

**PROPOSED COLORADO WORKFORCE DEVELOPMENT COUNCIL
BYLAWS CHANGES 7-18-13**

**ARTICLE III
TERM, REMOVAL, AND OFFICERS OF THE BOARD**

1. Each Council member shall serve a term of three years from October 1st through September 31st of each calendar year. No Board member may serve more than two terms; or at the pleasure of the Governor of the State of Colorado.

2. One-time special provision on term limits: The purpose is to stagger the Council term limits. During times of restructuring, terms need to be tiered to allow for a gradual turnover of Council members. For example: One-half of members appointed in 2010 and still serving in March 2012 will serve one two-year term expiring September 2012; and are eligible to reapply for a second term of three years. The remaining one-half of the members appointed in 2010 and still serving in March 2012 will serve a three-year term and will be eligible to apply for a second three-year term. Membership will determine the appropriate split between term expirations at the Spring CWDC in-person meeting.

3. A Council member may be removed for the following:

- a. Receipt by the Council Chair of the written resignation of the member.
- b. Failure to attend 2 in person meetings, three consecutive virtual meetings or two pre-meeting discussions of the Council in one calendar year, unless excused by the Chair.
- c. Failure of the member to continue to hold the qualifications that were the basis for initial appointment.
- d. Failure to represent the Council in a manner deemed appropriate by the Council and maintaining a positive image of Colorado and the workforce system, e.g. not supporting initiatives approved by the Council and its sub-committees at meetings or events, negatively portraying the workforce system and the efforts of the Council, etc.

4. The officers of the Council shall consist of a Chair*, Secretary, Treasurer, and either a Chair-Elect* or Past-Chair, elected from among the business representatives. The Council, every two years, shall elect a Secretary, Treasurer and Chair-Elect. The Chair-Elect will become Chair after one year, at which time the current Chair will become Past-Chair for a minimum of one year. In order for a Council member to be eligible to accept a nomination as an officer, they must be eligible to serve on the full Council for the full term of the officer position; the exception is that a member elected to the Chair-Elect position must have at least two years remaining on their term, and a special request for a term extension of up to two additional years can be made on a case-by-case basis. This request must be submitted in writing to the Colorado Office of Boards and Commissions. The term limit of officers shall be a total of two terms (note that the cycle of Chair-Elect, Chair and Past-Chair constitutes one term).

*Elected by the voting members of the Council, appointed by the Governor.

5. Officers shall have such duties as they are assigned by the Chair from time to time. Duties of Council officers:

- a. Past-Chair – Term of 1 year, or 2 years at the pleasure of the Council
 - Serve on the Executive Committee
 - Provide mentorship and support to the Chair
 - Serve in the role of Chair in the absence of the Chair and Chair-Elect
 - May serve up to two years as Past-Chair in an honorary membership role (act as an advisor, not appointed by the Governor, without voting privileges)
- b. Chair – Term of 2 years (as appointed by the Governor), immediately followed by 1 or 2 years as Past-Chair, as outlined above
 - Develop Council meeting and Executive Committee Meeting agendas, in conjunction with staff
 - Conduct Council meetings and Executive Committee Meetings according to Roberts Rules of Order
 - Collaborate with the Director to ensure timely membership renewal and nomination processes are followed
 - Lead the Council membership in ensuring that the Council Bylaws are followed and kept current
 - Lead the Council in ensuring that the work of the Council is guided by its strategic plan and remains committed to its Vision and Mission
 - Other duties as described throughout the bylaws and as required for the Council's success
- c. Chair-Elect – Term of 1 year (as appointed by the Governor), immediately followed by 2 years as Chair and 1 or 2 years as Past-Chair, as outlined above
 - May oversee one subcommittee of the Council
 - Represent the Chair in his or her absence
 - Must have at least two years remaining on their term; a special request for a term extension of up to two additional years will be granted on a case-by-case basis.
 - Must agree to serve one year as Chair-Elect, two years as Chair, and at least one year as Past-Chair; a four year commitment
- d. Treasurer – Term of 2 years
 - Will oversee the creation of a proposed funding policy and procedure structure for the Council
 - Oversee financial reports maintained and produced by staff
- e. Secretary – Term of 2 years
 - Will serve on the Executive Committee and oversee the revision of Council bylaws for the creation of a bylaws proposal to the full Council
 - Oversee documents produced by staff and presented to Council

6. Any officer may resign from his or her position by written notice to the Chair of the Council, at which time the Council will act to replace any such officer.

7. The Council may appoint such subcommittees and task groups to make recommendations to the Council as it deems fit.

8. The Executive Committee of the Council shall:

a. Be comprised of the officers of the Council as well as the standing committee Chairs of the Council; the State Youth Council Chair, the Policy & Legislative Committee Chair and the Sectors Steering Committee Chair.

b. Additionally, up to three ex-officio members representing the Colorado Department of Labor & Employment, the Colorado Office of Economic Development & International Trade, the Colorado Department of Higher Education or other ex-officio as selected by the Executive Committee, shall serve as full members of the Executive Committee. These positions may not be delegated to other positions within an organization. These positions will have voting privileges within the Executive Committee.

c. Have all authority of the Council when Council action is required and is of an emergency nature or when a full Council meeting cannot be called in time to fulfill a required Council responsibility. Immediate notification to the full Council will take place whenever any action is taken without prior consent of the Council.

d. Make recommendations to the Council on various issues that come before the body to streamline decision making.