



## **OPERATING RULES WYOMING WORKFORCE DEVELOPMENT COUNCIL**

The Wyoming Workforce Development Council (WWDC) was established by Governor's Executive Order 1998-1, reconstituted under the Workforce Investment Act of 1998 and Governor's Executive Order 2009-1, and most recently reconstituted under the Workforce Innovation and Opportunity Act of 2014 and Governor's Executive Order 2015-5. The WWDC is the state and local workforce development board under the Workforce Innovation and Opportunity Act. In accordance with Executive Order 2015-5 and the Workforce Innovation and Opportunity Act, the WWDC shall assist the Governor in the development, implementation, and modification of the State Unified Plan the four-year strategic state plan for the state workforce investment system.

### **Membership**

1. Membership shall be in accordance with the Executive Order 2015-5 dated September 16, 2015, and the Workforce Innovation and Opportunity Act of 2014. All members of the WWDC shall be appointed by the Governor of the State of Wyoming except the two members of each chamber of the Wyoming State Legislature who shall be appointed by the appropriate presiding officers of each chamber.
2. The Governor shall appoint any vacant position or in the case of a vacant position from the Wyoming State Legislature the presiding officers of the appropriate chamber of the Wyoming State Legislature shall appoint a new member to the vacant position.
3. As a result of the requirements of the Workforce Innovation and Opportunity Act of 2014, members shall serve staggered terms. Each member of the WWDC, having been appointed by the Governor, shall serve a term of no longer than four (4) years, unless;
  - a) reappointed by the Governor by way of official letter; or
  - b) the member can no longer serve on the WWDC due to failing health or employment reassignment.
4. The following state employees shall serve at the pleasure of the Governor, on the WWDC as long as they are employed in one of the following positions:
  - a) Director, Department of Workforce Services
  - b) Superintendent of Public Instruction
  - c) Director, Department of Family Services
  - d) Chief Executive Officer, Wyoming Business Council
  - e) Executive Director, Community College Commission
5. Each member, except the two members of each chamber of the Wyoming State Legislature, who serves on the Wyoming Workforce Development Council shall serve at the

pleasure and under the appointment of the Governor unless:

a) the member is no longer employed in the position that fits the representational requirements of the enacting legislation and Governor's Executive Order 2015-5; or

b) the member has been dismissed of their duties via letter by the Governor.

6. WWDC members are strongly encouraged to attend all meetings. A WWDC member may be removed who fails to attend three (3) consecutive regular meetings of the WWDC.

7. Each WWDC member may appoint a single designee to attend meetings in the WWDC member's stead.

8. The Office of the Director of the Department of Workforce Services shall receive written notification of any WWDC member's appointed designee. The appointed designee shall represent that WWDC member's particular sector. Additionally, the designee's mailing address, phone and email address shall be provided to the Office of the Director of the Department of Workforce Services. Only one designee per WWDC member may be appointed.

9. In the event of a planned absence, the WWDC member shall so notify the Office of the Director of the Department of Workforce Services. It is expected that the absent member's designee will then attend the meeting.

10. Designees shall have the same voting authority as the WWDC member they are representing.

11. It is expected that WWDC members will have fully briefed their designee prior to any meeting that the designee may need to attend. The WWDC member will be bound by their designee's voting decision(s).

12. All appointed WWDC members and designees are entitled to receive reimbursement for travel through per diem or actual costs while traveling to and from WWDC meetings or activities. WWDC members shall be reimbursed in the same manner and at the same rate as State of Wyoming employees.

### **Meetings: Conduct of Council Business**

1. The regular meeting dates shall be quarterly with Committees meeting in the interim and reporting to the Council at its regularly scheduled meeting. Quarterly meeting dates will be set by the Chairman. A calendar of meeting dates for the following year shall be prepared annually, prior to the final quarterly meeting.

2. The Chairperson of the Council may call special meetings of the Council. Additionally, the Chairperson shall call for a special meeting upon the request of a majority of WWDC members.



3. All meetings shall be publicly announced, and be open and accessible to the general public. The Chairperson will provide opportunities for public comment when appropriate.
4. A written notice of each meeting shall be emailed to each member of the WWDC prior to the meeting.
5. The Chairperson may change or cancel either regular or special meetings when it is apparent that a quorum of the membership will not attend or there is lack of adequate WWDC business to be conducted.
6. A quorum for the transaction of business of the WWDC shall consist of fifty-one percent (51%) of the members. Designees in attendance will be included in the determination of a quorum.
7. All policy recommendations from Committees must be approved by the WWDC to ensure consistency in the workforce development system.
8. These rules may be altered, amended or repealed at any regular meeting by a two-thirds (2/3) vote of those voting, a quorum being present.

### **Voting**

1. Fifty-one percent (51%) of the membership constitutes a quorum to conduct business. In the absence of a quorum, any action shall be tentative and subject to ratification at the next meeting.
2. The WWDC Chairperson (or Vice-Chairperson as applicable) may vote on all actions taken by the WWDC.
3. The implementation plans and decisions of the WWDC shall be subject to approval by the Governor.
4. The decision making process shall be by vote.

### **Conflict of Interest**

1. A member of the WWDC shall not:
  - (a) Vote on a matter under consideration by the State board
    - (i) Regarding the provision of services by such member (or by an entity that such member represents);

(ii) That would provide direct financial benefit to such member or the immediate family of such member;

(b) Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State.

See the WWDC's Policy Number 4 and the Governor's Board Handbook.

## **Officers**

1. Not less than 60 days prior to the Chairperson's and Vice-Chairperson's term expiration, WWDC members shall forward nominations for these positions to the Executive Committee of the WWDC for consideration. A recommendation shall be made to the Governor by the Executive Committee not less than thirty (30) days prior to the Chairperson's and Vice-Chairperson's term expiration.

2. A Chairperson of the WWDC shall be appointed by the Governor from among members of the WWDC who are representatives of the private sector and shall serve as Chairperson for a term not to exceed two (2) years. If the Chairperson is no longer able to serve, the Governor shall appoint a new Chairperson. The Chairperson is limited to two (2), two (2)-year terms.

3. The Chairperson of the WWDC shall be the Chief Executive. The Chairperson's duties shall include the following:

- a. conducting all WWDC meetings;
- b. overseeing all business affairs of the WWDC;
- c. establishing appropriate Committees;
- d. appointing members to Committees;
- e. conducting other WWDC duties authorized by the WWDC or by the Governor.

4. The Chairperson shall appoint an Executive Committee to act on behalf of the WWDC on all matters requiring action prior to the next regularly scheduled WWDC meeting. The Executive Committee shall include primary voting members or their designees. The Executive Committee shall include the Director of the Department of Workforce Services, higher education, K-12, the Wyoming Business Council, the Chairperson and Vice-Chairperson of the WWDC, and business representatives who will make up the majority of the Executive Committee. Representatives from K-12 and the Wyoming Business Council shall serve in an advisory role. The Chairperson of the WWDC shall serve as the Chairperson of the Executive Committee.

5. The Chairperson is authorized to sign all instruments of WWDC business on behalf of the WWDC.

6. A Vice-Chairperson of the WWDC shall be appointed by the Governor from among members of the WWDC who are representatives of the private sector and shall serve as Vice-Chairperson for a term not to exceed two years. The Vice-Chairperson is limited to two (2), two (2)-year terms.



7. The duties of the Vice-Chairperson shall include the following:
  - a. assisting the Chairperson in carrying out WWDC duties;
  - b. presiding at WWDC meetings in the absence of the Chairperson;
  - c. conducting other WWDC duties authorized by the Chairperson, the WWDC or by the Governor of the State.
  
8. The Office of the Director of the Department of Workforce Services shall serve as staff to the WWDC.

### **Council Duties and Responsibilities**

1. The WWDC shall carry out the duties and responsibilities as authorized by Executive Order 2015-5 and the Workforce Innovation and Opportunity Act of 2014.

### **Procedure**

1. For any procedural item not included in these operating rules, the meetings shall be guided by Robert's Rules of Order.

Last Revised January 2017