

Ohio State Apprenticeship Council Policy
Rules of Procedure
September 12, 2011

- Item 1** The parliamentary procedure in all meetings of the Ohio State Apprenticeship Council shall be governed by Roberts' Rules of Order.
- Item 2** The Ohio State Apprenticeship Council consists of nine members, three of whom represent the public, three represent labor and three represent management. The Council shall choose and elect from its members a Chair and Vice-Chair. The Executive Director of said Council shall be an officer agreed upon by the Director of the Ohio Department of Job and Family Services and the Council.
- Item 3** In the event that the Council elects for its Chair a member representing management, then the Council shall elect as Vice- Chair one of its members who is a representative of labor. Conversely, if the Council elects as its Chair a member who represents labor, then they shall elect as its Vice-Chair one who represents management. The Chair and Vice-Chair shall serve for a period of twelve months or until his/her successor is duly elected. Nominations for the Chair and Vice-Chair shall occur in June at the regularly scheduled Council meeting. Elections will be placed on the August agenda of each year as the first item of business.
- Item 4** In order to proceed with any item of business, there shall be present at least one member of the Council representing the public, one representing labor and one representing management, which shall define quorum.
- On questions, motions and resolutions receiving unanimous vote, the Executive Director shall record the action without reference to the vote of management, labor or public.
- In the event that the Council renders or expresses a divided vote on any question, motion or resolution, or when requested by a member, then the Chair shall call for the vote, with each member individually casting their vote on the question, motion or resolution. The Executive Director shall so record the vote.
- Item 5** Regular meetings of Council shall be held on the 1st Thursday of even number months unless otherwise determined by Council.
- Special meetings of Council may be called at the request of the Chair or by any three members. Any three members desiring a special meeting of the Council shall state so in writing and present it to the Chair and (s)he shall call such special meeting, which shall be confined to the issues for which the meeting is called. Notices of any special meetings shall set

forth the purpose for which it is called. Members of the Council shall be notified not less than three days prior to the day of the special meeting.

Item 6

If a member of the Council is absent from three consecutive regular meetings of Council, or any four regular meetings within a calendar year, that person shall be considered no longer a member, as of the following regular meeting, and will be replaced as a member by means of a new appointment, unless all of the following occur:

- A. The Executive Director shall provide notice of pending removal from Council, to the member who has incurred the above-mentioned number of absences. However, failure to receive such notice will not affect implementation of the procedures described here.
- B. The Council, in the next regular meeting votes by a majority of those present and voting to continue that person's membership on the Council.
- C. The matter shall be discussed in executive session and the member in question may not be present for discussion. Voting on the matter of their removal shall be done in full session and by secret ballot.

Item 7

This Policy, rules of procedure may be amended at any time by a majority vote of Council. Amendments can only be made during scheduled or special meetings of Council.

Item 8

Council may establish policies as needed to ensure the welfare of apprentices, increase the use of the Registered Apprenticeship system by Ohio businesses, and safeguard the existence of the Registered Apprenticeship system in Ohio as authorized under Ohio Revised Code 4139.03. No policies or rules will violate any federal or state laws.

Item 9

Council shall enter into an agreement in the form of a Memorandum of Understanding with the U.S. Department of Labor, Office of Apprenticeship that clearly delineates between the job responsibilities of that office and those of Council, regarding the Registered Apprenticeship system in Ohio.

Item 10

OSAC resignations

- A. Council members who cannot fulfill the terms of their appointment must submit their resignation in writing to the Executive Director of

Council at least one month prior to the effective date of their resignation.

- B. Resignations must include the effective date of the resignation.
- C. The executive director will publicly acknowledge receipt of the resignation at the next regularly scheduled Council meeting
- D. Council will post an announcement of a vacant seat on its web site for a two week period following the public acknowledgement of the receipt of the resignation.

Council elects to establish these policies:

Item 11 Work process schedules shall reflect the nature of the occupation in which the apprentice is indentured. While engaged in apprenticeship, an apprentice may not work outside of the approved work process schedule for the occupation in which (s)he has signed an agreement.

Item 12 Apprentice transactions shall be initiated by the sponsor and entered into the U.S. Department of Labor's hosted Registered Apprenticeship Partners Information Data System (RAPIDS).

Item 13 Apprenticeship agreements with original signatures shall be maintained as a part of the permanent apprentice file under the authority of Ohio Administrative Code 5101:11-3-04.

Item 14 The Sponsor shall submit proper documentation for apprentice agreements that reflect a request for advanced credit, under Ohio Administrative Code 5101:11-3-01 (D(2)). No action will be taken on the electronically submitted agreement until documentation is received and approved.

Item 15 Apprentice registration date

The date in which an apprentice will be considered registered with the Ohio State Apprenticeship Council will be the date the apprentice agreement is approved by the Ohio State Apprenticeship Council pursuant to Ohio Administrative Code 5101:11-3-03 Effective June 6, 2009

Item 16 Pre-Apprenticeship

The Council shall record and maintain necessary records on programs that have gained recognition under the Pre-Apprenticeship Policy which was implemented on October 22, 2009.

Item 17 Direct Entry from Pre-Apprenticeship

Upon a sponsor's request, Council will allow direct entry from some specified pre-apprenticeship program(s) as a provision of a sponsor's selection procedure, granted the following conditions are met:

- A. The Registered Apprenticeship sponsor shall first gain Council approval, for a provision in its program standards, to add allow direct entry from some specified recognized pre-apprenticeship program(s).
- B. The specified pre-apprenticeship program(s) shall submit and have been granted Council recognition and have been in operation with no findings for a calendar year.
- C. The registered program standards shall stipulate that applicants for direct entry from pre-apprenticeship, shall have successfully completed training according to the terms of the specified pre-apprenticeship program's approved operating plan.
- D. Direct entry shall only be used in tandem with a Council-approved selection method conforming to the requirements of OAC 5101:11-3-02, and shall not be implemented in any way that conflicts with that method.

Approved by Council: September 12, 2011

Steve Lipster, Chairman

Date

Andrew Maciejewski, Executive Administrator

Date