

STATE OF NEVADA



Governor's Workforce Development Board

Bylaws

Effective: *Upon Approval* (4/16/25)

The following document constitutes the rules of practice for the Governor's Workforce Development Board (GWDB), as authorized in [NRS 232.935](#).

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ARTICLE 1: NAME, AUTHORITY, DUTIES, AND SERVICE AREAS

Section 1.1 **NAME**

The name of this board is the GOVERNOR’S WORKFORCE DEVELOPMENT BOARD (GWDB), *previously known as the State Workforce Investment Board (SWIB) and the Governor’s Workforce Investment Board (GWIB).*

Section 1.2 **LEGAL AUTHORITY**

The GWDB was established in accordance with sec. 111 of the Workforce Investment Act of 1998 (WIA) and reauthorized in sec. 101 of the Workforce Innovation and Opportunity Act of 2014 (WIOA). The GWDB is codified in Nevada Revised Statutes [\(NRS\) 232.935](#), and through Governor’s Executive Order No. [2015-08](#); modified through Governor’s Executive Order No. [2016-08](#).

Section 1.3 **DUTIES OF THE GWDB**

In accordance with WIOA Title I, subtitle A, chapter 1, sec. 101(d), the GWDB shall assist the Governor with:

1. The development, implementation and modification of the state plan.
2. The review of statewide policies, programs and recommendations on actions that should be taken by the state to align workforce development programs in a manner that supports a comprehensive and streamlined workforce development system, including review and commentary on the state plan for programs and activities of one-stop partners that are not WIOA core programs.
3. The development of, and recommendations for, the continuous improvement of the workforce development system.
4. The development and update of comprehensive state performance accountability measures to assess the effectiveness of core programs in the state.
5. The identification and dissemination of information on best practices.
6. The review and development of statewide policies affecting the coordinated provision of services through the state’s one-stop delivery system.
7. The development of strategies for implementing and funding technological improvements to facilitate access to, and improve the quality of, services and activities provided through the state’s one-stop delivery system.

8. The development of strategies for aligning technology and data systems across one-stop partner programs to enhance service delivery and improve efficiency in reporting on performance accountability measures.
9. The review and development of allocation formulas for the distribution of funds to local areas for employment and training activities for adults and youth workforce investment activities to local areas.
10. The preparation of annual reports.
11. The development of the statewide workforce and labor market information system, as described in the Wagner-Peyser Act (29 U.S.C. 491-2(e)).
12. The development of any other policies and recommendations that will encourage and promote improvements to the workforce development system in the state.

Section 1.4 **AREAS SERVED**

Nevada currently has two designated local workforce development areas: Northern Nevada and Southern Nevada. The following counties are designated as local workforce development areas within those two respective regions:

Northern Nevada: Carson City, Churchill, Douglas, Elko, Eureka, Humboldt, Lander, Lyon, Mineral, Pershing, Storey, Washoe, and White Pine counties.

Southern Nevada: Clark, Esmeralda, Lincoln, and Nye counties.

Section 1.5 **DESIGNATED STATE WORKFORCE AGENCY AND CONTACT INFORMATION**

The Department of Employment, Training and Rehabilitation (DETR) is the state's lead workforce agency. DETR is responsible for administering WIOA.

DETR
500 E. Third Street
Carson City, NV 89713 Email: detradmin@detr.nv.gov

The Office of Workforce Innovation (OWINN) is the designated entity to administer the GWDB and its committees.

OWINN
1 State of Nevada Way
Las Vegas, NV 89119 Email: owinn-general@detr.nv.gov

ARTICLE 2: MEMBERSHIP, TERMS OF OFFICE AND OFFICERS

Section 2.1 **MEMBERSHIP**

In accordance with sec. 101(d) of WIOA, GWDB membership shall include:

1. The Governor or his/her designee;
2. One member from each chamber of the Nevada State Legislature, who shall be appointed by the appropriate presiding officer;
3. Two or more chief elected officials, who shall collectively represent cities and counties;
4. Representatives of businesses, as required by WIOA, who shall comprise a simple majority (51 percent) of the GWDB, and shall include business owners and business representatives from various industry sectors and business trade associations;
5. Representatives of workforce, as required by WIOA, who shall comprise no less than 20 percent of the GWDB, and shall include representatives of labor federations, labor organizations, and joint labor management or apprenticeship programs;
6. Representatives of state government, as required by WIOA, who are officials with primary responsibilities for the core programs contained in WIOA; and,
7. Any other representation the Governor may deem necessary.

Except for item 2.1(2), membership of the GWDB is appointed by the Governor to represent diverse geographic areas of the state and serve at the pleasure of the Governor. The application process to the Governor's Office Boards and Commissions can be found at: https://gov.nv.gov/Boards/Boards_Home/.

Section 2.2. **TERMS OF OFFICE**

Members of the GWDB shall be appointed to serve three-year terms. There is no limit on the number of terms an individual may serve; however, a member may serve no more than two consecutive terms. After serving two consecutive terms, a former member is eligible to serve again after a two-year absence from the GWDB.

Section 2.3. **OFFICERS**

The officers of the GWDB shall be: Chair and Vice Chair. The officers are designated by the Governor. The duties of the officers are:

Chair: The chair shall preside over all meetings of the GWDB and shall have other duties as assigned by the Governor, the GWDB and/or these bylaws.

Vice Chair: The vice chair shall act as the chair in his/her absence and shall have other duties as assigned by the Governor, the GWDB, the chair, and/or these bylaws.

ARTICLE 3: MEETINGS PROCEDURES, ATTENDANCE, QUORUM, AND VOTING RIGHTS

Section 3.1. **MEETING PROCEDURES**

The GWDB shall meet at least four times per year at a time and location to be determined prior to the meeting. The chair may call special meetings at his/her discretion. Members may provide input and recommendations on relevant workforce topics they want to discuss for future meetings. OWINN will help support the coordination of relevant speakers.

All meetings shall comply with Nevada’s Open Meeting Law, [NRS 241.020](#). Communication from the general public must be made to the chair in writing at least 20 days before a regularly scheduled GWDB meeting or made during published public comment period at the public meetings. All GWDB meetings and business will be conducted pursuant to Roberts Rules of Order (current version).

GWDB meeting minutes shall be recorded and maintained by the designated state agency pursuant to [NRS 241.035](#).

Section 3.2. **ATTENDANCE**

GWDB members are expected to attend all meetings in person. GWDB members may not access the meeting remotely unless extenuating circumstances such as inclement weather or personal hardship preclude their in-person attendance. In these circumstances, the board member must notify the board liaison and/or board chair of their intention to attend the meeting via remote access. If the chair calls a special meeting, the chair may elect for the meeting to be held remotely in a virtual format. The public meeting notice should specify the location and address of a place where board members and members of the

public may appear and listen to the meeting discussion over a telephone speaker device, video conference equipment, or other electronic media.

GWDB members who miss two regular meetings shall be recommended by the chair to the Governor for replacement. An exception may be granted when absences are justified for good cause. Said exceptions for retention must be made in writing to the chair no later than one week in advance of the meeting, except in cases of emergency where the notice requirement is waived. The chair will either approve of the absence and mark as excused or will not approve of the absence and mark as unexcused. If the chair is not notified of a non-emergency absence before the meeting, then it is automatically unexcused. In the event that the chair is not available, the vice chair is able to review absences.

Section 3.3. QUORUM

A quorum of the GWDB shall consist of a simple majority (51 percent) of the current membership positions. A quorum of any GWDB committee or subcommittee shall consist of a simple majority of the members of said committee or subcommittee.

If a quorum is present, the affirmative vote of the majority shall be an official act of the GWDB. Proxy votes are not allowed for the GWDB, committee or subcommittee meetings.

Section 3.4. VOTING RIGHTS

Each member of the GWDB who is present shall cast one vote on any question.

Section 3.5. CONFLICT OF INTEREST

1. Except as provided in paragraph (2) of this section, a member of the GWDB shall:
 - a. When met with a potential conflict of interest, announce publicly the nature of the potential conflict prior to taking any action thereon; or
 - b. When met with an actual conflict of interest, announce publicly the nature of the conflict and refrain from participating in any discussion or debate on the issue out of which the conflict arises and refrain from voting on the issue.
2. WIOA forbids a member from voting on a matter under consideration by the GWDB regarding the provision of services by such member (or by an entity that such member represents), without exception. A GWDB member

shall announce publicly the nature of the conflict regarding the provision of services by such member, refrain from participating in any discussion or debate on the matter and refrain from voting on the matter under any circumstance.

ARTICLE 4: EXECUTIVE COMMITTEE, COUNCILS, SUBCOMMITTEES, AND WORKGROUPS

Section 4.1. EXECUTIVE COMMITTEE

Pursuant to Governor's Executive Order No. [2016-08](#), the Executive Committee of the GWDB is formed to assist and expedite the work of the GWDB. The Executive Committee shall operate pursuant to its rules of practice.

SECTION 4.1.1. APPOINTMENT

The Executive Committee shall be appointed by and serve at the pleasure of the Governor.

SECTION 4.1.2. MEMBERSHIP

The Executive Committee shall be comprised of no more than nine members selected from the GWDB. Members shall include:

1. The current chair of the GWDB, who shall also serve as chair of the Executive Committee;
2. Four members representing businesses or the workforce;
3. One member representing state government;
4. One member representing local government;
5. One member representing higher education; and,
6. One member representing either K-12 education or local workforce training programs.

SECTION 4.1.3. MEETINGS & QUORUM

The Executive Committee may meet as often as necessary at the discretion of its chairperson, and all meetings shall be subject to Nevada's Open Meeting Law, [NRS 241.020](#).

A quorum of the executive committee shall consist of a simple majority (51 percent) of the current membership positions.

If a quorum is present, the affirmative vote of the majority shall be an official act of the executive committee.

SECTION 4.1.4. DUTIES

The Executive Committee shall assist and expedite the work of the GWDB. Duties include evaluating reports provided by the Office of Workforce Innovation, making recommendations to the GWDB, and undertaking any other task or considering any other matter properly within the purview of and as directed by the GWDB. The Executive Committee has the authority to and must vote on and approve any non-substantive changes to WIOA State Compliance Policies (SCP)s. Any substantive changes to WIOA SCPs will first be voted on by the executive committee and then be voted on by the full board.

Section 4.2. OTHER STANDING COMMITTEES, SUBCOMMITTEES, and WORKGROUPS

The GWDB may establish standing committees, councils, subcommittees, and workgroups as needed to carry out its duties and responsibilities.

Standing committees, councils and subcommittees may conduct public meetings, and are subject to Nevada's Open Meeting Law, [NRS 241.020](#), and shall provide any reports and/or recommendations back to the GWDB for approval and/or ratification.

Workgroups assigned by the GWDB shall not deliberate, as defined in [NRS 241.015\(2\)](#), and therefore shall not constitute a 'public body' as defined in [NRS 241.020\(4\)](#) and be bound by Nevada's Open Meeting Law, [NRS 241.020](#). Said workgroups shall only work on ad hoc GWDB projects and present said workings to the GWDB at its public meetings.

Formation of a new standing committee council or subcommittee will be voted on by the full board. Upon consultation with the Governor and the Office of Workforce Innovation, the GWDB chair shall appoint the chair and vice chair of the subcommittee. The Executive Committee shall appoint the voting members of the subcommittee from the GWDB. The subcommittee chair may appoint up to four non-GWDB, non-voting members who do not have the power to vote and are not counted when determining the quorum for the subcommittee. The number of seats on the subcommittee shall be no more than 11 seats (one third of the full board).

Subcommittees shall meet on a quarterly basis, unless otherwise determined by the subcommittee chair. If a subcommittee member misses two or more consecutive subcommittee meetings, the chair has the authority to remove them from the subcommittee and recommend a new person to serve in their position.

ARTICLE 5: AMENDMENT OF BYLAWS

Section 5.1. **BYLAW REVISION**

These bylaws can be amended, repealed or new bylaws enacted at any regular or special meeting of the GWDB. Said action must be placed on a future agenda for possible action, properly posted and noticed pursuant to Nevada's Open Meeting Law, [NRS 241.020](#).

Section 5.2. **BYLAW REVIEW**

OWINN shall review these bylaws on an annual basis based on board members' feedback throughout the year. Any proposed changes to the bylaws shall be presented to the full state board for approval.

APPROVAL

These bylaws have been ratified by the Governor's Workforce Development Board on April 16, 2025.

Chair, Governor's Workforce Development Board

Date