

Northwest Consortium Committee BYLAWS

ARTICLE I

Name of the Organization

- 1-1. This organization shall be known as the Northwest Consortium Committee (the "Consortium Committee").

ARTICLE II

Responsibilities

- 2-1. The Consortium Committee shall be responsible, in partnership with the Northwest Workforce Council Board (the "Board") for overseeing the local workforce development system and for carrying out the responsibilities assigned to the Chief Local Elected Official pursuant to the Workforce Innovation and Opportunity Act (WIOA) and implementing Federal and State rules.

ARTICLE III

Consortium Membership

- 3-1. Each County Jurisdiction shall designate a County Commissioner or County Executive to make up a four member Consortium Committee. The County Commissioners or County Executives so designated shall each have one vote on the Consortium Committee but shall not be members of the Board.

The Consortium Committee shall annually select one of its members to be the chairperson of the Consortium Committee. The chairperson may carry out the responsibilities of the Chief Elected Official, as prescribed by the WIOA and other Federal, State, and local grants and agreements where it is not feasible for the Committee as a whole to do so. The chairperson may act in the name of the Consortium Committee between Consortium Committee meetings. Such action shall be reported and subject to the approval of the Consortium Committee at its next regular or special meeting.

ARTICLE IV

Consortium Committee/ Board Linkage

- 4-1 The Consortium Committee chairperson shall be a voting member of the Board's Executive Committee. The Consortium Committee chairperson shall be considered an ex-officio, non-voting member of the full Board. The Board's chairperson shall similarly be considered an ex-officio, non-voting member of the Consortium Committee. Non-voting members shall not count in determining a quorum for the Board or for the Consortium Committee.

ARTICLE V

Meetings

- 5-1. The Consortium Committee shall meet at least annually, and as often as necessary to perform its duties.
- 5-2. Meeting Notice
Meetings may be called by any three Consortium Committee members or by the Consortium Committee chairperson. At least ten (10) days advance written notice of Consortium Committee meeting shall be mailed to each Consortium Committee member.
- 5-3. Consortium Committee Action
Each of the four Consortium Committee members shall have one vote. A quorum of the Consortium Committee shall consist of at least three of its four members. A member may attend a meeting by virtual means and a virtual Committee members' attendance counts towards a quorum. In that case, speakers will be utilized at the physical meeting site to assure discussion is heard by all in attendance. Action by the Consortium Committee shall require a unanimous vote of a quorum, except that abstention by a single Consortium Committee member shall not block action or dissolve a quorum.
- 5-4. The chair shall preside over Consortium Committee meetings. In the absence of the chair, any other member may preside.
- 5-5. The Consortium Committee meetings shall be governed by the Open Public Meetings Act, RCW 42.30, as amended.
- 5-6. Voting shall comply with the Open Public Meetings Act, RCW 42.30, as amended. Secret and mail ballots are prohibited. A member participating virtually (phone or other online method), see 5-3 above, may vote by virtual means. The chair or his/her designee from the Consortium Committee shall sign all official documents that relate to specific action taken by the Consortium Committee.

ARTICLE VI

Appointments To The Board

- 6-1. Appointments to the Board shall be made in accordance with the WIOA, State rules implementing the WIOA, if any, the Consortium Agreement, and these bylaws. In the event of conflict, the WIOA shall take first precedence, State rules shall take second precedence, the Consortium Agreement, third precedence and these bylaws, fourth precedence.

- 6-2. Business membership shall proportionally represent the counties included in the designated Area according to population as set out in **Exhibit I** attached to these bylaws. Other membership shall be representative of the NW region, with appointments being made at the discretion of the County Commissioners or County Executives comprising the NW Consortium. In the event of a LWDB vacancy, notification will be made to the appropriate elected official, or consortium, to prompt seeking nominations and filling the vacancy. Board member alternates may be designated as per [§ 679.110\(d\)\(4\)](#), by written notification to the LWDB Chair. Term limitations are not required, however when instituted shall result in staggered expirations to ensure only a portion of membership expire in a given year. Every effort will be made to have broad representation across the 4 county region in filling "business" and "other" voting seats, however the NW Consortium may approve appointments as nominees are presented and available.

ARTICLE VII

Parliamentary Authority

- 7-1. Robert's Rules of Order, Newly Revised shall be the parliamentary authority which shall govern the Consortium Committee in parliamentary situations that are not provided in law, these bylaws, and special rules adopted by the Consortium Committee.

ARTICLE VIII

Amendments

- 8-1. These bylaws may be amended by a unanimous vote of a quorum, except that abstention by a single Consortium Committee member shall not block action or dissolve a quorum, if ten days prior written notice of proposed amendments has been given. Amendments approved by the Consortium Committee are effective immediately.

NORTHWEST CONSORTIUM COMMITTEE

DocuSigned by:
BY Satpal Sidhu 4/16/2024
Committee Chair Date

ATTEST:

DocuSigned by:
Mark Vorobik
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Exhibit I
Appointments To The Northwest Workforce Council Board for Whatcom, Skagit, Island, and San Juan Counties
rev. 3/2024

	State OFM Official Population Estimates 2023	Percent of Area	PRIVATE BUSINESS Voting Distribution
Whatcom County (1)	235,800	49.72%	4
Skagit County (2)	132,000	27.83%	3
Island County (3)	88,150	18.58%	2
San Juan County (4)	18,350	3.87%	1
Total	474,300	100.0%	10

(1) Appointment(s) to be made by Whatcom County Executive (who may chose to designate the Whatcom Council of Governments as the appointing body)

(2) Appointment(s) to be made by Skagit Commissioners (who may choose to designate the Skagit Council of Governments as the appointing body)

(3) Appointment(s) to be made by Island Commissioners

(4) Appointment(s) to be made by San Juan County Council

Other Representation:

Workforce: 4 Members

Education & Training: 2 Members

Government: 3 Members

"Other" representation designation and appointment shall follow the defining guidelines as set forth by the Workforce Innovation and Opportunity Act. Other membership appointments shall be made by the Consortium Committee, or designated by the Chief Elected Official to approve on behalf of the Consortium. Appointments are allowable from representatives that meet the designated criteria of sector representation, that either reside or work within the NWC 4-county region.

Total Membership: 19

*The board may include additional members such as other individuals or representatives of entities as the Chief Local Elected Official in the area may determine to be appropriate.