

Title 25. State Government

Chapter III. Career Education and Workforce Development Board, Office of Skills Development, Department of Commerce

Subchapter A. Generally

Part 8. Bylaws of the Career Education and Workforce Development Board

Subpart 1. Name and Membership

25 CAR § 8-101. Name.

The name of this organization shall be the Career Education and Workforce Development Board.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-102. Membership.

(a) Career Education and Workforce Development Board membership and terms of appointment shall be as provided in Acts 1997, No. 803.

(b) When a vacancy occurs in the membership of the board, a successor will be appointed in the same manner as the person succeeded and will serve the person's unexpired term.

Authority. Arkansas Code § 25-30-102.

Subpart 2. Officers and Their Duties

25 CAR § 8-201. Officers.

(a) The officers of the Career Education and Workforce Development Board shall be the:

- (1) Chair of the Career Education and Workforce Development Board; and
- (2) Vice Chair of the Career Education and Workforce Development Board.

(b) The Director of the Division of Career and Technical Education shall serve as the ex officio Secretary of the Career Education and Workforce Development Board.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-202. Election and terms of office.

(a) **Chair and vice chair.**

(1) The Chair of the Career Education and Workforce Development Board and Vice Chair of the Career Education and Workforce Development Board shall be elected by the Career Education and Workforce Development Board from its membership at its last regularly scheduled meeting of the fiscal year.

(2) The term of office of the chair and vice chair shall be for two (2) years or until a successor is elected and installed.

(3)(A) The chair and vice chair shall assume their respective positions on July 1 following election.

(B) No person shall hold more than one (1) of these offices concurrently.

(b) **Director.** The Director of the Division of Career and Technical Education shall:

- (1) Be appointed by the board;
- (2) Be confirmed by the Governor; and
- (3) Serve at the pleasure of the Governor.

(c) **Ex officio secretary.** The director shall serve as the ex officio nonvoting Secretary of the Career Education and Workforce Development Board.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-203. Removal of officers.

Officers may be removed at any time by majority vote of the members present at a regular or special meeting, providing a quorum is present.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-204. Vacancies.

Vacancies in the offices shall be filled by the Career Education and Workforce Development Board as soon as practicable.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-205. Duties of chair.

(a) The Chair of the Career Education and Workforce Development Board shall:

- (1) Be a member of the Career Education and Workforce Development Board;
- (2) Preside at the meetings of the board with the authority to vote; and
- (3) Appoint the members of any and all such committees as necessary for the

board to perform its assigned duties.

(b) He or she shall be an ex officio member of all committees.

(c) The chair, upon its authority and in its name, may execute all notes, bonds, deeds, contracts, and other documents requiring the official seal and authorized by law.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-206. Duties of vice chair.

The Vice Chair of the Career Education and Workforce Development Board shall:

- (1) Be a member of the Career Education and Workforce Development Board;

and

(2) Perform the duties and have the powers of the Chair of the Career Education and Workforce Development Board during the absence or disability of the chair.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-207. Duties of the director.

(a) The Director of the Division of Career and Technical Education is the chief executive officer of the Division of Career and Technical Education.

(b) He or she shall:

(1) Devote all of his or her time to the duties of the office;

(2) Act as agent of the Career Education and Workforce Development Board;

and

(3) Perform such other duties as are designated by the board or by statute.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-208. Duties of the ex officio secretary.

(a) The ex officio Secretary of the Career Education and Workforce Development Board shall:

(1) Schedule and arrange for meetings of the Career Education and Workforce Development Board; and

(2) Furnish meeting notices and materials, as needed, to members in advance of such meetings.

(b) He or she shall provide that an accurate record be kept of the proceedings of the meetings of the board.

Authority. Arkansas Code § 25-30-102.

Subpart 3. Meetings of the Board

25 CAR § 8-301. Place of meetings.

Meetings shall be held at such places as determined by the Career Education and Workforce Development Board.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-302. Personal attendance at all meetings.

(a) Career Education and Workforce Development Board members shall personally attend all meetings unless prevented from doing so by disability or other causes beyond their control.

(b) Members who are unable to attend at least seventy-five percent (75%) of the regularly scheduled meetings during a fiscal year should consider resignation from the board.

(c) In accordance with Acts 1997, No. 219, Section 1(b), a board member is subject to removal from the board in the event the member shall fail to present to the Governor a satisfactory excuse for his or her absence.

(d) Unexcused absences from three (3) successive regular meetings without attending any intermediary called special meetings shall constitute sufficient cause for removal.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-303. Regular meetings.

(a) The Career Education and Workforce Development Board shall meet at least once during each calendar quarter.

(b) It will meet each July to determine the meeting dates for the following year.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-304. Special meetings.

(a) Special meetings of the Career Education and Workforce Development Board may be called by:

- (1) The Chair of the Career Education and Workforce Development Board;
- (2) The Director of the Division of Career and Technical Education; or
- (3) Any other three (3) members.

(b) Special meetings may be called by the chair with no less than twenty-four (24) hours' notice to the members and the director with timely responses from enough board members that they will attend such meeting so as to indicate that a quorum will be present.

(c)(1) In the absence of the chair, the director shall call a meeting on the request of three (3) members of the board with the same notice and response requirements.

(2) If both the chair and the director shall be absent or refuse to call a meeting, any three (3) members of the board may call a meeting by utilizing the same notice and response requirements in notifying the members and the office of the director.

(d) Business transacted at a special meeting shall be confined to the purposes stated in the call for the meeting.

(e) When deemed necessary by the chair, in lieu of a special meeting, members may be polled by telephone, the results of such polling to have the effect of a vote of the board and shall be confirmed at the next scheduled meeting of the board.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-305. Committee meetings.

Committees shall meet at the direction of the Chair of the Career Education and Workforce Development Board or on call of the committee chair.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-306. Quorum.

(a) At all meetings of the Career Education and Workforce Development Board, a majority of the members appointed shall constitute a quorum for the transaction of business.

(b) The action of a majority of the members of the board present at any meeting shall be the action of the board.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-307. Public meetings and executive session.

(a) All meetings of the Career Education and Workforce Development Board shall be open to the public unless, consistent with the requirements of the Freedom of Information Act of 1967, Arkansas Code § 25-19-101 et seq., a meeting is closed to the public for the consideration of personnel matters.

(b) Should any decision be made during an executive session, the board must reconvene in public session for official action.

Authority. Arkansas Code § 25-30-102.

Subpart 4. Operation of the Board

25 CAR § 8-401. Rules.

Except as modified by these bylaws, Robert's Rules of Order (latest edition) shall constitute the rules of parliamentary procedure applicable to all meetings of the Career Education and Workforce Development Board and its committees.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-402. Agenda.

(a) The prepared agenda with appropriate information shall be sent by the ex officio Secretary of the Career Education and Workforce Development Board to each member of the Career Education and Workforce Development Board at least five (5) days in advance of any regular meeting of the board.

(b) This agenda, as approved or amended at each meeting, shall govern the order of business for the meeting.

(c) Additions, deletions, or reordering of agenda items shall be by majority vote.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-403. Minutes.

(a) The ex officio Secretary of the Career Education and Workforce Development Board shall have prepared minutes of the proceedings of the Career Education and Workforce Development Board meetings.

(b) A copy of the minutes of each meeting of the board shall be mailed to each board member for review prior to the approval at the succeeding meeting.

(c) The minutes shall not be considered official unless and until approved by the board.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-404. Board policies.

The Career Education and Workforce Development Board shall promulgate policies in a manner consistent with Arkansas Code § 25-15-204 of the Arkansas Administrative Procedure Act, Arkansas Code § 25-15-201 et seq.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-405. Liaison officers.

(a) The Career Education and Workforce Development Board shall appoint from its membership a liaison officer to the:

- (1) State Board of Education;
- (2) Arkansas Higher Education Coordinating Board;
- (3) Department of Human Services;
- (4) Division of Workforce Services; and
- (5) Arkansas Economic Development Commission.

(b) Liaison officers shall:

(1) Attend the Career Education and Workforce Development Board/council meetings and/or other appropriate meetings as designated by the Chair of the Career Education and Workforce Development Board; and

(2) Represent and articulate the policies of the Career Education and Workforce Development Board to these boards/councils and agencies.

Authority. Arkansas Code § 25-30-102.

25 CAR § 8-406. Conflict of interest.

In accordance with Arkansas Code § 21-8-1001, no member of a state board or commission shall participate in, vote on, influence, or attempt to influence an official decision if the member has a pecuniary interest in the matter under consideration by the board or commission.

Authority. Arkansas Code § 25-30-102.

Subpart 5. Appearance Before the Board

25 CAR § 8-501. Appearance generally.

(a) Individuals or groups who wish to appear before the Career Education and Workforce Development Board shall give advance notice of five (5) days in writing to the Chair of the Career Education and Workforce Development Board.

(b) If the matter is applicable for consideration, the chair at his or her discretion may approve the request and allot a reasonable time for presentation.

(c)(1) At any meeting, the chair, without opposition, or the board, by majority vote, may recognize unscheduled appearances before the board by individuals or groups.

(2) The chair shall limit presentations as necessary to maintain the timely conduct of business by the board.

Authority. Arkansas Code § 25-30-102.

Subpart 6. Method of Amending the Bylaws

25 CAR § 8-601. Amending bylaws.

These bylaws may be amended upon thirty (30) days' prior written notice at the next regularly scheduled meeting of the Career Education and Workforce Development Board by a majority vote of the board.

Authority. Arkansas Code § 25-30-102.