

WASHINGTON STATE ADULT EDUCATION ADVISORY COUNCIL BYLAWS

As Amended on June 7, 2023

Article I – NAME OF ORGANIZATION

- 1-1 This organization shall be known as the Washington State Adult Education Advisory Council, hereinafter referred to as the State Council.

Article II – OBJECTS

- 2-1 The object of the State Council shall be to fulfill the purposes as defined in the Workforce Innovation and Opportunity Act (Public Law 113-128, July 22, 2014)

Article III – MEMBERSHIP

- 3-1 The membership of the State Council shall be comprised broadly representative of citizens and groups within the state having an interest in adult education and literacy as specified by Section 201 of the Workforce Innovation and Opportunity Act (Public Law 113-128, July 22, 2014).
- 3-2 All members will be appointed by the Governor.
- 3-3 Any vacancy on the State Council shall be filled in the same manner as the original appointment.

Article IV – TERMS OF MEMBERSHIP

- 4-1 Nine members will be appointed for three years, except that in the case of initial appointments terms will be staggered for one, two, and three-year terms.
- 4-2 Nine ex-officio members, to include a currently/previously enrolled student, with full voting privileges will be appointed as a responsibility of the respective office each holds. These ex-officio members will serve without term limits with the exception of the student member who will serve for a year with extensions allowable.
- 4-3 All members will serve until their successors are appointed.

Article V – ALTERNATES

- 5-1 Each member of the State Council may designate one individual to function in his or her place as an alternate with the right to cast his or her vote. Each alternate must be designated by written notice to the Director of the Office of Basic Education for Adults.

Article VI - VOTING PROCEDURES

- 6-1 No action shall be taken by less than a two-thirds affirmative vote.
- 6-2 Eight members of the State Council shall constitute a quorum for the purpose of transmitting recommendations and proposals to the Governor, the Workforce Training and Education Coordinating Board or the State Board for Community and Technical Colleges.
- 6-3 One member more than one-half of the members present at State Council meetings shall constitute a quorum for the purpose of other action items.

- 6-4 All members of the State Council shall have the right to vote on any matters coming before the State council. Members may abstain from voting and abstention will be duly noted in the minutes.
- 6-5 Each member of the State Council may authorize any other State Council member to cast his or her vote by proxy; provided that a proxy authorization is presented in writing to the presiding officer prior to the taking of a vote and that the authorizing member is not present when his or her proxy vote is cast.

Article VII – COUNCIL OFFICERS

- 7-1 The Chair and Vice Chair shall be elected by the State Council from among the members of the State Council at the summer meeting. Due to the term limit, the student representative is excluded from holding office.
- 7-2 The Director of the Office of Basic Education for Adults shall function as Secretary to the State Council.
- 7-3 The Chair shall be elected to a two-year term of office. The chair shall be elected to a one-year term of office.
- 7-4 The Vice Chair shall be elected to a two-year term of office and automatically succeed to the office of chair concluding the chair's term. The chair shall be elected to a one-year term of office and automatically succeed to the office of chair concluding the chair's term.
- 7-5 The Chair shall preside at all meetings, shall appoint all committees, shall sign all official documents that relate to specific action taken by the State Council, shall perform such other duties as may be assigned by the State Council, and may delegate authority as necessary.
- 7-6 The Vice Chair shall perform all duties of the Chair when the Chair is absent and shall perform such other duties as assigned by the State Council.
- 7-7 The Secretary shall prepare the agenda for all meetings in consultation with the Chair and Vice Chair, provide meeting notices, record proceedings of the State Council and keep such records.
- 7.8 Council for Basic Skills (CBS) Chair and Past Chair: The chair is the official liaison between the AEAC and CBS. The Past Chair will serve for continuity.

Article VIII – COUNCIL MEETINGS

- 8-1 The State Council shall meet at least four times annually at such time and places as determined by the Chair and Vice Chair.
- 8-2 Prior notice of any meeting shall be furnished to members and the general public in accordance with the Open Public Meetings Act.
- 8-3 An agenda for each State Council meeting, with the approval of the Chair, shall be mailed or delivered to each State Council member and alternate prior to the next scheduled meeting.

8-4 Meeting agendas may be revised or changed at the discretion of the Chair.

Article IX – COMMITTEES

9-1 The State Council may establish standing or subcommittees as are necessary.

9-2 The chair of each committee shall be appointed by the Chair of the State Council and he or she shall, in coordination with staff, determine the date, time, and place for meetings of the committee. Committee members shall be notified in writing, as early as possible, of any scheduled meeting.

9-3 Committees shall fulfill the responsibilities defined by the State Council and submit timely reports and recommendations to the State Council for disposition.

Article X – RULES OF ORDER

10-1 Robert’s Rules of Order, Newly Revised, shall serve as parliamentary authority for procedures not covered by these bylaws.

Article XI – PUBLIC ATTENDANCE

11-1 All regular and special meetings of the State Council shall be open to the public. Any member of the public or group wishing to make a presentation or comment to the State Council may do so upon request, subject to approval by the Chair or at the discretion of the State Council.

Article XII - AMENDMENT OF THESE BYLAWS

12-1 These bylaws may be amended at any regular meeting of the Council by a two-thirds affirmative vote of all eligible voters.