

**BYLAWS OF THE  
GOVERNOR’S WORKFORCE DEVELOPMENT BOARD**

**Mission**

To develop a highly educated workforce to sustain and enhance the economy that drives Maryland’s global competitiveness, Maryland must continue to develop and expand an education and workforce training system that is aligned with the economic development needs of Maryland employers and job creators. Therefore, the Mission of the Governor’s Workforce Development Board is to advise the Governor on statewide workforce development strategies that maximize the State’s education, training, and employment resources to support workforce and economic development, pursuant to the duties and responsibilities outlined in the Federal Workforce Innovation and Opportunity Act of 2014 (WIOA) Section 101(d) and Maryland law.

**Article One  
Name**

These bylaws are for the Governor’s Workforce Development Board (GWDB), referred to as the Board.

**Article Two  
Purpose**

The purpose of the GWDB is to function as the State’s Workforce Development Board, as required by WIOA and State law.

**Article Three**

**Membership and Meetings**

The Governor of Maryland shall establish the Board as provided by WIOA, 29 U.S.C. § 3111, and Md. Code Ann., Labor and Empl. Art., § 11-505(b).

**Members of the Board**

The Board consists of members who represent business, government and workforce pursuant to WIOA, Section 101(b). Membership of the Board shall conform to the representation and term requirements of WIOA and Maryland law.

The Chairperson of the Board is a voting member appointed by the Governor.

Members appointed by the Governor serve at the pleasure of the Governor.

## **Vacancies**

The Governor may fill vacancies on the Board as required in order to maintain the membership composition required by WIOA, Section 101(b), and Maryland law.

## **Meetings**

- A. All Board members are voting members and may not delegate their membership responsibilities to other individuals.
- B. A quorum for voting purposes shall be the presence of a majority of the members of the Board. Board members may not delegate their authority or send a representative in their place for quorum or voting purposes. No business may be conducted or action taken at any meeting in which a quorum is not present.
- C. Except as otherwise required by law or these bylaws, the act of the majority of the board members present at a meeting at which a quorum is present shall be the act of the Board.
- D. On the occasion that the board members are unable to make a decision based on a tied number of votes, the Chairperson or, in his or her absence, the Vice Chairperson shall have the power to swing the vote based on his or her discretion.
- E. Except as otherwise required by law or in these bylaws, board members may participate in a regular or special meeting by attending in person or virtually. A member may be permitted to participate by telephone conference call or virtually so long as all members participating at the meeting and the public may simultaneously hear each other during the meeting. Board members are strongly encouraged to attend at least one meeting in person per calendar year, unless there are extenuating circumstances and with approval by the Chairperson or Executive Director.
- F. A board member who does not attend at least two-thirds of the scheduled Board meetings held during any consecutive twelve-month period while the member was serving on the Board is considered to have resigned unless the Governor grants a waiver pursuant to Labor & Empl. Art., § 11-505(g).
- G. The Board shall hold publicly announced quarterly meetings at such times and such places, as it deems necessary. The Board meetings shall be open and accessible to the public in accordance with the State Open Meetings Act or other applicable law. A Board meeting may not be closed to the public except as permitted under the Open Meetings Act.
- H. The Board shall keep minutes of the proceedings of all meetings, including committee meetings, and a record of all actions taken by Board. The records and minutes of the Board are subject to the Maryland Public Information Act.

**Article Four**  
**Board Officers and Committees**  
**Duties of Officers**

The Chairperson shall preside at all meetings, shall appoint committees, as provided herein, and shall perform such other duties as may be assigned by the Board. The Chairperson is responsible for leading the Board in its activities and for serving as the principal liaison between the Governor and the Board.

As necessary to facilitate the Board's performance of its duties and responsibilities under the Federal Workforce Innovation and Opportunity Act of 2014 (WIOA) Section 101(d) and Maryland law, the Chairperson leadership includes:

1. Facilitating and driving high-performance governance;
2. Setting the proposed agenda with the Executive Director;
3. Holding other committees accountable;
4. Communicating and coordinating with the Executive Director;
5. Managing and facilitating meetings;
6. Authorization to appoint members to committees; and
7. Performing ambassador, advocacy, and public relations responsibilities.

With approval by the Board, the Chairperson shall appoint a Vice Chair. The Vice Chair supports all the activities of the Chairperson and in the absence of the Chairperson, the Vice Chair of the Board shall act in all respects in the stead of the Chairperson during such absence.

**Executive Committee**

The Executive Committee shall be a permanent standing committee to include:

1. Shall consist of the Chair, Vice Chair, and other Board members, as the Chair deems appropriate;
2. Provided at least 51% of the members of the Executive Committee are business members of the Board appointed by the Governor, the Committee shall include the Secretary of Labor, the Secretary of Commerce, the Secretary of Higher Education, and the State Superintendent of Schools. It shall be the responsibility of the Cabinet Secretaries on the Executive Committee to solicit and represent the views of other Cabinet Secretaries on the Board;
3. Review and recommend approval of the Board's budget, personnel actions, and other administrative actions as it deems necessary;
4. Act upon special requests of the Chair and make recommendations to the Board of any necessary action;

5. Review of statewide policies, programs, reports and other documents which the Board must by law review and make recommendations to the Board of any action to be taken; and
6. The Executive Committee will make recommendations on all such items requiring action by the Board.

### **Other Committees**

Other committees may be established by the Board and the members shall be appointed to serve on a committee by the Chairperson. Any committee established by the Board serves at the Board's pleasure and may make recommendations to the Board for action.

### **Article Five Amending Board Bylaws**

These Bylaws may be amended by a two-thirds vote of the members present at any scheduled meeting of the Board, a quorum being present, provided that the members of the Board have been informed in writing of the proposed changes at least 30 days prior to the date of the meeting at which the proposed changes are to be considered.

Original approved by the Board 12.9.15

Updated version approved by the Board DATE