

**BYLAWS OF THE  
WASHINGTON STATE  
WORKFORCE TRAINING CUSTOMER ADVISORY COMMITTEE**

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**ARTICLE I  
NAME & AUTHORITY**

- Section 1: The official name of this organization shall be the "Workforce Training Customer Advisory Committee" hereafter referred to as the Committee.
- Section 2: The Committee is created by authority of the State Board for Community and Technical Colleges (SBCTC) and shall report to the Executive Director or his/her designee.
- Section 3: The Committee's operations shall be funded by SBCTC.

**ARTICLE II  
PURPOSE**

- Section 1: The Committee shall advise the Executive Director with regard to use and allocation of college board worker retraining and job skills program funds allotted to SBCTC for the purposes of educating the workforce of Washington State. The Committee's advisory functions may include, but are not limited to: planning, coordinating and promoting workforce education programs; identifying and activating resources; evaluating and assessing projects; and recommending guidelines for programs and activities for funding. The committee is intended to supplant the functions of the "Job Skills Advisory Council", and "The Worker Retraining Advisory Council".
- Section 2: The Committee shall serve as a resource to SBCTC to facilitate an understanding of, and support for the needs of the Washington State workforce, and the education programs for the community, the legislature, and public and private agencies.

**ARTICLE III  
MEMBERSHIP**

- Section 1: The Committee shall be comprised of at least 10 and no more than 15 members, excluding non-voting members.
- Section 2: Members of the committee shall consist of three (3) college system representatives selected by the executive director of the college board, three (3) representatives of business selected from nominations provided by state-wide business organizations, and three (3) representatives of labor selected from nominations provided by a state-wide labor organization representing a cross-section of workers in the state. Non-voting members (not to exceed five) may be selected at the discretion of the executive director, from state government

organizations including (but not limited to): The Department of Labor & Industries, the Department of Employment Security, the Department of Social and Health Services, the Workforce Training and Education Coordinating Board, the Superintendent of Public Instruction, Washington Student Achievement Council, the Department of Commerce and/or the Workforce Development Councils.

Section 3: Members shall be appointed for two-year terms. Members will be eligible for reappointment, but cannot serve more than two terms. In the event that membership in a particular group reaches 100 percent turnover in a given year, one member may have his/her appointment extended to a third two-year term at the discretion of the Executive Director. On-going membership: each group (education, business and labor) may nominate one representative to serve as an on-going member, not subject to limitations of two-two year terms. Appointment of the on-going member is at the discretion of the Executive Director (per Article 111, Section 4).

Section 4: Members shall be appointed by the Executive Director from nominations provided by the Committee in accordance with section 2 above.

Section 5: The Executive Director shall designate a staff liaison to the Committee, who shall serve as a non-voting member. Non-voting members of the committee may discuss any matter before the committee, but shall not have a vote.

Section 6: Members who are not employees of the state of Washington shall be reimbursed for travel expenses by SBCTC. Reimbursement shall be in accordance with OFM travel regulations OFM Ref. 10.70.20.

#### **ARTICLE IV OFFICERS AND THEIR DUTIES**

Section 1: The officers shall be a chair and secretary. The Executive Director shall serve as chair. The secretary shall be the SBCTC non-voting member appointed by the Executive Director.

Section 2: The chair shall perform the following duties:

- 1) Preside over the meetings of the Committee.
- 2) Designate such sub-committees as shall be necessary to conduct the work of the Committee, name sub-committee chairs, and appoint sub-committee members (subject to the approval of the Committee).

Section 3: The chair may designate a staff person from SBCTC to serve as chair in his/her absence.

Section 4: The secretary and his/her designee, shall send notice of all regular meetings to the members of the Committee, which shall be mailed or hand delivered at least one week prior to the meeting with the agenda and minutes from the previous committee meeting(s). The secretary shall:

- 1) Keep records of the attendance of members at meetings.

- 2) Keep a record of all regular and special meetings.
- 3) Coordinate members' travel reimbursement requests and make adequate provisions for meeting facilities; and
- 4) Maintain a permanent record file of the Committee's activities.

## **ARTICLE V MEETINGS**

- Section 1: Meetings of the Committee will be scheduled by SBCTC staff at least quarterly during each year.
- Section 2: All meetings of the Committee will be open to the public in compliance with RCW Chapter 42.30 with the exception of executive sessions when qualifying topics are under consideration. Special meetings may be called by the Executive Director of SBCTC, the chairman of the committee, or by a simple majority of the committee.
- Section 3: A quorum will consist of a majority of official voting members currently serving. In the event action on pending business facing a near term deadline is necessary when a quorum is lacking, such action may be taken if supported by the required number when polled by telephone or sub-committee delegated by the chair.
- Section 4: It is the duty of each Committee member to notify the secretary if he/she is unable to attend a scheduled Committee meeting. A member must attend one-half (50 percent) of the scheduled meetings in a calendar year. When a member's attendance falls below 50 percent, the secretary shall notify the appropriate representative group seeking a list of candidates for replacement.

## **ARTICLE VI SUB-COMMITTEES**

- Section 1: Two Standing Sub-Committees will be appointed by the chair, comprised of appropriate representation from business, labor and the colleges; one standing sub-committee for Worker Retraining and one for Job Skills. Where possible equal representation is preferable. The purpose of these sub-committees will be to convene on-call to review emergency or time-sensitive requests for funding. As the need for other standing or other special sub-committees arises, such sub-committees, with approval of the Committee members, may be appointed by the chair.
- Section 2: Sub-committees shall report regularly to the Committee.
- Section 3: A sub-committee will be discharged upon accomplishing the task(s) for which it was established.

**ARTICLE VII  
PARLIAMENTARY PROCEDURE**

Section 1: The following regular order of business shall be the established procedures for all meetings:

- 1) Call to Order/Introductions
- 2) Formal Meeting
  - Special guests or presentations
  - Approval of Minutes
  - Correspondence
  - Sub-committee Reports
  - SBCTC Report
- 3) Unfinished Business
- 4) New Business
- 5) Adjournment

Section II: When not in conflict of these bylaws, Roberts' Rules of Order Revised shall govern the proceedings of this Committee.