

**BYLAWS OF THE MARYLAND
GOVERNOR’S WORKFORCE DEVELOPMENT BOARD**

The Governor’s Workforce Development Board of Maryland serves as the Governor’s chief strategic and policy-making body for workforce development by engaging key business, labor, education, community, and State and local government leaders to collaborate on business-led workforce approaches that advance Maryland’s economic competitiveness and build pathways to work, wages and wealth for all Marylanders. The Governor’s Workforce Development Board performs this function pursuant to the duties and responsibilities outlined in the Federal Workforce Innovation and Opportunity Act of 2014 (WIOA) Section 101(d) and Maryland law.

Article One

Name

These bylaws are for the Governor’s Workforce Development Board (GWDB), referred to as the Board.

Article Two

Purpose

The purpose of the GWDB is to function as the State’s Workforce Development Board, as required by WIOA and Maryland law.

Article Three

Membership and Meetings

The Governor of Maryland shall establish the Board as provided by WIOA, 29 U.S.C. § 3111, and Md. Code Ann., Labor and Empl. Art., § 11-505(b). The Board is established under Executive Order 01.01.2023.22.

Members of the Board

A. The Board consists of members who represent business, government and workforce pursuant to WIOA, Section 101(b). Membership of the Board shall conform to the representation and term requirements of WIOA and Maryland law.

B. The Chairperson of the Board is a voting member appointed by the Governor.

C. Members appointed by the Governor serve at the pleasure of the Governor.

D. The Governor may appoint both voting and non-voting members to the Board.

Vacancies

The Governor may fill vacancies on the Board as required in order to maintain the membership composition required by WIOA Section 101(b), and Maryland law.

Meetings

- A. A quorum for voting purposes shall be the presence of a majority of the voting members of the Board. Voting Board members may not delegate their authority or send a representative in their place for quorum or voting purposes. No business may be conducted, or action taken at any meeting in which a quorum is not present in-person and/or virtually, pursuant to Item D of this section.
- B. Except as otherwise required by law or these bylaws, the act of the majority of the voting Board members present for a meeting at which a quorum is present shall be the act of the Board.
- C. On the occasion that the Board members are unable to make a decision based on a tied number of votes, the Chairperson or, in his or her absence, the Vice Chairperson shall have the power to swing the vote based on his or her discretion.
- D. Except as otherwise required by law or in these bylaws, Board members may participate in a regular or special meeting by attending in person or virtually. A member may be permitted to participate by telephone conference call or virtually so long as all members participating at the meeting and the public may simultaneously hear each other during the meeting. Board members are strongly encouraged to attend at least one meeting in person per calendar year, unless there are extenuating circumstances and they have requested and received approval by the Chairperson or Executive Director of the Board.
- E. A Board member who does not attend at least two-thirds of the scheduled Board meetings held during any consecutive twelve-month period while the member was serving on the Board is considered to have resigned unless the Governor grants a waiver, pursuant to Labor & Empl. Art., § 11-505(g).
- F. The Board shall hold publicly announced meetings at such times and such places as it deems necessary, no less than once per quarter. The Board meetings shall be open and accessible to the public in accordance with the Maryland Open Meetings Act or other applicable law. A Board meeting may not be closed to the public except as permitted under the Maryland Open Meetings Act.
- G. The Board and committees shall keep meeting records and minutes as required by the Maryland Open Meetings Act and the Maryland Public Information Act.

Article Four

Board Officers and Committees

Duties of Officers

The Chairperson shall preside at all meetings; shall appoint committees, as provided herein; and shall perform such other duties as may be assigned by the Board. The Chairperson is responsible for leading the Board in its activities and for serving as the principal liaison between the Governor and the Board.

As necessary to facilitate the Board's performance of its duties and responsibilities under WIOA Section 101(d) and Maryland law, the Chairperson's responsibilities include:

- A. Facilitating and driving high-performance governance;
- B. Setting the proposed agenda with the Executive Director;
- C. Holding committees accountable;
- D. Communicating and coordinating with the Executive Director;
- E. Managing and facilitating Board and Executive Committee meetings;
- F. Appointing members to committees, when applicable under Maryland law; and
- G. Performing ambassador, advocacy, and public relations responsibilities as necessary, in coordination with the Executive Director.

With approval by the Governor's office, the Chairperson shall appoint a Vice Chair. The Vice Chair supports all the activities of the Chairperson. In the absence of the Chairperson, the Vice Chair of the Board shall act in all respects in the stead of the Chairperson

Executive Committee

- A. The Executive Committee shall be a permanent standing committee that includes:
 - 1. The Chair, Vice Chair, and other Board members appointed by the Chair;
 - 2. A majority membership representing business members of the Board appointed by the Governor
 - 3. The Secretary of Labor, the Secretary of Commerce, the Secretary of Higher Education, and the State Superintendent of Schools.

- B. It shall be the responsibility of the Cabinet Secretaries on the Executive Committee to solicit and represent the views of other Cabinet Secretaries on the Board.

- C. Additional Executive Committee responsibilities may include:
 - 1. Review and recommend approval of the Board's budget, personnel actions, and other administrative actions as the Executive Committee deems necessary;
 - 2. Act upon special requests of the Chair and make recommendations to the Board of any necessary action;
 - 3. Review of statewide policies, programs, reports and other documents which the Board must by law review, and recommend to the Board of any action to be taken; and Recommend to the Board actions to be taken on any other items requiring action by the Board.

Other Committees

Other committees may be established by the Board and the members shall be appointed to serve on a committee by the Chairperson. Any committee established by the Board serves at the Board's pleasure and may make recommendations to the Board for action. Additional committees established under Maryland law will operate pursuant to Maryland law and to these bylaws, where applicable and not in conflict with relevant law.

Article Five

Amending Board Bylaws

These Bylaws may be amended by a two-thirds vote of the voting members present at any scheduled meeting of the Board, a quorum being present, provided that the members of the Board have been informed in writing of the proposed changes at least 30 days prior to the date of the meeting at which the proposed changes are to be considered.

Approved by the Board 3/13/2024