

## NAME

Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship

## PREAMBLE

To advise the Chief of the Division of Apprenticeship Standards, Interagency Advisory Committee on Apprenticeship, and the California Apprenticeship Council by providing recommendations for policy enhancements that promote greater access to long term careers through apprenticeship to those residents of California who belong to groups who have historically been left out of California's prosperity.

## OFFICERS

### CHAIRPERSON

1. Shall call to order full meetings of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship
2. Shall develop and or approve the agenda of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship

### VICE PRESIDENT OF SOUTHERN CALIFORNIA

1. Shall convene Southern California Subcommittee meetings to discuss and provide agenda topics for the full Subcommittee.
2. To promote access for more Californians the Vice President may host meetings of the full Subcommittee in their region of California.

### VICE PRESIDENT OF BAY AREA

3. Shall convene Bay Area Subcommittee meetings to discuss and provide agenda topics for the full Subcommittee.
4. To promote access for more Californians the Vice President may host meetings of the full Subcommittee in their region of California.

### VICE PRESIDENT OF CENTRAL VALLEY

5. Shall convene Central Valley Subcommittee meetings to discuss and provide agenda topics for the full Subcommittee.
6. To promote access for more Californians the Vice President may host meetings of the full Subcommittee in their region of California.

### VICE PRESIDENT OF NORTHERN CALIFORNIA

7. Shall convene Northern California Subcommittee meetings to discuss and provide agenda topics for the full Subcommittee.

8. To promote access for more Californians the Vice President may host meetings of the full Subcommittee in their region of California.

#### RECORDING SECRETARY

1. Shall draft or review, and distribute minutes of meetings for approval of the full Subcommittee
2. Shall formally record and sign any formal action of the Subcommittee

#### SELECTION OF OFFICERS

The Chairperson: Secretary of the California Labor and Workforce Development Agency shall select the Chairperson.

#### VICE PRESIDENT OF SOUTHERN CALIFORNIA

Selected by a majority vote of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship

#### VICE PRESIDENT OF NORTHERN CALIFORNIA

Selected by a majority vote of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship

#### RECORDING SECRETARY

Selected by a majority vote of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship

#### VICE PRESIDENT OF BAY AREA

Selected by a majority vote of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship

#### VICE PRESIDENT OF CENTRAL VALLEY

Selected by a majority vote of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship

#### DEFINITIONS:

“Subcommittee” hereinafter shall mean the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship.

“Charter” hereinafter shall mean this Charter of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship.

“Chair” or “Chairperson” hereinafter shall mean the Chairperson of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship; as selected consisted with this Charter.

“Vice President” hereinafter shall mean any of the various Vice Presidents the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship as defined herein.

“Standing Subcommittee” hereinafter shall mean a Standing Subcommittee of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship as defined herein.

“Ad-Hoc Subcommittee” hereinafter shall mean an Ad-Hoc Subcommittee of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship as defined herein.

“Quorum” hereinafter shall be a Quorum of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship as defined herein.

## SUBCOMMITTEES

### STANDING SUBCOMMITTEES

#### PURPOSE

To provide detailed review and recommendations on matters effecting equal employment opportunities.

#### ESTABLISHING A COMMITTEE

A majority vote of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship is required to establish a subcommittee; or at the request of the Chief of the Division of Apprenticeship Standards

#### MEMBERSHIP

Membership shall be comprised of at least three members of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship and shall be appointed by the Chair.

All meetings shall conform with the requirements of the Bagley-Keene Open Meeting Act

### AD-HOC SUBCOMMITTEES

#### PURPOSE

To allow for members of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship to meet in the intervening months between meetings for a limited topic and only for a limited duration to be established by majority vote of the full Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship.

However, in no case shall a meeting of an Ad-Hoc Subcommittee convene with sufficient members to constitute a quorum of the full Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship without providing public notification consistent with the Bagley-Keene Open Meeting Act.

All meetings shall conform with the requirements of the Bagley-Keene Open Meeting Act.

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## CALL TO ORDER

Any Vice President may call a meeting of an Ad-Hoc subcommittee

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## MEMBERSHIP

Membership shall be comprised of at least two members of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship. However, in no case shall an Ad-Hoc Subcommittee convene with sufficient members to constitute a quorum of the full Equal Employment Opportunity of the Interagency Advisory Committee on Apprenticeship. ,

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## AD-HOC COMMITTEES MEETING TOPICS AND SCHEDULE

1. Ad-hoc committee meetings may only be held under the following circumstances:
2. The topic of discussion is limited in scope
3. The topic for discussion was approved by the full Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship.
4. Ad-hoc committees may take no action on a topic but can add topics to the agenda for discussion and make recommendations to the full Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship.
5. No Ad-hoc committee may meet for a period exceeding the time between two meetings of the full Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship, or six months whichever is greater, without action of the full subcommittee.

## TERM OF OFFICE

1. All members of Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship shall serve at least a four-year term with a maximum of two additional consecutive full terms.
2. All officers of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship shall serve two-year terms of office with a maximum of three additional full terms.

## REMOVAL FROM OFFICE

1. Any member of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship can be removed from office if they have three consecutive unexcused absences from full meetings of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship.

## MEETING SCHEDULE

1. Meetings of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship shall be concurrent with the Interagency Advisory Committee on Apprenticeship, but in no case shall occur less than once every three months.
2. Subcommittees of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship shall meet at the direction of any of the following:
  - a. Meeting requested by the Chief of the Division of Apprenticeship Standards
  - b. Meeting requested the Chairperson of the Subcommittee
  - c. Meeting requested by any regional vice president
3. In all cases meetings shall be held consistent with the requirements of the Bagley-Keene Open Meeting Act.

## QUORUM

A quorum of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship shall consist of no less than half plus one of the members of the full subcommittee.

## RULES OF ORDER

1. All meetings shall operate under Robert's Rules of Order (as amended);
2. Robert's Rules of Order may be amended from time to time specifically for the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship.
3. Any amendments to Robert's Rules of Order specific to the Subcommittee shall be approved by two-thirds vote of the full Subcommittee in attendance and noted herein.
4. The Recording Secretary of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship shall be responsible updating the Rules of Order as they may be amended from time to time.

## CHARTER ADOPTION

This Charter shall be adopted by no less than an affirmative vote of three-fourths of the members present at a meeting of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship.

## AMENDMENTS TO THIS CHARTER

1. Once adopted, this Charter may be amended.
2. Amendments to this Charter must have at least two readings before two separate quorums of the Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship.
3. This Charter may be amended by three-fourths vote of the full Pre-Apprenticeship Subcommittee of the Interagency Advisory Committee on Apprenticeship members in attendance at the meeting of the second reading.