

**BY LAWS**  
**PEE DEE WORKFORCE DEVELOPMENT BOARD**  
**August 2017**

**ARTICLE I. Name, Vision, and Purpose**

- A.** The name of this organization shall be the Pee Dee Workforce Development Board (PDWDB). The PDWDB serves Chesterfield, Darlington, Dillon, Florence, Marion and Marlboro Counties, and is herein referred to as the Board.
- B.** The vision for the Pee Dee Workforce Development Board is to serve as the strategic leader and convener of local workforce development system stakeholders. The Pee Dee WDB partners with employers and the workforce development system to develop policies and investments that support public workforce system strategies that support regional economies, the development of effective approaches (including local and regional sector partnerships and career pathways), and high-quality, customer-centered service delivery and service delivery approaches.
- C.** The purpose of the Pee Dee Workforce Development Board is to
1. Provide strategic and operational oversight in collaboration with required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce development system in the local workforce development area and the larger planning region;
  2. Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan; and
  3. Maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided.
- D.** The Pee Dee Workforce Development Board's motto is "Uniting the Pee Dee to Work".

**ARTICLE II. Membership**

- A. Appointment:** Membership to the Board shall be made by appointment of the chief elected official of each county. Appointments shall be made from the categories as outlined in Section 107(b) of the Workforce Innovation and Opportunity Act of 2014. The chief elected officials will consider nominations of candidates as follows:

1. Business representatives are appointed from among members who are nominated by local business organizations (such as chambers of commerce) and business trade associations
2. Labor representatives are appointed from among individuals who are nominated by local labor federations (or for a local area in which no employees are represented by such organizations, other representatives of employees); and
3. When there is more than one local area provider of adult education and literacy activities under Title II or multiple institutions of higher education providing workforce investment activities, nominations are solicited from those entities.

When there is a Board vacancy, the chief elected official for the county the member represented will be immediately notified and staff will follow the established process for obtaining nominee(s) to be presented to the county council for their approval.

**B. Number:** The total membership of the Board shall be twenty-one (21). The Board membership shall be in the same ratio as the population of the six Counties, based on 2010 census data.

**C. Term of Appointment:** All appointments shall be for a term of three years except for initial appointments. One-third of the original members shall be appointed for a term of one year, one-third for a term of two years and the final members for a term of three years. Thereafter, all appointments shall be made for a three-year term, except to fill a vacancy. Each vacancy will be filled to complete the unexpired term. Regardless of the date of appointment, the first term of all members will be deemed to have begun July 1, 2014 and new terms shall be as of July 1 of each year thereafter.

**D. Categories of Membership:**

- 1) Private Sector: Not less than 51% of the membership at all times will represent the private sector as defined in the Workforce Innovation and Opportunity Act. These members will be, at the time of their appointment, owners of business concerns, chief executives or chief operating officers or other private sector executives who have hiring or policy-making responsibility. They must also provide employment opportunities in in-demand industry sectors or occupations. At a minimum, two members of the Board will represent small business as defined by the U.S. Small Business Administration.

2) General Sector: At least 20% of the members of the local Workforce Development Board will be workforce representatives, as follows:

- a. At least two representatives of labor organizations
- b. At least one representative of a joint labor-management or union-affiliated, registered apprenticeship program, or in the absence of such apprenticeship, a representative of a registered apprenticeship program
- c. At least one representative of a community-based organization with demonstrated expertise in addressing the employment, training, or educational needs of individuals with barriers to employment
- d. At least one representative of an organization with demonstrated expertise in addressing the employment, training, or educational needs of youth

The Pee Dee WDB will also include:

- a. At least one representative of a provider administering adult education and literacy activities under WIOA
- b. At least one representative from an institution of higher learning
- c. At least one representative of economic and community development entities
- d. A representative of the State Employment Service office under the Wagner-Peyser Act
- e. A representative of programs carried out under Title I of the Rehabilitation Act of 1973
- f. Other members as deemed appropriate by the chief elected officials.

3) Ex Officio: The Chairperson reserves the right to include non-voting members on its Youth Committee, Disabilities Committee, SC Works Committee, and any established ad hoc committee for the purpose of leveraging his/her specific expertise and/or input in the development of plans and goals for those committees. These individuals will have not voting authority and are not subject to appointment guidelines required for full, voting members.

### **ARTICLE III. Officers**

The Chairperson and Vice-Chairperson shall be representatives of the private sector. The Chairperson and Vice-Chairperson of the Board shall be elected annually by a majority vote of the members of the Workforce Development Board. The Chairperson and Vice-Chairperson's terms are limited to three consecutive terms.

## 1) Chairperson's Duties

- ❖ Conduct Board and Executive Committee Meetings
- ❖ Serve as signatory for the Board on official documents
- ❖ Appoint committees and committee members

## 2) Vice Chairperson's Duties

The Vice-Chairman shall perform the duties of the Chairperson in the event of the Chairperson's absence or inability to serve.

### **ARTICLE IV. Meetings and Attendance**

- A. Scheduled Meetings:** The Board shall meet quarterly each year (first Tuesday of February, May, August and November). Additional meetings may be called at any time by the Chairperson. The Pee Dee WDB reserves the right to use conference calls and/or web-based meetings as options to promote member participation in Board and/or committee meetings.
- B. Quorum:** For the purpose of transacting business, the members in attendance shall constitute a quorum.
- C. Attendance:** Members of the Board will be expected to attend all meetings of the Board unless excused from the meeting by the Chairperson. Members should notify staff if circumstances will prevent their attendance at any meeting of the full Board or its committees. Members who have two or more unexcused absences in a one-year period (July 1-June 30) will be considered to have resigned from the Board. A member attending a meeting via conference call or a web-based meeting platform is considered as attending the meeting for attendance purposes.
- D. Polling of Committee Members:** Due to the technology available through the internet and the need for expedited action for funding and emergencies, the various committees may vote by email on issues before their committees as needed. This process is limited to committees and will not be used for regularly scheduled quarterly meetings of the full Board.

### **ARTICLE V. Voting**

- A. Voting Authority:** Votes shall be cast by Board members only. There are no provisions for alternate members or proxy voting.

- B. Conflict of Interest:** If a member has a conflict of interest, he/she may not vote on any matter relating to that interest or otherwise use their influence to benefit themselves, a family member, business partner, or an entity he/she or a family member represents. A WDB member may not vote to award an organization that will potentially employ any of the above as a result of its award, as to do so is considered a conflict of interest under the provisions of this policy. Each such conflict of interest shall be declared by the member prior to any discussion and will be so recorded in the official minutes.

At Board orientation, each new member will review the Pee Dee Workforce Development Board's conflict of interest statement and sign it indicating his/her understanding of the policy.

- C. Orientation:** No member shall cast a vote unless he/she has participated in orientation to the responsibilities of the Workforce Development Board. Orientation will be provided by the staff of Pee Dee Regional Council of Governments or its designee.

#### **ARTICLE VI. Overall Board Responsibilities**

- ❖ Develop and submit a 4-year local strategic workforce development plan to the Governor, in partnership with the chief elected officials.
- ❖ Collaborate with other local boards and chief elected officials from other local areas in preparation of a regional workforce plan as described in Section 106(c)(2).
- ❖ Perform workforce research and regional labor market analyses in accordance with Section 107(d)(2) of WIOA.
- ❖ Convene workforce development system stakeholders to assist in the development of the local plan under Section 669.750 of the WIOA Regulations and in identifying non-Federal expertise and resources to leverage support for workforce development activities.
- ❖ Lead efforts to engage with a diverse range of employers to promote business representation on the local board, to develop effective linkages to support employer utilization of the local workforce development system, to ensure that workforce development activities meet the needs of employers, and to develop and implement promising strategies for meeting the employment and skill needs of workers and employers.
- ❖ Lead efforts in the local area to develop and implement career pathways by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.
- ❖ Develop strategies for using technology to maximize accessibility and effectiveness of the local workforce development system for employers, workers, and job-seekers.

- ❖ With the agreement of the chief elected officials, designate or certify one-stop operators and terminate the eligibility of such operators for cause; identify eligible providers of youth activities in the local area by awarding grants or contracts on a competitive basis; identify eligible providers of training services for adults and dislocated workers; and identify eligible providers of career services by awarding contracts.
- ❖ Coordinate activities with education and training providers, including providers of workforce investment activities, providers of adult education and literacy activities, and providers of career and technical education.
- ❖ Develop a budget for purposes of carrying out the duties of the local Board, consistent with the local plan and subject to the approval of the chief elected officials.
- ❖ In partnership with the chief elected officials, conduct oversight with respect to local programs of youth activities and local employment and training activities for adults and the one-stop delivery system in the local workforce area.
- ❖ Negotiate with the chief local elected officials and required partners on the methods for funding infrastructure costs of one-stop centers in the local area
- ❖ Negotiate and reach agreement on local performance measures with the chief elected officials and the Governor.
- ❖ Assess on an annual basis, the physical and programmatic accessibility of all one-stop centers in the local area

## **ARTICLE VII: Committees**

The Board shall appoint the following Standing Committees, as prescribed by the Workforce Innovation and Opportunity Act: SC Works Committee, a Youth Committee, and a Disabilities Committee. In addition, the following additional Standing Committees will be appointed: an Executive Committee, a Public Relations/Outreach Committee, and a Membership Committee. Ad hoc committees, such as the Business & Industry Committee and other committees designated by the Board Chairperson may also be appointed. The Chairperson shall make all committee chairperson and committee member appointments. Terms of Chairpersons for all committees will be for a term of one year but Chairpersons may be eligible for consecutive terms. The Chairperson of the Executive Committee will be the Chairperson of the Workforce Development Board

## **Standing Committees**

### **Executive Committee**

The Executive Committee shall consist of the Chairperson and Vice-Chairperson of the Board and such other private sector members as may be appointed in order for each county to have representation on the Executive Committee. The Executive Committee may act for and on behalf of the full Workforce Development Board between meetings.

### **SC Works Committee**

The SC Works Committee will be responsible for providing information and assisting with planning, operational, and other issues related to the one stop service delivery system. Specific responsibilities may include:

- ❖ Ensuring the local SC Works system fits into the Pee Dee Workforce Development Board's (PDWDB) strategic plan to address the local area's workforce needs.
- ❖ Developing and recommending practices to align local service delivery with the PDWDB's overall strategic intent.
- ❖ Ensuring the PDWDB has successfully completed certification of all of its SC Works system locations according to the criteria and processes determined by the State Workforce Development Board and the PDWDB.
- ❖ Reviewing the performance outcomes of the centers, to include employer and job-seeker customer satisfaction.
- ❖ Reviewing and recommending monitoring practices to ensure SC Works system operators and partners are being educated and trained on a continual basis to fulfill the requirements of the PDWDB.
- ❖ Reviewing usage data and available funds to determine the need to increase or decrease the number of center locations
- ❖ Developing criteria for coordination with other agencies/programs

The Committee may include non-WDB partner representatives, as needed, on an ex-officio basis.

### **Youth Committee**

The Youth Committee shall provide information and assist with planning, operational, and other issues relating to the provision of services to youth. Activities may include:

- ❖ Input into the development of the sections of the Workforce Innovation and Opportunity Act Plan that relate to youth services
- ❖ Development of strategies to address the PDWDB's vision as it relates to youth service delivery
- ❖ Make recommendations regarding youth programs to the PDWDB based on proven strategies and promising practices

The Committee may include non-WDB representatives, as needed, on an ex-officio basis.



## **Disabilities Committee**

The Disabilities Committee will provide information and assist with operational and other issues relating to the provision of service to individuals with disabilities, including issues relating to compliance with WIOA section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding programmatic and physical access to services, programs, and activities of the one-stop service delivery system.

The Committee may include non-WDB partner representatives, as needed, on an ex-officio basis.

## **Public Relations Committee**

The Public Relations Committee will develop strategies for a public relations effort. This includes, but is not limited to:

- ❖ The development of a plan to increase the awareness of the Board's accomplishments, relevancy, and role in workforce development;
- ❖ Communicating the relevance of the Board to both stakeholders and the community at large; and
- ❖ Raising the WDB's strategic profile as party to discussions involving workforce development issues

## **Membership Committee**

The Membership Committee will be responsible for the following:

- ❖ Developing a list of nominees annually for the offices of Chairperson and Vice Chairperson. The Committee will solicit nominations for these offices from members of the Workforce Development Board in a manner that allows the elected individuals to begin service effective July 1, the start of the new program year.
- ❖ Participation in the new member recruitment/selection process, to include assisting staff with new member orientation, mentoring new members, and other related activities
- ❖ Assisting staff with planning or identifying Board education and development activities and opportunities

## **Ad Hoc Committees**

## **Business and Industry Committee**

The Business and Industry Committee will be responsible for the following:

- ❖ Leading efforts to engage with a diverse range of employers to ensure that workforce development activities meet the needs of employers, and to develop and implement promising strategies for meeting the employment and skill needs of workers and employers.
- ❖ Leading efforts in the local area to develop and implement career pathways by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.
- ❖ Supporting regional sector strategies initiatives

### **Incumbent Worker Training Committee**

Comprised of the six Economic Development Directors for the Pee Dee Region, or his/her designee, the Incumbent Worker Training Committee is responsible for evaluating, rating, and ranking proposals for incumbent worker funding and making recommendations to the Pee Dee Workforce Development Board regarding how those funds are awarded.

### **ARTICLE VIII. Rules of Procedure**

Meetings will be governed by Robert's Rule of Order, Newly Revised, in all cases to which they are applicable and which are not inconsistent with the By-Laws and any special rules of order the Board may adopt.

### **ACTICLE IX. Amendment of By-Laws**

These By-Laws may be amended or repealed by simple majority of the combined vote cast by mail and those members present at a Board meeting, if notice of proposed action has been presented in writing to Board members thirty (30) days prior to the vote. These By-Laws shall be deemed to be automatically amended at any time to conform with applicable state or federal statutes in regulations.

BY:- \_\_\_\_\_  
Chairperson, Workforce Development Board

Date \_\_\_\_\_