

Central Oregon Workforce Coordinating Council Bylaws

Article 1. Name and Region: The name of this organization shall be known as the Central Oregon Workforce Coordinating Council. The area to be served by the Workforce Coordinating Council is Crook, Deschutes and Jefferson Counties and the Confederated Tribes of Warm Springs Reservation in Oregon which is recognized as a workforce region (Region 10) by the State and The Oregon Consortium/Oregon Workforce Alliance.

Article 2. Directive: The Workforce Coordinating Council is a Regional Workforce Committee organized under ORS 660.312, and in accordance with The Oregon Consortium/Oregon Workforce Alliance and State policies and directives.

Article 3. Goals:

- a. Identify priority workforce development needs; Set a workforce agenda for Region 10 that is in alignment with and support of Oregon Workforce Alliance (OWA) efforts.
- b. Align resources, strategies, and programs to create tailored solutions to the workforce challenges, and to serve as coordination point for integration of regional workforce committees and projects;
- c. Sustain a high quality workforce development system that is responsive to job seeker and business needs, via WorkSource Central Oregon and its partners.

Article 4. Council Membership: The council will be composed of representatives of workforce partners, economic development, business development, private sector business, labor, and other organizations.

Applications for council membership must be submitted to the council. Member nominations shall be made by a majority vote of the Workforce Coordinating Council members, based on application. Appointments are made by local elected officials. The council will elect a chair and vice chair annually. The chair shall be a private sector representative.

Article 5. Terms of Membership: Council members will serve a term of two years. Members may serve additional terms subject to re-appointment by local elected officials.

Article 6. Workforce Allies: The regional workforce system is composed of four components: workforce development, business development, economic development, and the private sector. The council's effectiveness is dependent upon broadly supported priorities. The greater the level of support and engagement among workforce development system partner interests, the greater the likelihood that a priority action will be accomplished.

Workforce allies are stakeholders from these component groups that engage with Workforce Coordinating Council projects or initiatives at an "ad hoc" level, rather than as council members.

Article 7. Meetings:

Council: Meets every 2 months

- At least one council meeting per year will be focused on coordination of regional workforce committees and projects.

The council will convene two workforce allies meetings per year.

1. Report to the Region:
 - Present workforce report/analysis and work plan for next year
 - Identify needs, survey participants, gather input and feedback
 - Solicit interest in participating on projects
2. Strategic forum or event, focused on a single topic or project.

Article 8. Quorum: A quorum shall consist of 50% plus one of the council membership.

Article 9. Decision Making: The council will use a consensus decision-making process and will foster a collaborative approach. Consensus means that all members agree to support the decision. Members choose not to block the consensus even though they do not fully agree with the decision. Members are encouraged to voice and have recorded all views. Once a consensus decision has been reached, all members agree to support that decision. Any member may abstain from the consensus and may request to be acknowledged as abstaining in any publication of the consensus. Abstaining is a choice not to block or to support the decision.

Article 10. Committees: Committees may be established as needed. The council will provide each committee with guidance and specific responsibilities. All committees will report their actions and recommendations to the council in a timely manner.

Article 11. Council Roles and Responsibilities:

- a. Oversee staff and implementation of the council work plan.
- b. Approve and manage council budget.
- c. Develop a regional workforce development strategy (data/metrics, asset inventory, needs/workforce skill gap analysis, benchmarks); develop shared goals and priorities among workforce allies which is in alignment and support of the OWA local area plan..
- d. Act as focal point for industry's critical workforce needs.
- e. Develop and/or fund on-the-ground workforce development projects and initiatives; engage workforce allies in project activities. Leverage local, state and federal funding to implement high-priority workforce development projects.
- f. Shepherd and administer projects and programs. Share promising workforce development practices for adoption and replication by businesses and industries.
- g. Evaluate and/or propose workforce policy – OWA, state and federal levels.
- h. Conflict resolution among WorkSource partners.
- i. Ensure WorkSource Partners coordination and communication; Coordinate with the Central Oregon Workforce Response Team.
- j. Ensure ongoing communication of supply and demand side priorities, issues and concerns to the OWA.

Article 12. Relation to Local Workforce Investment Board: The Workforce Coordinating Council delegates the statutory LWIB/RWIB functions (as per 29 U.S.C. 2832 (d)) to the Oregon Workforce Alliance, which serves as the Local Workforce Investment Board for the multi-region area that includes Central Oregon (Region 10).

Article 13. Council Staff Roles:

- Develop a proposed council annual work plan.
- Council administrative support, including council communications, membership, outreach, meetings, agenda preparation, and fiscal agent.
- Administrative support to One Stop Management Team, Business Resource Network, Workforce Response Team and other committees identified by the council.
- Facilitate development of Resource Sharing Agreements and One-Stop certification.
- Research, planning and other tasks associated with development of the regional workforce development strategy.
- Other project work as assigned.

Article 14. Conflict of Interest: A council member must declare to the council the nature of a potential conflict of interest before taking any official action.

A potential conflict of interest arises when any action, any decision or any recommendation made by a council member could result in pecuniary benefit or detriment of (1) the council member, (2) a business with which the council member is associated, (3) a relative of the council member, or (4) a business with which a relative of the council member is associated. "Relative" means council member's spouse, children of the council member or spouse, brothers, sisters, spouses of brothers and sisters, or parents of the council member.

An actual conflict of interest follows the definition for potential conflict of interest, except that the decision, recommendation, or action would be to the private monetary benefit or detriment of the council member.

A council member must declare to the committee the nature of an actual conflict of interest and must not participate in the discussion or debate and must not vote on the issue out of which the conflict arises. When there is a question regarding potential or actual conflict of interest, the Oregon Government Standards and Practices Laws and Commission will be consulted.

Approved January 6, 2010.

Modified March 3, 2010.