



Commonwealth of the Northern Mariana Islands

STATE WORKFORCE DEVELOPMENT BOARD

P.O. Box 10007 | Saipan, MP 96950 | Phone: (670) 488-1710 | Email: cnmiswdbedol.gov.mp

Vision: "To integrate a seamless workforce development system that meets the needs of employers, jobseekers, workers, and youths in order to supply quality employees for the dynamic economy of the CNMI."

STATE WORKFORCE DEVELOPMENT BOARD BY-LAWS
(Approved: 02/24/2018; Amended: 01/02/2020)
Draft of 03/20/2025

ARTICLE I:

AUTHORIZATION, PURPOSE, AND FUNCTIONS

A. AUTHORIZATION

The Commonwealth of the Northern Mariana Islands State Workforce Development Board, hereinafter referred to as SWDB, is established under Section 101 of the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, hereinafter referred to as WIOA.

B. PURPOSE ~~20 CFR Part 679 § 679.100~~

The purpose of the State Workforce Development Board (SWDB) is to convene State, regional, and local workforce system and partners, to:

- (a) Enhance the capacity and performance of the workforce development system;
- (b) Align and improve the outcomes and effectiveness of Federally-funded and other workforce programs and investments; and
- (c) Through these efforts, promote economic growth.
- (d) Engage public workforce system representatives, including businesses, education providers, economic development, labor representatives, and other stakeholders to help the workforce development system achieve the purpose of the Workforce Innovation and Opportunity Act (WIOA); and



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(e) Assist to achieve the State's strategic and operational vision and goals as outlined in the State Plan.

C. FUNCTIONS 20 CFR § 679.130

Under WIOA sec. 101(d), the State SWDB must assist the Governor or designee in the:

- (a) Development, implementation, and modification of the 4-year State Plan;
- (b) Review of statewide policies, programs, and recommendations on actions that must be taken by the State to align workforce development programs to support a comprehensive and streamlined workforce development system. Such review of policies, programs, and recommendations must include a review and provision of comments on the State Plans, if any, for programs and activities of one-stop partners that are not core programs;
- (c) Development and continuous improvement of the workforce development system, including—
 - (1) Identification of barriers and means for removing barriers to better coordinate, align, and avoid duplication among programs and activities;
 - (2) Development of strategies to support career pathways for the purpose of providing individuals, including low skilled adults, youth, and individuals with barriers to employment, including individuals with disabilities, with workforce investment activities, education, and supportive services to enter or retain employment;



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- (3) Development of strategies to provide effective outreach to and improved access for individuals and employers who could benefit from workforce development system;
 - (4) Development and expansion of strategies to meet the needs of employers, workers, and job seekers particularly through industry or sector partnerships related to in-demand industry sectors and occupations;
 - (5) Identification of regions, including planning regions for the purposes of WIOA sec. 106(a), and the designation of local areas under WIOA sec. 106, after consultation with Local SWDBs and chief elected officials;
 - (6) Development and continuous improvement of the one-stop delivery system in local areas, including providing assistance to Local SWDBs, one-stop operators, one-stop partners, and providers. Such assistance includes assistance with planning and delivering services, including training and supportive services, to support effective delivery of services to workers, job seekers, and employers;
and
 - (7) Development of strategies to support staff training and awareness across the workforce development system and its programs;
- (d) Development and updating of comprehensive State performance and accountability measures to assess core program effectiveness under WIOA sec. 116(b);
 - (e) Identification and dissemination of information on best practices, including best practices for:



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- (1) The effective operation of one-stop centers, relating to the use of business outreach, partnerships, and service delivery strategies, including strategies for serving individuals with barriers to employment;
 - (2) The development of effective Single State Workforce Development Board, which may include information on factors that contribute to enabling Local areas to exceed negotiated local levels of performance, sustain fiscal integrity, and achieve other measures of effectiveness; and
 - (3) Effective training programs that respond to real-time labor market analysis, that effectively use direct assessment and prior learning assessment to measure an individual's prior knowledge, skills, competencies, and experiences for adaptability, to support efficient placement into employment or career pathways;
- (f) Development and review of statewide policies affecting the coordinated provision of services through the State's one-stop delivery system described in WIOA sec. 121(e), including the development of:
- (1) Objective criteria and procedures for use by Single State Workforce Development Board in assessing the effectiveness, physical and programmatic accessibility and continuous improvement of one-stop centers. Where a Single State Workforce Development Board serves as the one-stop operator, the SWDB must use such criteria to assess and certify the one-stop center;
 - (2) Guidance for the allocation of one-stop center infrastructure funds under WIOA sec. 121(h); and (3) Policies relating to the appropriate roles and contributions of entities carrying out one-stop partner programs within the



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one-stop delivery system, including approaches to facilitating equitable and efficient cost allocation in the system; and

(3) Policies relating to the appropriate roles and contributions of entities carrying out one-stop partner programs within the one-stop delivery system, including approaches to facilitating equitable and efficient cost allocation in the system.

(g) Development of strategies for technological improvements to facilitate access to, and improve the quality of services and activities provided through the one-stop delivery system, including such improvements to:

(1) Enhance digital literacy skills (as defined in sec. 202 of the Museum and Library Service Act, 20 U.S.C. 9101);

(2) Accelerate acquisition of skills and recognized postsecondary credentials by participants;

(3) Strengthen professional development of providers and workforce professionals; and

(4) Ensure technology is accessible to individuals with disabilities and individuals residing in remote areas;

(h) Development of strategies for aligning technology and data systems across one-stop partner programs to enhance service delivery and improve efficiencies in reporting on performance accountability measures, including design implementation of common intake, data collection, case management information, and performance accountability measurement and reporting processes and the incorporation of local input into such



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design and implementation to improve coordination of services across one-stop partner programs;

(i) Development of allocation formulas for the distribution of funds for employment and training activities for adults and youth workforce investment activities, to local areas as permitted under WIOA secs. 128(b)(3) and 133(b)(3);

(j) Preparation of the annual reports described in paragraphs (1) and (2) of WIOA sec. 116(d);

(k) Development of the statewide workforce and labor market information system described in sec. 15(e) of the Wagner-Peyser Act; and

(l) Development of other policies that may promote statewide objectives for and enhance the performance of the workforce development system in the State.

D. RESOLUTION OF DISAGREEMENTS

To the extent there is a disagreement between the SWDB and the WIOA core partners in regard to the resources necessary to carry out the functions of the SWDB as set forth in this section, the disagreement shall be resolved by the Governor or designee.



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ARTICLE II

MEMBERSHIP

A. APPOINTMENT ~~20 CFR Part 679~~ § 679.110

The SWDB is a board established by the Governor in accordance with the requirements of WIOA sec. 101. The membership of the SWDB must meet the requirements of WIOA sec. 101(b) and must represent diverse geographic areas of the State, including urban, rural, and suburban areas.

The WDB membership must include:

- (1) The Governor or designee
- (2) A member of each chamber of the State legislature, appointed by the appropriate presiding officers of such chamber, as appropriate under State law; and
- (3) Members appointed by the Governor, which must include:
 - (i) A majority of representatives of businesses or organizations in the State who:
 - (A) Are the owner or chief executive officer for the business or organization, or is an executive with the business or organization with optimum policymaking or hiring authority, and also may be members of a Local WDB as described in WIOA sec. 107(b)(2)(A)(i);
 - (B) Represent businesses, or organizations that represent businesses described in paragraph (b)(3)(i) of this section, that, at a minimum, provide employment and training opportunities that include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the State; and



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(C) Are appointed from a list of potential members nominated by State business organizations and business trade associations; and

(D) At a minimum, one member representing small businesses as defined by the U.S. Small Business Administration.

(ii) Not less than 20 percent who are representatives of the workforce within the State, which:

(A) Must include two or more representatives of labor organizations nominated by State labor federations;

(B) Must include one representative who must be a member of a labor organization or training director from a joint labor-management registered apprenticeship program, or, if no such joint program exists in the State, a member of a labor organization or training director who is a representative of a registered apprenticeship program;

(C) May include one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive, integrated employment for individuals with disabilities; and

(D) May include one or more representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.



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(iii) The balance of the members:

(A) Must include representatives of the Government including:

(1) The lead State officials with primary responsibility for the following core programs—

(i) The adult, dislocated worker, and youth programs authorized under title I of WIOA and the Wagner-Peyser Act;

(ii) The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA; and

(iii) The State Vocational Rehabilitation (VR) program authorized under the Rehabilitation Act of 1973, as amended by title IV of WIOA.

(iv) Where the lead official represents more than one core program, that official must ensure adequate representation of the needs of all core programs under his or her jurisdiction.

(2) Two or more chief elected officials (collectively representing both cities and counties, where appropriate). The CNMI SWDB serves as a Single State Workforce Development Board.

(3) Representative from a State Educational and/or Training Entities; Others may be included in the committee levels as non-voting members.



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(B) May include other appropriate representatives and officials designated by the Governor, such as, but not limited to, State agency officials responsible for one-stop partner programs, economic development or juvenile justice programs in the State, and State agency officials responsible for education programs (in the State, including chief executive officers of community colleges and other institutions of higher education).

B. QUALIFICATIONS ~~20 CFR Part 679~~ § 679.110 (b)(3)(i)(A-C); (e);(f)(1-3)

The Governor shall ensure that members appointed to the board are individuals who:

1. Represent businesses or organizations in the State who:

A. Are the owner or chief executive officer for the business or organization, or is an executive with the business or organization with optimum policymaking or hiring authority, and also may be members of a Local WDB as described in WIOA sec. 107(b)(2)(A)(i);

B. Represent businesses, or organizations that represent businesses described in paragraph (b)(3)(i) of this section, that, at a minimum, provide employment and training opportunities that include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the State; and

C. Are appointed from a list of potential members nominated by State business organizations and business trade associations; and

2. Represent organizations, agencies or other entities described in paragraphs (b)(3)(ii) through (iii) of this section must be individuals who have optimum policymaking authority in the organization or for the core program that they represent.



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A. Optimum Policy-making **20 CFR Part 679-§ 679.120**

(a) A representative with "optimum policy-making authority" is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.

(b) A representative with "demonstrated experience and expertise" means an individual with documented leadership in developing or implementing workforce development, human resources, training and development, or a core program function. Demonstrated experience and expertise may include individuals with experience in education or training of job seekers with barriers to employment as described in § 679.110(b)(3)(ii)(C) and (D).

3. A SWDB member may not represent more than one of the categories described in: (i) Paragraph (b)(3)(i) of this section (business representatives); (ii) Paragraph (b)(3)(ii) of this section (workforce representatives); or (iii) Paragraph (b)(3)(iii) of this section (government representatives).

4. A SWDB member may not serve as a representative of more than one subcategory under paragraph (b)(3)(ii) of this section.

5. A SWDB member may not serve as a representative of more than one subcategory under paragraph (b)(3)(iii) of this section, except that where a single government agency is responsible for multiple required programs, the head of the agency may represent each of the required programs.



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C. COMPOSITION

The Board shall be composed of fifteen (15) members, in compliance with WIOA Section 101(b) and 20 CFR 679.110.State Government Representative (3)

1. A total of three (3) members shall be from State Government Representatives and must include:

- a. The Governor or Governor's Designee - The Governor has designated the Secretary of Labor of the Department of Labor to serve as his designee for the SWDB.***
- b. One member of the Senate, appointed by the Senate President.***
- c. One member of the House of Representatives, appointed by the Speaker of the House of Representatives.***

2. Representatives of Government with Responsibility Over the Core Programs (3)

The administrators of the CNMI's three (3) WIOA Core Programs—Title I (Adult, Dislocated Worker, and Youth Programs), Title II (Adult Education and Family Literacy Act), and Title IV (Vocational Rehabilitation Services)—must be members of the SWDB. Their inclusion ensures direct representation of their respective programs, as required under WIOA Section 101(b)(1)(C), to support alignment and integration of workforce development services.

3. Workforce Representatives (2)

A total of twenty percent (20%) of the total board composition, excluding the Governor and Legislators shall be representatives of the workforce. A total of three (3) members are required to meet the minimum 20% and must be from the following:

- a. Two or more members of Labor Organizations***



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- b. One or more members of the Joint Labor/Management and/or Registered Apprenticeship Program. If no joint labor/management registered apprenticeship exists in the state, the Governor may appoint a representative of a registered apprenticeship.***
- c. One or more representatives of other Workforce Representatives from community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment including:***
- o organizations that serve veterans;***
 - o organizations that provide or support; competitive, integrated, employment for individuals with disabilities; and***
 - o organizations that support the training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youths.***

4. Business Representatives (8)

The majority of the State Workforce Development Board (SWDB) members shall represent businesses. A total of eight (8) members must be business representatives, ensuring a strong employer voice in workforce development.

To qualify, all business representatives must be:

- Owners of businesses;***
- Chief executives or operating officers of businesses;***
- Other business executives or employers with significant policymaking or hiring authority; or***



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- ***Representatives of business organizations or trade associations.***
- ***Business representatives must represent employers that:***
- ***Provide high-quality, work-relevant training and development opportunities in in-demand industry sectors or occupations within the state; and***
- ***Are appointed from among individuals nominated by state business organizations and business trade associations.***

Additionally, the Governor must appoint at least one (1) representative from a small business.

D. TERMS OF APPOINTMENT

- ~~1. A member's term shall be two years from the appointment made by the Governor.~~
 - ~~2. After the initial two-year term, appointment or reappointment of members shall be at the discretion of the Governor.~~
 - ~~3. A member appointed to fill a vacated position shall assume the term of the resigned member.~~
- 1. All members of the State Board, except the State Legislative members, are appointed by the Governor.***
 - 2. The State Legislative members shall be appointed by the appropriate presiding officers of the House and Senate Chambers.***
 - 3. Member terms shall be for a minimum of two years. Terms begin at the time of appointment.***



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- 4. There shall be no limit on the number of terms a member may serve, beyond those set by the sitting Governor, and for the Legislative members, those set by the presiding officers of their respective House and Senate Chambers.**
- 5. Terms of the Governor, members of the Senate and House, and Chief Elected Officials shall run concurrently with their terms in office.**
- 6. To establish staggered terms:**
 - a. One-third (1/3) of the initial appointments shall serve one (1) year.**
 - b. One-third (1/3) shall serve two (2) years.**
 - c. One-third (1/3) shall serve the full four (4) years.**

After the initial staggered terms, all subsequent appointments shall be for a term of two (2) years.
- 7. A member appointed to fill a vacancy shall serve the remainder of the unexpired term.**

E. REMOVAL

Members may be removed for cause or because of absence with the following criteria:

1. Removal for Cause:

Cause shall be defined, as determined by SWDB, that the member is unable to effectively represent the categorical seat to which he/she is appointed due to change of employment or status that substantially alters the member's qualifications that were present and considered in making the initial appointment.

2. Removal for Absenteeism:

Members may be removed from membership on the SWDB if the member is absent for three (3) consecutive regular committee meetings or three (3) consecutive regular



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general meetings of the SWDB. A member with a substantial pattern of absences, however varying from the absence pattern noted in this section, may be removed from membership.

The Chair of the SWDB shall recommend to the SWDB the removal of any member(s) based on cause or absence, other than the absence of three (3) consecutive meetings, which will be governed as outlined in ARTICLE II, Section 2. Removal of a member shall require a majority vote of the SWDB where a quorum is present.

F. RESIGNATION

1. Resignation of SWDB members should be effective by a written letter of resignation submitted to the Chair of the SWDB and to the CNMI Governor.
2. If a member is absent from three (3) consecutive regular meetings of the SWDB, without notification as specified in ARTICLE II, Section 2 and after a good faith effort by the Chair of the SWDB to contact the member regarding the absences, the member shall be considered to have resigned. The Governor shall be notified of the resignation and a request made to fill the vacant position.

G. NOMINATION

1. Nomination Process

- ***The State Workforce Development Board (SWDB) Chairperson shall lead an Executive Committee or an assigned Nominations Committee to identify and evaluate potential new members.***
- ***The committee shall seek nominations from business associations, labor organizations, education and training providers, workforce agencies, and***



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other mandated WIOA stakeholders to ensure a diverse and representative Board.

2. Review and Recommendation

- ***The Nominations Committee shall review all candidates to ensure they meet WIOA membership requirements and align with Board composition needs.***
- ***The Committee shall forward qualified nominations to the Governor's Office for final approval and appointment.***

3. Appointment Notification

4. The Governor's Office shall review nominations and make final selections in compliance with WIOA Section 101(b).

- ***Upon appointment, the Governor's Office shall notify the SWDB Chairperson and the WIOA Administrator of the selection.***
- ***The new member's appointment shall be documented in the official Board records, and they shall be formally introduced at the next scheduled Board meeting.***

5. The Governor shall appoint the Chairperson of the State Workforce Development Board (State WDB) from among the business representatives on the Board, in accordance with WIOA section 101(b)(1)(C)(i).



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ARTICLE III:

DUTIES OF MEMBERS

A. ATTENDANCE

Members shall attend meetings of the SWDB and of committees to which they have been appointed. The Executive Committee shall routinely review member attendance at the SWDB general and committee meetings.

B. NOTIFICATION OF ABSENCE

Members shall notify the Chair of the SWDB of any expected absence for a meeting by 5:00 pm of the day prior to the scheduled meeting, indicating good and sufficient reasons for the absence. Such notification may be made directly to the Chair of SWDB or through a DOL WIA staff.

C. SERVICE ON COMMITTEES

Each member of the SWDB shall be appointed to and serve on committees as necessary.

D. PROXY AND ALTERNATIVE DESIGNEE 20 CFR Part 679 § 679.110 (d)(4) (i -ii)

The proxy and alternative designee process that will be used when a SWDB member is unable to attend a meeting and assigns a designee as per the following requirements:

- (i) If the alternative designee is a business representative, he or she must have optimum policy-making hiring authority.
- (ii) Other alternative designees must have demonstrated experience and expertise and optimum policy-making authority.



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ARTICLE IV:

MEETINGS

A. SCHEDULE OF REGULAR MEETINGS

1. The SWDB shall adopt a schedule of regular meetings and transmit that schedule to members of the SWDB, the CNMI Governor, and the public at large.
2. Regular meetings may be canceled either by the Chair of the SWDB or by a majority vote at a duly constituted meeting.
3. Alternate dates for regular meetings may be set either by the Chair of the SWDB with ten (10) working-days prior notice provided to all members, or by a majority vote at a duly constituted meeting.
4. Notice of meeting and agenda shall be published and include information on how to request a reasonable accommodation (e.g. large print, Braille, sign language interpreter, etc.) in order to attend or participate in the meeting.
5. Meeting formats may include meeting through technological platforms such as online, teleconference or any approved and/or agreed upon methods.

B. SPECIAL MEETINGS

Special meeting of the SWDB may be called either by the Chair of the SWDB or at the request of a majority of SWDB members. Notice of special meetings shall be delivered to members personally, by mail, or electronically, and must be received twenty-four (24) hours in advance of the time of the meeting. Said notice must state the business to be considered. Special meetings shall be called and conducted in accordance with CNMI Government Code.



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C. VOTING

Each member of the SWDB shall have one vote. A proxy may be designated by a member to represent and vote for him/her at a specific meeting. The member must notify the SWDB Chair of the proxy's name and voting status prior to the meeting.

D. CONFLICT OF INTEREST ~~20 CFR Part 683~~ § 683.200 (c)(i-ii)

An SWDB member or SWDB standing committee member must neither cast a vote on, nor participate in any decision-making capacity, on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member or that member's immediate family. Neither membership on the SWDB or a SWDB standing committee, nor the receipt of WIOA funds to provide training and related services, by itself, violates these conflict of interest provisions. Each SWDB member shall sign a yearly Conflict of Interest Statement and the Office of the Public Auditor's Statement of Financial Interest.

E. SUNSHINE PROVISION

The State board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the State board, including information regarding the State plan, or a modification to the State plan, prior to submission of the plan or modification of the plan, respectively, information regarding membership, and, on request, minutes of formal meetings of the State board.

F. QUORUM

For purposes of conducting a meeting of the full SWDB, a simple majority composed of mostly private sector members and public sector members who are present on that day constitutes a quorum for the transaction of business.



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A quorum must be present to conduct business. In the event a quorum is not present, no motions or votes should occur. Any business transacted in the absence of a quorum is null and void.

G. RULES OF ORDER

Robert's Rules of Order as revised shall guide the SWDB in all proceedings, except as otherwise provided for in these Bylaws.

H. ACCESSIBILITY OF SWDB INFORMATION 20 CFR ~~Part 679~~ § 679.140

The SWDB must conduct business in an open manner as required by WIOA sec. 101(g). The SWDB must make available to the public, on a regular basis through electronic means and open meetings, information about the activities and functions of the SWDB, including:

- a. The State Plan, or modification to the State Plan, prior to submission of the State Plan or modification of the State Plan;
- b. Information regarding membership;
 - i. Minutes of formal meetings of the SWDB upon request;
 - ii. SWDB by-laws as described at § 679.110(d).



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STATE WORKFORCE DEVELOPMENT BOARD

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ARTICLE V:

OFFICERS

A. OFFICERS

1. Chairperson **~~20 CFR Part 679~~ § 679.110 (c):**

The Governor must select a chairperson for the SWDB from the business representatives on the SWDB described in paragraph (b)(3)(i) of this section.

The Chairperson shall:

- Preside at meetings of SWDB and Executive Committee;
- Serve as the spokesperson for the SWDB in matters dealing with the public or media;
- Appoint committee chair(s), co-chair(s), and members of standing committees;
- Assist with the completion of the Annual Report;
- Give general direction to the work of the SWDB;
- Perform other duties as may be assigned by action of the SWDB, the appointing authority or as may be necessary.

2. Vice Chairperson:

The Vice Chairperson is elected from the business representatives on the SWDB.

The Vice Chairperson shall:

- Perform the duties of the Chairperson in his/her absence.

3. Secretary/Treasurer:

The Secretary/Treasurer is elected from the business representatives on the SWDB.

The Secretary/Treasurer shall:

- Assist appropriate staff to prepare and publish all notices and keep minutes of all meetings;



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- Maintain attendance records of the SWDB regular/special meetings;
- Review records of attendance and provide consult to members that are non-compliant with the requirements;
- Review the SWDB's budget (if available);
- Prepare and present the Board's budget for approval (if available);
- Review financial records and audits.
- Perform other duties as assigned by the SWDB Chairperson

B. COMMITTEE CHAIRPERSONS AND VICE CHAIRPERSONS

The Committee Chairperson(s) and Vice Chairperson(s) shall:

- Attend SWDB Meetings, ~~and~~ report, and solicit SWDB feedback/input on committee work;
- Be voting members of the SWDB;
- Become familiar with the Unified State Plan and related materials, specifically any sections that relates to the committee;
- Hold at least one committee meeting quarterly;
- Oversee workgroups—ensure work is being done between meetings;
- Utilize agency staff to answer questions and provide support to the committee;
- Reach out to colleagues and associates in their organization, networks and communities to participate and/or provide feedback on committee work;
- The co-chairperson is responsible for standing in for the chairperson when he/she is unavailable and assist the chairperson in leading the committee.

C. TERMS OF OFFICE

Terms shall be for the period of the initial appointment made by the Governor. In the event an



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officer of the SWDB resigns or is removed from the SWDB or from office, the position that officer held shall be declared vacant and the unexpired term shall be filled in the following manner:

1. Upon resignation or removal of the Chair, the Vice Chair shall become Chair and the Secretary/Treasurer shall be Vice Chair. A new Secretary/Treasurer shall be elected at the next general SWDB meeting with nominations coming from the floor.
2. Upon resignation or removal of the Vice Chair, the Secretary/Treasurer becomes Vice Chair and a Secretary shall be elected at the next general SWDB meeting with nominations coming from the floor.
3. Upon resignation or removal of the Secretary/Treasurer, a new Secretary/Treasurer shall be elected at the next general SWDB meeting with nominations coming from the floor.



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ARTICLE VI:

COMMITTEES

A. EXECUTIVE COMMITTEE

The Executive committee of the SWDB shall be composed of SWDB Chairperson, Vice-Chairperson, and Secretary/Treasurer. DOL-WIA Division WIOA Director and other key personnel shall attend meetings at the request of the Executive Committee, but shall not be a voting member.

1. POWERS

During the interval between SWDB meetings, the members of the Executive Committee shall manage the activities and affairs of the SWDB.

- a. The Executive Committee may, at the recommendation of the Chair or any other SWDB member, appoint or remove standing committee Chairs and members.
- b. The Executive Committee shall hold meetings at the request of the Chair of the SWDB. The Chair of the SWDB shall also serve as Chair of the Executive Committee. A majority of the voting members of the Executive Committee shall constitute a quorum.
- c. The Executive Committee shall review the Bylaws annually and may suggest amendments to the SWDB. It may also review Bylaws amendments proposed by other members in order to make recommendations on such amendments to the SWDB.
- d. The Executive Committee shall routinely review member attendance at SWDB and Committee meetings.



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- e. The Executive Committee shall recommend potential board members to the Governor and shall see to it that orientation and training is provided for new board members, that retreats and other social events of the board take place, that board evaluations are developed and conducted and that improvements are made to the Four-Year Unified State Plan.
- f. The Executive Committee may take action on behalf of the full SWDB when such action must be taken prior to the next full meeting of the SWDB.

2. MEETINGS

Regular meetings of the Executive Committee may be held on the same dates or sooner as the SWDB meetings and at least one meeting held during the month prior to the SWDB meeting.

Special meetings of the Executive Committee may be called as needed by the Chairperson. Technology such as phone and web-based meetings may be provided to support participation if necessary. If a member needs this type of accommodation, he or she will contact the chair one week prior to the meeting to request it. The Executive Committee meetings will include, as needed, presentations from committee chairs regarding items requiring full SWDB endorsement, support, and/or approval prior to presenting these items to the full SWDB.

B. STANDING COMMITTEES

The SWDB shall have the following standing committees: 1. Executive Committee; 2. Policies & Procedures Committee; 3. Program Committee; 4. Planning, Assessment, Evaluation, and Research Committee; and 5. Grievance Committee. Each of the Standing Committees shall be composed of at least three SWDB members, excluding



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the Chairperson who serves as ex-officio. In addition, Non-SWDB members may be appointed to serve on standing or ad hoc committees as non-voting committee members. Non-SWDB members do not have voting rights at SWDB meetings.

1. Executive Committee:

See VI.A. Executive Committee and the composition, powers, and meetings assigned above.

2. Policies and Procedures Committee:

The Policy and Procedures Committee shall review and recommend for adoption the statutory policies of the SWDB and operational procedures of DOL-WIA Division to ensure program services complies with the mandates of the Workforce Innovation and Opportunity Act hereinafter referred to as WIOA.

3. Program Committee:

The Program Committee provides leadership in the review of all DOL WIOA program applications for WIOA funding and makes recommendations to the SWDB and DOL WIA on the development, approval/denial, tracking, monitoring, continuance or discontinuance of the program, service providers, and services offered by DOL-WIA Division to ensure program services complies with the mandates of WIOA. The committee will also distinguish which programs and services will be done State-wide or specific to local areas.

4. Planning, Assessment, Evaluation, and Research Committee

The Planning, Assessment, Evaluation, and Research Committee coordinates the strategic planning process, review of economic conditions, and trends to include existing industry sectors and occupations where there is an existing demand, provide analysis of



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the SWDB's workforce development activities to address the education and skills gaps needed in the workforce. In striving for continuous quality improvement the committee will coordinate the assessment and evaluation processes of the programs and services offered by DOL WIA and the SWDB and recommend to board the areas for improvement or continuation. The committee will also review and recommend research project activities to conduct studies in hopes of improving the workforce and/or economic conditions of the CNMI.

5. Grievance Committee: (Executive Committee and as needed)

The Grievance Committee will review claims, issues, complaints, and/or protests specific to the SWDB Board Policies, DOL WIA Procedures, and/or decisions by the SWDB and/or DOL WIA Management on the approval or denial of programs and/or services offered to service providers, participants, and or partners. The Grievance Committee will make recommendations to the Executive Committee. If warranted the Executive Committee will then assign the recommendations to the appropriate committee, the full SWDB, DOL WIA or appropriate entity for action.

6. SWDB Apprenticeship Committee

The Apprenticeship Committee is charged with dual roles: (1) serving in an advisory role for the state's apprenticeship promotion and expansion activities through CNMI Registered Apprenticeship Program, and (2) oversight of policies and guidance on the administration of WIOA-funded services for Registered Apprenticeship Programs (RAPs). This committee will recommend WIOA-related apprenticeship policies, review anticipated and published guidance, and provide advice on strategic investment of public funds towards apprenticeships. The



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committee is composed of apprenticeship and business leaders along with representation of worker voice.

C. Ad Hoc Committees

Ad Hoc Committees are temporary workgroups, task forces, or councils established to address specific workforce development matters. These committees may be composed of SWDB members, DOL WIA staff, and representatives from local partners, stakeholders, and practitioners.

The SWDB Chair has the authority to create and dissolve Ad Hoc Committees as needed, without requiring ratification by the full SWDB or the Executive Committee. These committees may be formed in situations where the full SWDB, Executive Committee, or Standing committees are unable to convene promptly, or when specialized expertise is required to address emerging issues.

Ad Hoc Committees are time-limited and task-specific, with a clearly defined scope of work. Each committee shall remain active only as long as necessary to fulfill its assigned objectives and develop recommendations or work products for SWDB consideration.



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ARTICLE VII:

DISSOLUTION

In the event state or federal changes no longer mandate the existence of the SWDB, the SWDB may be dissolved by action of the appointing authority. At dissolution, funds or property held in the name of the SWDB shall be transferred to an entity of similar purpose or returned to the source from whence they came. The SWDB's records shall revert to the custody of the appointing authority for disposition, or, in the event of a major reorganization, to the custodian of the state's historical archives.