

**PINAL COUNTY WORKFORCE DEVELOPMENT BOARD
 2024 BY LAWS MAJOR REVISIONS CROSSWALK*
 MARCH 2024**

***NOTES:**

1. For Articles not listed below, either no changes were made or minor formatting was completed.
2. In addition to the noted changes below, the listed articles may contain minor formatting which are not included.

ARTICLE	CURRENT	REVISED
ARTICLE V – MEMBERSHIP/COMPOSITION OF THE PCWDB	Defined the makeup of the PCWDB with specific membership totals of each member category.	Simplified language to state “The PCWDB shall have members in accordance with the WIOA”
	Defined target industry members for the Business Category	
ARTICLE VI – APPOINTMENT TO THE PCWDB	Each nominee must submit an application for membership to serve on the PCWDB. Interested individuals may access applications via the ARIZONA@WORK Pinal County website. Each business member must describe their optimum-policy making or hiring authority in the application, and include documentation of curriculum vitae, resume or work history supporting the qualifications of nomination.	Nominees that are representatives of businesses shall describe their optimum-policy making or hiring authority in the application, and include documentation of curriculum vitae, resume, or work history supporting the qualifications of nomination, <i>and shall submit a letter of nomination from a local business organization or business trade association.</i>
	All newly appointed Board members must complete PCWDB-approved onboarding within 60 days of being appointed to the board. Members who fail to complete the onboarding within the designated timeframe will be referred to the Executive Team for consideration of membership consistent with Article IX of these By-laws (Removal).	Adds following requirements for board newly appointed members: A. Receive a PCWDB Appointment Letter B. Shall review the Open Meeting Law at least one day before the day that person takes office pursuant to A.R.S. § 38-431.01(H) C. Shall take an Oath of Office and file the original with PCWDB staff. D. Must complete PCWDB-approved onboarding within sixty (60) days of

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		being appointed, which may include, but not be limited to: <ol style="list-style-type: none"> 1. Open Meeting Law video training. 2. Laws and policies concerning conflicts of interest. 3. Review of Public Records Law and/or presentation on Public Records Law. 4. Being provided a PCWDB staff point of contact. 5. Acknowledgement and confirmation by newly appointed PCWDB member
<p><u>ARTICLE VII – TERMS OF OFFICE</u></p>	<p>Term start date is the date the member is approved by the PCBOS. Term end date shall be the last day of the expiration month.</p>	<p>Terms of PCWDB members shall be based on the following:</p> <ol style="list-style-type: none"> 1. For New Appointees (New Full Term). For a new appointee (not currently a PCWDB member) who is becoming a PCWDB member for the first time, appointment has an effective start date based on day after appointment by PCBOS. 2. For New Appointees (taking over term of a PCWDB member). For a new appointee (not currently a PCWDB member) who is taking over the term of a PCWDB member that did not complete the term of appointment, appointment has an effective start date based on day after appointment by PCBOS, <i>but term is based on term of the seat that was vacated.</i> 3. For re-appointment (current PCWDB member seeking to continue to serve for a new term). For a current PCWDB member, appointment or re-appointment has an effective start date based on appointment date and term of

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<u>ARTICLE VIII – ATTENDANCE</u>	<p>B. Engagement as member of the PCWDB is critical to the goals of the board. It is preferred that all members attend meetings in person. However, in instances where in-person attendance is not feasible, members are expected to participate via video or telephone conferencing.</p> <ol style="list-style-type: none"> 1. As a member of the PCWDB each member shall attend all regularly scheduled meetings, as well as special meetings (including committee/workgroup/task forces to which they are a member). 2. A member’s failure to attend three (3) regular board meetings within one calendar year may be asked to resign from the PCWDB by a majority vote of the PCWDB. 3. Any member in good standing may request a special meeting to review the attendance of a member on the PCWDB. 	<p>appointment (appointment letter should reflect a retroactive date if necessary if re-appointment is made after the start of the new term).</p> <p>A. Engagement as a PCWDB member is critical to the goals of the PCWDB. It is preferred that all PCWDB members attend meetings in person. However, in instances where in-person attendance is not feasible, PCWDB members are expected to participate via video or telephone conferencing.</p> <ol style="list-style-type: none"> 1. It is preferred that all PCWDB members attend all regularly scheduled meetings, including special meetings and meetings of teams, committees, task forces, or work groups to which they are a member. 2. A PCWDB member’s failure to attend four (4) PCWDB meetings within one calendar year may result in recommendation for removal by a majority vote of the PCWDB members at a regular or special meeting with a quorum present, and the PCWDB may consider action pursuant to A.R.S. § 38-431.03(A)(1). 3. A recommendation for removal must be approved by a majority vote of the PCWDB members at a regular or special meeting with a quorum present and then must be

ARTICLE	CURRENT	REVISED
		forwarded to and approved by the PCBOS for removal.
<p><u>ARTICLE IX – VACANCIES, RESIGNATIONS AND REMOVAL OF PCWDB MEMBERS</u></p>	<p>C. At the request of the member under consideration for removal, the Executive Team will conduct a hearing with the member under consideration regarding the merits of the recommendation for removal.</p> <p>D. Should the Executive Team determine that it is in the best interest of the PCWDB to remove a member; a recommendation for removal will be presented to the PCWDB for official action to remove the member. The recommendation must receive a majority vote.</p> <p>E. Recommendations for removal of PCWDB members will be forwarded to the PCBOS for final approval.</p>	<p>C. PCWDB members may be requested to be removed by another PCWDB member or members. If a PCWDB member seeks to have another PCWDB member removed, the PCWDB may consider action pursuant to A.R.S. § 38-431.03(A)(1). The recommendation for removal may be approved by a majority vote of the PCWDB members at a regular or special meeting with a quorum present and forwarded to the PCBOS for consideration.</p> <p>D. Should the Executive Team determine that it is in the best interest of the PCWDB to remove a PCWDB member, a recommendation for removal will be presented to the PCWDB and the PCWDB may consider action pursuant to A.R.S. § 38-431.03(A)(1). The recommendation for removal may be approved by a majority vote of the PCWDB members at a regular or special meeting with a quorum present and forwarded to the PCBOS for consideration.</p>
<p><u>ARTICLE XI – ELECTION OF OFFICERS</u></p>	<p>No later than the June meeting of the PCWDB: Full board votes for officers.</p>	<p>No later than a June meeting of the PCWDB: the PCWDB will vote for officers.</p> <ol style="list-style-type: none"> a. A quorum of the PCWDB must be present. b. Voting will be by a verbal roll call of each attending PCWDB member. c. The candidate receiving the majority of votes of present quorum will be declared the winner for that office.

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<u>ARTICLE XIII – MEETINGS</u>	There will be six (6) full board meetings of the PCWDB per Program Year for the conduct of official board business. The date, time and place will be designated by the majority of the PCWDB. The meeting schedule shall be posted on the Pinal County public website and the ARIZONA@WORK Pinal County website.	PCWDB Meetings will be held at least quarterly per Program Year for the conduct of official business. The PCWDB will designate the date, time and place of PCWDB meetings. The meeting schedule shall be posted on the Pinal County public website and the ARIZONA@WORK Pinal County website.
<u>ARTICLE XV – CONFLICT OF INTEREST AND ETHICS</u>	<p>PCWDB members shall avoid both conflict of interest and the appearance of conflict of interest in the conduct of the PCWDB business. The PCWDB shall follow:</p> <ul style="list-style-type: none"> A. Arizona law on Conflict of Interest as set forth in Arizona Revised Statutes, Title 38 – Public Officers and Employees, Chapter 3 – Conduct of Office, Article 4 Section 38-447 and Article 8 Section 38-501 – 511. B. Arizona Department of Economic Security WIOA Policy Chapter 2, Section 1200(03)(L) By-Laws requirements. C. Workforce Arizona Council Local Governance Policy Section H (k) “Conflict of interest” and Workforce Arizona Council Conflict of Interest Policy. D. Pinal County Policies and Procedures: <ul style="list-style-type: none"> 1. ETHICS IN COUNTY EMPLOYMENT 2. CONFLICT OF INTEREST D. All abstentions must be recorded in the minutes of the Local Board 	Major revisions to this article. Board members are encouraged to read the entire revised article.

ARTICLE	CURRENT	REVISED
	meeting and be maintained as part of the official record. E. Prior to the beginning of each program year, each PCWDB member must sign the Conflict of Interest Acknowledgment form.	