

ARTICLE I.

NAME AND PURPOSE

Section 1. NAME

The name of this organization as set forth in Conn. Gen. Stat. § 31-3i shall be the Connecticut Employment and Training Commission ("CETC").

Section 2. OFFICE OF THE CETC

The principal office of the CETC shall be located at the Office of Workforce Competitiveness, 200 Folly Brook Boulevard, Wethersfield, CT 06109. It shall be called the Office of the CETC.

Section 3. PURPOSE

The purpose of the CETC is to function as the State Workforce Development Board under 29 U.S.C. 3111, of the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, as amended, and Conn. Gen. Stat. § 31-3h, as amended, to advise the Governor of Connecticut on matters relating to workforce investment, including the coordination and evaluation of all employment and training activities, and development of the state's workforce investment plan as required by WIOA.

ARTICLE II.

MEMBERSHIP

Section 1. COMPOSITION OF THE CETC

The composition of the CETC shall be in accordance with 29 U.S.C. 3101, *et seq.*, the Workforce Innovation and Opportunity Act, Public Law 113-128, as amended, Conn. Gen. Stat. § 31-3i and other Federal and State laws that shall be applicable from time to time.

Section 2. APPOINTMENT

The Governor shall make appointments to the CETC in accordance with 29 U.S.C. 3101, *et seq.*, the Workforce Innovation and Opportunity Act, Public Law 113-128, as amended, Conn. Gen. Stat. § 31-3i, as amended, and other Federal and State laws that shall be applicable from time to time.

Section 3. TERM OF APPOINTMENTS

The terms of members shall be coterminous with the term of the Governor, and any vacancy shall be filled in accordance with Conn. Gen. Stat. § 31-3i(b)(2).

Section 4. DESIGNEES

Each CETC member who elects to do so may submit to the CETC Chairperson for his/her review and approval the name of a single designee to attend meetings in his/her absence. Designees do not have voting rights at full CETC meetings or Executive Committee meetings.

Section 5. REMOVAL OF MEMBERS

Members of the CETC who are unable to attend duly called meetings of the CETC shall notify

the CETC prior to the meeting stating the reason for absence. If a member is absent from three consecutive sessions (and is not represented at such sessions by a designee), for reasons the Chairperson has failed to declare to be sufficient cause, the Chairperson may recommend removal of such members to the Governor. The Chairperson shall notify such members of his or her intentions and the reason for the recommendation ten days prior to submitting his recommendation for removal to the Governor.

Section 6. RESIGNATIONS

When members deem it necessary to terminate their participation in the CETC, they shall tender their resignation to the Governor with copies to the Chairperson in care of the CETC office.

Section 7. VACANCIES

When vacancies occur, the Governor shall appoint another appropriate person in accordance with 29 U.S.C. 3101, *et seq.*, the Workforce Innovation and Opportunity Act, Public Law 113-128, as amended, Conn. Gen. Stat. § 31-3i(b)(2), as amended, and other Federal and State law that shall be applicable from time to time, and inform the Chairperson of his/her action. Vacancies may be filled by the Chairperson on an interim basis by *ex-officio* members until new members are appointed by the Governor.

Section 8. *EX-OFFICIO* MEMBERS

The Chairperson at his/her discretion may appoint *ex-officio* members. Said members shall have no voting rights, and shall have no right to submit a designee to the Chairperson to attend meetings in said member's absence.

ARTICLE III.

OFFICERS

Section 1. CHAIRPERSON

The Governor shall designate one representative of business and industry to be Chairperson. The Chairperson shall preside at all meetings of the CETC, shall appoint committees and their chairpersons as needed, and shall in general perform all duties incident to the office of Chairperson.

Section 2. VICE-CHAIRPERSON

The Vice-Chairperson shall be elected by the voting members at the first meeting of the CETC after receiving official notification of the vacancy, and at the request of, or in the absence of the Chairperson shall perform the duties of the Chairperson.

Section 3 . ADDITIONAL DUTIES OF THE CETC OFFICERS

The officers of the CETC shall perform such other duties and functions as may be required from time to time by the CETC, its by-laws, and related state and federal statutes and regulations.

Section 4 . ABSENCE OF CETC OFFICERS

In the absence of all officers, a temporary chairperson shall be elected by the voting members of the CETC present at a quorum. The temporary chairperson shall serve for such meeting only.

ARTICLE IV.

MEETING PROCEDURES, VOTING RIGHTS AND QUORUM

Section 1. MEETING TIME

The CETC shall meet no less than once every calendar quarter pursuant to Conn. Gen. Stat. § 31-3i(c).

Section 2. MEETING NOTICE

Written notice of each regular meeting shall be sent to members at least ten (10) calendar days prior to the scheduled meeting. The notice shall specify the time, date, location, agenda for the meeting, and shall include the minutes of the previous meeting. Such notice also shall be filed in accordance with Conn. Gen. Stat. § 1-225 of the Freedom of Information Act.

Correspondence, documentation and information pertinent to agenda items shall be received by the Chairperson in care of the Office of the CETC until five (5) calendar days prior to the meetings. The agenda of regular meetings shall be filed in accordance with Conn. Gen. Stat. § 1-225 of the Freedom of Information Act.

Section 3. ANNUAL MEETINGS

The last regular meeting of the 12-month period ending in September shall be known as the annual meeting.

Section 4. PUBLIC MEETINGS

Meetings of the CETC shall be open to the public in accordance with 29 U.S.C. 3101, *et seq.*, the Workforce Innovation and Opportunity Act, Public Law 113-128, as amended, and the State of Connecticut Freedom of Information Act, and public notice shall be filed as required by those authorities.

Subsection a. Attendance by Telephone or Similar Means of Communication. CETC members may participate in any meeting via conference telephone or other similar communications equipment as permitted by the Chairperson provided that all participating CETC members may simultaneously hear one another during the meeting. Any member who participates by conference telephone or other similar means is deemed to have been present in person at the meeting.

Section 5. SPECIAL MEETINGS

Special meetings of members may be called at any time by the Chairperson or by a petition signed by not less than a majority of the CETC members. The petition shall set forth the reason for calling the special meeting. For special meetings called by the petition, the Chairperson shall be responsible for ensuring that the call: a) includes the written request of the petitioners, b) is issued within five (5) calendar days of receipt of the request by the Chairperson. Such meetings

shall be held at a location convenient to the membership. Any business taken up at a special meeting shall be limited solely to the purpose for which the special meeting was called. Notice of special meetings shall be filed in accordance with Conn. Gen. Stat. § 1-225 of the Freedom of Information Act.

Section 6. CONDUCT OF MEETINGS

Subsection a. The order of business shall be:

1. Minutes of Previous Meeting
2. Correspondence
3. Public Comment
4. Old Business
5. New Business
6. Adjournment

This order is not mandatory for Committee Meetings.

Subsection b. Any item on a regular meeting agenda which members have not had a minimum of five (5) days to review shall not be acted upon, unless two-thirds of the membership present shall suspend the rules for action on the item.

Subsection c. Non-members of the CETC shall be permitted to comment on items scheduled for action during the public comment period specified on the agenda. Non-members may also submit written comment on items scheduled for action for review by members during the agenda period specified for correspondence. Such written comment shall be submitted in accordance with the provisions of Article IV, Section 2. Non-members shall be permitted to speak to items brought before the CETC at the discretion of the presiding officer.

Section 7. VOTING RIGHTS

Voting rights at meetings of the CETC are restricted to the regular members. Each member shall cast one vote. The Chairperson shall be entitled to a vote and shall further be authorized to break tie votes.

Section 8. MANNER OF VOTING

The vote on all questions coming before the CETC shall be roll, hand, ballot, or voice vote by voting members, at the option of the Chairperson. Action shall be by simple majority of the quorum.

Section 9. QUORUM

A simple majority of voting (regular) members shall constitute a quorum.

Section 10. MINORITY OR DISSENT PROCEDURES

CETC members who believe the viewpoints they expressed did not receive adequate consideration in the CETC deliberations may prepare dissenting reports which shall be directed to both the Chairperson and the Governor.

Section 11. CONFLICT OF INTEREST

Subsection a. Members of the CETC shall not receive compensation for their services, but may be reimbursed out-of-pocket expenses directly related to the discharge of the CETC's affairs.

Subsection b. No CETC member may receive anything of value as a result of a benefit conferred by the State of Connecticut upon an organization with which the CETC member is affiliated.

Subsection c. A CETC member must disclose with particularity the nature and extent of any affiliation with an organization that is seeking anything of value from the State of Connecticut prior to consideration of the request by the CETC or an appropriate committee thereof.

Subsection d. No member shall vote on a question in which he or she has a direct personal or pecuniary interest not common to other members of the CETC; nor may a member engage in any other activity determined by the Governor to constitute a conflict of interest, as specified in the State Plan required by WIOA. The minutes of the meeting shall record compliance with this requirement. The interested member may not state his or her position regarding the subject but may answer questions of other members, since his or her knowledge may be of assistance.

Section 12. PARLIAMENTARY AUTHORITY

Except to the extent contrary to the express provisions of these By-laws, the proceedings of the CETC, its committees, or any subdivisions thereof are subject to Robert's Rules of Order.

ARTICLE V.

COMMITTEES

Section 1. COMMITTEE APPOINTMENTS

The Chairperson shall appoint ad hoc, standing committees or task forces as he/she deems necessary.

Section 2. COMMITTEE CHAIRPERSONS

All committee or task force chairpersons shall be appointed by the CETC Chairperson and shall be a member or ex-officio member of the CETC.

Section 3. COMMITTEE MEMBERS

The CETC Chairperson shall assign CETC members to committees or task forces. The CETC Chairperson shall also have the power to appoint any other person whom he/she feels may contribute to the deliberations of such committees, regardless of such person's status as a CETC member. No such duly appointed non-CETC member may be represented by a designee. In addition, designees of regular CETC board members may not be represented on committees or task forces by alternates.

Section 4. VOTING RIGHTS

All persons appointed by the Chairperson to serve on any ad hoc, standing committee or task force shall have full voting rights on the committee or task force.

Section 5. COMMITTEE MEETINGS

Committees shall meet on an "as needed" basis subject to the call of the Chairperson of the CETC or the committee chairperson.

Section 6. CONDUCT OF MEETINGS

Provisions of CETC By-Laws ARTICLE IV apply to the conduct of ad hoc, standing meetings and task forces except as otherwise specified in this ARTICLE V.

Section 7. EXECUTIVE COMMITTEE

There shall be an Executive Committee appointed by the Chairperson of the CETC. Membership shall be comprised of but not limited to the CETC officers and chairpersons of standing committees or workgroups. Except for ex-officio members who do not have voting rights, the Executive Committee subject to the vote of all statutorily appointed members, shall have all of the power of the CETC to act on issues that surface or require action between scheduled CETC meetings, however, none of its actions shall conflict with actions taken by the full CETC, nor with the state's five-year strategic plan for workforce investment which shall be acted on only by the full CETC. The agenda and related informational materials prepared for Executive Committee meetings will be distributed at least five (5) days in advance to all members of the CETC.

ARTICLE VI.

AMENDMENTS

Section 1. AMENDMENTS

These By-laws may be amended or repealed or new by-laws may be enacted by a two-thirds vote of the CETC membership.

Section 2. WRITTEN NOTICE

Written notice of proposed By-law changes shall be sent to members at least ten (10) days in advance of the meeting at which they are to be acted upon. Such notice shall include the proposed additions and deletions, as well as the Article and Section reference.