

Montana State Apprenticeship Committee

By-Laws

ARTICLE I

NAME

The name of this organization shall be the Montana Executive Branch Apprenticeship Board (MEBAB).

ARTICLE II

PURPOSE

The purpose of the MEBAB is to review individual apprenticeship agreements, assure compliance with state and federal regulations, assist agencies with developing a new apprentice occupation, serve as a resource to executive branch agencies, and act as a review board should issues arise concerning individual apprenticeships.

ARTICLE III

MISSION

This Board is established to meet the staffing needs within the Executive Branch of Montana State Government through a formal Apprentice Program for non-traditional occupations. Examples of apprenticeable occupations include, but are not limited to Computer Programmer, Accounting Technician, Correction Officer, Counselor, Architectural Drafter, Fish & Game Warden, Laboratory Technician, Legal Secretary, and LPN.

ARTICLE IV

MEMBERSHIP

MEBAB consists of a total of nine (9) members. Four members are management representatives: two of whom are from the State Office of Labor Relations office at the Department of Administration and two appointed by the Director of the Department of Administration (serving two year staggered terms). Four (4) members are Union representatives: one from MPEA, one from AFSCME, one from MEA-MFT, and one member is a labor member agreed upon by the three unions. The ninth member is a representative from the Apprentice Bureau at the Department of Labor and Industry and serves as an advisory member to the board.

Board member terms will run from September through August of each year. Should a board member leave mid-term, a new member will be appointed as soon as possible. Vacancies shall be filled in the same manner as the original appointment. The appointment shall be for the remainder of the vacant term.

Nothing in this document restricts MEBAB board members from serving consecutive terms with the approval of the Director of Administration.

Attendance and participation in the Board is important to non-traditional apprentice development. Two consecutive absences from the board meetings may be cause for the MEBAB members to recommend to the Director of Administration forfeiture of the appointment.

ARTICLE V

RESPONSIBILITIES

To approve Apprenticeship programs from the executive branch agencies. Provide oversight and assistance to executive branch agencies. Review individual apprentice agreements, assure compliance with state and federal regulations, assist agencies with developing a new apprentice occupation, serve as a resource to executive branch agencies, and act as a review board should issues arise concerning individual apprenticeships

ARTICLE VI

OFFICERS

Board Chairperson will serve a one year term and be elected by a majority of the board.

Secretary of the Board will serve a one year term and will be elected by a board majority.

Each Officer can be reelected up to 4 consecutive terms.

ARTICLE VII

MEETING OF THE BOARD

Regular meetings of the board shall be held a minimum of four times annually, generally once a quarter, at a place specified by the Chairperson. In the absence of the Chairperson the board shall elect a Chairperson pro-tem.

Special meetings of the board may be called by the Chairperson or at the request of 5 or more board members.

Notice of meeting will be sent out by the secretary no later than 10 days preceding the meeting date.

Quorum will consist of 50% of the board members plus one. (i.e. 5)

The Chairperson will determine the basic parliamentary rules of meeting procedures so long as all members have equal rights and representation.

Each board member represents one vote except the representative from the Apprentice Bureau who serves as an advisory member only.

The act of a majority of the Board present at any meeting at which there is a quorum, either in person, by phone or other electronic means, or by written proxy shall be recorded and serve as the official decision of the Board.

Minutes will be kept by the Secretary and sent out to the Board members within 15 days of the meeting and posted on DOA's web site for public review and access.

Agendas shall be approved at the beginning of each meeting.

Previous meeting minutes shall be approved at the beginning of each meeting.

BYLAW AMENDMENTS

The Bylaws of the Board may be amended by a majority vote at a meeting at which a quorum exists, provided such proposed amendment is circulated in writing at least ten (10) days prior to such meeting.