

## Workforce Development Board By-Laws

(Established April 2022)

### ARTICLE I

#### Name and Location

This Organization is to be known in law as The Gloucester County Workforce Development Board (hereinafter referred to as the WDB). Its activities shall be conducted in the County of Gloucester, State of New Jersey and surrounding Southern New Jersey counties as well as the Tri-State area, when necessary.

### ARTICLE II

#### PURPOSE

The Gloucester County WDB's mission is to develop an efficient, effective, comprehensive system of workforce preparation, which will increase the number, and qualities of workers with the technological skills required by employers and insure that employers have an adequate supply of skilled workers. Potential employers will be empowered to compete and expand in the county, which is essential in promoting public and private sector investment in a system of life long learning opportunities. The Gloucester County Workforce Development Board is charged with helping to create a workforce readiness community that is responsible for forging partnerships. The Workforce Development Board shall also build on existing efforts among labor, business, local educational institutions, community based organizations, Talent Networks, Industry Sectors and other public sector entities to collaborate, to develop and retain in partnership with the South Jersey region as made by the WIOA (Camden, Gloucester, Burlington, Cumberland, Atlantic, & Cape May counties) and serve as a forum for education, training and employment coordination, labor market assessment, economic development and customer service needs (including education, training, retraining and material/durable goods)

To ensure that we are providing the best services and opportunities to our workforce the WDB will engage in Regional Partnerships with the South Jersey Region WDB (Gloucester, Camden, Burlington, Salem/Cumberland and Atlantic /Cape May Workforce Development Boards). The WDB will also seek to make vital partnership with the NJ talent Networks and industry sector partners not only in the South Jersey Region, but in the Philadelphia metro labor market.

### ARTICLE III

#### MEMBERSHIP

##### Section 1- Membership

The membership of the WDB and the selection thereof shall be accordance with the Federal (United States) Workforce Innovation Opportunity Act (WIOA) of 2014, Section 107A WIOA. Membership

approval will be made by CEO Appointment. Membership recommendation is a joint effort of CEO, WDB, the business community, the local community, and labor federations.

#### Section 2 – Attendance

A member who is absent from three (3) consecutive Full membership and WDB meetings, without written explanation acceptable to the WDB Executive Director shall be deemed to have resigned from the WDB. This will also apply to WDB Committee. See Section 3 below for exceptions.

#### Section 3 - Inactive Status

Where time pressures require that a WDB member restrict his participation in WDB's affairs, upon request and acceptance by the WDB Executive Board, he/she may be placed in an inactive status for a one (1) year unless written notification has been sent to the Executive Director and an extension has been granted by the Executive Committee.

#### Section 4 - Resignation

A member of the WDB may resign by giving written notice of such resignation to the Executive Director.

#### Section 5 - Compensation

WDB members, as such, shall receive no fees or other compensation.

### ARTICLE IV

#### MEETINGS OF THE WDB

##### Section 1 – Place

All meetings of the WDB shall be held in Gloucester County or at such other place within or out of the State of New Jersey, as from time to time, may be designated by the Chair.

##### Section 2 – Regular meetings

Four (4) regular meetings of the WDB shall be held each year on the first Wednesday of the quarter, unless a legal holiday; and if a legal holiday, on such date as is set by the Chairman. Quarterly meetings may also deviate from the first Wednesday of the quarter to accommodate scheduled speakers, if necessary.

##### Section 3 – Special Meetings

Special meetings of the WDB may be called at any time, and for any purpose, by the Chair, by the Vice Chair, or by instrument in writing signed by any one third (1/3) of WDB active Board membership and filed with the Executive Director.

#### Section 4 – Notice

Notice of the time and place of each meeting of the WDB shall be given to each member thereof personally; by mail or other electronic media, at least five (5) days prior thereto. The purpose of each special meeting shall be stated in the notice. Notice of the full membership meetings of the WDB shall comply with the New Jersey Open Public Meetings Act.

#### Section 5 – Quorum

At all meetings of the WDB, shall consist of 50% +1 of the total number of the WDB members then in office shall constitute a quorum and, except as herein otherwise provided, a majority of the vote in such quorum shall carry such votes, notwithstanding the withdrawal of enough WDB members to leave less than a quorum. \*All members present will vote if there is not a quorum.

#### Section 6 – Organization

At meetings of the WDB, the Chair or in his/her absence the Vice-Chair or, in his absence another member of the Executive Committee shall preside at all the WDB meetings as selected by either the Chair or Vice-Chair.

### ARTICLE V

#### OFFICERS OF THE WDB

##### Section 1 – Chair and Vice-Chair

The Chair and Vice-Chair of the WDB shall be elected by Full WDB Membership in compliance with WIOA Section 117 b (Membership) (5 Chairperson) on a yearly basis.

##### Section 2 – Chair's Responsibilities

The Chair may preside at all meetings of the WDB and, except as herein otherwise provided, appoint all committees. He/she shall be ex-officio, a member of all committees appointed by him/her or by the WDB, with authority to participate and vote in the proceedings of such committees. He/she shall be Chair of the Executive Committee and he/she shall see to it that the operations of the WDB accord with these Bylaws and such directions as the WDB, from time to time, may issue.

##### Section 3 – Chair's Term

No more than 4 consecutive terms with 3 (3) year term extension on the Full Board.

##### Section 4 – Vice- Chair's Responsibilities

In the absence of the Chair, the Vice-Chair shall perform such of the duties and exercise such of the powers of the Chair. The Vice-Chair shall possess such other powers and perform such other duties as may be prescribed by the WDB and these Bylaws.

## Section 5 – Executive Director’s Responsibilities

In addition to the administrative functions outlined in the job description and other duties assigned to the Executive Director, he/she shall also attend meetings of the WDB and Executive Committee, record all votes, and keep minutes of all proceedings or their designee. He/she shall have charge of all books and documents of the WDB except those required to be held by the Chief Elected official, county or other government official. He/she shall give notice of all meetings of the WDB and shall perform all other duties designated by the WDB or usually pertaining to the office of the Secretary.

## ARTICLE VI

### COMMITTEE ORGANIZATION

#### Section 1 – Standing Committees

The WDB shall assign committees with specific responsibilities and, in some cases the authority to act for the WDB. Standing Committees of the WDB shall be: The Executive Committee; The Executive & American Job Center Operations; Apprenticeship & Industry Development; Marketing & Business Outreach; Resource Analysis & Budget; Community Needs Assessment/ Literacy ; and Youth Development Council (Youth Education & Career Center at GCIT).

#### Section 2 – Ad Hoc Committees

Ad Hoc Committees may be appointed by the Chair of the WDB and Executive Committee subject to the approval of the WDB, and from time to time as occasion demands. Each such committee shall have such powers and duties only as are designated to it with its appointment; and it shall be discharged automatically upon completion of its duties.

#### Section 3 – Organization

Committees are expected to develop their own program and schedule of meetings, where not otherwise designated in these bylaws.

#### Section 4 – Appointments

Standing and special purpose committee appointments, and the designation of the Chair, shall be made subsequent to the WDB’s Annual Meeting, to serve until the next annual Meeting or until their successors are appointed. Ad hoc committees shall remain in effect until the completion of their assignment.

#### Section 5 – Quorum

A quorum for a committee meeting shall be one-half (1/2) plus 1 or more of the voting members of the committee of those committee members present.

#### Section 6 – Telephone / E-mail Poll

When it becomes necessary for some action to be approved quickly, the Chair may authorize a an E-mail poll of the members of the committee in order to cope with a single item, which has been described and circulated to the membership of the committee prior to such vote. The Chair or Executive Director is then authorized to act on behalf of the committee in keeping the results of the poll.

## Section 7 – Meeting Notice

Regular meetings of all standing committees and its sub-committees shall be held on notice of such meetings being given at least five (5) days prior to the meeting, and then accompanied by an agenda for the meeting, which need not be limiting.

## Section 8 – Minutes

All committee meetings shall be described in a set of minutes, which include recommendations made, and actions taken. Copies of minutes of all committee meetings shall be made available to the entire WDB as well as posted on the WDB web site: [www.gcwdb.org](http://www.gcwdb.org)

# ARTICLE VII

## STANDING COMMITTEES

The following area reflects current committee structure and function.

### Section 1 – **Executive Committee**

The Executive Committee shall consist of the Chair and Vice-Chair of the WDB, together with the Chair and Vice-Chair of each of the standing committees described herein. Any member of the WDB who is not a member of the Executive Committee may attend any meeting of the Committee in an ex-officio capacity, but without the right to vote on any matters coming before the Committee requiring action. The quorum requirements for actions by the committee, however, shall be satisfied when a majority of the designated Committee members are present at the meeting.

The Executive Committee shall exercise all powers of the WDB when it is not in Session. The fact that the Executive Committee has acted shall be conclusive evidence that the WDB was not in session at the time. All actions of the Committee shall be reported promptly to the WDB at its regular meeting. The Chair of the WDB shall be the Chair of the Executive Committee.

### Section 2 – List of Other Committees

### **Executive & American Job Center Operations**

The committee consists of Executive Chair & Vice-Chair together with the Chair and Vice-Chair of each of the standing committees and represents a community based network of support agencies and systems that aid Gloucester County residents with their transition to employment and self-sufficiency. The system strives for flexibility and effectiveness through the creation of a professional, user-friendly atmosphere and application of technology and shared resources.

### **Apprenticeship & Industry Development**

The mission of the Gloucester County Apprenticeship/Workforce Development Committee is twofold. We must support the development of a highly qualified work force that will successfully compete in the world's global economic arena. The task of this Committee is to assist employers in the development of Registered Apprenticeship programs, which prioritize the continuing education process known as related instruction. We must encourage and promote the career ladder/career development process through life long continuing education that will allow workers to achieve significantly beyond their entry level job title.

The second part of the Committee's mission is to coordinate with New Jersey Department of Labor and Workforce Development to participate in and provide employer support to county businesses.(Sub-Committee: Business First).

### **Marketing & Business Committee**

The mission of the Communications/Marketing Committee is to develop and implement a marketing strategy that effectively communicates the Workforce Investment Board's goals and objectives to the community at-large. Within this mission, this committee shall prioritize the development of marketing techniques that maximizes the use of community resources to publicize and market the services that the WDB provides to the residents, business community, institutions and agencies of Gloucester County. This process shall emphasize the need to achieve this mission in a manner that is cost-effective and within the budget established by the WDB.

### **Community Needs Assessment /Literacy/Disability**

The Community Needs Assessment Committee strives to ensure that the needs of the workforce are being met in a timely and efficient manner. The Committee is responsible to investigate and recommend to other boards and governing bodies those areas it finds in need or want of assistance and/or improvement. The Committee provides special focus on the issue of Adult Literacy in response to the general population. The Committee sees a need to educate more people, to provide more transportation for the disabled and the economically disadvantaged along with providing timely information and services to those vendors working with or employing those county residents who are either mentally or physically challenged.

To address special issues relevant to the overall population and to some specific populations,

subcommittees have been developed. These include Literacy and Disability Issues. These committees meet quarterly and on an as needed basis.

### **Resource Analysis & Budget Committee**

The Committee creates and reviews budgets in accordance with WIA as well as analyzing customer flow, program outcomes, economic trends and other underlying influences that may affect the final measures on which the local area is measured. These final measurements have a direct impact upon future federal and state funding amounts.

The Committee reviews all publicly funded programs within the One-Stop Career Center. The Committee collects and analyzes sufficient data to ensure that such funding is effectively serving the customers of the workforce readiness system. This Committee identifies successful program management and resource allocation. Coordinating federal, state, and locally funded programs, the Committee can make recommendations for the distribution of these monies.

The Committee also reviews all publicly funded program proposals and budgets outside the One-Stop Career Center to ensure consistency with the Workforce Development Board Plan. These include but are not limited to Carl Perkins funding requests and special funding requests related to education/vocational training made available through the State of New Jersey or federal government, such as Youth Transition to Work and Construction Trades for Minorities and Women.

### **Youth Development Council**

The mission of the Youth Development Council Committee is to provide a system that will encourage the youth in Gloucester County to be an integral part of the community through various flexible, educational and career activities.

### **Section 3 – Committee Membership**

Each Standing Committee shall have a Chair and Vice-Chair and such other members as deemed appropriate by the Chair of the WDB. The Chair of each committee shall be appointed by the WDB Chair. All other members of the committee shall be appointed by the Chair of the WDB.

## **ARTICLE VIII**

### **AMENDMENTS AND INTERPRETATIONS**

#### **Section 1 – Amendments**

The WDB, by majority vote at any duly constituted regular meeting or special meeting called for the purpose, may alter, amend or repeal any Bylaw provide written notice of proposal of such amendment, alteration, or repeal has been given to all member of the WDB at least (10) business days before such meeting.

## Section 2 – Annual Review of Bylaws

Annually, the Executive Committee shall review the Bylaws and present to the WDB at its annual meeting its report, which shall include any recommendations as to any revisions or amendments required in the Bylaws. At the Annual Meeting, the WDB shall act on the report of the Executive Committee and shall formally approve the Bylaws, which are to continue in effect until the next Annual Meeting, there shall be prepared restatement of the Bylaws containing any amendments or revisions.

## ARTICLE IX

### MISCELLANEOUS

#### Section 1 – Parliamentary Guide

Roberts' RULES OF ORDER, Newly Revised, unless in conflict with the provisions of these Bylaws, shall be the parliamentary guide governing procedures of the WDB and its committees. The WDB and its meetings shall be subject to the New Jersey Open Public Meetings Act and the Gloucester County Code of Ethics.

#### Section 2 – Minutes

Minutes of the proceedings and actions of the WDB and the Executive Committee shall be the responsibility of the Executive Director. All such minutes shall be submitted for approval to the next succeeding meeting of the WDB. The Executive Director and or designee shall sign a record copy of such minutes to indicate approval or may assign a designee to sign the minutes.

#### Section 3 – Availability of Minutes

The minutes of the WDB and the Executive Committee, once approved by the WDB, shall at all times be available for inspection during normal business hours by the public or any WDB member. Minutes are available on the Gloucester County WDB web site: [www.wibnj.com](http://www.wibnj.com) or [www.gcwdb.org](http://www.gcwdb.org)

## ARTICLE X

### INDEMNIFICATION

This organization and/or the County of Gloucester shall indemnify, defend, and pay in the manner and to the full extent permitted by New Jersey law, as amended any officer or member of the WDB who was or is a party to, or is threatened to be made a party to, any proceeding. Where required by law, the indemnification provided for herein shall be made only as authorized in specific case upon the determination that indemnification is proper in the circumstances.

## ARTICLE XI

### CONFLICT OF INTEREST

For the purposes of the Workforce Development Board, a conflict of interest is hereby defined as that subject matter in which any Committee member or employee has an actual or potential private, personal or business interest.

It is the policy of the Workforce Development Board, and its committees that every member, affiliate, or employee strives to maintain the highest standard of ethics while conducting the business of the Workforce Investment Board. It is recognized, however, that from time to time a conflict may exist between the personal or business interests of the member and the business of the Workforce Investment Board.

To avoid such actual or potential conflicts Committee members are, prior to any discussion on the questioned subject matter, to announce the actual or potential conflict of interest. Thereafter, the Committee member or members shall refrain from discussing, voting or influencing any other Committee member on the particular subject.

It shall further be the policy of the Workforce Development Board that when a member abstains from voting on a particular subject matter, that vote shall not be counted either for or against the particular subject matter, which was the subject of the vote.

Board Approved: 4/2022