

State of Nevada
GOVERNOR’S WORKFORCE INVESTMENT BOARD
INDUSTRY SECTOR COUNCIL
Bylaws

MISSION

The mission of the Governor’s Workforce Investment Board (GWIB) Sector Council is to bring together decision makers from business, government, education, labor, and industry professional groups, to identify and address the delivery of industry-specific training and workforce development initiatives in support of the economic development goals of the state.

To fulfill this mission, Sector Council members and staff will work together to:

- ◆ Guide the development of a system of workforce development specific to the assigned sector that responds to the lifelong learning needs of Nevada’s workforce;
- ◆ Advise the Governor’s Workforce Investment Board on workforce development policy;
- ◆ Encourage public/private partnerships and facilitate innovations in workforce development policy and practices; and
- ◆ Ensure a quality workforce system by evaluating results and supporting high standards and continuous improvement.

ARTICLE 1 – Name, Authority, Duties, Service Area

Section 1. Names of Sector Councils

The names of the Sector Councils shall be hereinafter referred to as the following:

- ◆ Health Care and Medical Services
- ◆ Manufacturing
- ◆ Mining and Materials
- ◆ Tourism, Gaming, and Entertainment
- ◆ Clean Energy and Sustainability
- ◆ Logistics and Operations
- ◆ Aerospace and Defense
- ◆ Information Technology
- ◆ Agriculture

Section 2. Legal Authority of the Sector Council

NRS 232.935 requires the Governor's Workforce Investment Board to establish industry sector councils to identify job training and educational programs that best meet regional economic development goals. It also requires the Board to identify and seek federal funding to provide grants to fund those job training and educational programs.

Section 3. – Duties of the Sector Council

The Sector Councils were created by the Legislature to identify job training and educational programs that would best meet regional economic development goals.

The Sector Councils shall assist the Governor's Workforce Investment Board (GWIB) in:

- Developing a sector strategic plan to support sector businesses in meeting their human resource needs.
- Review and recommend workforce development funded and appropriate training curriculum, activities, and skills credential certifications.
- Map the talent pipeline for their sector and identify where the talent needed will come from now, in the near-term, and the future.
- Analyze and apply workforce intelligence to develop sector-wide strategies to improve the talent pipeline.
- Identify the critical jobs, skills and competencies needed by the workforce of the industry sectors of Nevada.
- Identify and apply for federal funding available for job training and education programs.
- Generate public and private resources (including, but not limited to, grants) to support the sector's work and projects.
- Maintain communication with the Governor's Office of Economic Development to determine the workforce training needs of companies moving to or expanding in the state.
- Report to the Governor's Board the findings of the council and provide guidance for training policy formation and implementation.

Section 4: Area Served

The area served by the Council shall be the state of Nevada and the labor markets contained therein.

Section 5: Council Staff and Address

The Department of Employment, Training and Rehabilitation (DETR), Workforce Solutions Unit (WSU), shall be responsible for providing staff to the Sector Councils.

The official office location and mailing address of the Sector Councils shall be:
_____Sector Council, c/o Department of Employment, Training and Rehabilitation,
Workforce Solutions Unit, 2800 E. St. Louis Avenue, Las Vegas, Nevada 89104.

ARTICLE II – Membership, Terms of Office, Officers and Attendance

Section 1. Membership

Members of the Sector Councils are appointed by the Chair of the Governor’s Workforce Investment Board and must be in accordance with NRS 232.935. The Governor’s Office of Economic Development (GOED) Industry Specialist for the sector in consultation with the administrative staff and the Director of DETR can make recommendations to the Governor’s Board Chair regarding candidates for membership.

No less than 51% of the membership of the sector council will be representative of businesses within the industry sector.

Membership of each Sector Councils will include:

- Business leaders in the sector from the Northern, Southern, and/or Rural areas of the State that are pertinent to the sector; i.e. Chief executive, chief operating, chief financial or chief human resource officer of the business. Please note: A senior operating or human resource executive may be appointed to represent the CEO, COO, etc. as the working member of the council. (Minimum of 11 business representatives)
- A Labor Representative from the Sector
- The Governor’s Office of Economic Development/Industry Specialist from the Sector
- A representative of the Regional Development Authority from the geographically predominant area of the industry.
- A representative from the Nevada System of Higher Education (NSHE)
- A representative of the community college system that represents the geographic “seat of business” for the industry sector.
- A representative of K-12 education from either the Nevada Department of Education; the local board of education from the geographically predominant area of the industry; or the secondary school or technical academy that hosts curriculum specializing in the industry.
- Three Local Elected Officials(one from the Northern Workforce Investment Area; one from the Southern Workforce Investment Area; and one from a Rural jurisdiction)
- At least one representative from the Nevada Senate or Nevada Assembly, appointed by the GWIB Chair.
- A DETR Research & Analysis Division Economist (Non-voting member)
- A representative from workforceCONNECTIONS – Southern WIB(Non-voting member)
- A representative from nevadaworks – Northern WIB (Non-voting member)

Section 2: Term of Office

- A. Each member of the Council shall be appointed by the Chair of the Governor’s Workforce Investment Board and shall serve at their pleasure.
- B. Each member is prohibited by NRS Chapter 241 from designating a representative to attend meetings on their behalf.
- C. Members are appointed to serve 3-year terms, and can be reappointed to serve a total of three consecutive terms. Members who complete three consecutive terms can be re-appointed to an additional three terms of three years each, following a two year absence from the Council.

Section 3: Officers

Chair - The Chair of the GWIB shall select a representative from the industry sector as Chair. The Chair shall preside at all meetings of the Council, provide quarterly reports to the GWIB, and shall have other duties as assigned by the Governor’s Workforce Investment Board (GWIB) or these bylaws.

Vice-Chair –The Chair, upon consultation with the GWIB Chair, shall select a representative from the industry sector as Vice-Chair. If the Chair is absent the Vice- Chair, shall act as the Chair. The Vice-Chair shall have such other duties as assigned by the Chair, the GWIB or these bylaws.

In the absence of the Chair and Vice-Chair, the DETR liaison to the council will chair the meeting, and provide the meeting minutes to the Chair and Vice-Chair within ninety six (96) hours of the conclusion of the meeting for their information and any direction they would provide to the liaison.

Section 4: Attendance

Council members who miss three (3) consecutive regular meetings may be replaced at the will of the Chair. An exception can be granted when absences are for good cause and an e-mail request for retention is submitted to staff and receives approval from the Chair.

ARTICLE III - Meeting Procedures, Quorum, Voting Rights and Conflict of Interest

Section 1. Meeting Procedures

The Council shall meet at least once each quarter at a time and location to be determined by the Chair in consultation with the liaison from DETR. The Chair may call special meetings at his/her discretion.

All meetings shall comply with Nevada's Open Meeting Law (NRS 241). Communications or requests to be considered by the sector council from persons not members of the Council must be made to the Chair in writing at least twenty (20) days prior to a regular scheduled sector council meeting.

All Sector Council business will be conducted pursuant to the most current edition of Roberts Rules of Order.

Minutes of the proceedings for each sector council meeting will be recorded and maintained by DETR. Minutes shall document attendance and absences of the Sector Council members. A summary of the recorded minutes will be distributed to each Sector Council member at least five days before the next scheduled meeting.

Meeting agendas, minutes, supporting and informational material of any sector council meeting shall be made available to the public upon written request to the Council.

Section 2. Quorum

A quorum of the Sector Council consists of a simple majority of the membership. If a quorum is present, the affirmative vote of the majority shall be an official act of the Council.

Section 3. Voting Rights

Each member of the Council who is present shall cast one vote on any question.

Section 4. Conflict of Interest

- A. Except as provided in paragraph (B) of this section, a member of the Sector Council shall:
1. When met with a potential conflict of interest, announce publicly the nature of the potential conflict prior to taking any action thereon; or
 2. When met with an actual conflict of interest (see NRS 281A.420 and 29 USC § 2821(f) (1) & (2)), announce publicly the nature of the conflict and, except as provided in paragraph (3) of section 4 (A), refrain from voting upon or advocating the passage or failure of, but may otherwise participate in the consideration of a matter with respect to which the independence of judgment of a reasonable person in the public officer's situation would be materially affected by the matters set forth in NRS 281A.420(3)(a), (3)(b) & (3)(c) in consideration with NRS 281A.420(4)(a) & 4(b).
 3. Be eligible to vote in case of an actual conflict if the member's vote is necessary to meet a requirement of a minimum number of votes to take official action, but

not to participate in any discussion or debate on the issue out of which the actual conflict arises.

- B. The Workforce Investment Act forbids a member from voting on a matter under consideration by the GWIB and the Sector Councils regarding the provisions of services by such member (or by an entity that such member represents), without exception. The member shall announce publicly the nature of the conflict regarding provision of services by such member, refrain from participating in any discussion or debate on the matter and refrain from voting on the matter under any circumstances.

Section 5. Misconduct

The Chair of the GWIB has the authority to remove Sector Council members for misconduct.

ARTICLE IV- Subcommittees

Section 1. Subcommittees

A. The Sector Council Chair may appoint subcommittees and advisory committees, and the subcommittee Chairs, to assist the Council with matters within the scope of powers, duties, and functions of the Council.

B. Membership may be composed of members of the Council, former members of the Council, and members of the public who have experience or knowledge relating to matters of concern.

C. To the extent practicable, Subcommittee membership will be representative of the geographic areas of the State.

D. All subcommittees or advisory committees must comply with the provisions of Nevada Open Meeting Laws (Chapter 241 of Nevada Revised Statutes).

ARTICLE V- Bylaw Changes and Bylaw Review

Section 1. Bylaw Changes

These bylaws may be amended, repealed or new bylaws may be enacted by an affirmative vote of two thirds (2/3) of the Council during any meeting at which a quorum is present. Any proposed changes must be presented to the Chair of the GWIB for presentation and discussion by the GWIB at the next scheduled meeting of the Board. The GWIB must provide final approval for any changes to the Bylaws.

Section 2. Bylaw Review

The Chair shall appoint three members of the Council to review these bylaws on an annual basis. This subcommittee is to report their findings or recommendations, to the Chair at the next scheduled meeting. The Chair shall open discussion regarding any recommended changes and schedule an official vote for the next regularly scheduled meeting of the Council.

ARTICLE VI – General Provisions

Section 1. Sector Council Operations

The Council shall operate within applicable state and federal laws.

Section 2. Participation in Meetings

Participation in meetings (other than public comment) shall be limited to the Council members and staff working with the Councils but may also include:

- A. Non-members presenting scheduled agenda items; and
- B. At the discretion of the Chair, comment or other participation by non-members which is relevant to the matter under consideration before the Council.

Section 3. Staff Role

The staff assigned to the Council from the Department of Employment, Training and Rehabilitation is the Workforce Solutions Unit (WSU). WSU staff shall be responsible for preparing and distributing an agenda, after consulting with the Chair, and keeping with these bylaws. WSU staff will work on implementation of policies, goals and activities approved by the Council. The WSU staff shall make regular reports to the Council.

Section 4. Public Information

The Council Chair or his/her designee, in conjunction with the GWIB Chair or his/her designee, is the only member authorized to make official pronouncements and approve news releases regarding the business of the Council. The DETR Public Information Officer (PIO) shall be used for final drafting and release of information regarding sector council deliberations and actions.