

# **BY-LAWS**

## **Regional Workforce Education Alliance**

### **SECTION I. - PURPOSE**

The City of New Braunfels City Council and the City of Seguin City Council have established the Regional Workforce Education Alliance (“RWEA”) as a strategic group for clear communication, aligned efforts, collaboration, and targeted support for workforce education efforts. The vision of the RWEA is to capitalize on opportunities that support industry and lead to an increased quality of life and positive generational change.

### **SECTION II. - MEMBERSHIP**

- A. Appointment - The Alliance shall consist of ten (10) members. Five (5) members shall be appointed by the City Council of the City of New Braunfels and five (5) members shall be appointed by the City Council of the City of Seguin. Members shall represent workforce industries within the region.
- B. Ex Officio Members – Regional school districts and post-secondary educational institutions may appoint a single representative that shall serve as Ex Officio voting members and are not subject to the term limits outlined in Section II. C, below and are not included in the number of appointed members. Ex-officio members appointed from regional school districts shall be Career and Technical Education (CTE) representatives or an equivalent position. All Ex-Officio members appointed must follow board and commission appointment application procedures as prescribed by the City of New Braunfels and the City of Seguin.
- C. Term - All members, except for Ex Officio Members described in Section II.B, above, shall serve a two (2) year term.
- D. Attendance - Any member who shall be absent for more than three consecutive regular meetings during one calendar year will be at risk of automatically losing his or her membership. Members who accrue three consecutive absences may make an appeal to the Chair to request additional considerations before removal from the Alliance. This appeal must be initiated via email or in person, before the next regularly scheduled meeting after the member’s third absence is accrued. The Chair has the discretion to decide the membership status.
- E. Vacancies - Should a member resign, fail to serve, or accrue enough absences to lose their membership, notices will be given to the City Council who appointed such member and who shall appoint a new member to fill the unexpired term of the vacating member.

### **SECTION III - OFFICERS**

- A. Election - The Alliance shall, by a majority vote, elect from their membership a Chair and a Vice-Chair to serve for a term of two (2) years. The Chair and Vice-Chair will be representatives from alternating Cities (i.e., Chair from Seguin and Vice-Chair from New Braunfels) and after each term, the representative cities will swap (i.e., Chair

from New Braunfels and Vice-Chair from Seguin).

**B. Duties & Additional Roles –**

Chair - shall conduct meetings, call special meetings, and be the spokesperson for all Committee actions.

Vice-Chair - shall perform all duties of the Chair in the absence of the Chair.

A Secretary will serve in a non-elected capacity and is assumed by an active member at the Chair's discretion. The Secretary shall assist the Chair and Vice-Chair with taking minutes during/after each meeting.

**SECTION IV - RESPONSIBILITIES**

The responsibilities of the Alliance shall include, but are not limited to:

- Serve as a strategic alliance that fosters work/skill/education pathways and career exploration that lead to placement in high wage careers.
- Bring together and align strategic objectives and opportunities for secondary students, post-secondary students (workforce or academic), post-secondary education providers, industry partners, and the communities that we serve. ***\*\* This aligns with our strategic objectives***
- Create and maintain channels of cross functional communication to optimize idea flow and action implementation.
- Regularly review the offerings and needs from regional school districts, post-secondary education providers, industry partners, and other service providers. Check for alignment with the regional economic development strategic plan.
- Request, review, and evaluate annual regional workforce reports provided by Chamber or City representatives
- Evaluate needs of the Central Texas Technology Center.
- Provide updates and recommendations affecting workforce education in the region.

**SECTION V - MEETINGS**

Regular meetings shall be held at least bi-monthly at the Central Texas Technology Center or at such other time or place as the Chair may designate. Notice of all meetings shall be given in writing at least 72 hours prior to the meeting date. The Chair is authorized to call a special meeting of the Alliance.

**SECTION VI - QUORUM**

A quorum shall consist of a majority of the members then duly appointed, and no action shall be taken in the absence of a quorum.

## **SECTION VII - VOTING**

The affirmative vote of the majority of the members present is necessary for the Alliance to take action.

## **SECTION VIII – AMENDING BY-LAWS**

These By-Laws may be amended at any meeting of the Alliance by a majority vote of the members present (quorum required) provided notice of the proposed amendment was given to each member in writing at least 72 hours prior to the subject meeting. Amendments shall require approval by both City Councils.