

UNION COUNTY WORKFORCE DEVELOPMENT BOARD BY-LAWS

ARTICLE IV - MEMBERSHIP

SECTION 1: MEMBERSHIP

The members of the Workforce Development Board shall be appointed by the Board of Chosen Freeholders in accordance with the requirements of the Workforce Innovation & Opportunity Act. Said members are responsible for the recruitment of new board members.

No organization or business may have more than one representative on the Workforce Development Board.

SECTION 2: NOMINATIONS

The Nominating Committee shall obtain nominations for vacancies in each of the required categories (See Section 4 below). Nominations for each category shall be sought from organizations and groups in compliance with the Workforce Innovation & Opportunity Act.

The protocol for Workforce Development Board nominations is as follows: The Nominating Committee's recommendations shall be submitted to the Executive Committee prior to the Workforce Development Board for approval. Upon Workforce Development Board approval, the nominations shall be forwarded to the Board of Chosen Freeholders for appointment to the Board. The appointments are then subject to the approval of the New Jersey State Employment and Training Commission (SETC). Upon appointment, the names of the appointed Workforce Development Board members shall be sent to the NJ State Employment and Training Commission for certification. A Workforce Development Board Certification Form shall accompany each name.

Individuals who have been properly nominated and are reappointed to a succeeding term or terms do not need to be renominated.

SECTION 3: ALTERNATES

Alternate attendees designated by Workforce Development Board members must have prior approval by the Chairperson to function in that member's capacity. A written request from the Workforce Development Board member is required to officially designate an alternate. Notice to designate an alternate must be received by the Chairperson prior to the next Board meeting.

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SECTION 4: COMPOSITION OF THE WORKFORCE DEVELOPMENT BOARD

The Workforce Innovation & Opportunity Act mandates that the membership of Workforce Development Boards be comprised of representatives from both the business sector and the non-business sectors. The business sector should be, at a minimum, 51% of the board.

Furthermore, the non-business members of the Union County Workforce Development Board shall be capped at the minimum required by the Workforce Innovation & Opportunity Act and the State Employment & Training Commission. The purpose of this action is to meet or exceed the required 51% business sector participation on the Workforce Development Board.

Below is a list of the membership categories and the respective number of members required by the Workforce Development Act and the State Employment & Training Commission of New Jersey.

NON-BUSINESS REPRESENTATIVES	NUMBER OF MANDATED SEATS
Community Based Organizations	2
Organized Labor	2
Abbott School District Superintendent	1
Adult Education / Literacy	1
Economic Development	2
Community or County College	1
One Stop Operator	1
Superintendent of Schools	1
Vocational Technical School	1
Vocational Rehabilitation	1
Workforce New Jersey Manager	1
	16 - Not to Exceed 49%

Chapter 2—Local Provisions, Section 117 of the Workforce Innovation & Opportunity Act, specifies the following as it relates to the composition of the Workforce Development Board and business or private sector representation.

“(2) Composition.--Such criteria shall require, at a minimum, that the membership of each local board--

(A) shall include—

(i) representatives of business in the local area, who—

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- (ii) are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority;
- (iii) represent businesses with employment opportunities that reflect the employment opportunities of the local area; and
- (iv) are appointed from among individuals nominated by local business organizations and business trade associations;"

The Union County Workforce Development Board reserves the right to assign dual roles to its members who fit more than one membership category.

SECTION 5: QUALIFICATIONS

Workforce Development Board members must reside in or represent a business, industry or other eligible entity located within Union County, or which employs many residents of Union County.

SECTION 6: MANNER OF APPOINTMENT

Individuals shall be appointed to the Workforce Development Board in accordance with the Workforce Innovation & Opportunity Act and vis-à-vis procedures outlined herein these by-laws.

SECTION 7: TERMS

The term of office for board members shall be fixed at three (3) years. Terms of office shall be effective from the fiscal year July 1st through June 30th. Terms of office must be staggered to ensure that no more than half of the Workforce Development Board can have terms which expire during the same year.

SECTION 8: VACANCIES

Any vacancy in the membership of the Board shall be filled according to category, in the same manner as the original appointment. A vacancy shall be deemed to exist when:

- A. A member no longer represents the organization or business from which he or she was originally selected.
- B. A board member resigns by giving written notice to the Chairperson and the Board of Chosen Freeholders.
- C. A board member has moved their business or residence out of the Union County Workforce Development Area.

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Local elected officials are expected to fill all vacancies within 60 days from the time a vacancy occurs. The State Employment & Training Commission will be notified immediately about any change in membership.

SECTION 9: REMOVAL

A member shall be removed in accordance with the following procedure:

- A. A board member who has missed three consecutive regular meetings shall be considered to have resigned unless a vote of the Workforce Development Board overrules or the Chairperson determines that such absences were for good cause.
- B. The Chairperson may remove any Board member who has missed three consecutive meetings, whether or not an alternate has attended.
- C. A member or officer shall be removed for good cause by a majority vote of the Workforce Development Board, if written notice that such a vote will be taken is provided to all Board members at least seven days before the meeting.

ARTICLE V - OFFICERS

SECTION 1: COMPOSITION

The officers of the Workforce Development Board shall be a Chairperson, a Vice Chairperson, and a Secretary. All officers of the Workforce Development Board shall be members of the private sector.

SECTION 2: OFFICERS DUTIES

The duties of the respective Workforce Development Board officers are as follows:

A. CHAIRPERSON

- 1. Coordinate and collaborate with the Union County Board of Chosen Freeholders in the development and implementation of workforce development, economic development and educational development policies that are responsive to the needs of both major employers and residents seeking employment within the Northern New Jersey Region.
- 2. Provide policy direction for the One Stop Operator and the Workforce Development Board Director so as to effectively implement the policies established by the Workforce Development Board.
- 3. Develop policies that are driven by the labor-market needs.