

State Workforce Opportunity Council

By-Laws

The New Hampshire State Workforce Opportunity Council as established in New Hampshire Statue Chapter 12-A:60 hereafter referred to as the State Innovation Board (SWIB) adopts these procedures as operating by-laws for conducting business.

Article One: Name/Identity

The organization shall be commonly known as the "State Workforce Innovation Board". The Board members and staff support of the board will identify themselves in that manner when conducting the business of the organization.

Article Two: Purpose

The State Workforce Innovation Board purpose:

1. To create policy recommendations for the Governor related to the establishment and maintenance of a business driven statewide workforce development system.
2. To serve as a focal point for addressing the major workforce development issues of New Hampshire.
3. To lead the strategic planning process for a business driven workforce development system.
4. To create performance outcomes that identify and reward effective workforce development initiatives
5. To coordinate the state's workforce development initiatives with the state's economic development strategies.

The State Workforce Innovation Board has been formed in accordance with the federal Workforce Innovation and Opportunity Act of 1998, as amended by the Workforce Innovation and Opportunity Act (WIOA) effective July 1, 2015 and New Hampshire State Legislative Law, Chapter 12-A :60 Department of Resources and Economic Development – New Hampshire Workforce Opportunity Council. In order to assure objective management and oversight, the State Workforce Board shall not operate programs or provide services directly to program participants, but shall exist to plan, coordinate, and provide policy guidance and measure success of Workforce Innovation and Opportunity Act programs, initiatives and services.

Article Three: Membership

1. The State Workforce Innovation Board is comprised of members appointed by the Governor consistent with membership requirements established by the federal Workforce Innovation and Opportunity Act. No less than 51% of members will be business leaders. Other members will include: the Governor; a member of each chamber of the state legislature; chief elected officials representing cities and counties; representatives of labor organizations; commissioners from relevant state departments responsible for workforce development initiatives; other education, economic development and community leaders deemed appropriate by the Governor.
2. Member terms shall be for a minimum of two years. Members may be extended for additional terms. There is no limit on the number of terms a member may serve.
3. For purposes of membership and appointments, the yearly term begins at time of

appointment. Regular yearly terms begin July 1st and ends on June 30th of each year.

Article Four: Termination of Membership

All Board members serve at the pleasure of the Governor with the exception of legislative members. Legislative members serve at the pleasure of their respective chamber's presiding officers. In addition, membership may be terminated for:

1. Failure of a member to continue to hold the qualifications which were the basis for his/her initial appointment.
2. Receipt by the board of the written resignation of the member.
3. Failure of a board member to attend at least 50% of scheduled board and committee meetings during a one-year period, except for absences excused by the Board Chair.
4. Failure to represent the State Workforce Innovation Board in a manner deemed appropriate by the board; in all cases, the Chair in consultation with the Governor will make final determination.

Article Five: Officers

The officers of the State Workforce Innovation Board shall include a Chair and Vice Chair. The Chair is appointed by the Governor and shall be a representative of business. The Vice- Chair is elected by State Workforce Innovation Board Chair.

Subject to any applicable transparency limitation set forth in the act, the Chairman of the Board shall be empowered to take action on behalf of the State Workforce Innovation Board to carry out administrative functions and to address emergency concerns. All actions of the Chairman of the Board shall be reviewed by the full State Workforce Innovation Board at the next regularly scheduled meeting.

Article Six: Executive Committee

1. There shall be an Executive Committee comprised of the officers and standing committee chairs.
2. The Executive Committee shall be composed of a majority of business members.
3. The State Workforce Innovation Board can choose to create interim or ad hoc committees to look at specific issues as they see fit; but the chairs of those committees shall not be members of the Executive Committee.
4. The Executive Committee shall have all of the authority of the State Workforce Innovation Board whenever State Workforce Innovation Board action is required between regularly scheduled meetings.

Article Seven: Committees and Task Forces

The State Workforce Innovation Board may create as many committees or task forces, as it deems necessary to carry out the work of the State Workforce Innovation Board.

1. Committees are to be chaired by any member of the State Workforce Innovation Board. Committee Chairs are to be appointed by the State Workforce Board Chair.
2. Committee Chairs will be responsible for recruitment and selection of their committee members in consultation with the State Workforce Board Chair. Committees may contain members who are not State Workforce Board members but will not have voting privileges; rather they will act as specialists or consultants on specific board issues. However, a majority of committee members must be from the State Workforce Innovation Board.

Article Eight: Meetings

1. The State Workforce Innovation Board shall meet at least three (3) times per year or more if necessary in accord with a meeting schedule adopted by the State Workforce Innovation Board.
2. Special meetings of the membership may be called by the Chair or the Governor or by the petition of at least ten members of the State Workforce Innovation Board.

Article Nine: Conduct of Meetings

1. All State Workforce Innovation Board meetings will be publicly announced and will comply with the state's Open Meetings Act.
2. At regular meetings of the State Workforce Innovation Board, the Chair will provide opportunities for public comment with time constraints determined by the Chair as appropriate.
3. The Chair of the State Workforce Innovation Board, or in his/her absence, the Vice Chair, shall chair State Workforce Innovation Board meetings. In the absence of the aforementioned, the members present will select a chair for the meeting.
4. The committees shall meet in a manner agreed upon by the committee chair and other members of the committee.
5. All recommendations discussed by the committees shall be presented to and voted on by the full State Workforce Innovation Board.

Article Ten: Quorum

1. The quorum for all State Workforce Innovation Board meetings scheduled and announced as required by the open meetings act shall be those members of the current State Workforce Board present and eligible to vote. A minimum of ten (10) members must be present.
2. The quorum for committee meetings shall be those members of the committee present and eligible to vote.
3. Board members may participate by phone in order to constitute a quorum.

Article Eleven: Proxy

No proxy voting is allowed for State Workforce Innovation Board meetings.

Article Twelve: Address

The State Workforce Innovation Board shall maintain the following mailing address: State Workforce Innovation Board, 172 Pembroke Rd, Concord, NH 03301

Article Thirteen: Records

The Department of Resources and Economic Development, Office of Workforce Opportunity shall be the designated site for maintaining all records of the State Workforce Innovation Board, including minutes of proceedings of all State Workforce Innovation Board meetings. The State Workforce Innovation Board meeting schedule; meeting agendas and meeting minutes shall be made available to the public on the NH Works web site; www.nhworks.org

Article Fourteen: Program Year

The State Workforce Innovation Board's Program Year shall be July 1st through June 30th. Membership and appointment terms will be based on the program year.

Article Fifteen: Staff Support and Financial Record-Keeping

Staff support for the State Workforce Innovation Board's work and responsibilities will be performed and administratively housed within the New Hampshire Department of Resources and Economic Development, Office of Workforce Opportunity.

Article Sixteen: Member Compensation and Expense Reimbursement

Members of the State Workforce Innovation Board are volunteers and as such are not paid or reimbursed for any costs associated with membership, unless otherwise authorized by the Executive Committee on an exception basis. Funds to cover approved expenses shall be non-federal funds held by the Board.

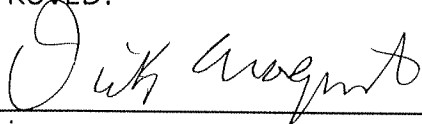
Article Seventeen: Conflict of Interest

The State Workforce Innovation Board, in conducting its business, will comply with state's Conflict of Interest policies and procedures and federal laws regarding conflict of interest. All members of the State Workforce Innovation Board, including the Chair, shall have the authority to vote on all matters that come before the State Workforce Innovation Board where there is no conflict or appearance of a conflict of interest. No member of the State Workforce Innovation Board shall vote on the provision of services by that member (or any organization which that member directly represents) or on any matter, which would provide personal direct or indirect, financial or other benefit to that member. A member shall abstain from any evaluation of an affiliate organization with whom that member is associated.

Article Eighteen: Amendments

These operating procedures may be changed or new procedures may be adopted by a majority vote of the State Workforce Innovation Board at any meeting of the State Workforce Innovation Board, following a meeting where the proposed changes are introduced.

APPROVED:



Chairperson



Date