

**BYLAWS OF THE  
STATE OF HAWAII WORKFORCE DEVELOPMENT COUNCIL**

**[Approved November 19, 2025]**

**ARTICLE I – DEFINITIONS**

Section 1.1. As used in these bylaws:

“Chairperson” means the Chairperson of the Council.

“CFR” means Code of Federal Regulations.

“Council” means the State of Hawaii Workforce Development Council.

“HRS” means Hawaii Revised Statutes.

“USC” means United States Code.

“Vice-Chairperson” means the Vice-Chairperson of the Council.

“Assistant Vice-Chairperson” means the Assistant Vice-Chairperson of the Council.

“WIOA” means the federal Workforce Innovation and Opportunity Act of 2014.

**ARTICLE II – PURPOSE**

Section 2.1. The purpose of the bylaws is to provide general guidance in Council governance to the extent permitted by State and Federal law.

Section 2.2. The functions, duties, and powers of the Council are outlined in HRS Chapter 202 and WIOA. The bylaws shall be interpreted and applied in a manner consistent with HRS Chapter 202, WIOA, and any other statutes or regulations applicable to State boards generally. To the extent that any section in the bylaws conflict with State or Federal law, the State or Federal law concerning the conflicting section shall control.

**ARTICLE III – MEMBERSHIP**

Section 3.1. Except for ex-officio members or their designees, Council members are appointed by the Governor for up to four-year staggered terms with a limit of two consecutive terms (eight consecutive years) pursuant to HRS § 202-1 and HRS § 26-34. The Council encourages allowing new voices and a broad range of perspectives to be represented.

Section 3.2. A member of each house of the legislature appointed by the appropriate presiding officer of each house shall be appointed to two-year terms beginning in January of odd-numbered years pursuant to HRS § 202-1.

Section 3.3 Council members shall actively engage in convening workforce system stakeholders, brokering relationships with a diverse range of employers, and leveraging public and private resources to support workforce development efforts of the Workforce Development Council.

Section 3.4. Any member of the Council may resign at any time by giving written notice to the Governor and Chairperson.

Section 3.5. If it comes to the Chairperson's attention, either by written notification from the Council member or otherwise, that a Council member may no longer be eligible for Council membership, the Chairperson may convene an Executive Committee meeting to review that Council member's eligibility and determine the course of action.

Section 3.6 Upon notification to the Workforce Development Council of a vacancy resulting from resignation, removal, death, or ineligibility, the Chairperson shall notify the Governor in writing within ten (10) business days of such notification.

Section 3. 7 Vacancies: The Board shall request that any vacancies are filled by the Governor, with the advice and consent of the senate, in a prompt manner and in conformity with federal and/or state requirements.

Section 3.8 The Executive Director of the Council and Workforce Development Division Administrator are not members of the Council.

#### **ARTICLE IV – CHAIRPERSON, VICE-CHAIRPERSON, AND ASSISTANT VICE-CHAIRPERSON**

Section 4.1. The Chairperson shall be appointed by the Governor pursuant to HRS § 202-1. The Chairperson shall serve until or thereafter until his or her successor is appointed.

Section 4.2. The Chairperson, or his or her designee, shall preside over Council meetings, serve as the spokesperson for the Council, and assist the Council in carrying out its duties under Chapter 202 and WIOA. The Chairperson shall perform such other duties as directed by the Council.

Section 4.3. The Vice-Chairperson shall assume the duties of the Chairperson in the absence of the Chairperson and will undertake such other duties as may be assigned by the Chairperson. Any member of the Council may nominate a Vice-Chairperson. The nominated Vice-Chairperson shall be approved by the Council upon the concurrence of at least a quorum of the Council. The Vice-Chairperson shall serve until his or her successor is approved by the Council upon the concurrence of at least a quorum of the Council.

Section 4.4. The Assistant Vice-Chairperson shall assume the duties of the Vice-Chairperson in the absence of the Vice-Chairperson and will undertake such other duties as may be assigned by the Vice-Chairperson. Any member of the Council may nominate an Assistant Vice-Chairperson. The nominated Assistant Vice-Chairperson shall be approved by the Council upon the concurrence of at least a quorum of the Council. The Assistant Vice-Chairperson shall serve until his or her successor is approved by the Council upon the concurrence of at least a quorum of the Council.

## **ARTICLE V – MEETINGS, ATTENDANCE, VOTING, AND QUORUM**

Section 5.1. HRS Chapter 92 and 29 USC § 3111(g) of WIOA govern the Council's meetings. The Council shall endeavor to meet quarterly. The Chairperson may convene the Council as necessary.

Section 5.2. Under HRS § 92-15.5, except for ex-officio members or their designees, the term of a Council member shall expire upon the failure of the Council member, without valid excuse, to attend three consecutive meetings duly noticed to all Council members and where the Council failed to constitute quorum necessary to transact Council business. The Chairperson shall determine if the absence of the Council member is excusable. The expiration of the Council member's term shall be effective immediately after the third consecutive unattended meeting and unexcused absence.

Section 5.3. The Council shall provide teleconferencing, videoconferencing, and web-based platforms to promote participation, consistent with the State Sunshine Law. Participation by such means constitutes official attendance.

Section 5.4. Other than designees of ex-officio members, proxy and/or absentee voting is not permitted.

Section 5.5. The following ex-officio members or their designees may each cast one vote:

- Governor, State of Hawaii
- Mayor, City & County of Honolulu
- Mayor, County of Hawaii
- Mayor, County of Kauai
- Mayor, County of Maui
- Director, Department of Business, Economic Development and Tourism
- Administrator, Division of Vocational Rehabilitation, Department of Human Services
- Director, Department of Labor & Industrial Relations
- Superintendent, Department of Education
- President, University of Hawaii
- Chair, County of Hawaii Workforce Development Board

- Chair, County of Kauai Workforce Development Board
- Chair, County of Maui Workforce Development Board
- Chair, Oahu Workforce Development Board
- Member, House of Representatives – State Legislature
- Member, Senate – State Legislature

Section 5.6. The following Council members appointed by the Governor may each cast one vote:

- The representatives from the private sector, including nonprofit organizations and businesses in the State, appointed from individuals nominated by state business organizations and business trade associations.
- The representatives from labor organizations and workforce training organizations

Section 5.7. Ex-officio members wishing to designate a designee for purposes of attending a Council meeting and voting at such meeting should submit written notice to Council staff no later than one week before the Council meeting that the designee wishes to attend.

Section 5.8. Under HRS § 92-15 and HRS § 202-1, until such time the Council has 41 members, 16 Council members shall constitute a quorum to do business, and the concurrence of at least 16 Council members shall be necessary to make any action of the Council valid.

## **ARTICLE VI – COMMITTEES**

Section 6.1. The Council may establish, upon the concurrence of at least a quorum of Council members, standing committees to assist the Council in carrying out its duties under HRS Chapter 202 and WIOA.

Section 6.2. For each standing committee, the Chairperson shall appoint from the standing committee membership a Chairperson and no more than two Vice-Chairpersons. The Chairperson of the standing committee and the Vice-Chairperson/s of the standing committee must also be Council members. Standing committees may include Council members and individuals who are not Council members. The standing committees may convene as necessary.

Section 6.3. The following are standing committees of the Council:

- Executive Committee
- Employer Engagement Committee
- Performance Management and Finance Committee
- Sector Strategies & Career Pathways Committee
- Youth Services Committee
- Special Projects Committee

Section 6.4. The Executive Committee reviews and makes recommendations on all

personnel matters, Council governance and compliance matters, standing committee matters, and other matters as directed by the Council. The Executive Committee shall be composed of the WDC Chairperson, the WDC Vice-Chairperson, Assistant Vice-Chairperson, and the Chairpersons or Vice-Chairpersons of the standing committees.

## **ARTICLE VII – MISCELLANEOUS**

Section 7.1. All members of the Council shall comply with applicable state and federal ethics and conflict of interest laws, including, but not limited to, Article XIV of the Hawai'i State Constitution, Hawai'i Revised Statutes Chapter 84, 2 CFR 200.318, and 20 CFR § 683.200. Compliance with these provisions is a condition of appointment and continued service on the Council.

Section 7.2. Council members shall serve without compensation but shall be reimbursed for necessary travel expenses for the performance of their duties to the extent permitted by law.

Section 7.3 In alignment with Hawai'i Revised Statutes (HRS) Chapter 202 and best practices for nonprofit and public boards, the Council shall conduct an annual performance review of the Executive Director. The review shall be coordinated by the Executive Committee and completed within the first quarter of each fiscal year. The review process shall include input from Council members and, where appropriate, relevant partners, stakeholders, and the public. A written summary of the evaluation shall be presented to the full Council and maintained as part of the Council's records.

Section 7.4. To the extent permitted by law, Robert's Rules of Order, newly revised, or applicable statutes shall apply in situations not covered by these bylaws.

Section 7.5. The bylaws may be amended at any Council meeting with the concurrence of at least a quorum of Council members.

Section 7.6. To the extent that any section in the bylaws is held invalid, the invalidity does not affect the other sections in the bylaws which can be given effect without the invalid section, and to this end the invalid section of the bylaws is severable.

Section 7.7. The bylaws are effective upon Council concurrence of at least a quorum of Council members.

Section 7.8. The bylaws were duly approved by the Council on November 19, 2025.

## **ADDENDUM: EFFECTIVE DATE OF AMENDMENTS**

### **Section 3.1 of the bylaws is hereby amended as follows:**

Section 3.1. Except for ex-officio members or their designees, Council members are appointed by the Governor for up to four-year staggered terms, with a limit of two consecutive terms (eight consecutive years), pursuant to HRS § 202-1 and HRS § 26-34. The Council encourages allowing new voices and a broad range of perspectives to be represented.

*Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.*

### **Section 3.3 of the bylaws is hereby amended as follows:**

Section 3.3 Council members shall actively engage in convening workforce system stakeholders, brokering relationships with a diverse range of employers, and leveraging public and private resources to support workforce development activities of the Workforce Development Council in Hawai'i.

*Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.*

### **Section 3.6 of the bylaws is hereby amended as follows:**

Section 3.6 Upon notification to the Workforce Development Council of a vacancy resulting from resignation, removal, death, or ineligibility, the Chairperson shall notify the Governor in writing within ten (10) business days of such notification.

*Effective Date: The amendment shall be effective on November 19, 2025 upon approval by the Council.*

### **Section 3.7 of the bylaws is hereby amended as follows:**

Section 3.7 The Board shall request that any vacancies are filled by the Governor, with the advice and consent of the senate, in a prompt manner and consistent with federal and/or state requirements.

*Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.*

### **Section 5.3 of the bylaws is hereby amended as follows:**

Section 5.3. The Council shall provide teleconferencing, videoconferencing, and web-based platforms to promote participation, consistent with the State Sunshine Law. Participation by such means constitutes official attendance.

*Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.*

### **Section 6.3 of the bylaws is hereby amended as follows:**

Section 6.3. The following are standing committees of the Council:

- Executive Committee
- Employer Engagement Committee
- Performance Management and Finance Committee
- Sector Strategies & Career Pathways Committee
- Youth Services Committee

Special Projects Committee

*Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.*

**Section 7.1 of the bylaws is hereby amended as follows:**

Section 7.1 All members of the Council shall comply with applicable state and federal ethics and conflict of interest laws, including, but not limited to, Article XIV of the Hawai'i State Constitution, Hawai'i Revised Statutes Chapter 84, 2 CFR 200.318, and 20 CFR § 683.200. Compliance with these provisions is a condition of appointment and continued service on the Council.

*Effective Date: The amendment shall be effective on November 19, 2025, upon approval by the Council.*

**Section 7.3 of the bylaws is hereby amended as follows:**

Section 7.3 In alignment with Hawai'i Revised Statutes (HRS) Chapter 202 and best practices for nonprofit and public boards, the Council shall conduct an annual performance review of the Executive Director. The review shall be coordinated by the Executive Committee and completed within the first quarter of each fiscal year. The review process shall include input from Council members and, where appropriate, relevant partners, stakeholders, and the public. A written summary of the evaluation shall be presented to the full Council and maintained as part of the Council's records.

*Effective Date: This amendment shall take effect on November 19, 2025. However, the annual evaluation of the Executive Director shall commence in the first quarter of 2027, as a full evaluation was recently completed at the August 2025 Council meeting.*