

**BYLAWS OF THE  
PROVIDENCE/CRANSTON WORKFORCE DEVELOPMENT BOARD  
(Revised 1/7/16)**

The State of Rhode Island, pursuant to the Federal Workforce Innovation and Opportunity Act of 2014, under section 107(c)(4)(B)(i), has designated the Providence/Cranston Workforce Development Board as the entity responsible for the direction and oversight of employment and training programs at the local level and provides funding thereto.

Federal and State rules and regulations provide for program activities and require the Chief Local Elected Official of the City of Providence, for the Providence/Cranston Workforce Development Area to appoint a local Workforce Development Board.

The Providence /Cranston Workforce Development Board (P/CWDB) shall be established to assist the Chief Elected Officials of the Cities of Providence and Cranston, hereinafter referred to as “PC”, in strategic planning, oversight, and evaluation of the local workforce development area, and shall promote effective outcomes consistent with statewide goals, objectives, and negotiated local performance.

The vision for the Local Workforce Development Board (Local Board) is to serve as a strategic leader and convener of local workforce development system stakeholders. The Local Board partners with employers and the workforce development system to develop policies and investments that support workforce system strategies, the development of effective approaches including local and regional sector partnerships and career pathways, and high quality, customer centered service delivery and service delivery approaches.

**Acronyms and Abbreviations**

**CEO**-----Chief Elected Officials (Mayors of Cities of Providence & Cranston)

**CFR**-----Code of Federal Regulations

**CLEO**-----Chief Lead Elected Official (Mayor of the City of Providence)

**ETP**-----Eligible Training Provider

**Local Area**--- A geographic area within a state identified by the Governor that serves as a jurisdiction for the administration of workforce development activities.

**Local Board**---Providence/Cranston Workforce Development Board

**LWDB**-----Local Workforce Development Board

**P/C**-----Providence/Cranston

**PC/WDA**-----Providence/Cranston Workforce Development Area

**PC/WDB**-----Providence/Cranston Workforce Development Board

**State Board**--State Workforce Development Board

**WDA**-----Workforce Development Area (commonly referred to as “Local Area”)

**WDB**- -----Workforce Development Board

## **ARTICLE I. NAME**

The name of the Local Board shall be the Providence/Cranston Workforce Development Board, hereinafter referred to as “P/CWDB”.

## **ARTICLE II. LEGAL AUTHORITY OF THE BOARD**

The P/CWDB is organized in accordance with the Federal Workforce Innovation and Opportunity Act of 2014, hereinafter referred to as “WIOA”.

## **ARTICLE III. AREA SERVED**

The geographical region to be served by the P/CWDB shall be the Cities of Providence/Cranston and the labor market areas contained therein.

## **ARTICLE IV. DUTIES & METHODS OF THE BOARD**

### **Section 1. Duties**

As provided in WIOA sec. 107(d), the Local Board must:

- A.** Develop and submit a 4-year local plan for the local area, in partnership with the chief elected official and consistent with WIOA sec. 108;
- B.** If the local area is part of a planning region that includes other local areas, develop and submit a regional plan in collaboration with other local areas. If the local area is part of a planning region, the local plan must be submitted as a part of the regional plan;
- C.** Conduct workforce research and regional labor market analysis to include:

(1) analyses and regular updates of economic conditions, needed knowledge and skills, workforce, and workforce development (including education and training) activities to include an analysis of the strengths and weaknesses (including the capacity to provide) of such services to address the identified education and skill needs of the workforce and the employment needs of employers;

(2) Assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region;

(3) Other research, data collection, and analysis related to the workforce needs of the regional economy as the board, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions.

**D.** Convene local workforce development system stakeholders to assist in the development of the local plan under § 679.550 and in identifying non-Federal expertise and resources to leverage support for workforce development activities. Such stakeholders may assist the Local Board and standing committees in carrying out convening, brokering, and leveraging functions at the direction of the Local Board;

**E.** Lead efforts to engage with a diverse range of employers and other entities in the region in order to:

(1) Promote business representation (particularly representatives with optimum policy-making or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the Local Board;

(2) Develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;

(3) Ensure that workforce investment activities meet the needs of employers and support economic growth in the region by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and

(4) Develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers that provide the skilled

workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.

- F.** With representatives of secondary and post-secondary education programs, lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.
- G.** Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and jobseekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.
- H.** Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by:
  - (1) Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;
  - (2) Facilitating access to services provided through the one-stop delivery system involved, including access in remote areas;
  - (3) Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and
  - (4) Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.
- I.** In partnership with the chief elected official for the local area:
  - (1) Conduct oversight of youth workforce investment activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134 (c) and (d); and entire one-stop delivery system in the local area; and

- (2) Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and
  - (3) Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA sec. 116.
- J.** Negotiate and reach agreement on local performance measures with the chief elected official and the Governor.
- K.** Negotiate with the CLEO and required partners on the methods for funding the infrastructure costs of one-stop centers in the local area in accordance with § 678.715 or must notify the Governor if they fail to reach agreement at the local level and will use a State infrastructure funding mechanism.
- L.** Select the following providers in the local area, and where appropriate terminate such providers in accordance with 2 CFR part 200:
  - (1) Providers of youth workforce investment activities through competitive grants or contracts based on the recommendations of the youth standing committee (if such a committee is established); however, if the Local Board determines there is an insufficient number of eligible providers in a local area, the Local Board may award contracts on a sole-source basis as per the provisions at WIOA sec. 123(b);
  - (2) Providers of training services consistent with the criteria and information requirements established by the Governor and WIOA sec. 122;
  - (3) Providers of career services through the award of contracts, if the one-stop operator does not provide such services; and
  - (4) One-stop operators in accordance with §§ 678.600 through 678.635.
- M.** In accordance with WIOA sec. 107(d)(10)(E) work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.
- N.** Coordinate activities with education and training providers in the local area,

including:

- (1) Reviewing applications to provide adult education and literacy activities under title II for the local area to determine whether such applications are consistent with the local plan;
  - (2) Making recommendations to the eligible agency to promote alignment with such plan; and
  - (3) Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.
- O. Develop a budget for the activities of the Local Board, with approval of the chief elected official and consistent with the local plan and the duties of the Local Board.
- P. Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the local area, in accordance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
- Q. Certification of one-stop centers in accordance with § 678.800.

## **Section 2. Methods**

The P/CWDB shall perform all duties in accordance with these methods:

- A. **Convener** – Bring together business, labor, education, and economic development to focus on community workforce issues.
- B. **Workforce Analyst** – Develop, disseminate and understand current local and regional labor market and economic information and trends.
- C. **Broker** – Bring together systems to solve common problems, or broker new relationships with businesses and workers.
- D. **Community Voice** – Advocate for the importance of workforce policy, providing perspective about the need for and availability of skilled workers.

- E. *Capacity Builder*** – Enhance the local workforce development area and its ability to meet the workforce needs of local employers.

## **ARTICLE V. STAFFING AND SUPPORT**

- A.** Support for the P/CWDB shall be provided by the staff of Workforce Solutions of Providence/Cranston (WSPC).
- B.** The WSPC staff will work on implementation of the policies, goals and activities recommended by the P/CWDB. The staff shall make regular reports to the P/CWDB on implementation. WSPC staff shall be responsible for preparing and distributing agendas for all public meetings.
- C.** Staff of WSPC shall maintain an official membership list, attendance records, a record of all actions of the P/CWDB, minutes of all public meetings and other documents of the P/CWDB and its committees.

### **Section 1. Composition**

The WSPC staff shall ensure the membership of the P/CWDB conforms to all requirements of the WIOA, including, but not limited to:

- A.** A majority of the members of the Local Board must be representatives of business in the local area. Each business representative must meet the following criteria:
  - (1) be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making or hiring authority; and
  - (2) provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA sec. 3(23).
- B.** At least 20 percent of the members of the Local Board must be workforce representatives. These representatives:
  - (1) Must include two or more representatives of labor organizations, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives;
  - (2) Must include one or more representatives of a joint labor-management, or union

affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists;

(3) 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

(4) 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.

**C. The Local Board must also include:**

(1) At least one eligible provider administering adult education and literacy activities under WIOA title II;

(2) At least one representative from an institution of higher education providing workforce investment activities, including community colleges; and

(3) At least one representative from each of the following governmental and economic and community development entities:

(i) Economic and community development entities;

(ii) The State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area; and

(iii) The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title;

**D. The membership of Local Boards may include individuals or representatives of other appropriate entities in the local area, including:**

(1) Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated

expertise in addressing the education or training needs for individuals with barriers to employment;

(2) Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;

(3) Philanthropic organizations serving the local area; and

(4) Other appropriate individuals as determined by the chief elected official.

**E.** Members must be individuals with optimum policy-making authority within the entities they represent.

**F.** Chief elected officials must establish a formal nomination and appointment process, consistent with the criteria established by the Governor and State Board under sec. 107(b)(1) of WIOA for appointment of members of the Local Boards, that ensures:

(1) Business representatives are appointed from among individuals who are nominated by local business organizations and business trade associations.

(2) Labor representatives are appointed from among individuals who are nominated by local labor federations (or, for a local area in which no employees are represented by such organizations, other representatives of employees); and

(3) When there is more than one local area provider of adult education and literacy activities under title II, or multiple institutions of higher education providing workforce investment activities as described in WIOA 107(b)(2)(C)(i) or (ii), nominations are solicited from those particular entities. (WIOA sec. 107(b)(6))

**G.** An individual may be appointed as a representative of more than one entity if the individual meets all the criteria for representation, including the criteria described in paragraphs (C) through (G) of this section, for each entity.

(i) All required board members must have voting privilege. The chief elected official may convey voting privileges to non-required members.

## **Section 2. Appointments**

**A.** Members of the P/CWDB shall be appointed by the CLEO.

- B.** WSPC staff shall ensure the membership and appointment of P/CWDB members are in accordance with WIOA and applicable State criteria.
- C.** The composition of the P/CWDB shall be subject to certification by the Governor.
- D.** Members who are appointed to fill a vacancy shall serve until the normal expiration of the term of the vacant seat. A member can continue to serve until reappointment or replacement by the CLEO.

### **Section 3. Term**

- A.** The term of each P/CWDB member shall be three (3) years, upon which time consideration for reappointment shall occur. The terms of all representatives may be staggered at the discretion of the CLEO.
- B.** There shall be no term limits.
- C.** Members who are no longer actively involved in the work of his/her membership category within the Workforce Development Area (WDA) of Providence/Cranston shall be required to resign from his/her P/CWDB seat.
- D.** Members shall immediately inform the P/CWDB of a change in employer or employment status, or other change in membership category, at which time it shall be determined if the member is eligible to continue serving on the P/CWDB.

### **Section 4. Recruitments and Nominations**

- A.** In the event of a vacancy, the P/CWDB Membership Committee is responsible for maintaining the required composition of the P/CWDB, as stated in these bylaws. A vacancy may not necessarily be filled if the required composition of the P/CWDB can be maintained without filling the vacancy.
- B.** All nominees shall be required to submit a membership application.
- C.** Nominations shall be reviewed by the P/CWDB Membership Committee to ensure that nominees meet the membership criteria as stated in these bylaws. If a nomination is approved by the Membership Committee, the Membership Committee shall bring forth the nomination to the full P/CWDB for consideration.
- D.** The recommendation of the full P/CWDB shall be forwarded to the CLEO for action

on the recommendation for appointment or rejection.

### **Section 5. Vacancies**

- A.** A vacancy on the P/CWDB shall exist on the occurrence of noncompliance with applicable Federal and State regulations, or change in employment status from active employment in the classification that served as the basis for the appointment or other change in membership category.
- B.** Vacancies will not necessarily be filled by individuals from a like organization; industry, employer, or association so long as the required membership composition is maintained.

### **Section 6. Resignations**

- A.** Any member may resign by providing written notice to the P/CWDB Chair and/or P/CWDB Membership Committee.
- B.** The P/CWDB Chair shall provide written notice of all resignations to the CLEO.

### **Section 7. Removal**

- A.** A P/CWDB member may be removed from the P/CWDB if the member's conduct or action, in his/her capacity as a member or personal/professional dealings, is having or will have a severe detrimental effect on the ability of the P/CWDB to conduct its business.
- B.** Procedures for Removal by P/CWDB:
  - 1. The membership of the P/CWDB shall develop a policy for the removal of members that shall be proposed and discussed at an Executive Committee meeting called for that purpose;
  - 2. The recommendation for removal from the Executive Committee shall be brought before the full P/CWDB for discussion and vote;
  - 3. The member whose removal is being considered shall be invited to present reason(s) why his/her removal should be reconsidered at both the Executive Committee and full P/CWDB meeting;

4. Removal from the P/CWDB shall require a two-thirds majority and affirmative vote of the P/CWDB at a regularly scheduled meeting, in which a quorum has been established; and
5. The P/CWDB Chair shall forward the recommendation for removal to the CLEO for approval.

### **Section 8. Size**

- A. The membership size of the P/CWDB shall be that which is required by the WIOA, and to fulfill the duties of the P/CWDB.
- B. An individual may serve as a representative of more than one membership category so long as adequate justification for his/her expertise in each area is established and meets all the criteria for representation in accordance with WIOA. No matter how many membership categories an individual represents, he/she is only entitled to one vote and may only be counted as a single member of the P/CWDB.

## **ARTICLE VII. OFFICERS AND THEIR ELECTIONS**

### **Section 1. Officers**

- A. The officers of the P/CWDB shall be Chair, Vice Chair, and Secretary.
- B. There shall be elected one (1) individual to serve in each designated office.
- C. The Chair of the P/CWDB shall be elected by the P/CWDB from among the Business representatives. The remainder of the officers may be elected from any of the representative groups.

### **Section 2. Election of Officers**

The P/CWDB shall elect officers in the last regularly scheduled meeting before January 31 of each year in which the term of an officer is to expire. The term shall commence on the first subsequent meeting.

### **Section 3. Term of Officers**

- A. The term of each officer shall be two (2) years.

- B. There shall be no consecutive term limits for officers.
- C. An officer shall serve his or her term until a successor is elected due to a resignation or removal from office.
- D. An officer vacancy shall be filled by vote at a subsequent full P/CWDB meeting.
- E. An officer selected to fill a vacancy shall serve for the remainder of the term of the individual whose vacancy s/he is selected to fill.

#### **Section 4. Duties of Officers**

##### **A. *Chair.*** The P/CWDB Chair shall:

1. Represent the P/CWDB to the CLEO and the general public;
2. Preside over all regular and special meetings of the P/CWDB;
3. Serve as Chair of the Executive Committee of the P/CWDB;
4. Prepare the agenda for P/CWDB meetings in consultation with the WSPC Administrator.
5. Appoint all committee Chairs and committee members in consultation with the WSPC Administrator;
6. In cooperation with the WSPC Administrator, determine the number and composition of the Youth Committee of the P/CWDB to meet the local Workforce Development Area needs;
7. In consultation with the WSPC Administrator, determine the sections of the annual WIOA Local and State Plans that are to be developed by the P/CWDB and Youth Committee because those sections relate to eligible youth, and determine the duties of the Youth Committee in addition to those described in the WIOA; and
8. Assign and delegate such responsibilities from time to time.

##### **B. *Vice Chair.*** The P/CWDB Vice-Chair shall:

1. In the absence of the P/CWDB Chair, perform all the duties of the P/CWDB Chair; and
2. Assign and delegate such responsibilities from time to time.

**C. Secretary.** The P/CWDB Secretary shall:

1. In the absence of the P/CWDB Chair and P/CWDB Vice Chair, perform all duties of the P/CWDB Chair; and
2. Assign and delegate such responsibilities from time to time.

### **Section 5. Removal of Officers**

The removal of an officer shall require a two-thirds majority vote of the P/CWDB and conform to the procedures for member removal as outlined in these bylaws.

## **ARTICLE VIII. MEETINGS**

### **Section 1. Public Meetings**

- A.** All meetings of the P/CWDB and its committees shall be called and conducted in conformity with the provisions of the Rhode Island Open Meetings Law.
- B.** Robert's Rules of Order, Newly Revised, shall govern P/CWDB meetings in all cases in which they are applicable and to the extent in which they are not in conflict with these bylaws and other applicable law.
- C.** Regular meetings of the P/CWDB and its standing and/or ad hoc committees shall be published annually in December and posted with the RI Secretary of State for the period of January 1st to December 31st of the calendar year. Supplemental meeting notices must be filed at least 48 hours before the date of the meeting.
- D.** Special meetings of the P/CWDB may be called at any time by any officer of the P/CWDB or 20% of the membership for any purpose
- E.** Notice of the time and place of special meetings shall be provided to each member and the public in accordance with the Rhode Island Open Meetings Law.
- F.** The presiding officer of a meeting, at his/her discretion, may adjourn any meeting, whether a quorum has been established or not, to another time and place. The same meeting may not be adjourned more than once.

### **Section 2. Quorum**

- A.** A simple majority of appointed members shall constitute a quorum for the transaction

of business at all P/CWDB and designated standing committee meetings.

- B.** A meeting at which a quorum is initially established may not continue to transact business or vote if the quorum is not maintained due to the withdrawal or departure of members.

### **Section 3. Voting**

- A.** Each member of the P/CWDB shall be entitled to one vote on an action.
- B.** No member of the P/CWDB shall cast a vote on any matter which has direct bearing on services to be provided by the member or any organization with which that member is associated, or would otherwise be the basis for a conflict of interest, as outlined in these bylaws in Article X. Conflict of Interest, Ethics & Economic Interests, Section 1.
- C.** Action brought before the P/CWDB shall be resolved by a vote of a simple majority of the members present, provided a quorum is present.
- D.** At the request of any member, or upon the discretion of the Chair, a roll-call or ballot vote may be requested for any action of the P/CWDB.

## **ARTICLE IX. COMMITTEES**

### **Section 1. General**

- A.** All standing committees established under the P/CWDB shall conform to the bylaws of the full P/CWDB.
- B.** All actions of the P/CWDB standing committees and workgroups are advisory to the P/CWDB.
- C.** Chairs of the P/CWDB standing committees, in consultation with the P/CWDB Administrator, shall prepare the agenda for meetings.
- D.** Members who are designated as a America's Job Center of Rhode Island or One-Stop Career Center Operator shall not serve on any standing committee that deals with the oversight of the Job Center or One-Stop system or allocation of resources that would potentially be allocated to that member's program or might otherwise be the basis of a conflict of interest, as outlined in these bylaws in Article X. Conflict of Interest, Ethics & Economic Interests, Section 1

## **Section 2. Standing Committees**

**A.** There shall be established standing committees of the P/CWDB to include the:

Executive Committee,  
WIOA Oversight Committee,  
Membership Committee  
Youth Committee  
Veterans Committee  
Disability Committee  
Special Projects

**B.** To the extent possible, standing committees shall be comprised of the required P/CWDB representative categories as outlined in the WIOA and must be chaired by a member of the P/CWDB.

**C.** The term of the Chair of any standing committee shall be for two (2) years, concurrent with the term of the Chair of the P/CWDB.

**D.** Excluding the Executive Committee, Non-Board individuals may be invited to participate as a member on standing committees and will have voting rights.

## **Section 3. Executive Committee**

**A.** The Executive Committee shall be comprised of the following Board members: Chair, Vice Chair, Secretary and the Chair of standing committees.

**B.** The P/CWDB Chair shall serve as Chair of the Executive Committee.

**C.** Responsibilities of the Executive Committee shall include:

1. Report upon all action taken by the committee at regularly scheduled P/CWDB meetings.

2. Emergency actions and all other actions taken by the Executive Committee without the prior approval of the full P/CWDB are conditional and subject to either ratification or rescission by the full P/CWDB at its subsequent meeting.

3. Determine responsibilities of all standing committees and workgroups and review work plans of such bodies;

4. Perform other duties as the P/CWDB may deem necessary.

#### **Section 4. WIOA Oversight Committee**

- A.** A WIOA Oversight Committee shall be established and composed of P/CWDB members as directed by the P/CWDB Chair.
- B.** Responsibilities of the Oversight Committee shall include:
  1. Conduct monitoring and evaluation of services, activities and grants or contracts, including the Providence America's Job Center or One-Stop Career Center(s), funded by the WIOA or otherwise and awarded by the P/CWDB, as related to all Adult, Dislocated Worker; and
  2. Report back to the full P/CWDB on issues, as directed by the full P/CWDB.

#### **Section 5. Youth Committee**

- A.** A Youth Committee shall be designated as a standing committee of the P/CWDB in accordance with the WIOA and be comprised of members in compliance with WIOA and the local workforce development area needs.
- B.** Responsibilities of the Youth Committee shall include, but not be limited to the following:
  1. Inform, assist, and make recommendations to the Executive Committee and the full P/CWDB in developing and overseeing a comprehensive youth program and eligible providers for those programs;
  2. Foster integration and collaboration of youth activities in the local Workforce Development Area; and
  3. Report back to the full P/CWDB on issues as directed by the full P/CWDB.
- C.** The Youth Committee Chair shall be appointed by the P/CWDB Chair.
- D.** The term of each Youth Committee member, shall be two (2) years and follow guidelines for removal and appointment as established in these bylaws.
- E.** Members of the Youth Committee who are not members of the P/CWDB shall be

voting members of the Youth Committee and nonvoting members of the P/CWDB.

#### **Section 6. Other Committees**

- A.** The P/CWDB Chair may from time to time establish other standing committees or workgroups to assist the P/CWDB in carrying out its duties or current work, by appointing a P/CWDB member as Chair of that committee or workgroup.
- B.** Workgroups may include individuals who are not appointed to the P/CWDB so long as the individual has expertise in the topic/task of such body.
- C.** The P/CWDB Chair shall be responsible for appointing the members of all standing committees including P/CWDB members and other interested stakeholders, as appropriate.

### **ARTICLE X. CONFLICT OF INTEREST, ETHICS & ECONOMIC INTERESTS**

#### **Section 1. Conflict of Interest**

- A.** Members of the P/CWDB shall comply with applicable Conflict of Interest laws established by the Rhode Island Ethics Commission and applicable administrative regulations and any amendments to the Act or regulations.
- B.** All members are required to file a Financial Disclosure Statement with the Rhode Island Ethics Commission upon appointment and annually.
- C.** Each member is responsible for determining whether any potential or actual conflict of interest exists or arises for him/herself during tenure on the P/CWDB and/or standing committee.
- D.** Any member with a potential or actual conflict of interest shall comply with applicable law, including requirements for public disclosure and recusal.

### **ARTICLE XI. AMENDMENTS**

- A.** Amendments to these bylaws may be made at any regularly scheduled meeting of the P/CWDB, provided the amendment has been submitted in writing at the previous regular meeting or at least seven (7) days in advance of the meeting at which the amendments will be presented for action.

- B.** Amendments require an affirmative vote of three quarters (3/4) of the membership present at a meeting where a quorum is present.

## **ARTICLE XII. SEVERABILITY**

If any part of these bylaws is held to be null and/or void, the validity of the remaining portion of the bylaws shall not be affected.

## **ARTICLE XIII. ENACTMENT**

These bylaws shall become effective upon adoption by a majority vote of the P/CW DB and shall remain in effect, as amended by Article XII, until dissolution of the P/CWDB.