

**AMENDED & RESTATED**  
**BYLAWS**  
**OF**  
**THE PRINCE GEORGE’S COUNTY**  
**LOCAL WORKFORCE DEVELOPMENT BOARD**

**ARTICLE I**  
**NAME**

The name of the organization shall be the Prince George’s County Local Workforce Development Board (hereinafter referred to as the “LWDB” or the “Board”).

**ARTICLE II**  
**AUTHORIZATION**

The Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128, hereinafter referred to as “WIOA”) authorizes the creation of local workforce development boards to provide policy guidance and programmatic oversight in designated local workforce investment areas. Local workforce development boards are charged with developing a comprehensive strategic plan for the local workforce area, consistent with the State plan. The local workforce development boards, in partnership with the chief elected official for the local workforce development areas, are required to remain in compliance with Section 108 of WIOA.

**ARTICLE III**  
**WORKFORCE DEVELOPMENT AREA: ADMINISTRATIVE ENTITY**

Prince George’s County, Maryland, a political subdivision, is a designated local workforce development area under WIOA regulations. Prince George’s County government is designated as the local grant recipient for funds allocated to Prince George’s County under WIOA. Pursuant to the Prince George’s County Local Workforce Development Board - Prince George’s County WIOA Local Integrated Plan (the “Local Plan”), effective July 1, 2016, and the terms of the Prince George’s County Workforce Development Board/Prince George’s County Chief Elected Official Agreement (the “Chief Elected Official Agreement”), both documents hereby referred to and made part hereof as fully and to the same extent as if copied at length herein, the County Executive for Prince George’s County and the LWDB acknowledge and agree that the Prince George’s County Economic Development Corporation, a Maryland 501(c)(3) nonprofit corporation, will serve as the

administrative entity for the LWDB adhering to the regulations set forth in the WIOA legislation (hereinafter referred to as “PGCEDC” or the “Administrative Agent”).

#### **ARTICLE IV ROLE AND PURPOSE**

The role of the LWDB is to be a primary vehicle in creating a workforce development system that is job-driven, tied to economic development planning, and integrates programs and resources into a seamless delivery system.

The purpose of the LWDB shall be:

- (a) To develop and submit the local plan, in partnership with the County Executive and local area partners.
- (b) To conduct workforce research and regional labor market analysis.
- (c) To convene, broker and partner with stakeholders in the local workforce development system to develop the local plan and identify non-federal expertise and resources to leverage support for workforce development activities.
- (d) Lead efforts to engage with a diverse range of employers and entities in the region to promote business representation, develop effective linkages with employers to support the workforce system, ensure workforce activities meet the needs of employers and support economic growth in Prince George’s County.
- (e) Develop MOU’s and RSA’s with required American Job Center/One Stop Career Center partners.
- (f) Select operators and providers, including the selection of One Stop Career Center Operator(s) and youth providers and the identification of eligible providers of training services or other intensive services.
- (g) Designation and/or certification of One Stop Career Centers.
- (h) To develop and approve a budget for the activities in the local workforce area, consistent with the local policies and the local plan.
- (i) To conduct oversight with respect to local youth and adult workforce activities, local employment and training activities, and the one-stop delivery system for the local area.
- (j) To negotiate local performance accountability measures with the State.
- (k) To review statewide and local performance measures.
- (l) To lead efforts, with representatives of secondary education providers, postsecondary education providers and business, in the local workforce area to develop and implement career pathways in Prince George’s County.



- (m) Lead efforts in the local area to identify, promote, disseminate proven and promising strategies and initiatives to meet the needs of employers and workers with disabilities
- (n) Assessment of One Stop Career Center accessibility for individuals with disabilities.
- (o) Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers and jobseekers.
- (p) To coordinate activities with education and training providers in the local workforce area, including workforce, adult education and literacy, career and technical education, and Vocational Rehabilitation activities.

## **ARTICLE V MEMBERSHIP**

**Section 1. Number and Composition** - The total number of members shall be no less than Seventeen (17) and no more than Thirty-One (31). However, the LWDB may change that number according to the same procedures specified for amendments to these Bylaws. (See ARTICLE X Section 1. Authority to Amend). The composition of the LWDB shall be reviewed on a bi-annual basis. Changes to the composition of the LWDB must adhere to the criteria established in WIOA.

One member of the LWDB shall be a representative of the County Executive and thereafter shall be appointed by the Prince George's County Executive. The majority, not less than 51%, of the LWDB membership shall consist of representatives of businesses located in Prince George's County, Maryland. At a minimum, not less than 20%, of the members shall be representatives of labor organizations whom shall include at least two (2) members representing organized labor, and at least one (1) member representing joint labor/management apprenticeships. In addition, two (2) members shall be representatives of local education entities (one representing higher education and one representing adult education and literacy); one (1) member shall be representative of economic and community development agencies; one (1) member shall be representative of the State employment service office; and one (1) member shall be representative of the programs under Title 1 of the Rehabilitation Act of 1973. The LWDB may also include other individuals as the chief elected official may deem to be appropriate.

**Section 2. Appointment Process** - The LWDB shall solicit private sector nominations from businesses or business organizations serving Prince George's County, Maryland. Non-business members may be nominated by community organizations, the government, or by the service sector that they represent. Individuals may be

recommended by the LWDB for consideration by the County Executive for membership on the LWDB. Business members should be chief executive officers or have substantive policy-making authority. Non-business members should not be in top leadership positions.

**Section 3. Terms** - All vacancies on the LWDB shall be filled in the manner prescribed by these Bylaws. Terms of appointment will vary between one (1) and three (3) years. The members of the local Board shall elect the LWDB Chair from among private sector members of the Board for a three-year term by a majority of the Board members. The Vice-Chair shall function in the Chair's role on the occasion of his/her absence.

**Section 4. Cessation of Membership** – LWDB membership shall cease when:

- (1) a member delivers a written resignation to the LWDB Chair;
- (2) a member is not reappointed following completion of a term;
- (3) the organization, if any, which a member represents withdraws the member's name from membership by notifying the WDB Chair of such withdrawal; or
- (4) a member no longer meets the necessary criteria for the membership slot for which the member was originally appointed.
- (5) a member fails to meet the minimum attendance requirements in a single program year (July – June)

**Section 5. Attendance** - If a Board member anticipates being absent from a Board meeting for any reason, the individual will notify the Chair of the Board, or the Chair's designee, prior to the meeting. A failure to contact the Chair, or the Chair's designee, may be deemed an unexcused absence. If a Board member has three (3) consecutive unexcused absences or a total of five (5) total absences within a 12-month period, the Board member may be deemed to have resigned and the position declared vacant. A final determination will be made by the Executive Committee of the Board.

**Section 6. Vacancies** – Upon notification and recommendation by the LWDB, the County Executive may approve and appoint a designee of his/her choice to fill a vacated position. Individuals appointed to fill vacated slots must represent the same sector as being vacated.



**Section 7. Voting** – All LWDB members are voting members. If a Board member has a planned absence from a meeting they may designate a Non-Board member to vote in their place. Opposite of voting, a Board member may not delegate their membership responsibilities to other persons.

A LWDB delegate must notify the Board Chair of their attendance and representation of the absent LWDB member. If a delegate does not identify themselves as a delegate for the absent Board member they may not participate in voting activities. A simple majority of LWDB members attending a meeting shall be sufficient to carry a motion, provided a quorum is present. (See ARTICLE IX Section 4. Quorum).

## **ARTICLE VI OFFICERS AND DUTIES**

**Section 1. Officers** – The Officers of the LWDB shall be a Chair and Vice-Chair. The Chair and Vice-Chair shall always be representatives from the private sector. Officers shall serve until the expiration of their respective terms as members of the LWDB. An officer whose term is expiring may be recommended again for an appointment if he/she is, or may be, up for reappointment as a member of the LWDB.

**Section 2. Term Limit** - The term of office for the LWDB Chair and the Vice-Chair shall not exceed three (3) years.

**Section 3. Duties of the Chair** - The Chair shall execute, in the name of the LWDB, all instruments and documents on behalf of the LWDB and/or Executive Committee as shall be necessary and proper. The Chair shall preside at all meetings of the LWDB and Executive Committee. The Chair shall make any committee and/or task force appointments, and shall designate committee and task force chairs. The Chair shall do and perform such other duties as from time to time may be assigned by the members.

**Section 4. Duties of the Vice-Chair** – The Vice-Chair, in the absence or disability of the Chair, shall act and perform the duties of the Chair and perform such other duties, as the Chair may deem appropriate.

## **ARTICLE VII EXECUTIVE COMMITTEE**

The Executive Committee of the LWDB shall be comprised of the LWDB Chair, the Vice-Chair, and the LWDB members representing the County Executive and the Administrative Agent. Between LWDB meetings, the Executive Committee may act for the LWDB, except in matters concerning the appointment of

officers or the adoption, repeal, or amendment of these Bylaws. The Executive Committee shall review all program plans, reports, and other documents which the LWDB, by law is required to review and act upon, and shall make recommendations concerning such items, and any actions taken on behalf of the LWDB by the Executive Committee, to the LWDB.

## **ARTICLE VIII COMMITTEES**

**Section 1. Standing Committees** – At a minimum, there shall be three (3) standing committees:

- the Youth Services Committee;
- the Individuals with Disabilities and Severe Barriers Committee, and
- the One-Stop Delivery System Committee.

Chairs for all standing committees shall be appointed by the LWDB Chair; however, the LWDB Chair may not serve as chair of any standing committee. All standing committee chairs shall be members of the LWDB. Committees may include other members of the LWDB and shall include non-board members with appropriate experience and expertise. In addition, the LWDB Chair may appoint such other committees as may be necessary to carry out the purpose and functions of the LWDB. Non-WDB members may serve on such committees as deemed appropriate. The LWDB may establish additional committees by majority vote, at any regular meeting that has a quorum.

**Section 2. Membership Committee** – The Membership Committee shall recruit for and review persons nominated or proposed for membership on the LWDB, and shall make recommendations to the County Executive. The recommendations of the Membership Committee shall be supplemental to any other procedure adopted by the County Executive for selection of LWDB members.

## **ARTICLE IX MEETINGS**

**Section 1. Regular Meetings** – Regular meetings of the LWDB shall be held at least quarterly. Regular meetings shall be held at such times at the principal office of the Administrative Agent, unless the notice thereof designates some other place. Any and all business may be transacted at a regular meeting of the members.

**Section 2. Special Meetings** - Meetings of the members may be called at any time for any purpose or purposes by the Chair. Notice of a special meeting shall state the purpose(s) of the meeting. Business transacted at all special meetings of members shall be confined to the purpose(s) stated in the notice of the meeting.

**Section 3. Telephonic Meetings** - Meetings of the LWDB may be held by telephonic communication. Such meetings are subject to all other appropriate provisions in these Bylaws.

**Section 4. Quorum** - At any meeting of the LWDB, seven (7) members shall constitute a quorum for voting purposes.

**Section 5. Notice of Meetings** - Written notice of all regular and special meetings shall be given to each LWDB member in person or delivered to his residence or business address, at least five (5) days before the meeting by mail, messenger, telecopy, telegraph or other means of written communication, by electronic transmission, or by telephoning such notice. No notice of any meeting of the LWDB need be given to any director who attends, or to any director who, in writing executed and filed with the records of the meeting either before or after the holding thereof, waives such notice. Each such notice shall state the place, day, and hour which the meeting is to be held and, in the case of any special meeting, shall state briefly the purpose(s) for the special meeting.

## **ARTICLE X MISCELLANEOUS**

**Section 1. Authority to Amend** – These Bylaws may be amended in whole or in part at any regular meeting of the LWDB, or at any special meeting, provided that notice of the proposed amendment is given, in writing, to each LWDB member at least seven (7) days in advance of such meeting.

Amendments shall be made only by the affirmative vote of two-thirds (2/3) of a quorum of the voting membership, by a meeting called together for that purpose, provided, however, that no amendment to these Bylaws shall become effective until approved and adopted by the Prince George's County Chief Elected Official.

Upon approval by the LWDB and Chief Elected Official, these Bylaws must be signed and dated by the current WDB Chair and Chief Elected Official.

Upon approval of a Bylaw amendment, the amendments must be signed and dated by the LWDB Chair. Three (3) or more simultaneous Bylaw amendments constitute an overall change in the Bylaws.



**Section 2. Administrative Support Service** – PGCEDC has been designated as the local administrative agent and the fiscal agent for WIOA grant funds. Administrative staff support to the Board, as necessary to fulfill its mission, shall be provided by PGCEDC, or the Prince George's County entity designated by the County Executive.

It is mandated that the designated administrative agent collaborate with the Prince George's County Executive and the LWDB in the appointment of a LWDB Executive Director and development of the local area budget. To ensure LWDB mandatory functions are performed, the annual budget must allocate funds for LWDB activities. The LWDB Executive Director shall report to the LWDB and designated Administrative Entity to ensure the LWDB and the local workforce area operate in compliance with Federal and State laws and regulations.

If operational or financial administrative disagreements occur between the LWDB and the administrative agent, the Prince George's County Executive will serve as the mediator and optimum decision making authority in the local workforce area.

**Section 3. Conflict of Interest Policy** - LWDB members are prohibited from voting on matters under consideration by the LWDB that pertain to the provision of services by any such member or by an entity that any such member represents or that would provide direct or indirect financial benefit to any such member or the immediate family of any such member. LWDB members are also prohibited from engaging in any other activity determined by the State to constitute a conflict of interest as specified in the State plan.

All conflict of interests, whether potential or actual, must be declared and recorded in the minutes.

**Section 4. Compensation and Expenses** - LWDB members shall not receive any compensation for serving in such capacity, but may be reimbursed for expenses incurred on behalf of PGCEDC or incurred in performing the duties of his office.

**Section 5. Records** – The Administrative Agent shall maintain a complete record of minutes of all LWDB meetings at its principal place of business, along with an original or a copy of the LWDB Bylaws, including any amendments thereto.



**ARTICLE X  
MISCELLANEOUS**



Charlene T. Wade

Board Chair

Prince George's County Local Workforce Development Board



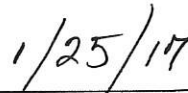
Date



Rushern L. Baker III

County Executive

Prince George's County



Date

The foregoing Bylaws were adopted by the Prince George's County Local Workforce Development Board on 12/21 2016, the same being approved by the Prince George's County Executive on 1/25, 2017.