



GOVERNOR'S COUNCIL FOR WORKFORCE
AND ECONOMIC DEVELOPMENT

EDUCATION. ECONOMIC DEVELOPMENT. EMPLOYMENT.

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Governor's Council for Workforce and Economic Development

BYLAWS

Table of Contents

Article I	Organization
Article II	Purpose
Article III	Membership
Article IV	Structure
Article V	Procedures
Article VI	Communications
Article VII	Conflict of Interest
Article VIII	Amendment of Bylaws

ARTICLE I ORGANIZATION

Section 1.01 Name The name of the organization shall be the Governor's Council for Workforce and Economic Development hereafter known as the State Council.

Section 1.02 Area Served The State Council shall serve the State of Oklahoma and the Workforce Investment Areas and Local Labor Markets therein.

Section 1.03 Legal Authority for State Council Senate Bill 1734 passed by Oklahoma's 50th legislature, in accordance with Section 111 of the Workforce Investment Act of 1998 establishes the State Council as an advisory body to the Governor .

ARTICLE II PURPOSE

Section 2.01 Responsibilities of the State Council The State Council shall operate in accordance with the functions contained in Section 111 (d) of the Workforce Investment Act (WIA) to oversee Oklahoma's Workforce Development System. They shall advise the Governor on the creation, implementation and continuous improvement of a comprehensive statewide workforce development system in support of economic development. The State Council shall utilize staff (Workforce Solutions Staff Team) to facilitate an aggressive agenda that focuses resources from Oklahoma's Employment, Education, and Economic Development communities to secure statewide economic growth.

ARTICLE III MEMBERSHIP

Section 3.01 Membership Members of the State Council representing organizations, agencies, or other entities shall be individuals with optimum policymaking authority within their organizations, agencies or entities. In order to provide the Governor with wide-range perspective on workforce policy issues, the members of the State Council shall represent diverse regions of Oklahoma, including urban, rural, and suburban areas from both the public and private sectors. Total Council membership shall not be less than thirty-five (35) members and shall not exceed fifty-five (55) members.

A majority of the members of the State Council shall be representatives described in Bylaws 3.02 (C).

Section 3.02 Term Structure The Governor may establish terms of appointment or other conditions governing appointment or membership on the State Council. Council members shall be appointed for two-year terms on a staggered basis. Members shall continue to serve until a replacement is appointed by the Office of the Governor. Should a vacancy occur during a term of office, reappointments by the Office of the Governor will be made for the duration of that term. All initial terms of office shall start on January 1 after receiving notification by letter from the Office of the Governor specifying an explanation of the term structure.

The State Council shall be comprised of:

- A. The Governor
- B. Two members of each chamber of the State Legislature, appointed by the appropriate presiding officers of each such chamber; and
- C. Representatives appointed by the Governor, who:
 - 1. are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority, including members of local boards and
 - 2. represent businesses with employment opportunities that reflect the employment opportunities of the State and
 - 3. are appointed from among individuals nominated by State business organizations and business trade associations;
- D. Chief elected officials representing both cities and counties, where appropriate;
- E. Representatives of labor organizations, who have been nominated by State labor federations;
- F. Representatives of individuals and organizations that have experience with respect to youth activities;
- G. Representatives of individuals and organizations that have experience and expertise in the delivery of workforce investment activities, including chief executive officers of community colleges and community-based organizations within the State;
- H. The lead State agency officials with responsibility for the programs and activities that are described in WIA section 121(b) and carried out by one-stop partners;

- I. In any case in which no lead State agency official has responsibility for such program, service, or activity, a representative in Oklahoma with expertise relating to such program, service, or activity;
- J. Such other representatives and State agency officials as the Governor may designate, such as the State agency officials responsible for economic development and juvenile justice programs in Oklahoma.

ARTICLE IV STRUCTURE

Section 4.01 State Council Chair and Vice-Chair The Governor shall designate the Chair from the business representatives of the State Council. The Chair shall serve at the discretion of the Governor. The Chair shall appoint a Vice-Chair from the business representatives. In the event that the Chair does not serve an entire term, the Governor shall appoint a new Chair.

Section 4.02 Committees There shall be two standing committees, the Executive Committee and the State Council Oversight Committee.

- A. Executive Committee - The Executive Committee is comprised of the State Council Chair, the Vice-Chair, and the Chair from each of the council committees/teams. The Executive Committee shall act in place of the State Council only when necessary and with subsequent full board review, action, and ratification. This committee is governed by the Open Meetings Act. It shall convey to the Governor recommendations posed by the State Council, prepare the agenda for the State Board meetings, approve the direction of the Strategic Plan, develop the areas for tasks required for committees as required, appoint committee/teams and chairs, respond to the needs of the State Council and its State Council members, and make personnel decisions and recommendations.
- B. Workforce System Oversight Committee – The Workforce System Oversight Committee will be led by one private sector and one public sector member and the remaining members will be from the general membership and will be comprised of 51% private sector members of the Council. The committee will provide governance, policy and capacity building for the Local Workforce Investment Boards and partnerships. Members of this committee will also serve as Council oversight which will be entirely distinct from the Executive Committee and will observe and critique the State Council’s operations and ensure compliance with these bylaws. This committee is governed by the Open Meetings Act.

Section 4.03 Teams All preliminary work in the preparation of matters for Council action shall be performed by committees or teams. Teams are appointed for a special purpose and will exist until their task is deemed completed by the State Council Executive Committee and the State Council. In general, teams are formed to carry out the mission and vision, and to meet the goals as outlined in the State Council Strategic Plan.

All State Council members are expected to take an active role in at least one State Council committee or team.

Teams or committees shall be established, as needed, by the State Council Chair. The State Council Chair shall appoint team chairs from the private sector members of the State Council.

ARTICLE V PROCEDURES

Section 5.01 Meetings The State Council shall ratify all business it conducts and recommendations it makes through votes at State Council meetings.

- A. The purpose of State Council meetings is strategic discussion and decision-making. Information exchange is to be handled through committee/team meetings and pre-meeting materials. No materials are to be distributed during a State Council meeting for action at that State Council meeting.
- B. The State Council shall schedule quarterly meetings. Meetings may be cancelled for lack of business action items or for lack of a quorum.
- C. A quorum exists when 50% or one-half of the total membership is in attendance at any duly called meeting.
- D. It is expected that State Council members shall attend and participate in every State Council meeting.
- E. The State Council meetings will be the model structure that local boards can emulate which will include spending meeting time on discussion of substantive issues and not individual program.

Section 5.02 Major Issues Major issues are to be screened by the Executive Committee and assigned to a committee/team for appropriate action and recommendations.

Section 5.03 Recommendations to the Governor

- A. The State Council shall work towards and promote unity.

- B. The State Council will formally vote on all recommendations to the Governor. Each recommendation will be accompanied by a majority report and, as deemed appropriate by the Chair, a minority report.

Section 5.04 Member Replacement Policy If a member, which is statutorily or not statutorily required, is absent from two meetings in a twelve (12) month period, the State Council Oversight Committee shall recommend to the Executive Committee that a request be made to that individual's Appointing Authority for a replacement to the Governor's Council for Workforce and Economic Development member. If a third consecutive absence occurs, the recommendation from the Executive Committee to the Office of the Governor will be to replace this individual.

Section 5.05 Voting Rights Each member of the State Council shall be entitled to one vote. Any act of a majority of the members present at a State Council meeting when a quorum is established shall constitute an official act of the State Council. The State Council feels it is the fundamental right that a vote is limited to the members of the Council who are actually present at the time the vote is taken in a regularly scheduled meeting, therefore proxy voting is prohibited.

Section 5.06 Public Nature of Meetings All meetings must be in compliance with the Oklahoma Open Meetings Act.

Section 5.07 Conduct The rules contained in Robert's Rules of Order, latest edition, shall govern the proceedings of the State Council and its committees in all cases in which they are applicable and in which they are not inconsistent with the bylaws of the State Council.

ARTICLE VI COMMUNICATIONS

Section 6.01 Minutes of the Meeting A record shall be made of all meetings of the State Council in accordance with the requirements of the Oklahoma Open Meetings Act. Staff will submit draft minutes to the State Council Chair for recommendation for approval within two days. Drafts of the meeting minutes are to be posted on the website www.odoc.state.ok.us within one week, complete with action items, assigned responsible parties and due dates with e-mail notification of posting to members. Minutes are then presented at the next State Council meeting for full State Council approval.

Section 6.02 Routine Communication Communication with State Council Members shall be primarily by electronic mail.

Section 6.03 Meeting Packets Packets consisting of a tentative agenda and information that should be reviewed prior to a State Council meeting, will be distributed seven days prior to the date of the State Council meeting. Distribution will be by electronic mail unless the volume of mail prohibits.

Section 6.04 Notice of Meetings Notice of State Council and/or State Council committee/team meetings will be posted to the Website <www.odoc.state.ok.us> and communicated to the State Council via electronic mail.

Section 6.05 Committee Reports Committee Chairs will submit written information to be included in the packets to staff (Office of Workforce Solutions) at least ten days prior to the State Council meeting. Staff (Workforce Solutions Staff Team) will work with Committee and Committee Chairs to ensure their reports are accurate and complete.

Section 6.06 Request to Standing Committees Any member may submit a request to the State Council Executive Committee or State Council Oversight Committee. The committee will address the issue or assign it to a State Council taskforce or State Council staff at the discretion of the Committee Chair. It is recommended this be done by written memoranda, copied to the State Council Administrative Director (Office of Workforce Solutions) and dated and signed by the originator.

Section 6.07 Staff Requests Chairs of State Council Committees may request staff to issue information to committees, teams, taskforces or to the State Council. Staff (Workforce Solutions Staff Team) will be assigned to each standing committee or team to ensure minutes are taken and to be available for facilitation, research and technical assistance.

Section 6.08 Media Communications Any information to be disseminated in the name of the State Council must be approved by the Council Chair through the Office of Workforce Solutions.

ARTICLE VII CONFLICT OF INTEREST

Section 7.01 Conflict of Interest State Council members may not:

- A. Vote on a matter under consideration by the State Council regarding the provision of services by such member (or by an entity that such member represents) or
- B. Vote on a matter under consideration by the State Council that would provide direct financial benefit to such member or the immediate family of such member or

- C. Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State strategic workforce development plan.

Section 7.02 Code of Conduct The conflict of interest article of these bylaws sets forth standards governing the performance of members of the State Council and officers, employees, and agents of the State Council who are engaged in the award and administration of contracts and purchases.

Section 7.03 Declaration of Possible Conflicts State Council members must declare, on the record, possible conflicts of interest when:

- A. The member or immediate family member is a volunteer board member of a non-profit bidding organization.
- B. The member is voting on an indirect affirmation of a contract relationship.

For the purpose of Article VII, “immediate family members” include the spouse, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and grandchild.

ARTICLE VIII AMENDMENT OF BYLAWS

Section 8.01 Procedure The Governor’s Council on Workforce and Economic Development bylaws may be amended at a State Council meeting by the affirmative vote of two-thirds of the State Council members present and voting at a State Council meeting where a quorum is present, provided that the proposed amendment was submitted in writing to State Council members for their review at least seven business days prior to such State Council meeting.

Section 8.02 Effective Date Amendments shall be effective immediately upon adoption unless specified otherwise by State Council vote.

End of Governor’s Council on Workforce and Economic Development Bylaws.