

**BYLAWS OF THE WASHINGTON STATE
COMMUNITY AND TECHNICAL COLLEGE
WORKFORCE EDUCATION COUNCIL
February 7, 2013
Revised February 7, 2020
Revised October 6, 2023**

ARTICLE 1 – NAME AND AFFILIATIONS

Section 1. NAME

The name of this organization shall be the Washington State Community and Technical College Workforce Education Council, hereafter referred to as “Council” or “WEC”.

Section 2. AFFILIATIONS

The Council is a subsidiary of the Instruction Commission (IC) and the Washington Association of Community and Technical Colleges (WACTC).

ARTICLE II – OBJECTIVES

Section 1. ORGANIZATIONAL OBJECTIVES

The objectives of the WEC are as follows:

- A. To provide ongoing education and training to WEC members in workforce education issues.
- B. To assume and maintain leadership in the promotion and support of workforce education at the local, state, and federal levels.
- C. To align goals and outcomes with the SBCTC vision of leading with racial equity to maximize student potential and transform lives within a culture of belonging that advances racial, social, and economic justice in service to our diverse communities.
- D. To support the implementation of Guided Pathways within the CTC system in alignment with the Guided Pathways equity principles. To cooperate/partner with business, labor, community organizations, and educational institutions in the selection, development and training of qualified faculty and to promote high quality programs and services to maintain Washington leadership in workforce education.
- E. To develop, adopt, and promote professional standards for the certification of instructional personnel.
- F. To provide input to the Washington Association of Community and Technical Colleges (WACTC), the Instruction Commission (IC) and other stakeholders on workforce issues.
- G. In concert with other state agencies, assist the state legislature and subcommittees thereof in the development of legislation to encourage students to realistically pursue collegiate goals through workforce education leading to employment in their field of choice.
- H. To recommend the expenditure of state leadership and other available funds in support of the WEC goals and objectives for the support of workforce education.

ARTICLE III – MEMBERSHIP

Section 1. MEMBER DEFINITION

The Council shall consist of the chief workforce education officer “or comparable title” as designated from each college within the community and technical college districts in Washington.

Section 2. ASSOCIATE MEMBER DEFINITION

Associate, non-voting members of the WEC, shall include designated representatives from each community and technical college in Washington.

Section 3. EX-OFFICIO MEMBER DEFINITION

Ex-officio, non-voting members of the WEC, shall include representatives from the State Board for Community and Technical Colleges, the Instruction Commission, Centers of Excellence directors, and such other appropriate statewide college staff or organization entities as recommended by the Executive Committee.

Section 4. VOTING PRIVILEGES

The designate member from each college identified in Section 1 is entitled to vote on matters brought before the Council. If a designate member is unable to attend a meeting, an alternate from the representative college may attend with full voting privileges.

Section 5. RESPONSIBILITIES

Members, or their designated representative, are committed to attend and participate in the WEC meetings and activities and to support the organizational objectives as stated herein and/or determined by action of the WEC.

ARTICLE IV – MEETINGS

Section 1. NUMBER OF MEETINGS

The Council shall meet a minimum of three times during the academic year. Additional meetings, including a summer meeting, may be established by the Executive Committee. The meeting locations shall rotate among the campuses with the actual times, locations, and frequency established by the Executive Committee, with the concurrence of the host campus representative.

Section 2. COMMITTEE MEETINGS

Executive Committee meetings, other committee meetings, or work groups established by the WEC may meet at the time and location established by the committee or group chairperson and may include electronic meetings.

Section 3. MEETING GOVERNANCE

Robert’s Revised Rules of Order shall be the guiding document for the governance of all meetings.

Section 4. QUORUM

A quorum is met when a minimum of 2/3 (23) of all college members are in attendance in-person or electronically at the meeting. All motions must be passed with a minimum of 2/3 (16) members present voting in favor of the motion.

Quorum	Majority
2/3 of Voting Members	2/3 of Those Voting
A minimum of 23 out of 34 college representatives	A minimum of 16 votes in favor of the motion

ARTICLE V – FISCAL PROCEDURE

Section 1. FISCAL YEAR

The fiscal year of the Council shall coincide with the fiscal year of the Washington Association of Community and Technical Colleges.

Section 2. REGISTRATION FEES

The annual membership registration fees for each college and associate member will be set by the Executive Committee subject to the concurrence of the members at a regular meeting of the Council.

Section 3. FISCAL REPORTING

The Treasurer of the Council will present an accounting of monies received and disbursed at each of the WEC regular meetings.

ARTICLE VI – GOVERNANCE

Section 1. ACTIVITIES AND PROGRAM OF THE COUNCIL

The WEC Executive Committee shall develop, plan, and execute all activities of the Council subject to the concurrence of the members at a regular meeting of the Council.

Section 2. COMPOSITION

The Executive Committee shall be composed of six to seven members and/or associate members of the Council, elected by the members at the spring meeting of the WEC. (The immediate Past Chair will be an ex-officio seventh or eighth member if their term on the committee has expired.)

Section 3. TERMS OF OFFICE

In order to ensure stability and continuity of the Executive Committee, membership shall be staggered.

Subsequent terms of office for elected members of the Executive Committee shall be for three (3) year terms with the exception of the immediate past Chair. An Executive Committee member may be elected Chair-elect at the end of a third year of Executive Committee membership and may be elected Chair in the subsequent year. In such circumstances, voting rights on the Executive Committee shall be no more than five years.

Members shall not serve for consecutive terms.

Section 4. EXECUTIVE COMMITTEE QUORUM

A simple majority of the Executive Committee meeting in person or electronically shall be necessary and sufficient to constitute a quorum.

Section 5. VACANCIES

Any vacancy on the Executive Committee may be filled by appointment by a majority of the remaining members of the Committee. Any such appointment shall become effective immediately and shall be approved by a majority vote of the membership at the next regular meeting. Persons filling vacancies shall do so only for the remaining term of office and such time shall not be considered as consecutive term.

ARTICLE VII – OFFICERS

Section 1. OFFICERS

The officers of the WEC shall be Chair, Chair-elect, Recorder, and Treasurer. The Chair-elect, Recorder, and Treasurer shall be selected by the Executive Committee, following the election of new members of the committee, from among the members of the committee.

Section 2. OFFICER DUTIES

~~All members of the Committee shall attend the planning retreat to determine the Council’s activities for the year. Members of the Committee will participate in other WEC Executive Committee planning meetings and activities; provide support during WEC meetings and such other duties as assigned.~~

Section 2 CHAIR

The Chair of the WEC shall preside at all meetings of the council and at all meetings of the Executive Committee and perform such other duties as may be necessary.

Section 3. CHAIR – ELECT

The Chair-elect of the WEC shall perform the duties of the Chair in the event of absence or disability of the Chair and such other duties as assigned. The Chair-elect shall become Chair in the ensuing year.

Section 4. RECORDER

The Recorder shall give notice of all meetings to the membership, record or delegate the recording of minutes of said meetings, and maintain an accurate listing of all members and associate members of the WEC. The Recorder may serve for up to a three (3) year term concurrent with the fiscal year.

Section 5. TREASURER

The Treasurer will maintain and account for monies of the Council and provide a report to the membership at each meeting. The Treasurer may serve for up to a three (3) year term concurrent with the fiscal year.

Section 6. VACANCIES

Vacancies in the offices of Chair-elect, Recorder and Treasurer shall be filled by appointment by the majority of the remaining members of the Executive Committee for the remaining term. Vacancy in the office of the Chair shall be filled by the Chair-elect.

ARTICLE VIII – COMMITTEES

Section 1. SPECIAL OR AD HOC COMMITTEES

There may be such special or ad hoc committees as the Chair and/or the Executive Committee may from time to time establish for the discharge of particular duties.

Section 2. STANDING COMMITTEES

There shall be a standing committee on nominations. The Committee on Nominations shall consist of the retiring Chair, acting as chair, and three members of the membership at large. Appointments to this committee shall be made by the Chair with the concurrence of the membership. The duties of the Committee on Nominations shall be to bring forth a slate of candidates for election of Executive Committee members at the spring meeting. The Executive Committee may establish other Standing Committees as needed to discharge on-going duties.

Section 3. ADDITIONAL/DISCONTINUANCE OF COMMITTEES

Except for the Committee on Nominations, the Chair, and/or the WEC Executive Committee may at any time add to or discontinue any of its standing, special, or ad hoc committees for such time as may be determined.

ARTICLE IX – AMENDMENTS

These Bylaws may be altered or amended by a two-thirds vote of a quorum of the designated members at any scheduled meeting of the WEC. Proposed amendments must have been submitted, in written form, to the entire membership at least 30 days in advance of the scheduled meeting.

Approved unanimously by the WEC membership on October 6, 2023. Official copy for the ongoing record will be maintained by the current WEC Recorder.