

BYLAWS OF THE WORKFORCE DEVELOPMENT COUNCIL

ARTICLE I – DEFINITION

Definition

Sec. 1 The term “Council” means the Hawaii Workforce Development Council.

ARTICLE II – PURPOSE

Goals, Objectives, Duties

Sec. 1 The Council shall be in conformity with the goals, objectives, duties, and intent set forth in Act 346, SLH 1997 and its subsequent revisions.

Sec. 2 The foregoing statement of duties shall not be considered as delimiting or exclusive of such duties and functions as may be prescribed by the Council or by its Chairperson within prescribed subject laws.

ARTICLE III – MEMBERSHIP, CHAIRPERSON AND VICE-CHAIRPERSON DUTIES, COMMITTEES AND MINUTES

Membership

Sec. 1 A. Members of the Council are appointed by the Governor of the State of Hawaii in accordance with 26 32, Hawaii Revised Statutes and Act 346, SLH 1997

Chairperson

Sec. 2 A. The Chairperson of the Council shall be appointed by the Governor of the State of Hawaii in accordance with Act 346, SLH 1997.
B. The Chairperson shall serve as the spokesperson for the Council.
C. The Chairperson shall perform such other duties as are requested by the Council.

Vice-Chairperson

Sec. 3 The Vice-Chairperson of the Council shall be elected by the Council for a term of one year and shall preside over meetings and conduct the business of the Council in the absence of the Chairperson.

Committees

Sec. 4 A. The Council may create special committees including ad hoc and liaison committees as it deems advisable.

B. The committees created in accordance with Article III, Sec. 4-A shall be designated and organized by the Chairperson of the Council who shall appoint from the membership a Chairperson for each Council committee.

Executive Committee

Sec. 5 A. The Executive Committee shall be composed of the Chairperson, Vice-Chairperson, and Chairpersons of existing Council committees.

ARTICLE IV – MEETINGS AND QUORUM

Council Meetings

- Sec. 1 A. The Council shall meet quarterly at the time and place voted upon by Council members.
- B. The Chairperson shall call special meetings of the Council whenever meetings are considered necessary, or whenever requested in writing by five or more Council members.
- C. The Chairperson is responsible for sending a notice of each meeting (accompanied by an agenda for that meeting) to each Council member giving adequate time for preparation for the meeting.

Executive Committee Meetings

- Sec. 2 A. The Chairperson may call meetings of the Executive Committee as necessary.
- B. The Chairperson is responsible for sending a notice (accompanied by an agenda for that meeting) of each Executive Committee meeting to each Executive Committee member, giving adequate time for preparation for the meeting.
- C. The Executive Committee shall have the power to transact business between regular Council meetings. All transactions of the Executive Committee shall be reported in full at the next scheduled meeting of the Council.

Quorum

- Sec. 3 A quorum for the Council and its committees for the transaction of business shall be set at 50 percent of the membership plus one member. Questions shall be decided by a majority of those voting.

ARTICLE V – EXPENSES AND COMPENSATION

Expenses

- Sec. 1 Any authorized expenses incurred by Council members and staff shall be compensated according to guidelines set by current State statutes and regulations.

ARTICLE VI – RULES OF ORDER

Robert's Rules

- Sec. 1 Robert's Rules of Order, newly revised, shall apply in situations not covered by these bylaws or applicable statutes.

ARTICLE VII – AMENDMENTS

Amendments

- Sec. 1 The bylaws of the Council may be amended at any regular or special meeting by a two-thirds vote of the members present, provided at least thirty (30) days written notice is given to each member.