

# COUNCIL ON WORKFORCE INVESTMENT

## BY-LAWS

*Approved by the CWI on September 10, 2004*

### ARTICLE I. Name

The name of the organization shall be the Governor's Council on Workforce Investment.

### ARTICLE II. Organization

#### 2.1 Membership

The membership of Governor's Council on Workforce Investment is designated by the enabling Governor's Executive Order establishing the Council and in accordance with the Workforce Investment Act (WIA) of 1998. The Council shall be comprised of:

- 1) The Governor or designee
- 2) The majority of representatives of business in the state;
- 3) The state departments of Commerce, Corrections, Health and Family Services, Public Instruction, Veterans Affairs, Workforce Development, the University of Wisconsin, and the Technical College System State Board;
- 4) Individuals with experience in youth activities, community-based organizations, education, local government and workforce development issues;
- 5) Individuals who are representatives of organized labor and who have been nominated by State labor federations, and;
- 6) Two members of each of the two chambers of the State Legislature appointed by the respective leadership of the majority and minority parties (four in total.)

#### 2.2 Appointment

##### 2.2(1) Council Members

The members of the Council are appointed by the Governor, except for the legislative representatives, and serve at the Governor's pleasure. Legislators are selected by the respective majority and minority party leadership of each House. Any vacancy will be filled consistent with the representation requirements of the Workforce Investment Act of 1998. The Chairperson shall determine when a vacancy occurs and so inform the Governor.

##### 2.2(2) Council Representation

- Council members who due to job change or other reasons no longer represent the sector from which they were appointed may serve until their replacements are named.

- Council members may select an official designee to attend Council and Committee meetings that they are unable to attend. The name of the designee should be formally conveyed in writing to the Chairperson.
- If a seat on the Council is not represented by the appointee or designee for three consecutive Council meetings, the Council Chairperson may recommend termination and replacement to the Governor. For legislators, the Chairperson may notify the appropriate legislative leaders.
- Members who are unable to continue serving on the Council should notify the Chairperson in writing.

### **2.2(3) Committee Membership**

The Council Chairperson appoints members of standing committees and ad-hoc committees unless expressly appointed by the Governor.

### **2.2(4) Non-voting Technical Advisors**

Non-voting Technical Advisors may be invited to join committees by the Committee leadership, with concurrence of Council Chairperson, for a specified term. These members would serve as resource persons on standing committees based on the knowledge or perspective they bring to the work of the committee.

## **2.3 Voting**

### **2.3(1) Council**

Each member of the Council shall have one vote. Only gubernatorial appointees, or their official designees, and legislators are voting members of the full Council.

### **2.3(2) Committees**

Only gubernatorial appointees, or their official designees, and legislators may vote on standing Council committees. Non-voting technical advisors may participate on standing committees but may not vote. All members of ad hoc committees may vote, due to the special assignment of an ad hoc committee.

## **2.4 Conflict of Interest**

Council members are state public officials as defined by ss. 19.42, Wis. Stat., and are subject to ss. 19.46, Wis. Stat., concerning conflict of interest prohibitions including but not limited to: (1) taking any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest; and (2) using his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated.

## **2.5 Staffing of the State Council**

The Wisconsin Department of Workforce Development shall be the lead agency in providing staff support for the Council with assistance from other agencies as appropriate and necessary.

## **ARTICLE III. Officers and Terms**

### **3.1 Council Chairperson**

The Chairperson of the Council must be from the business sector, and shall be appointed by the Governor to serve at his/her pleasure. The Chairperson shall preside at all meetings of the Council. If both the Chairperson and the Vice Chairperson will be absent from a Council meeting, the Chairperson shall assign another member of the Council to preside over the meeting. The Chairperson shall be responsible for the management of the business of the Governor's Council on Workforce Investment. The Chairperson shall convene regular and, when appropriate, special meetings of the Council.

### **3.2 Vice Chairperson**

The Council Chairperson shall select a Vice-Chairperson from among the membership. The Vice-Chairperson shall, in the absence of the Chairperson, perform the duties of the Chairperson.

### **3.3 Committee Chairs**

The Council Chairperson shall appoint committee Co-Chairs unless otherwise expressly appointed by the Governor. The Committee Chairs shall convene committee meetings as needed to address their workplans and other issues as directed by the full Council.

## **ARTICLE IV. Meetings**

### **4.1 General**

The Council shall meet quarterly or at the call of the Chairperson.

### **4.2 Notice**

Notice of meetings of the Council, its standing committees, and ad hoc committees shall be given to all members at least seven days prior to the date of the meeting, along with an agenda of items for consideration at such meeting. Mailing by email or surface mail to the member's registered address shall be deemed adequate notice. Public notice as provided under the Wisconsin Open Meeting Law shall be given prior to each meeting.

### **4.3 Quorum**

A majority of Council members, or their official designees, shall constitute a quorum for the purpose of conducting official business of the Council. A majority of any standing or ad hoc committees are also required for the purpose of the business of that committee. At the committee level, non-voting technical advisors do not count towards a quorum. All members of ad hoc committees can be counted towards a quorum.

## **ARTICLE V. Committees**

### **5.1 Standing Committees**

The Council shall have standing committees to help conduct its business. Additional non-voting technical advisors can be appointed. A committee may

establish subcommittees to assist in performing committee responsibilities. The Council Chairperson shall appoint the leadership and members of the committees unless expressly appointed by the Governor. The decisions of a committee shall be recommendations only and subject to approval by the full Council except when the standing committee acts on behalf of the Council based on prior authority granted by the Council for a specific purpose. The co-chairpersons of the committee shall establish appropriate rules for management of the committee's business.

## **5.2 Executive Committee**

The Executive Committee, at a minimum, shall be comprised of the Council Chairperson, Vice Chairperson, one Co-Chairperson from each of the standing committees, and the Secretary of the Department of Workforce Development. The Council Chairperson may appoint additional members as needed. The Executive Committee shall provide overall direction to Council activities, make recommendations on Council administrative and organizational matters as appropriate and may act on behalf of the Council. The committee shall perform additional duties as charged by the Council Chairperson.

## **5.3 Ad-Hoc Committees**

The Council Chairperson may establish *ad-hoc* committees, workgroups or task forces to assist the Council in carrying out its responsibilities. The length of terms shall be determined by the Council Chairperson at the time of the appointment. Ad-hoc committees may include a combination of Council members and non-council members. The Chair of an ad-hoc committee must be a Council member.

## **5.4 Dislocated Worker Committee**

The functions of the State Dislocated Worker Committee, as required by state administrative rule, may be included within a standing committee.

## **ARTICLE VI. Reimbursement of Expenses**

Travel expenses incurred by members and ad hoc committee participants, other than state agency representatives, to attend meetings of the Council or its committees or other meetings approved by the Council shall be reimbursed in accordance with the State travel reimbursement policy.

## **ARTICLE VII. Amendment of By-laws**

These by-laws may be amended by majority vote of the Council.

## **ARTICLE VIII. Roles and Responsibilities**

The powers and duties of the Council are principally specified under the authorizing Executive Order and the federal Workforce Investment Act of 1998.