emeritus shall serve a term without limit. While this position is non-voting with regard to official actions of the WDC, an Emeritus may be invited to participate in all WDC meetings and functions, be eligible to be appointed by the Chairperson to serve on any of the WDC’s committees, and may be called upon to assist the WDC on matters where the individual’s interest, experience and expertise will best serve the WDC on matters where the individual’s interest, experience and expertise will best serve the WED ad its efforts. The number of such positions is discretionary with the WDC, however the honor will be reserved for individuals with a record of distinguished service.

SECTION 6. REMOVAL. At the discretion of the WorkForce Central Executive Board, any Member may be removed for cause. The WDC Chairperson and WorkForce Central Chief Executive Officer (CEO) may recommend to the WDC the removal of a Member from the WDC. Members are expected to attend all scheduled WDC meetings with the exception of three excused absences provided that proxies are designated (as referenced in Article 3, Section 4), actively participate in at least one committee, and maintain good standing in the community. Failure to meet his/her expectations shall warrant removal from the WDC. Upon the approval of the WDC, the recommendation for removal of the member will be forwarded to the WorkForce Central Executive Board which is comprised of the local elected officials and the WDC Chairperson. The WDC Chairperson and WorkForce Central Chief Executive Officer may recommend an exception to the WorkForce Central Executive Board.

SECTION 7. VACANCIES. A vacancy on the WDC shall be filled by the Executive Board. Each successor Member shall complete the term vacated and shall stand for reappointment at the end of the term.

SECTION 8. REMUNERATION. Members shall not receive any compensation for attendance at regular or special meetings.

SECTION 9. RESIGNATION. Any Member may resign at any time by delivering written notice of resignation to the Chairperson. Upon receipt and acknowledgement by the Chairperson, such resignation shall be effective on the date set forth in the notice.

ARTICLE IV **MEETING OF MEMBERS**

SECTION 1. REGULAR MEETINGS. Regular meetings of the Members shall be held at least six times a year at such time and place as Coordinating Committee shall determine. Video conferencing technology will be used to facilitate participation of members who cannot physically travel to the meeting location. It is encouraged that members attend all meetings at the physical location. However, should it be necessary for members to use the video conferencing option, a limit of two meetings annually is permitted. The Coordinating Committee shall set the agenda for the regular meetings of the WDC. Such meetings shall be open to the public and shall be conducted in accordance with Robert's Rules of Order.

SECTION 2. SPECIAL MEETINGS. Special meetings of the WDC may be called by request of the Chairperson or any three (3) Members.

SECTION 3. MEETING LOCATION. Meetings of the WDC shall be conducted within Pierce County, Washington.

SECTION 4. NOTICE. If mailed, the notice shall be deemed to be delivered when deposited, postage prepaid, in the United States mail, addressed to the Member at his or her address as it appears in the records of the WDC. Notice of any regular meeting may, but need not specify the business to be transacted at or the purpose of, such meeting.

SECTION 5. WAIVER OF NOTICE. A Member may waive any notice required to be given by these bylaws before or after the meeting that is the subject of such notice, A valid waiver is created by 1) a written, signed waiver delivered to the WDC; 2) attendance at the meeting unless at the beginning of the meeting, the Member objects to holding the meeting or transacting business threat; or 3) failure to object at the time of the presentation of a matter not within the purpose or purpose described in the meeting notice.

SECTION 6. QUORUM. Fifty-one percent (51%) of the total number of Members attending in person, by proxy, or by video conferencing shall constitute a quorum. If fifty one percent results in a fractional number, the fraction shall be rounded upward to indicate the number of Members required for a quorum. The act of the majority of the Members present at the meeting at which a quorum is present shall be the act of the Members unless otherwise specially required by law or by the bylaws. If a quorum is not present at the meeting of the Members, the Members present may adjourn the meeting.

SECTION 7. FAILURE TO HOLD MEETING. The failure to hold any meeting of the Members whether special or regular shall in no way suspend or invalidate the business of the WDC.

SECTION 8. WDC MEMBERS SERVING ON WDC COMMITTEES. Each Member of the WDC shall serve on at least one WDC committee.

ARTICLE V **OFFICERS**

SECTION 1. OFFICERS. The Officers of the WDC shall be the Chairperson, Vice-Chairperson and second Vice-Chairperson. Each Officer shall be elected for a term of three years.

SECTION 2. ELECTIONS. The Officers shall be elected by the Members and shall serve two terms. The Coordinating Committee will, at the June meeting, recommend a slate of officers to serve during the following year.

SECTION 3. VACANCIES. Vacancies shall be filled at any meeting of the Members. Officers so elected shall serve until the next election of officers.

SECTION 4. CHAIR PERSON. The Members shall elect the Chairperson from among the business representatives on the WDC. The Chairperson shall preside at the meetings, supervise and control the business and affairs of the WDC and shall see that orders and resolutions of the Members are carried into effect. She/he may not serve more than two consecutive terms. The current WDC chair shall be eligible for one more term.

SECTION 5. FIRST VICE-CHAIRPERSON. The First Vice-Chairperson shall act for the Chairperson in her/her absence and perform such other duties as the chairperson may direct.

SECTION 6. SECOND VICE-CHAIRPERSON. The Second Vice-Chairperson shall act for the First Vice-Chairperson in her/his absence and perform such other duties as the Chairperson may direct.

ARTICLE VI **WIOA ADMINISTRATIVE ENTITY**

As determined by the Executive Board, the Tacoma-Pierce County Employment and Training Consortium, doing business as WorkForce Central, is the official Administrative Entity that serves as the local WIOA grant recipient and fiscal agent for the distribution of the funds. Any WorkForce Central staff assigned to support the WDC or its committees shall be ex-officio members of the council or committee.

ARTICLE VII **COMMITTEES**

SECTION 1. STANDING COMMITTEES. The standing committees of the WDC shall be the Coordinating Committee, the Business Services Committee, the Adult Services Committee, the Youth and Young Adult Services Committee, and the One-Stop System Operator(s) & Partners Committee.

SECTION 2. COMMITTEE CHAIRS. The Chair of the Coordinating Committee shall be the Chair of the WDC. The Chairs of the remaining committees shall be members of the WDC and are appointed by the Chair of the WDC.

SECTION 3. COMMITTEE VICE CHAIRS. The Vice Chair of the Coordinating Committee shall be the Vice Chair of the WDC. The Vice Chairs of the remaining committees shall be Members of the Committees selected by the committee membership.

SECTION 4. COMMITTEE MEMBERSHIP. Membership of the committees will be a combination of WDC Members and non-WDC Members. The process and appointment of non-WDC members to the committees shall be determined by the WDC Chair, the WDC Vice Chair, and the WDC Chairs of the Committees.

SECTION 5. COMMITTEE MEETINGS. The committees shall determine the frequency of their meetings based upon the work that must be done. The Chair of each committee shall determine the meeting dates and the agenda as needed or directed.

SECTION 6. STANDING COMMITTEE PURPOSES

SECTION 6.1. COORDINATING COMMITTEE PURPOSE. The purpose of the Coordinating Committee is to coordinate the work of the WDC and any of its committees.

SECTION 6.2. BUSINESS SERVICES COMMITTEE PURPOSE. The purpose of the Business Services Committee is to provide the WDC with assistance in the planning, implementation, and performance of employer engagement and economic development in the WIOA workforce system.

SECTION 6.3. ADULT SERVICES COMMITTEE PURPOSE. The purpose of the Adult Services Committee is to provide the WDC with assistance in the planning, implementation, and performance of adult services in the WIOA workforce system.

SECTION 6.4. YOUTH AND YOUNG ADULT SERVICES COMMITTEE PURPOSE. The purpose of the Youth and Young Adult Services Committee is to provide the WDC with assistance in the planning, implementation, and performance of youth and young adult services in the WIOA workforce system.

SECTION 6.5. ONE-STOP SYSTEM OPERATOR(S) & PARTNERS COMMITTEE PURPOSE.

The purpose of the One-Stop System Operator(s) & Partners Committee is to provide the WDC with assistance in the planning, implementation, and performance of the One-Stop System in Pierce County. This committee, for the most part, is made up of current partners in the system. Therefore, a significant number of the Members will be partner representatives, identified in a specific Memorandum of Understanding (MOU) that will guide the work of this committee. These representatives will be selected by the organization that they represent in the partnership. The membership in the One Stop Committee will not be limited to official MOU partners since the goal is to have a broad based group of demonstrated expertise and effectiveness in the field of workforce development on each of the committees.

SECTION 6.6. CORE 6 LEADERSHIP COMMITTEE.

The purpose of the Core 6 Leadership Committee is to advise and recommend to the WDC and the WorkForce Central Executive Board solutions to issues related to the aspirational vision, strategic direction and priority changes/improvements required for the Pierce County Workforce Development System.

ARTICLE VIII
CONFLICT OF INTEREST

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 sub-grant or contract supported by WIA or WIOA formula funds if a conflict of interest, real or apparent, would be involved, Such a conflict work arise when the Member, or any member of his/her immediate family, a partners 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 or discussing during the meeting shall occur. Members or ex-officio Members of the WCD will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements. Each Member is entitled to one vote, unless prohibited by a declared conflict of interest.

ARTICLE IX
MISCELLANEOUS PROVISIONS

SECTION 1. Workforce Central may enter into contracts and agreements that are in accord with the goals and objectives of the Executive Board, the WDC and WIA or WIOA. All such contracts must be executed by the WorkForce Central CEO based upon local, state, and federal laws, regulations and ordinances.

SECTION 2. FISCAL YEAR AND PROGRAM YEAR. The fiscal year of the WDC and WorkForce Central shall begin on the first day of January in each year and shall end on the last day of December in each year. The program year of the WDC and WorkForce Central shall be the first day of July in each year and shall end on the last day of June each year.

SECTION 3. NONDISCRIMINATION. The WDC shall comply with all applicable federal, state, and local laws, regulations and ordinances. The WDC shall adhere to a policy of equal opportunity for all people, regardless of race, color, sex, sexual orientation, age, marital status, creed, religion, disability or national origin. WorkForce Central and WorkSource Pierce are equal opportunity employers and providers of employment and training services.

SECTION 4. BOOKS AND RECORDS. The WorkForce Central shall keep correct and complete books and records of account and minutes of the meetings of the council and its committees. All books and records of the WDC may be inspected by any Member or Officer for any proper purpose at any reasonable time.

ARTICLE X
AMENDMENTS

These bylaws may be amended or repealed at any meeting of the members at which a quorum is present, by the affirmative vote of two-thirds (2/3) of the members present at such a meeting provided that any proposed amendment shall be acted upon in advance by the WDC Coordinating Committee and shall be submitted in writing to the members in advance of their next meeting.

CERTIFICATION

I do hereby certify that the foregoing bylaws, consisting of seven (7) pages, are a true and correct copy of the bylaws of the Pierce County Workforce Development Council as adopted by its members on January 16, 2015.



WDC Chair

2/18/16
Date