

WEIAOB 2025 Governance Workgroup Summary: July 17, 2025

Introduction and Workgroup Deliverables

On May 8, 2025, the Board agreed to form a workgroup for the purposes of developing formal bylaws and additional guidance, as needed, to clarify the Board's structure, governance, and operations moving forward. The workgroup met three times and developed draft bylaws for the Board to consider (starting on page 2) while also discussing draft legislation to amend the Board's statute, [RCW 28B.77.310](#).

To provide cross-sector representation on the workgroup, the following Board members participated and were supported by WSAC staff (Joel Anderson):

- Collin Bannister
- Jane Broom (Co-chair)
- Ruben Flores
- Charles Knutson
- Mollie Kuwahara
- Bill Lyne
- Dr. Terri Standish-Kuon
- Jeff Vincent

Draft Board bylaws begin on the next page of this document.

Draft Bylaws

1. Board Membership:

The Workforce Education Investment Accountability and Oversight Board (WEIAOB or “Board”) is made up of eighteen members, as provided in [RCW 28B.77.310](#).

2. Terms of the Board Members:

Except for ex officio and student members, Board members shall serve three-year terms. Student members shall serve one-year terms.

3. Vacancies on the Board:

Vacant citizen member positions on the Board are filled by the Governor, subject to Senate confirmation. Citizen members shall have full authority to act prior to Senate confirmation.

4. Board Co-chairs:

The Board shall have two Co-chairs. One Co-chair shall be one of the chairs of the respective higher education and workforce development committees of the Legislature. The other Co-chair shall be one of the board members representing the businesses described in [RCW 82.04.299](#) or subject to the tax rate under [RCW 82.04.290\(2\)\(a\)\(i\)](#).

- The Co-chairs shall hold their positions for one-year terms. Board members shall elect the Co-chairs annually.
- It is the intent of the Board that Co-chairs will serve at least two consecutive one-year terms.

5. Terms of the Board Co-chairs:

The Board shall hold an annual election of Co-chairs at its summer meeting. An election to fill a vacant Co-chair position shall be held at the next meeting after the vacancy occurs. A newly elected Co-chair shall serve the remaining portion of the original Co-chair’s one-year term. A member may be elected to an unlimited number of consecutive one-year terms as a Board Co-chair.

6. Co-chair Duties:

Co-chairs shall preside at all meetings and shall attest to resolutions approved by the Board. Co-chairs shall appoint ad hoc advisory committee members and shall perform such other duties as required under the statute and necessary for the functioning of the Board.

- If either Co-chair is unavailable or absent, the Co-chair in attendance shall assume full responsibility for executing Co-chair duties.

7. Ad Hoc Advisory Committees:

The Board may create advisory committees on an ad hoc basis for the purpose of obtaining input and for informing its research, policy, and programmatic functions.

- The Board shall create advisory committees as necessary. Co-chairs shall appoint advisory committee members.
 - The Board shall create a legislative advisory committee annually during its summer meeting. This advisory committee shall prepare recommendations for the Board to approve before the following year's state legislative session. This advisory committee will remain active through the end of the following year's state legislative session to respond to new developments as necessary.
- Advisory committee composition shall be determined by the Board and may include Board members as well as staff from the Washington Student Achievement Council (WSAC). Under no circumstances shall more than eight Board members be appointed to an advisory committee.
- A simple majority of advisory committee members present shall be sufficient for the transaction of committee business. Advisory committees shall present reports and recommendations to the Board for information and/or action during the Board's regular meetings and shall be recorded in the minutes of Board meetings.

8. Board Meetings:

State law requires the Board to meet four times each calendar year. In compliance with the Open Public Meetings Act (OPMA), the Board shall adopt a meeting calendar for the following year no later than its last regularly scheduled meeting for the current year.

9. Executive Sessions:

An executive session may be held at the request of the Co-chairs or at the request of any Board member with the concurrence of the Co-chairs, for any purpose that executive sessions may be held under state law, including the OPMA.

10. Voting Procedures:

All members of the Board shall have the right to vote.

- Members may abstain from voting upon giving their reasons for so doing. There shall be no proxy voting.
- Quorum: Nine voting members of the Board shall constitute a quorum for the transaction of Board business.
- Roll Call Vote: A roll call vote shall be taken at the request of any member of the Board.

11. Meeting Agendas:

At a minimum, the Board shall comply with OPMA provisions governing notice and agenda requirements for regular and special meetings in compliance with the OPMA. Co-chairs will endeavor to approve and distribute an agenda and materials for regularly scheduled meetings to Board members at least seven days before the meeting.

- At regularly scheduled meetings, the agenda will be approved or revised by a vote of the members.

12. Public Attendance and Participation:

The Board will comply with the OPMA and the Public Records Act. All meetings of the Board, other than executive sessions, shall be open to the public.

13. Attendance of Members:

Board members are expected to consistently attend Board meetings and communicate absences to WSAC staff in advance.

- When absent, Board members should attempt to send an alternative representative from their organization to Board meetings. Alternative representatives may not vote and do not count toward quorum.

14. Minutes of Meetings:

WSAC shall maintain records of proceedings of all meetings and be responsible for the distribution of minutes and other official actions of the Board. The minutes of all meetings of the Board and its advisory committees will be posted to the agency website.

15. Annual Report:

WSAC shall prepare an annual report to summarize the Board's work and distribute it to the appropriate committees of the Legislature by August 1 of each year.

16. Staff Support:

WSAC shall provide all other staff support to the Board for regular operations as necessary.

17. Amendment and Suspension of the Bylaws:

These bylaws may be amended at any meeting of the Board upon notification to all members of the proposed amendment(s) at least one month preceding the meeting in which the bylaws are to be amended. These bylaws may be suspended by a two-thirds affirmative vote of the Board.

18. Rules of Order:

Robert's Rules of Order, Newly-Revised may serve as non-binding guidance for procedures not covered by these rules.

Bylaws adopted TBD.

Last amended TBD.