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# Baltimore Workforce Development Board Bylaws

## **ARTICLE I: NAME**

BALTIMORE WORKFORCE DEVELOPMENT BOARD

## **ARTICLE II: AUTHORIZATION**

The Workforce Innovation and Opportunity Act (WIOA) (H.R. 803; PL113-128) consolidates job-training programs under the previous Workforce Investment Act into a single funding stream. The Act further requires the establishment of a majority business-led Workforce Development Board to act as the coordinator, convener and independent broker of a unified workforce development system. The law identifies a list of required partners among which the board must achieve integrated collaboration. Lastly, the Act requires performance standards and continuous improvement strategies to determine effectiveness of the system as a whole.

## **ARTICLE III: ROLE AND FUNCTION**

The role of the Workforce Development Board (WDB) is to convene workforce development efforts across the city and the region, catalyze the development of Baltimore's comprehensive workforce strategy, communicate the vision, mission and value of the workforce system to the community, advise local elected officials on workforce policy, and review and concur on the development and execution of the workforce development unified plan.

- A. The WDB shall provide policy guidance to the Mayor/OED on matters pertaining to the provision of services under the Act.
- B. The WDB shall give direction, make recommendations, and support the unified plan developed by the staff pursuant to the Act.
- C. The WDB shall provide research and development assistance on issues critical to the development of a comprehensive workforce development system that is responsive to the needs of employers and job seekers. Such information may include economic trends and indicators, short and long-term employment trends, potential training and placement resources, and targeted populations/occupations most in need of development.
- D. The WDB shall solicit the input and participation of the local business community in the provision of services to the residents and businesses of Baltimore City.
- E. The WDB shall construct its own bylaws.
- F. WDB members are prohibited from soliciting and/or accepting gratuities, favors, or anything of monetary value from suppliers or potential suppliers of goods/services.
- G. WDB members are prohibited from participating in the selection of an award where, to the individual's knowledge, any of the following has a financial or other substantive interest in any organization which may be considered for an award: the WDB member or agent; any member of his or her family; his or her partner; a person or organization which employs any of above or with whom any of

the above has an arrangement concerning prospective employment. In the event of this potential conflict, it is incumbent on the WDB member to disclose the potential conflict and to remove himself/herself from discussion and voting on the matter in question.

WDB members are not prohibited from utilizing services and programs funded with WIOA monies, but may not participate in discussions or vote on matters pertaining to the award of such when any of the conditions listed above exist.

In the event that a WDB member holds a contract with OED and serves on the subcommittee that has purview over that contract, decisions related to that contract, including its evaluation for funding among competing proposals or contracts, will be made by the WDB Executive Committee.

All stipulations pertaining to conflict of interest also apply to non-members who serve on WDB committees.

#### **ARTICLE IV: MEMBERSHIP**

The WDB shall be composed of a minimum of nineteen (19) appointed members, of which the majority shall be representative of businesses from the local area. The balance of the board shall include representatives from local adult and higher education entities, labor organizations, economic development, community-based organizations, and each of the One-Stop partners as required by the Act. Appointment Process

Business members shall be nominated by local business organizations and trade associations and appointed by the Mayor. Non-business members that are present in the local workforce investment arena may be nominated by interested parties, and appointed by the Mayor. Business members must be business owners, chief executives, or operating officers or employers with optimum policymaking or hiring authority. Non-business members must be in leadership positions.

*The Baltimore Workforce Development Board recommended a revision of the By-Laws as it relates to membership and service terms. As a result of the Covid -19 Worldwide Pandemic and the many transitions, it was determined that realignment of the Board and its service terms would be necessary to stabilize the Board and meet compliance standards. In conclusion, all Board member's current terms will begin newly in January 2023.*

Effective January 2023, Terms of appointments are for three (3) years and may be renewed once. Members may return after a one-year break for additional three-year, renewable terms. Institutional members may serve in perpetuity. The Mayor appoints Board members who elect the WDB Chair who must represent business and who will in turn appoint the Vice Chair from among business members of the Board for a three (3) year term. Approximately one (1) year before the expiration of the term, the Executive Committee shall seek nominations of business members from among the general WDB membership for nomination to succeed the incumbent Chair and Vice Chair. The Executive Committee shall by two-thirds vote select nominees to be recommended for appointment by the Mayor. The Vice Chair shall function in the Chair's role in the occasion of the absence of the Chair. All WDB members are expected to attend full Board meetings. WDB member participation will be reviewed annually to include WDB meeting attendance and participation on committees. If a member is unable to attend 50% of the full Board meetings, the Executive Committee will review their continuing membership. The Executive Committee, by means of a majority vote of a quorum of the Committee, may remove, with cause, a member from its membership, subject to mayoral approval.

#### **ARTICLE V: STRUCTURE**

The WDB will meet quarterly on a schedule to be determined by the membership.

There shall be an Executive Committee consisting of the WDB Chair, Vice Chair, Committee and Task Force Chairs. The Executive Committee shall be open to comments and input from any and all Board members. The WDB Chair appoints the Committee Chairs for up to two (2) years coinciding with the duration of their general membership term. Task Force Chairs may serve up to the lifespan of their respective Task Forces. The WDB Chair will also appoint Committee Vice Chairs to serve in the absence of the Committee Chair. The WDB Chair has the option to include immediate-past Committee and Task Force Chairs on the Executive Committee. The Executive Committee may exercise the WDB's authority except for election of officers or the adoption, repeal, or amendment of these bylaws.

The WDB Chairman shall not serve as Chairman of standing committees. The Chairman may appoint such other committees as may be necessary to carry out the purpose and functions of the WDB. The Chairman of the WDB shall appoint chairman of such committees. Non- WDB members may serve on such committees as deemed appropriate. The WDB, by resolution adopted by two-thirds (2/3) majority vote, at any regular meeting that has a quorum, may establish additional committees. The WDB will endeavor to establish committees with a membership composition necessary to address the goals. Each committee will strive to have a significant percentage of its membership as business representatives.

The Chairman may call special meetings of the members at any time for any purpose or purposes. Notice of a special meeting shall state the purpose or purposes of the meeting. Business transacted at all special meetings of members shall be confined to the purpose or purposes stated in the notice of the meeting.

Written notice of all meetings of the members shall be mailed to each member in advance of each meeting. Each such notice shall state the place, day and hour at which the meeting is to be held and, in the case of any special meeting, shall state briefly the purpose or purposes for the special meeting.

#### **ARTICLE VI: VOTING**

At all WDB meetings, every member entitled to vote shall have one (1) vote. A simple majority of the WDB's voting membership shall constitute a quorum, if all WDB members were duly notified. Vote by proxy will not be allowed. A simple majority vote will suffice to approve motions brought before the membership.

Potential conflict of interest must be declared and recorded in minutes. Further, members in conflict must remove themselves from discussions and voting on the matter in question.

#### **ARTICLE VII: VACANCIES**

Upon notification and recommendation by the Executive Committee, the Mayor may approve and appoint a designee of his or her choice to fill a vacated position. Composition of the WDB shall duly be reviewed on an annual basis. Changes must be recommended by the Executive Committee and approved by the Mayor.

#### **ARTICLE VIII: SUNDRY PROVISIONS**

A. Amendments: These bylaws may be altered or repealed, and new bylaws may be adopted by a two-thirds (2/3) vote of a quorum of the voting membership, by a meeting called together for that purpose. All proposed amendments to the bylaws shall be circulated in writing to the entire membership at least seven (7) days in advance of vote.

B. Administrative Support Services: Administrative support services shall be provided by the Mayor's Office of Employment Development (MOED), subject to available appropriations.