

Bylaws of the  
Michigan Works! West Central Workforce Development Board  
Career & Educational Advisory Council (CEAC)

ARTICLE I: IDENTITY

These Bylaws are established on the 11th day of December 2018, for the Career & Educational Advisory Council (hereinafter referred to as CEAC) of the Michigan Works! West Central Workforce Development Board (hereinafter referred to as WDB). The CEAC is established in accordance with Policy Issuance 17-24, December 21, 2017.

ARTICLE II: AUTHORITY

- A. The CEAC will conform to the Talent Investment Agency, (TIA) or its successor's, Policy Issuances. They CEAC shall service in an advisory capacity to the WDB and may advise the WDBs regarding youth-related activities.
- B. The CEAC service area shall be the counties of Lake, Mason, Mecosta, Newaygo, Oceana, and Osceola. The mailing address shall be: Michigan Works! West Central, Attn: Shelly Keene, 14330 Northland Drive, Big Rapids, MI 49307. The CEAC may change the address with the approval of the WDBs or its designee.

ARTICLE III: MEMBERSHIP

- A. The members of the CEAC, as well as its chairperson, shall be appointed by the WDB in accordance with law and shall include at least one representative from the following sectors, unless indicated otherwise. With the exception of allowing the local WDB member to also be one of the three employer representatives, dual sector representation is not allowed.
  - 1. Local WDB member
  - 2. Three employers who represent in-demand industries that provide high-wage and high-growth careers within the West Central Region; one of which can represent the Local WDB member and two non-WDB members.
  - 3. Local Labor Unions
  - 4. Local Career Technical Education (CTE) or Adult Education Programs.
  - 5. Intermediate School Districts in the West Central Region offering Career Technical Education (CTE) or Adult Education programs.
  - 6. Postsecondary Institutions.

7. Career and Technical Education Administrators from the West Central Region.
  8. Public School Parent.
  9. Academic Educator – Teacher at K-12, West Shore Community College or Ferris State University.
  10. At the discretion of the WDB, it may appoint to the CEAC additional representatives of organizations that provide school-based curriculum and any other program that the WDB deems necessary.
- B. Ex-Officio Representatives from the following groups will be officially invited to each official CEAC meeting and/or sub-committee meeting.
1. Business Service Representative from Michigan Works! West Central
  2. Business Development Manager from the Michigan Economic Development Corporation (MEDC).
  3. Economic Analyst from the Department of Technology, Management and Budget Labor Market Information and Strategic Initiatives.
  4. Industry Engagement representative appointed by the Talent Investment Agency (TIA).
- C. A member of the CEAC, with the exception of the public school parent, shall be employed in the sector that he or she represents. Members from such sectors shall be professional senior people who have the authority to speak for their institutions and have a clear understanding of the role and capabilities of other educational institutions and organizations in the West Central Region.
- D. Members shall be appointed for terms of three (3) years and may serve until their successors are appointed.
- E. A member will forfeit membership on CEAC should that member no longer represent the sector or group from which he/she was originally selected. Persons missing two regularly scheduled consecutive meetings will be sent written notice from the Chair inquiring as to their interest in continued membership on CEAC. Persons missing three regularly scheduled consecutive meetings will be removed from CEAC by the CEAC at a regularly scheduled meeting. Exceptions may be made by the CEAC based on information provided by the member.

## ARTICLE IV: STAFF AND ADMINISTRATION

- A. Staff support for the work of the CEAC will be provided by the Executive Director of Michigan Works! West Central or designee at a level commensurate with the responsibilities of the CEAC. Staff support will be determined through mutual agreement between CEAC and Michigan Works! West Central.
  
- B. The Michigan Works! West Central Administrative Unit will act as the administrative and fiscal unit for all activities of the CEAC. The CEAC will neither receive nor disburse funds.

## ARTICLE V: OFFICERS

The officers of the CEAC shall be a Chairperson, a Vice Chair, and a Secretary. Officers will be appointed by the WDB and/or designee prior to the beginning of the CEAC operating year. The CEAC operating year will begin March 10, 2018. New officers will begin their term of office the first meeting of the year.

### A. Chairperson

The Chairperson will be appointed by the WDB and/or its designee. Duties of the Chairpersons include, but are not limited to:

1. Preside at all meetings of the full CEAC
2. Preserve order and enforce rules;
3. Create and appoint members to ad-hoc committees in order to conduct business;
4. Serve as an ex-officio, non-voting member of all CEAC committees and subcommittees;
5. Serve as chief spokesperson for the organization.

### B. Vice Chair

The Vice Chair will function as the Chairperson, when the Chair is unable to serve.

### C. Secretary

The Secretary will be a function of the WDB's fiscal agent. Responsibilities of the Secretary (or his/her designee) include, but are not limited to:

1. Attend all full meetings of the CEAC;
2. Record all votes and minutes;

3. Provide notice of all meetings to all members;
4. Keep all documents of the CEAC;
5. Other duties, as assigned by the CEAC.

#### ARTICLE VI: MEETINGS

- A. The CEAC shall meet at least three (3) times each year. At the first regular meeting after the annual appointment of new members by the WDB, the CEAC shall set a day and time for the regular meetings of CEAC during the next 12 months. The schedule of CEAC meetings shall be posted as required by the Michigan Open Meetings Act and on the Michigan Works! West Central website.
- B. A quorum shall exist when 50% of the current members of the CEAC are present. A motion shall be passed or defeated by a majority of those members voting at a meeting where a quorum has been established.
- C. Minutes of all meetings of the CEAC shall be duly recorded and made available five business days after approval by posting to the Michigan Works! West Central website. Members of the CEAC shall review, amend as necessary, and approve the Minutes by formal action at their next meeting.
- D. The CEAC shall not be subject to any conflict of interest rules. However, CEAC members must be mindful of perceived conflicts of interests. Members, who have or may have a perceived conflict of interest, must excuse themselves from the meeting and voting on the conflict of interest. For example, a member who delivers Adult Education programs and services should not vote on such items.

#### ARTICLE VII: AMENDMENT OF BYLAWS

The CEAC shall have the authority to amend or repeal these Bylaws at any meeting by the affirmative vote of two-thirds of the members present; provided that a copy of any proposed amendment is mailed to each member at least seven (7) calendar days prior to the day of the meeting at which the changes are to be considered. The CEAC may revise the proposed changes as they are debated at the meeting, but may not alter any other section of the Bylaws not specified in the notice of meeting.