

**BYLAWS OF THE
VIRGINIA APPRENTICESHIP COUNCIL**

Section 1: Officers

At the beginning of each year, the Governor designates one member to serve as Chairman. There shall be elected annually from the membership of the Virginia Apprenticeship Council a Vice Chairman. The Vice Chairman shall be elected by majority vote of the Council on an open ballot taken at the Council's first meeting of the fiscal year.

The election shall be the first agenda item.

The Chairman shall be the presiding officer at all meetings of the Council. The Chairman shall be responsible for calling meetings as set out in these Bylaws. The Vice Chairman shall, in the absence of the Chairman, perform the duties of the Chairman.

The Commissioner of Labor and Industry or the designated representative shall serve as Secretary of the Council. The Secretary shall keep a faithful copy of the minutes of each meeting. The minutes shall be kept in the office of the Apprenticeship Program, Department of Labor and Industry. Any parts of the meeting designated as public hearings shall be taken down stenographically or by such other method that will assure a complete and accurate copy of the remarks made at the hearing.

The Chairman shall make all rulings on procedure and points of order, based on Robert's Rules of Order. Such rulings shall prevail unless overruled by a majority of Council.

Section 2: Meetings

The Council shall meet quarterly on the third Thursday of the first month of each quarter or as called by the Chairman.

Section 3: Quorum

Seven members of the Council shall constitute a quorum. As stated in the Voluntary Apprenticeship Act, 40.1-117, “All members, including ex officio members shall have voting privileges.”

Section 4: Agenda

The Chairman shall send an agenda to each member of the Council two weeks prior to the meeting. Any member of Council may notify the Chairman of any item they wish placed on the agenda. The agenda will be as follows:

1. Call to order.
2. Introduction of Council members and guests.
3. Approval of the minutes of any previous meeting.
4. Correspondence.
5. Old business.
6. New business
 - a. Report of the Consultant for federal purposes.
 - b. State Apprenticeship Program Manager’s report.
7. Schedule next quarterly meeting.
8. Adjournment

Section 5: Conduct of Meeting

The Chairman or in his absence, the Vice Chairman, shall presided over the meetings. If both the Chairman and the Vice Chairman are absent, the meeting shall be chaired temporarily by the Commissioner of Labor and Industry. The first order of business shall be the election of a Chairman for the meeting.

All decisions of the Council shall be by open vote. Actions of the Council shall be by majority of vote of those present. Each member, including the Chairman, shall have one vote on any matter coming before the Council, and each vote shall be recorded by the Secretary.

Section 6: Motions

Any member, including the Chairman, may make a motion concerning any item on the agenda which is pending before the Council. The Chairman shall require the motion to be submitted in writing or to be stated clearly. All motions are required to have a second. The Chairman shall, at his discretion, set time limits and the order of debate. All motions may be amended with a second. An amended motion shall take precedence over the main motion. Amendments to amended motions shall either be accepted or voted upon without debate. All official votes shall be by roll call vote.

Section 7: Designated Representatives

The Commissioner of the Virginia Employment Commission and the Chancellor of the Virginia Community College system may authorize a representative to sit in his or her place on the Council as stated in the Virginia Voluntary Apprenticeship Act, 40.1-117. The authorization shall be made in writing to the Chairman of the Council.

Section 8: Executive Sessions

No executive session of the Council shall be held unless a majority of those present vote in open session to hold such meeting. The reason for such meeting shall be one designated in the Virginia Freedom of Information Act. The general subject matter and the purpose of the executive session shall be fully stated in the agenda or in the minutes of the Council. Minutes of an executive meeting shall be taken only as the Chairman shall direct.

Section 9: Minutes

The minutes shall be sent to members of the Council by mail for approval thirty (30) days prior to the next Council meeting. Each member shall indicate his approval/disapproval of the minutes in writing to the Secretary of the Apprenticeship Council within two (2) weeks.

Unless a majority of the members indicate disapproval, the minutes will be approved and released to the public. At the next Council meeting the approval/disapproval of the minutes will be acknowledged.

Section 10: Subcommittee and Special Committees

The Chairman with the approval of the Council shall appoint a permanent voluntary subcommittee to meet between regular meetings of the Council.

The Chairman with the approval of the Council may appoint special committees as deemed necessary.

Section 11: Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the Council members present and voting subject to the following: Any proposals for bylaws change must be submitted in writing to all Council Members 30 days in advance of the scheduled meeting at which they are to be voted upon.

CERTIFICATE

I certify that the foregoing is a true and correct copy of the Bylaws of the Virginia Voluntary Apprenticeship Council, as amended through December 10, 1998.

Chairman of the Virginia Apprenticeship Council

Date

*Revised 9/25/95
Revised 12/10/98*