

## **Articles of Organization Virginia Workforce Council**

### **Article I Name**

The name of the Council is the Virginia Workforce Council as enacted by the General Assembly of Virginia, hereinafter referenced as the Council.

### **Article II Purpose and Membership**

Section 1: Purpose. The purpose of the Council is to assist the Governor in meeting workforce training needs in the Commonwealth by:

- Providing policy advice to the Governor on workforce and workforce development issues;
- Providing policy direction to local workforce investment boards;
- Identifying current and emerging statewide workforce needs of the business community;
- Forecasting and identifying training requirements for the new workforce;
- Creating strategies that will match trained workers with available jobs;
- Providing an annual report to the Governor
- Creating procedures, guidelines, and directives applicable to local workforce investment boards and the operation of one-stops
- Serving as the State Workforce Investment Board for purposes of the Workforce Investment Act.

Section 2: Membership. The Council shall be composed of not more than the following twenty-nine members:

#### ***Governor's Appointments.***

- The Governor;
- Three Cabinet Secretaries: Commerce and Trade; Education; and Health and Human Resources.
- Two state agency heads: Virginia Community College System and Virginia Employment Commission.
- Two labor representatives, including the president of the Virginia AFL-CIO.
- Fifteen business representatives, including the presidents of the Virginia Chamber of Commerce and the Virginia Manufacturer's Association, one representative of a proprietary employment training school; and one representative of health care employers. The remaining business representatives must be business owners, chief executive officers, chief operating officers, chief financial officers, senior managers or other business executives or employers with optimum policy making or hiring authority. Businesses must represent diverse regions of the state,

including urban, rural and suburban; and at least two shall be members of local workforce investment boards,

- Two local Chief Elected Officials, to include a mayor and chair of a county board of supervisors.

### ***General Assembly Appointments.***

- Two members of the House of Delegates appointed by the Speaker of the House.
- Two members of the Senate appointed by the Senate Committee on Privileges and Elections.

### ***Dual Positions***

Persons qualified may fill more than one membership position, at the discretion of the Governor.

### ***Senior Advisor to the Governor for Workforce***

In accordance with Executive Order #61, the Senior Advisor shall represent the Governor on workforce development matters and at Virginia Workforce Council meetings. This includes the authority to vote on the Governor's behalf at Virginia Workforce Council meetings.

Section 3. Conflict of Interest. All members must complete a conflict of interest disclosure statement, annually.

Section 4: Terms. Business members shall serve four-year terms, subject to the pleasure of the Governor, and may be reappointed. Legislative members shall serve terms coincident with their terms of office.

Section 5: Compensation. Appointed Council members shall not be compensated. However, they shall be reimbursed for reasonable and necessary expenses incurred in the performance of their duties on behalf of the Council. Legislative members shall be compensated according to appropriate state law.

Section 6. Resignations. A Council member may resign by giving written notice to the Governor and the Secretary of the Commonwealth.

Section 7. Removal. The Governor may remove a Council member for due cause, conflict of interest or criminal acts.

### **Article III Officers and Duties**

Section 1. General. The Governor shall select a chair and vice-chair from among the fifteen business representatives. The term of the chair and vice chair shall coincide with their membership term on the Council.

Section 2. Duties. The Chair shall preside at all Council meetings, enforce the Articles of Organization and Chair the Executive Committee. The Chair shall also appoint the Chairs of standing and special or advisory committees. The Vice-Chair shall, during the absence or inability of the Chair, perform the duties of the Chair.

### **Article IV Meetings of the Council**

Section 1. Regular Meetings. The Council shall meet regularly and establish a schedule of meetings, annually at the beginning of each fiscal year. The fiscal year is from July 1 to June 30. At least one meeting annually shall be devoted to strategic planning, training and other related issues.

Section 2. Meeting Notice. A notice of Council and Committee meetings will be published in the Commonwealth Calendar according to submission guidelines.

Section 3. Quorum. A majority of the Council constitutes a quorum. One half of Committee membership constitutes a quorum.

Section 4. Attendance. Council members are required to attend a majority of Council meetings each year. Alternates, who are specifically designated on an annual basis and who are similarly situated with policy-making authority, may attend, but cannot participate or vote in a Council member's absence.

Section 5. Order of Business. Robert's Rules of Order shall govern Council meetings. There shall be an order of business for each meeting.

Section 6. Public Participation. All meetings will include a reasonable time for public comment.

Section 7. Executive Session. Prior to meeting in Executive Session, the Council must adopt a motion to go into Executive Session. Matters, which may discussed in executive session, are specified in the Virginia Freedom of Information Act.

### **Article V Committees**

Section 1 - The following standing committees will conduct the on-going work of the Council:

**Section 2** – The Executive Committee is in charge of the direction of the Council, when Council action is necessary between meetings. This committee exercises the full authority and power of the Council, to the extent permitted by law. The Executive Committee shall be composed of the Chair, Vice-Chair, 3 Cabinet Secretaries, the Chair for each Committee described herein, and a member of the Senate and House of Delegates. The Council Chair and Vice-Chair are Chair and Vice-Chair of the Executive Committee.

**Section 3** – The Strategic Planning Committee, formerly known as the Workforce System Development Committee will primarily focus on establishing system roles and responsibilities, planning, infrastructure funding, integration and alignment and capacity building.

**Section 4** – The Workforce Services Committee, formerly known as the One Stop Committee will primarily focus on partner participation, at-risk populations, center certification, standardized forms and applications, customer needs, marketing, best practices and staff certification.

**Section 5** – The Performance and Accountability Committee will primarily focus on state performance measures, WIB performance issues, one stop performance (including partners) and effectiveness, incentives and sanction for WIBs and the Federal Common measures.

**Section 6** – The Business Services Committee, formerly known as the Skills Committee will primarily focus on the worker pipeline, low-skill workers, incumbent workers, high tech skills, current and emerging workforce needs of the business community, forecasting and identification of training requirements, strategies to match trained workers with available jobs and the role of the community college system within workforce development.

Committees may also identify other focus areas and tasks through the course of their work or from the Governor’s Workforce Development Strategic Plan.

**Section 9 Meetings.** The Executive Committee shall meet as needed, by the call of the Chair.

Committees will establish a meeting schedule to accomplish their tasks.

**Section 10. Temporary Committees.** The Chair may establish Advisory Committees for special purposes. Advisory committees shall be composed of persons who represent the views and interest of the various workforce development stakeholders and who are known to be qualified to perform their duties. State and local agency personnel may serve on these committees as members or consultants. The Chair may establish Special Committees for specific assignments. Temporary committees shall have a definite time of duration.

**Article VI  
Staffing**

Section 1. Designated Staff. The Chancellor of the Virginia Community College System, Workforce Development Services Office, will staff the Council.

**Article VII  
Articles of Organization**

Section 1. Amendments. The Articles of Organization may be amended by vote of the majority of the members of the Council present at any Council meeting. Notice of such amendment must have been sent to the Council members prior to such meeting.

Effective Date: August 12, 1999

Revision 1 – September 19, 2000

Revision 2 – June 12, 2002

Chair: Michael A. Daniels

Conforming Revisions 3 – July 1, 2003

Revision 4 – March 31, 2004

Revision 5 - September 13, 2005

Revision 6 – October 31, 2006

Revision 7 – October 23, 2008

Chair: Dr. Robert Leber