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**TASK FORCE ON MINORITY UNEMPLOYMENT
BY-LAWS**

ARTICLE 1. Name and Authority

The name of this organization shall be the Task Force on Minority Unemployment ("Task Force"). The Task Force shall be constituted under the auspices of the Governor's Council on Workforce Investment (CWI) as a "special committee" under Article VI, Section 6.3 of the CWI By-Laws.

ARTICLE 2. Purpose

The purpose of the Task Force shall be to recommend strategies to increase minority employment in Milwaukee County related but not limited to workforce training, transitional employment, transportation, incarceration, entrepreneurship, minority-owned enterprises, and the elimination of barriers to employment.

ARTICLE 3. Organization

3.1 Membership

The Task Force shall be made up of members representing a cross-section of workforce partners including but not limited to Milwaukee-area employers, business leaders, educators, policymakers, workforce professionals from the public and non-profit sectors, and others with interest in addressing issues involving minority unemployment in Milwaukee County. There shall be no maximum number of Task Force members but at least a majority must be private sector employers or representatives of employer associations. As required by Article VI, Section 6.3 of the CWI By-Laws, at least one Task Force member must be a member of the Governor's Council on Workforce Investment.

3.2 Appointment

(1) Appointing Authority

As specified in Article VI, Section 6.3 of the CWI By-Laws, Task Force members shall be appointed by the Chair of the Governor's Council on Workforce Investment in consultation with the CWI Executive Committee. Individuals interested in serving on the Task Force shall submit letters of interest to the Secretary of Wisconsin Department of Workforce Development (DWD), who serves as the CWI Executive Director.

1 (2) Designees
2

3 (a) Each member of the Task Force may be represented by one designee as
4 identified by the Task Force member. Designees shall retain voting and decision-
5 making rights in the absence of the Task Force members. If a Task Force member
6 or identified designee cannot attend, that person will not be represented at the
7 meeting.
8

9 (b) Letters naming designees shall be addressed to the Secretary of the Department
10 of Workforce Development and placed on file at DWD. The names of designees
11 shall be submitted to the CWI Chair for approval. Only an approved designee
12 may participate fully in Task Force proceedings, count towards a member's
13 attendance and Task Force quorums, and vote at Task Force meetings.
14

15 (3) Terms
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17 Each Task Force member shall serve at the pleasure of the CWI Chair.
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19 **3.3 Policies**
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21 The Task Force shall determine and approve policies that govern its own actions, ways
22 of operating, and other Task Force activities. All policies must be consistent with the
23 requirements of the CWI By-Laws.
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25 **3.4 Staffing and Support**
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27 DWD will staff meetings of the Task Force, including agenda preparation, meeting
28 logistics, and the recording and distribution of meetings and materials.
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30 **ARTICLE 4. Officers**
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32 **4.1 Co-Chairs**
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34 The Lieutenant Governor shall serve as a Task Force Co-Chair by virtue of his/her
35 position. A second co-chair, appointed by the CWI Chair, shall be a member of the state
36 legislative delegation representing Milwaukee County.
37

38 **4.2 Terms**
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40 The Lieutenant Governor shall serve as Co-Chair for as long as he/she holds office and
41 the second co-chair shall serve a term of up to two years, coinciding with his/her
42 legislative term.
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1 **ARTICLE 5. Meetings**

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3 **5.1 Frequency**

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5 The Task Force shall meet at least quarterly. Meetings shall be scheduled at the call of
6 the Co-Chairs or as determined by the Task Force.
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9 **5.2 Notice**

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11 (1) Notice of committee meetings, along with an agenda of items for consideration at
12 such meeting, shall be provided to all members at least seven days prior to the date
13 of the meeting. Mailing by e-mail shall be deemed adequate notice.
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15 (2) Public notice as required under Subchapter V of Chapter 19 of the Wisconsin
16 Statutes (also known as the Wisconsin Open Meetings Law) shall be given prior to
17 each meeting.
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19 **5.3 Quorum**

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21 A majority of committee members, or their official designees, shall constitute a quorum
22 for the purpose of conducting official business.
23

24 **ARTICLE 6. By-Laws**

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26 The Task Force, by majority vote, shall recommend approval of these by-laws, and any
27 proposed amendments that may be made from time to time when the agenda states that
28 such action will be taken, to the CWI Executive Committee for final ratification.
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