

# **MONMOUTH COUNTY WORKFORCE DEVELOPMENT BOARD BY-LAWS**

## **ARTICLE I - Name, Mission, Responsibilities**

- Section 1**      The name of this organization is the Monmouth County Workforce Development Board, also herein referred to as the WDB.
- Section 2**      The mission of the Monmouth County Workforce Development Board is to plan for and oversee a coordinated workforce development system for Monmouth County by building and enhancing partnerships between the public and private sectors; guiding federal, state and local resources to promote a high quality, globally competitive workforce; fostering the development of high skill, high wage jobs; and working for a better standard of living of all citizens of Monmouth County.
- Section 3**      The Workforce Development Board has identified responsibilities to carry out its mission, which include the following:
- Leadership: The Workforce Development Board will assume a leadership role in Monmouth County by establishing policy to develop and maintain a high quality workforce in Monmouth County.
  - Plan Development: Utilizing the information obtained from resource analysis and labor market research, the WDB will develop, and modify as appropriate, regional (Central Jersey Partners) and local plans for a comprehensive workforce development system. Such plans will address all key constituencies and requirements of the Workforce Innovation and Opportunity Act (WIOA).
  - One-Stop Career Center System: In accordance with all state and federal mandates, the Monmouth County WDB will take the lead in the planning and oversight of the American Job Center system, which will be designed for access by all citizens and businesses of Monmouth County.
  - Coordination of Workforce Development Services: The WDB will review all services for which it is responsible, especially those involving basic skills and literacy, youth, welfare-to-work, services to employers, and services made available through federal, state and local funding streams and act to ensure that such services are delivered in an efficient and effective manner.
  - Oversight of Workforce Development Services: The WDB will

conduct monitoring of certain publicly funded workforce development services in Monmouth County and use the results of its monitoring to make appropriate changes to the workforce development system.

- **Economic Development:** The Workforce Development Board will maintain a close working relationship with the Monmouth County Office of Economic Development and other area organizations concerned with economic development, to help strengthen the economic development in Monmouth County.
- **Marketing:** The Workforce Development Board will promote its mission, responsibilities and activities to businesses, trade associations, organized labor, community-based organizations, government and the general public of Monmouth County.

## **ARTICLE II - Appointments, Membership, Officers, Committees, Staff**

- Section 1** WDB members will be appointed by the Monmouth County Board of Chosen Freeholders by formal resolution, in accordance with the provisions of the Workforce Innovation and Opportunity Act and the regulations and directives of the United States Department of Labor and the State of New Jersey. WDB members may be removed from office by the Monmouth County Board of Chosen Freeholders at any time.
- Section 2** The WDB will be composed of volunteer members who are leaders from the fields of business, organized labor, community-based organizations, educational organizations, and governmental agencies, in accordance with WIOA guidelines.
- Section 3** Each duly appointed member of the WDB in good standing will be entitled to cast one vote on any voting matter brought before the WDB.
- Section 4** The officers of the WDB will consist of a Chairperson, a Vice Chairperson, and two Trustees, all of whom will be members of the WDB. The officers of the WDB, whose duties are described below, will be elected by the WDB membership in accordance with the provisions of Article III of these By-Laws.
- **Chairperson -** The Chairperson will be a representative of the private sector and will have general charge of, supervision over, and responsibility for, the business and affairs of the WDB. The Chairperson will preside at all meetings of the WDB, consult with the Executive Committee on matters of general policy, provide leadership to the WDB in carrying out the statutory objectives of the WDB, and serve as ex-officio member on all committees of the WDB. The

Chairperson will also be authorized to execute all formal documents approved by the WDB and may execute, in the name of the WDB, all other instruments in the regular course of business.

- Vice Chairperson - The Vice Chairperson will perform the duties of the Chairperson in the event the Chairperson is absent or otherwise unable to act.
- Trustees - Each of the two Trustees will assist the Chairperson in managing the affairs of the Workforce Development Board, and will perform the duties of the Chairperson in the event that the Chairperson and the Vice Chairperson are absent or otherwise unable to act.

## **Section 5**

The Workforce Development Board shall designate five (5) standing committees and two (5) sub-committees of the Executive Committee. The standing committees shall include:

1. Executive Committee
2. Youth Committee (SETC mandated)
3. Basic Skills and Literacy Committee (SETC mandated)
4. One-Stop Operations Committee (SETC mandated)
5. Services to People with Disabilities Committee (SETC mandated)

Sub-Committees shall include:

- a) Membership Committee
- b) Awards Committee

The WDB Chairperson will appoint WDB members to serve as a Chairperson and/or Co-Chairperson of each of the WDB standing committee and sub-committee(s), with each appointed Chairperson or Chairpersons to serve at the pleasure of the WDB Chairperson. The WDB's standing committees, with the exception of the Executive Committee, may include non-WDB members. Sub-committee(s) may not include non-WDB members.

Following are descriptions of the standing committees of the WDB:

1. **Executive Committee** - The Executive Committee will consist of all four (4) elected officers of the WDB, which are the Chairperson, the Vice Chairperson, and two (2) Trustees; the immediate past Chairperson of the WDB; and the Chairperson or Chairpersons of each standing WDB Committee and Sub-Committee. The Chairperson of the WDB will chair the Executive Committee, which will be responsible to: make recommendations to the WDB membership regarding the By- Laws and other broad operational matters; act on behalf of the full WDB in matters which require attention between WDB meetings; conduct oversight, ensure compliance, and oversee the quality delivery of services; develop a consolidated workforce development plan for Monmouth County and the Central Region; and propose recommendations to the full WDB regarding workforce development issues in Monmouth County, the Central Region and the State of New Jersey. Through sub-committees, the Executive

Committee will also manage WDB membership and direct WDB awards/events.

2. **Youth Committee** - The Youth Committee will oversee the performance of WDB-funded programs for at-risk In- and Out-of School youth. The committee will develop policy and specific strategies to serve youth who are eligible for services under the Workforce Innovation and Opportunity Act and related programs, and act to ensure that such services are delivered in a coordinated and effective manner. The Youth Committee will also conduct oversight and monitoring of relevant programs and services for youth on behalf of the WDB.

3. **Basic Skills and Literacy Committee** - The Basic Skills and Literacy Committee will be responsible for compiling and maintain a listing of available basic skills and literary services, determine the need for additional basic skills and literacy services, and work to ensure that local basic skills and literacy needs are met. The Basic Skills and Literacy Committee will also conduct oversight and monitoring of relevant basic skills and literacy programs and services on behalf of the WDB.

4. **Services to People with Disabilities Committee** - The Services to People with Disabilities Committee will assess workforce development services that are available to people with disabilities and develop policy recommendations for the expansion and enhancement of those services. The Committee will assume a leadership role in developing plans and evaluating funding proposals specific to employment and training services for people with disabilities. In addition, the Services to People with Disabilities Committee will conduct oversight and monitoring of relevant programs and services involving services to people with disabilities, on behalf of the WDB.

5. **One Stop Operations Committee** – The One Stop Operations Committee will advise the WDB on matters pertaining to Monmouth County’s American Job Center system and ensure that the system provides comprehensive workforce development services to both businesses and job seekers in an integrated, effective and efficient manner. The committee will recommend policy for WDB operations, including recommendations for program and strategic alliances between economic development, education, community-based organizations and other partners. The committee’s focus will be to align service delivery to businesses and job seekers across the workforce system. All organizations with a role or interest in One-Stop Operations are members of the Committee.

Following are descriptions of the sub-committees of the WDB:

a) **Membership Committee** - The Membership Committee, a sub-committee of the Executive Committee, will make recommendations to the WDB Executive Committee regarding nominations and removal of Board members, provide support to new and current members as they are introduced to the WDB, as well as review participation of members to ensure compliance with the Workforce Innovation and Opportunity Act.

- b) Awards/Events Committee – The Awards/Events Committee, a sub-committee of the Executive Committee, will make recommendations to the WDB Executive Committee regarding the management of two (2) recognition events sponsored by the WDB, the Alumni Awards Luncheon and the Partnership Awards Dinner.

**Section 6** From time to time and for special purposes, special committees or task forces may be appointed by the Executive Committee. Such committees or task forces will be chaired by a WDB member appointed by the Chairperson of the WDB and, at the Chairperson of the Board's discretion, may or may not include non-WDB members.

**Section 7** Utilizing funding from the Workforce Innovation and Opportunity Act and related programs which is granted to the County of Monmouth from the New Jersey Department of Labor and other sources, staff of the Monmouth County Division of Workforce Development (MCDWD) will provide support to the WDB. The MCDWD staff include its Executive Director and its Deputy Director. MCDWD will be responsible for the general administration and fiscal management of the WDB and will provide reasonable and necessary support functions required for the effective and efficient functioning of the WDB.

## **ARTICLE III - Nomination and Election of Officers**

**Section 1** In February of each election year, the Chairperson will appoint WDB members to a Nominating Committee. At the regular March meeting of the WDB, the Nominating Committee will submit recommendations of WDB members for election to two year terms, for the period of July 1 through June 30, for the positions of one Chairperson (who must be nominated from among the business members of the WDB), one Vice-Chairperson, and two Trustees of the WDB. Any WDB member may nominate additional WDB members for these offices at the March meeting of the WDB, and such names will appear on the ballot as a contested election of officer(s) at the June meeting of the WDB. Nominations will end at the March meeting of the WDB upon the making, seconding and adoption of a motion to close the nomination of officers. No other nominations will be accepted after that time.

The election of officers will take place at the annual WDB meeting in June of election years. The Executive Director will preside over the election. If there is no contest as to any office, then a single ballot may be cast for the slate of officers nominated at the March meeting of the WDB. If there is a contest for any office, a secret ballot will be taken and the votes tallied by the Executive Director of the WDB. The winner of any contested election will be the candidate with a majority of the vote for that office. The result of any contested election will be made known immediately upon the completion of the secret ballot.

**Section 2** Additional nominations for officers may be held to fill a vacancy or when an emergency situation arises and it is deemed to be in the best interest of the WDB to do so, as evidenced by a majority vote of the WDB membership. Following such nominations, an election will be held at the next regularly scheduled WDB meeting or at a special meeting of the WDB. The effective term of office will commence at the meeting wherein the election takes place and continue to run until the end of the election cycle, when a successor is elected in accordance with Article III, Section 1 of these By-Laws.

## **ARTICLE IV - Meetings**

- Section 1** The membership shall meet at least four times a year, at least one time each quarter. The members shall establish a meeting schedule for the full year at the annual meeting. The meeting calendar shall be published in advance to all WDB members. The Executive Committee may designate the date, place and hour for the meetings for the purpose of making the meeting convenient and reasonable for the membership.
- Section 2** Special meetings of the WDB will be convened when deemed appropriate by the Executive Committee of the WDB. Notice of special meetings must be provided to members of the WDB at least 14 calendar days prior to the special meeting, except in the event of an emergency whereupon a special meeting may be called with as much advance notice as is practicable under the circumstances.
- Section 3** The meeting of the membership occurring in June of each year, or at a time as the Executive Committee may determine, shall constitute the annual meeting for the purpose of reviewing the work of the WDB, planning for the ensuing year, and electing officers (if an election year).
- Section 4** Each member will sign a No-Conflict of Interest Certification when first joining the Board and will sign a renewal Certification each year at the annual meeting of the Board, or, if a member is not present at the annual meeting, within fifteen (15) days thereafter, in order to remain in good standing as a member.
- Section 5** A meeting of the WDB can be held only if a quorum of members, as identified in Article VI, Section 2 of these By-Laws, is present.
- Section 6** All special committees, subcommittees and task forces shall meet at least four times per year, once each quarter, or as often as necessary in order to accomplish their specific tasks in a timely manner.
- Section 7** A recommendation for removal will be made to the Board of Chosen Freeholders for any WDB member with unexcused absences from more than 50% of the meetings in any twelve (12) month period.

## **ARTICLE V - By-Laws Changes**

- Section 1** These By-Laws may be amended, changed or modified only upon a majority vote of the full WDB membership. Any proposed changes to the By-Laws must be provided to the WDB membership at least 30 calendar days prior to the meeting at which such a vote is taken.

## **ARTICLE VI - Parliamentary Authority**

- Section 1** All WDB meetings will be governed by "Robert's Rules of Order, Revised" when such rules are not inconsistent with these By-Laws.
- Section 2** A simple majority of WDB members in good standing will constitute a quorum at WDB meetings.
- Section 3** When an action of the WDB is needed that is time-sensitive and assembling the entire WDB is not feasible, an electronic or written vote may be taken to determine a majority and take the requisite action.

*Adopted by the WDB on December 5, 2019*



