



## ARKANSAS ADULT EDUCATION SECTION Local Adult Education Advisory Committee Guidelines

**Purpose:** The role of the Local Adult Education Advisory Committee is to assist the adult education and literacy council program in developing a strategic plan to meet the needs of both workers and businesses and to help carry out the requirements under the Workforce Innovation and Opportunity Act (WIOA). The committee acts in an advisory capacity to help the adult education and literacy council provider meet state and federal benchmarks, recruit and retain participants, increase enrollment, and serve the local community. The Advisory Committee does not have the authority to make contracts.

**By-Laws:** The advisory committee must have by-laws that include, but not limited to, regulations addressing:

- Membership
- Appointments/Elections
  - Term of Appointment
  - Vacancies
  - Attendance
- Officers
  - Chair
  - Vice-Chair
  - Line of Succession
- Meetings
  - Regular Meetings
  - Special Meetings
  - Notice of Meetings
  - Order of Business
  - Rules
- Committees
- Quorum, Proxies, and Voting
- Amendments
- Meals

### Article I: Membership

- At least fifty-one percent of the committee membership must represent [business and industry](#) and reflect various sectors based on the Local Workforce Development Board plan.
  - May include temporary staffing agencies such as Robert Half, Manpower, ASAP, etc.
  - Multiple representatives of the same company will count as one in the percentage unless they represent:
    - Different counties
    - Different facets of the company (i.e.-logistics, finance, manufacturing, agriculture, etc.)
- The Committee Chair must be an area representative of business and industry.

- The remaining forty-nine percent of the membership may be representatives of:
  - Secondary and Postsecondary Institutions (limit two representing different areas)
  - Other state agencies
  - Local workforce board
  - Nonprofit/Service Organization
  - Community-based organization or faith-based organization
  - Public Housing Authority
  - Chamber of Commerce
  - Library
  - Students
  - Persons with an interest in adult education
- Committee membership should reflect the regional area and demographics of adult learners.
- Committee membership should be representative of the county(ies) in the service area. Each county must have representation.
- The program advisory committee may be divided into subcommittees (i.e. Strategic Planning, Program Performance, Outreach and Public Relations, etc.)

## **Article II: Appointments**

- **Section 1: Term of Appointment**
  - The Advisory Committee must have staggered term limits and draw lots to determine service terms as follows:
    - One-fourth shall be elected to the committee for one year.
    - One-fourth shall be elected to the committee for two years.
    - One-fourth shall be elected to the committee for three years.
    - One-fourth shall be elected to the committee for four years.
- **Section 2: Vacancies**
  - By-laws must contain process in the event of a vacancy. In the event of a vacancy, members shall continue to fulfill the committee's duties until a successor has been appointed/elected.
- **Section 3: Attendance**
  - To ensure board representation, all committee members have a responsibility to attend all regular or special meetings. Committee members must attend 75% of scheduled meetings each year. By-laws must contain written attendance requirements, excessive absences, and notice and removal procedures.

## **Article III: Officers**

By-laws, at minimum, must contain the slate of officers as outlined below in Robert's Rules of Order or other parliamentary procedures.

- **Section 1: Chair**
  - The by-laws must contain the role and responsibilities of the Chair.
- **Section 2: Vice-Chair**
  - The by-laws must contain the role and responsibilities of the Vice-Chair.

- **Section 3: Line of Succession**

- If neither the Chair nor Vice-Chair can preside at all meetings, the by-laws must contain the line of succession.

## **Article IV: Meetings**

Attendance must be captured at each meeting and include a sign-in sheet for face-to-face meetings and a meeting transcript in the chat of attendee names. Official minutes must be taken at each meeting.

- **Section 1: Regular Meetings**

- Advisory Committee meetings must be held at least quarterly and may use technologies, including teleconferences, webinars, and other web-based meeting tools. The by-laws must include when meetings are held, where and how meetings will be held, a report of previous meeting minutes and any actions taken, and an agenda.

- **Section 2: Special Meetings**

- The by-laws must contain written guidance on when special meetings may be called and by whom.

- **Section 3: Notice of Meetings**

- The by-laws must contain written notices stating the meeting's place, day, and hour, and, in case of a special meeting, the purpose for which the meeting is called. The notice shall be deposited in the mail, hand-delivered, or sent by way of electronic mail not less than seven (7) days before the date of a regular meeting.

- **Section 4: Order of Business**

- The by-laws must contain the agenda for the regular order of business at all meetings.

- **Section 5: Rules**

- The by-laws must contain how meetings shall be conducted. Meetings of the committee shall be conducted in accordance with the policies specified in the by-laws and generally recognized procedures such as Robert's Rules of Order or other standard methods of proceeding.

## **Article V: Committees**

- **Section 1: Enumeration and Selection**

- The by-laws must contain the number and name of standing subcommittees and any ad hoc committee as determined by the Chair from time to time to be necessary or appropriate.

- **Section 2: Executive Committee**

- The by-laws must describe the membership makeup and role of the Executive Committee.

- **Section 3: Subcommittee(s)**

- The subcommittees shall act in an advisory capacity to the Advisory Committee. The by-laws must contain the subcommittee's responsibilities in carrying out its functions.

## **Article VI: Quorum, Proxies, and Voting**

- **Section 1: Quorum**
  - The by-laws must contain what constitutes a quorum in members' attendance. It should also contain the method of voting.
  
- **Section 2: Proxies**
  - The by-laws must contain proxy representation and proxy voting for meetings when a committee member cannot attend. The by-laws must also contain when and how committee members must notify the Chair of their absence.
  
- **Section 3: Voting**
  - The by-laws must contain the voting process and proxy voting.

## **Article VII: Amendments**

The bylaws must contain when they can be amended, when and how committee members are notified, and the votes required for approval.

## **Article VIII: Meals**

Meals can be budgeted for the four required annual meetings based on the [GSA](#) per-diem rate on the **Meals and Incidentals (M&IE) Rates** for breakfast, lunch, or dinner and can include incidentals. The cost may be per person or based on the total number of committee members. For example, suppose an advisory committee of 12 meets during lunch, and the cost of lunch is \$20, which includes an incidental cost of \$5 for gratuity. In that case, the individual cost is \$20 or \$240 for the total lunch. Programs must have a sign-in sheet, an agenda, and a receipt.



# ARKANSAS ADULT EDUCATION SECTION

## Local Adult Education Advisory Committee

### By-Laws Outline

#### **Article I: Membership**

Section 1.

#### **Article II: Appointments/Elections**

Section 1. Term of Appointment

Section 2. Vacancies

Section 3. Attendance

- 1) Attendance required
- 2) Excessive absences
- 3) Notice and removal procedures

#### **Article III: Officers**

Section 1. Chair

Section 2. Vice-Chair

Section 3. Line of Succession

#### **Article IV: Meetings**

Section 1. Regular Meetings

Section 2. Special Meetings

Section 3. Notice of Meetings

Section 4. Order of Business

Section 5. Rules

#### **Article V: Committees**

Section 1. Enumeration and Selection

Section 2. Executive Committee

Section 3. Subcommittee(s)

#### **Article VI: Quorum, Proxies, and Voting**

Section 1. Quorum

Section 2. Proxies

Section 3. Voting

#### **Article VII: Amendments**

Section 1.

#### **Article VIII: Meals**

Section 1.