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Governor's Council for Workforce and Economic Development

BYLAWS

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**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 Governor’s Council.

Section 1.02 Mission – The mission of the Governor’s Council shall be to assist the Governor in the development, recommendation and implementation of wealth-generating policies and programs within the workforce system and consistent with the State Plan.

Section 1.03 Area Served – The Governor’s Council shall serve the State of Oklahoma and the Local Workforce Development Areas and Regional Labor Markets therein.

Section 1.04 Legal Authority for Governor’s Council – Senate Bill 612 passed by Oklahoma’s 55th legislature, in accordance with the Workforce Innovation and Opportunity Act (“WIOA”) establishes the Governor’s Council as an advisory body to the Governor. The Governor’s Council shall also assist the Governor in ensuring the implementation of the State Plan.

**ARTICLE II
PURPOSE**

Section 2.01 Responsibilities of the Governor’s Council – The Governor’s Council shall operate in accordance with the functions contained in WIOA to oversee Oklahoma’s Workforce Development System. The purpose of the Governor’s Council shall be to:

1. Guide the development of a comprehensive and coordinated workforce development system for the state and monitor its operation; and
2. Review and make recommendations that will align the workforce system, including education, with the economic development goals of the state for the purpose of creating workforce and economic development systems that are integrated and shall provide Oklahoma a competitive advantage in a global economy.

**ARTICLE III
MEMBERSHIP**

Section 3.01 Membership – Members of the Governor’s 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

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Governor's Council shall represent diverse regions of Oklahoma, including urban, rural, and suburban areas from both the public and private sectors.

- A. The Governor's Council shall be comprised of:
1. The Governor;
 2. Two members of the Senate, appointed by the President Pro Tempore;
 3. Two members of the House of Representatives, appointed by the Speaker;
 4. The Executive Director of the Oklahoma Department of Commerce;
 5. The Executive Director of the Oklahoma Employment Security Commission;
 6. Chief elected officials representing both cities and counties.
 7. Such other representatives and State agency officials as the Governor may designate, provided:
 - a. A majority of the members of the Governor's Council shall come from private sector employers including:
 1. Owners of businesses, chief executives or operating officers of businesses or other business executives or employees with optimum policymaking or hiring authority (such individuals may also be members of the board of a local workforce development area);
 2. Individuals who represent businesses, including small businesses, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors, critical occupations, and ecosystems in this state; and
 3. Individuals nominated by State business organizations and business trade associations.
 - b. Not less than 20 percent of the members of the Governor's Council shall be representatives of the workforce within the State, including:
 1. Representatives of labor organizations who have been nominated by State labor federations; and

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2. At least one representative who is a member of a labor organization or a training director from a joint labor-management apprenticeship program or, if no such joint program exists in the State, a representative of an apprenticeship program in the State.
 3. At the discretion of the Governor, individuals in the following categories may also serve as members of the Governor’s Council and be counted toward satisfaction of the 20 percent membership requirement referenced in this subsection:
 - a. Representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive, integrated employment for individuals with disabilities; and
 - b. Representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of school youth.
- B. The Governor may establish terms of appointment or other conditions governing appointment or membership on the Governor’s Council. Private sector members shall be appointed by and serve at the pleasure of the Governor for two-year terms on a staggered basis and may be reappointed. Should a vacancy occur during a term of office, reappointments by the Governor will be made for the duration of that term. Members shall continue to serve until a replacement is appointed by the Governor. All initial terms of office shall start on October 1 after receiving notification by letter from the Office of the Governor specifying an explanation of the term structure.

**ARTICLE IV
STRUCTURE**

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

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Section 4.02 Committees – There shall be four standing committees: the Workforce System Oversight Committee; the Youth Program Committee; the Healthcare Workforce Committee; and the Career Pathways Committee. The Governor’s Council Chair shall appoint committee chairs/co-chairs. Non-Governor’s Council members may be appointed to any standing committee as ex-officio, non-voting participants.

- A. Workforce System Oversight Committee – The Workforce System Oversight Committee shall be co-chaired by a member from the private sector and a member from the public sector. The Oversight Committee makes decisions on program governance, policy and capacity building for the Local Workforce Development Boards and partnerships.
- B. Youth Program Committee – The Youth Program Committee shall be co-chaired by a member of the private sector and a member representing education. The Youth Program Committee will provide recommendations on policy and performance for the development and implementation of WIOA youth funded programs statewide. It will also create an Oklahoma workforce strategy for youth that aligns with youth initiatives and provides common solutions that coordinate with the state’s economic goals building wealth creation for all Oklahomans.
- C. Healthcare Workforce Committee – The Healthcare Workforce Committee shall be co-chaired by representatives from the healthcare community. The Healthcare Workforce Committee will inform, coordinate, and facilitate statewide efforts to ensure that a well-trained, adequately distributed, and flexible healthcare workforce is available to meet the needs of an efficient and effective healthcare system in Oklahoma.
- D. Career Pathways Committee – The Career Pathways Committee shall be co-chaired by a member from the private sector and a member from the public sector. The Career Pathways Committee will inform, coordinate, and facilitate statewide efforts to improve Oklahomans’ exposure to high-demand career and entrepreneurship opportunities, along with the education and training required for entry into and advancement within a chosen career.

Section 4.03 Ad Hoc Committees – Preliminary work in the preparation of matters for Governor’s Council action may be performed by ad hoc committees. Ad hoc committees are appointed by the Governor’s Council Chair or the Oversight Committee for a special purpose and will exist until their task is deemed completed by the Chair of the Governor’s Council. In general, ad hoc committees are formed to carry out the mission and vision, and to meet the goals as outlined in the Governor’s Council Strategic Plan.

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All Governor's Council members are expected to take an active role in at least one Governor's Council committee or ad hoc committee.

The Governor's Council Chair shall appoint ad hoc chairs from the private sector members of the Governor's Council.

**ARTICLE V
PROCEDURES**

Section 5.01 Meetings – The Governor's Council shall ratify all business it conducts and recommendations it makes through votes at Governor's Council meetings.

- A. The purpose of Governor's Council meetings is strategic discussion and decision-making. Information exchange is to be handled through committee/ad hoc committee meetings and pre-meeting materials. No materials are to be distributed during a Governor's Council meeting for action at that Governor's Council meeting.
- B. The Governor's Council shall schedule meetings at least quarterly. 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 Governor's Council members shall attend and participate in every Governor's Council meeting.
- E. The Governor's 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 programs.

Section 5.02 Member Attendance Policy – If a member, who is statutorily or not statutorily required, is absent from two meetings in a twelve (12) month period, the Governor's Council Workforce System Oversight Committee may recommend to the Governor's Council Chair that a request be made to that individual's Appointing Authority for a replacement to the Governor's Council for Workforce and Economic Development. If a third consecutive absence occurs, the Governor's Council Chair may recommend to the Office of the Governor to replace this individual.

Section 5.03 Voting Rights – Each member of the Governor's Council shall be entitled to one vote. Any act of a majority of the members present at a Governor's Council meeting when a quorum is established shall constitute an official act of the Governor's Council. The Governor's Council feels it is the fundamental right that a vote is limited to the

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members of the Governor's Council who are actually present at the time the vote is taken in a regularly scheduled meeting, therefore proxy voting is prohibited.

Section 5.04 Public Nature of Meetings – All meetings of the Governor's Council, the Workforce System Oversight Committee, the Youth Program Committee, and the Healthcare Workforce Committee shall be in compliance with the Oklahoma Open Meetings Act.

Section 5.05 Conduct – The rules contained in Robert's Rules of Order, latest edition, shall govern the proceedings of the Governor's Council and its committees in all cases in which they are applicable and in which they are not inconsistent with the bylaws of the Governor's Council.

**ARTICLE VI
COMMUNICATIONS**

Section 6.01 Minutes of the Meeting – A record shall be made of all meetings of the Governor's Council, the Workforce System Oversight Committee, the Youth Program Committee, and the Healthcare Workforce Committee in accordance with the requirements of the Oklahoma Open Meetings Act. Staff will submit draft minutes of the Governor's Council meeting to the Governor's Council Chair for recommendation for approval within thirty days. Minutes of the Governor's Council meeting are then presented at the next Governor's Council meeting for full Governor's Council approval and posted to the website www.oklahomaworks.gov.

Section 6.02 Routine Communication – Communication with Governor's 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 Governor's Council meeting will be distributed seven (7) days prior to the date of the Governor's Council meeting. Distribution will be by electronic mail unless the size of the e-mail is prohibitive.

Section 6.04 Notice of Meetings – Notice of Governor's Council and/or Governor's Council committee meetings will be posted to the website www.oklahomaworks.gov and communicated to the Governor's Council via electronic mail.

Section 6.05 Media Communications – Any information to be disseminated in the name of the Governor's Council must be approved by the Chair of the Governor's Council through the Oklahoma Office of Workforce Development.

ARTICLE VII
CONFLICT OF INTEREST

Section 7.01 Conflict of Interest – Governor’s Council members may not:

- A. Vote on a matter under consideration by the Governor’s 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 Governor’s 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.

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

Section 8.02 Effective Date – Amendments shall be effective immediately upon adoption unless specified otherwise by Governor’s Council vote.

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