

**Michigan Works!  
Region 7B Consortium  
Career & Educational Advisory Council**

**BY-LAWS**

**ARTICLE I - Establishment**

**Section 1.01 - Name**

The name of this Board shall be the Michigan Works! Region 7B Consortium Career & Educational Advisory Council, hereinafter referred to as The CEAC. Replacing the Educational Advisory Group (EAG).

**Section 1.02 - Area Served**

The Service Delivery Area (SDA) for the CEAC is the geographic and political jurisdiction of the counties of Arenac, Clare, Gladwin, Iosco, Ogemaw and Roscommon in the State of Michigan.

**Section 1.03 - Provision of Establishment**

The CEAC is established pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014, preceded by the Workforce Investment Act (WIA) of 1998 and Job Training Partnership Act (JTPA), implemented October 1, 1983, incorporated with the Department of Commerce May 24, 1985 and combined July 1, 1987. In addition, Michigan PA 491 of 2006, states EAGs are required by states law to serve in an advisory capacity to each of the Workforce Development Boards.

**ARTICLE II - Purpose and Goals**

**Section 2.01 - Purpose**

Federal legislation encourages local Workforce Development Boards (WDB's) to set forth strategic workforce development WIOA Local Plans and to work closely with schools and colleges to improve the skills of the workforce. The CEAC shall advise the WDB regarding the educational portion of their WIOA local Plan and programs as specified in the Roles and Responsibilities. As an advisory group to the WDB, the CEAC will also coordinate with other educational entities in guiding career development programs and career pathways, such as high schools, community colleges, career and technical education, adult education programs, prisoner reentry programs, corrections education, veterans' programs, and college access networks in support of the WDB's mission and strategic workforce development outline in the WIOA Local Plan.

## **Section 2.02 – Roles and Responsibilities**

The role of the CEAC is:

- Advise WDB on career & education related items;
- Assist State's Section 107 fiscal agent in creating process to select education providers and advises on alignment with the WDB's WIOA Local Plan;
- Review and comment on Perkins Long Range Plan;
- Collaborate with secondary institutions to ensure skills taught align with industry demand;
- Review Perkins V long range plan and provide public comment;
- Inform Michigan's Perkins V strategic vision and goals for preparing and education and skilled workforce;
- Encourage stakeholders to participate on industry specific advisory committees at post-secondary institutes;
- Advise post-secondary institutions about current and emerging in-demand careers;
- Advise post-secondary on work-based learning opportunities;
- Share research related to occupational trends, skill attainment and program completion;
- Advise post-secondary on opportunities to develop new occupational programs;
- Coordinate professional development for faculty and administrator in specified sectors;
- Participate in design, implementation and evaluation of post-secondary Perkins Career and Technical Education programs;
- Collaborate with ISD fiscal agent on the regional strategic plan;
- Review regional Labor Market Information projections and documents intermediate district's career cluster rankings of ten year job opening projections and median wage for each standard occupational code;
- Assures that the Michigan Department of Education's (MDE) regional strategic plan's highest five career cluster rankings appear in any of the other ISD Fiscal agent's regional strategic plans;
- Recommends modification to the MDE regional strategic plan if necessary to accurately reflect employers' demand for talent;
- Certifies career cluster rankings are accurate for the region and updates these plans every four years;
- Collaborate with MiSTEM Network in developing a strategic plan that address employers' need or Science, Technology, Engineering and Math;
- Coordinate with MiSTEM Network to ensure best practices are being shared.

### **Section 2.03 - Metrics**

The CEAC will establish metrics with specific targets, to determine progress on their success in implementing career and educational priorities. Metrics for the following priorities are required:

- Establishing Registered Apprenticeships.
- Promoting career pathway and exploration events such as talent tours, MiCareeQuest, Manufacturing Week, Energy Week, and National Registered Apprenticeship week.

## **ARTICLE III - Organization**

### **Section 3.01 - Membership of the CEAC**

Membership on the Council shall comply with State requirements.

### **Section 3.02 - Terms of Members**

The terms of the members shall be set in accordance with CEAC Policy, or for as long as that person continues to represent the category for which their membership was granted. One term may not exceed two years.

### **Section 3.03 - Attendance**

CEAC members are expected to attend meetings regularly. Attendance via phone conference shall be allowed and counted as attending. Members who miss two consecutive meetings will be contacted by the Chairperson or Region 7B Consortium Executive Director. Members not participating may be removed from the CEAC.

### **Section 3.04 – Conflict of Interest**

Conflict of interest provisions do not apply to CEAC members; however CEACs must be mindful of perceived conflict of interests. In the case of a perceived conflict of interest the affected member will abstain from voting on that matter.

## **ARTICLE IV - Officers**

### **Section 4.01 – Chairperson**

The officers of the Council shall consist of an Education Chair  
Their duties and powers shall include, but are not limited to the following:

- Assist in the preparation of the agenda and preside at all regular and special meetings of the CEAC;
- Appoint members of special committees to the CEAC;
- Serve as Official Liaison to the CEAC, in person or by designee.
- May delegate authority and responsibility as so needed.

### **Section 4.02 - Vice Chairperson**

The Vice Chairperson shall be elected by the CEAC. Their duties and power shall include, but are not limited to the following activities:

- Preside at regular and special CEAC meetings in the absence of the Chairperson;
- Perform other such duties from time to time as assigned by the Chairperson.

### **Section 4.032 - Staff**

Any staff for the CEAC shall:

- In addition to appointment members to the CEAC, the WDB has the added responsibility of arranging for and coordinating CEAC staff support.
- The WDB will also designate a “lead” point of contact. The lead point of contact shall serve as the point person to the TIA for the CEAC and ensure all required operational documents are submitted to the TIA through established procedures.

## **ARTICLE V - CEAC Meetings**

### **Section 5.01 - Regular Meetings**

A minimum of three official meetings of the CEAC shall be held a year. In accordance with the Michigan Open Meetings Act. Note: Michigan's Open Meetings Act defines a meeting in Section 15.262. "Meeting" means the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy.

### **Section 5.02 - Special Meetings**

Special meetings may be held at the call of the Chair; and shall be conducted and issued in compliance with the Open Meetings Act.

### **Section 5.03 - Quorum**

Except as otherwise set forth in the By-laws in order for the Council to take any action, a majority of the Council members present at the meeting must vote in favor of the proposed action. No official business may be conducted in the absence of a quorum.

- A quorum for the transaction of business at any meeting shall consist of a majority of all current Council members. There shall be no proxy votes.
- To the extent allowed by the Michigan Open Meetings Act, members participating via conference call or other meeting technology shall count towards a quorum.

## **ARTICLE VI - Committees**

### **Section 6.01 - Committees**

The Chair may agree to appoint committees for specific purposes as may be deemed necessary or desirable to conduct the business of the Council. Any committee so appointed shall have powers and responsibilities defined and delegated by the agreement of the Chair.

**ARTICLE VII – Contracts, Grants, Loans, Checks, and Deposits**

**Section 7.01 - Funding**

The Council shall not have the authority to enter contracts, to receive or issue grants, to issue checks, to make deposits or to receive funding.

**ARTICLE VIII – Agents, Consultants, Professional Service Staffing**

The Council shall not have the authority to engage agents, consultants, or professional services. Staffing shall be provided by Michigan Works! Region 7B Consortium.

**ARTICLE IX – Conflict of Interest**

All Council members shall comply with all applicable conflict of interest laws, regulations, directives and guidelines.

**ARTICLE X – By-Law Amendments**

These By-Laws may be altered, amended, or repealed by affirmative vote of the Majority Council members.