

BYLAWS

NCWorks Commission

ARTICLE I. THE COMMISSION

Section 1. Name. The Organization shall be the NCWorks Commission, hereinafter referred to as the Commission.

Section 2. Purpose. It is the purpose of the NCWorks Commission to promote the full development and utilization of the State's workforce development resources. The Commission shall be charged with advising the Governor, the State Legislature, and State workforce development agencies on workforce development policies and programs. It is responsible for the formulation of policy recommendations that will ensure that the workforce development system in North Carolina is responsible to the needs of the State's workers and employers and promotes a higher standard of living. The Commission shall serve the State as the State's Workforce Investment Board under provisions of the federal Workforce Innovation and Opportunity Act.

Membership. The Commission shall be appointed by the Governor in a manner consistent with federal and State law and regulations. The Commission shall serve at the pleasure of the Governor. Membership shall be reviewed annually and the Chair will recommend to the Governor that those inactive members be replaced. Inactivity is defined as missing three successive regular meetings.

Section 4. Authority. The Commission shall have such responsibilities and duties as specified in Article 10 of Chapter 143B-438.10 of the General Statutes, and as described in the federal Workforce Innovation and Opportunity Act.

ARTICLE II. OFFICERS

Section 1. Chair. The Governor shall appoint a member as Chair who is eligible to serve pursuant to the requirements of State and federal law. The Chair shall preside at meetings, appoint committees, and through the Commission's support staff, perform such other duties as are directed by the Commission.

Section 2. Vice-chair. A vice-chair may be appointed by the Chair and shall serve at the discretion of the Chair. The duties of the vice-chair shall be to conduct the business of the Commission in the absence of the Chair and such other duties as may be assigned by the Chair.

Section 3. Secretary. The Secretary of the Department of Commerce or his or her designee shall serve as secretary of the Commission. As official Commission custodian, the secretary shall keep accurate minutes of all meetings and proceedings of the Commission, and all other Commission business.

ARTICLE III. STAFF

Commission Support. The Commission shall be supported in the performance of its duties by a full-time staff provided by the Department of Commerce. Staff funding shall be from appropriate State and federal resources. This staff shall consist of a director and persons engaged in the administrative, policy, technical, research and support areas. This staff shall be responsive to the needs of the Commission and shall initiate and generate those actions necessary to support the Commission in its mandated functions.

ARTICLE IV. COMMISSION MEETINGS

Section 1. Regular Meetings. The Commission shall meet quarterly at the call of the Chair or the Secretary of the Department of Commerce.

Section 2. Special or Called Meetings. The Chair may call special meetings of the Commission as required. Upon receipt of written request from a majority of members of the Commission, the Chair shall call a special meeting of the Commission to convene within fourteen days.

Section 3. Quorum. A majority of the Commission shall constitute a quorum for the transaction of business.

Section 4. Voting. All actions of the Commission shall be determined by a majority vote of the members present and voting except the adoption and amendment of the bylaws, which shall be by a two-thirds vote of the members present. Each member of the Commission shall have one vote and no proxy votes shall be allowed.

Section 5. Conflict of Interest: Members of the Commission shall not cast a vote on any matter (policy, procedure, contract, grant or award) which has a direct bearing on services to be provided by that member or by an immediate family member, any organization which such member or an immediate family member directly or indirectly represents, any matter which would financially benefit such member or an immediate family member or any organization such member or an immediate family member represents

Section 6. Order of Business. The Chair shall be responsible for orderly business of the Commission and for calling items of the agenda. During the course of considering items on the agenda, only members of the Commission shall participate in the discussion except by prior arrangement with the Chair, upon request of a member of the Commission, or during the public participation period.

Section 7. Agenda. The agenda for Commission meetings shall be developed by Commission staff and approved by the Chair. Items not included on the agenda may be considered only upon two-thirds vote of those members present.

Section 8. Rules. Except as otherwise set forth in these bylaws, the rules set forth in the current edition of Robert's Rules of Order, Newly Revised shall govern the procedures of the Commission.

ARTICLE V. COMMITTEES

Section 1. Executive Committee. The Executive Committee of the Commission shall include the Chair and the chairs of the Working Committees as appointed by the Chair. Additionally, the six State agency heads that serve on the Commission by virtue of their offices may be invited to meet with the Executive Committee, as determined by the Chair.

The Executive Committee shall have the authority to act in the name of the full Commission, as required, between meetings. All Executive Committee actions reflecting policy decisions will be subject to ratification by the full Commission at the next regular meeting.

Section 2. Working Committees. The Chair shall, based on the work of the Commission, determine the Working Committees needed, assign committee responsibilities, and appoint each committee's chairperson and its members. Working Committee chairpersons shall serve on the Executive Committee.

ARTICLE VI

BYLAWS AMENDMENT PROCEDURE

Amendments to Bylaws. These bylaws may be amended at any regular meeting of the Commission by a two-thirds vote of the members present, provided that the proposed amendment has been submitted in writing fourteen days prior to the regular scheduled meeting.