



GOVERNOR'S WORKFORCE COUNCIL BYLAWS

Effective 2/22/2023

**ARTICLE I
NAME AND PURPOSE**

Section 1. NAME

The name of this organization as set forth in Conn. Gen. Stat. § 31-3i shall be the Connecticut Employment and Training Commission ("CETC"), which shall also be known as the Governor's Workforce Council ("GWC") pursuant to Executive Order No. 4.

Section 2. PURPOSE

The purpose of the GWC is to function as the State Workforce Development Board under 29 U.S.C. 3111, of the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, as amended, and Conn. Gen. Stat. § 31-3h, as amended, to advise the Governor of Connecticut on matters relating to workforce investment, including the coordination and evaluation of all employment and training activities, and development of the state's workforce investment plan as required by WIOA.

**ARTICLE II
MEMBERSHIP**

Section 1. COMPOSITION OF THE GWC

The composition of the GWC shall be in accordance with 29 U.S.C. 3101, et seq., the Workforce Innovation and Opportunity Act, Public Law 113-128, as amended, Conn. Gen. Stat. § 31-3i and other Federal and State laws that shall be applicable from time to time.

Section 2. APPOINTMENT

The Governor shall make appointments to the GWC in accordance with 29 U.S.C. 3101, et seq., the Workforce Innovation and Opportunity Act, Public Law 113-128, as amended, Conn. Gen. Stat. § 31-3i, as amended, and other Federal and State laws that shall be applicable from time to time.

Section 3. TERM OF APPOINTMENTS

Gubernatorial Appointments

The terms of members shall be staggered in three-year durations in accordance with 20 CFR § 679.110(d)(2). For purposes of membership and appointments, the yearly term begins on October 1 and ends on September 30.

Appoints by virtue of their position

Members serving by virtue of their position (e.g. Chief Workforce Officer) shall serve for the tenure of their position.

Other Appointments

Pursuant to Conn. Gen. Stat. § 31-3i(b)(2), as amended, members of this appointment category shall serve for the tenure of their service or at will. Vacancies shall be immediately refilled.



Section 4. ATTENDANCE AND DESIGNEES

GWC members are asked to attend at least two quarterly meetings each year, and to send a designee in his/her place if the member is unable to attend. A GWC member who elects to do so should submit the name of his/her designee to the GWC Chairperson for approval. Designees shall have voting rights at GWC and committee meetings.

Section 5. REMOVAL OF MEMBERS

The Chairperson may recommend removal of members to the Governor in the case that a member is not fulfilling his/her duties. The Chairperson shall notify such members of his or her intentions and the reason for the recommendation ten days prior to submitting his recommendation for removal to the Governor.

Section 6. RESIGNATIONS

When members deem it necessary to terminate their participation in the GWC, they shall tender their resignation to the Governor with copies to the Chairperson.

Section 7. VACANCIES

When vacancies occur, the Governor shall fill the vacancy by reappointing the member or appointing another person of like qualification to serve a three-year term. If a vacancy occurs for any reason other than the expiration of the member's term, the Governor shall appoint a person of like qualification to serve for the remainder of the unexpired term.

Section 8. EX-OFFICIO MEMBERS

The Chairperson at his/her discretion may appoint non-voting ex-officio members. Ex-officio members may submit a designee to the Chairperson to attend meetings in said member's absence. Ex-officio members shall be non-voting members, except that any lead state official with primary responsibility for a core program, as defined in subsection 12 of section 3 of the Workforce Innovation and Opportunity Act of 2014, appointed as an ex-officio member shall be a voting member.

Section 9. PARTNER COMMITTEE MEMBERS

The Chairperson at his/her discretion may appoint non-voting partner committee-members to participate in committee work and proceedings. Partner committee members may send a designee in his/her place if necessary.

ARTICLE III OFFICERS

Section 1. CHAIRPERSON

The Governor shall designate one representative of business and industry to be Chairperson. The Chairperson shall preside at all meetings of the GWC, shall appoint committees and their chairpersons as needed, and shall in general perform all duties incident to the office of Chairperson.



Section 2. VICE-CHAIRPERSON

The Vice-Chairperson shall be appointed by the Governor, and at the request of, or in the absence of the Chairperson shall perform the duties of the Chairperson.

Section 3. ABSENCE OF GWC OFFICERS

In the absence of the Chair and Vice Chair, the chairperson shall appoint a designee to serve in his/her place. The temporary chairperson shall serve for such meeting only.

ARTICLE IV MEETING PROCEDURES, VOTING RIGHTS AND QUORUM

Section 1. MEETING TIME

The GWC shall meet no less than once every calendar quarter pursuant to Conn. Gen. Stat. § 31-3i(c).

Section 2. MEETING & AGENDA NOTICE

Public notice of each meeting shall be filed in accordance with Conn. Gen. Stat. § 1-225 of the Freedom of Information Act. The agenda of regular meetings shall be filed in accordance with Conn. Gen. Stat. § 1-225 of the Freedom of Information Act.

Section 4. PUBLIC MEETINGS

Subsection a. Meetings of the GWC shall be open to the public in accordance with 29 U.S.C. 3101, et seq., the Workforce Innovation and Opportunity Act, Public Law 113-128, as amended, and the State of Connecticut Freedom of Information Act, and public notice shall be filed as required by those authorities.

Subsection b. Members may participate in any meeting via conference telephone or other similar communications equipment as permitted by the Chairperson. Any member who participates by conference telephone or other similar means is deemed to have been present in person at the meeting.

Section 5. SPECIAL MEETINGS

Special meetings of members may be called at any time by the Chairperson. Notice of special meetings shall be filed in accordance with Conn. Gen. Stat. § 1-225 of the Freedom of Information Act.

Section 6. VOTING RIGHTS

Voting rights at meetings of the GWC are restricted to the regular members. Each member shall cast one vote. The Chairperson shall be entitled to a vote and shall further be authorized to break tie votes.

Section 7. QUORUM

A simple majority of voting members shall constitute a quorum.



Section 8. MINORITY OR DISSENT PROCEDURES

GWC members who believe the viewpoints they expressed did not receive adequate consideration in the GWC deliberations may prepare dissenting reports which shall be directed to both the Chairperson and the Governor.

Section 9. CONFLICT OF INTEREST

Subsection a. Members of the GWC shall not receive compensation for their services, but may be reimbursed out-of-pocket expenses directly related to the discharge of the GWC's affairs.

Subsection b. No GWC member may receive anything of value as a result of a benefit conferred by the State of Connecticut upon an organization with which the GWC member is affiliated.

Subsection c. A GWC member must disclose with particularity the nature and extent of any affiliation with an organization that is seeking anything of value from the State of Connecticut prior to consideration of the request by the GWC or an appropriate committee thereof.

Subsection d. No member shall vote on a question in which he or she has a direct personal or pecuniary interest not common to other members of the GWC; nor may a member engage in any other activity determined by the Governor to constitute a conflict of interest, as specified in the State Plan required by WIOA. The minutes of the meeting shall record compliance with this requirement. The interested member may not state his or her position regarding the subject but may answer questions of other members, since his or her knowledge may be of assistance.

ARTICLE V COMMITTEES

Section 1. COMMITTEES

The Chairperson shall designate ad hoc, standing committees or task forces as he/she deems necessary.

Section 2. COMMITTEE MEMBERS, CHAIRPERSONS AND CHIEF ADMINISTRATIVE OFFICERS

All committee members shall be assigned by the GWC Chairperson. The GWC Chairperson shall appoint a chair of each committee. Chief Administrative Officers shall be appointed from among committee members by the GWC Chair and will assist committee chairs and the GWC Chair with coordinating committee work and agendas. Any proposed changes to the structure, organization, or function of the GWC committees should be proposed by the Chairperson of the GWC and put forward to a vote during subsequent GWC board meetings. A simple majority will be needed to approve the proposed changes to the GWC committee structure and organization.

Section 3. VOTING RIGHTS

All GWC members appointed by the Chairperson to serve on any ad hoc, standing committee or task force shall have full voting rights on the committee or task force.

Section 4. COMMITTEE MEETINGS

Committees shall meet on an "as needed" basis subject to the call of the Chairperson of the GWC or the committee chairperson.



Section 5. CONFLICT OF INTEREST

The same Conflict of Interest stipulations from Article IV Section 9 apply to committees and their members.

Section 7. EXECUTIVE COMMITTEE

There shall be an Executive Committee consisting of seven (7) members, appointed by the Chairperson of the GWC. Membership shall be comprised of but not limited to the GWC officers and chairpersons of standing committees or workgroups.

Except for ex-officio members who do not have voting rights, the Executive Committee subject to the vote of all statutorily appointed members, shall have all of the power of the GWC to act on issues that surface or require action between scheduled GWC meetings, however, none of its actions shall conflict with actions or votes taken by the full GWC.

Additional responsibilities of the Executive Committee will include, but not be limited to, advising the Chairperson of the GWC, setting GWC board meeting agendas, and overseeing the general governance structure and processes of the GWC. The agenda and related informational materials prepared for Executive Committee meetings will be distributed at least five (5) days in advance to all members of the GWC.

ARTICLE VI AMENDMENTS

Section 1. AMENDMENTS

These By-laws may be amended or repealed or new by-laws may be enacted by a simple majority vote of the GWC membership.

Section 2. WRITTEN NOTICE

Written notice of proposed By-law changes shall be sent to members at least ten (10) days in advance of the meeting at which they are to be acted upon. Such notice shall include the proposed additions and deletions, as well as the Article and Section reference.