

Amendment to the Rules of Procedure Local Workforce Development Board Bayamón - Comerío

AMENDMENT OF INTERNAL REGULATIONS

LOCAL WORKFORCE DEVELOPMENT BOARD

Amended September 2025

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**AMENDMENT TO THE INTERNAL REGULATIONS LOCAL BOARD OF LABOR
DEVELOPMENT
AMENDED 09/2025**

PURPOSE OF AMENDMENT

These Regulations were amended in 2017 to integrate changes around aspects that will facilitate the decisive power of its members through electronic means, clarify aspects of membership and meetings, among other procedures. Through this revision, minimal changes are integrated into this document to update its continuity and validity.

BASE LEGAL

The Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128 of July 22, 2014, in its Title I: Section 107 (d) establishes the functions of the Local Workforce Development Board. Section 107 of the WIOA provides that the Mayors of the Municipalities that make up the Local Area work in coordination and mutual agreement with the Local Board, to establish Public Policy, develop a Local Plan, select eligible service providers, exercise oversight over the Single Management Center and designate the operator of said Center, among other functions.

ARTICLE I – NAME, OFFICE AND SEAL

The name of this body will be the Local Board of Labor Development of the Local Area of Labor Development Bayamón – Comerío.

With Main Office on Palmer Street #10 Corner Dr. Veve (Old Olazábal Building) in the Municipality of Bayamón. The Local Board may establish other Offices within the Commonwealth of Puerto Rico, as the Executive Committee deems necessary.

The Local Board Seal will be designed by the Executive Committee. This seal will be stamped on all documents approved by the President of the Local Labor Development Board.

ARTICLE II – PURPOSE OF THE REGULATION

These Regulations are promulgated pursuant to the provisions of Section 107(d) of the Workforce Innovation and Opportunity Act (WIOA), Public Law No. 113-128 of July 22, 2014. The vision of this Board is to bring the Local Area into full compliance with the purposes of the law to meet the needs of the job seeker and the needs of employers in the labor market.

Our Mission:

- To serve as a guiding instrument in the organization and operation of the Local Board and its committees.
- Establish the most appropriate organization to facilitate the fulfillment of the duties, functions, and responsibilities of the Board, as provided in the law and guidelines of the federal agency, in compliance with the regulatory clauses of transparency in its processes.
- To establish the general rules and procedures that will regulate the functioning of the working committees.

ARTICLE III – COMPOSITION OF THE LOCAL BOARD

Business Representative

- a) Business owners, general managers of operations of private commercial companies or other executives who have optimal participation in the managerial decision-making process and authority over recruitment in the companies they represent.
- b) Includes representatives of small businesses, organizations that provide employment opportunities representative of the Local Area, who will be appointed by the Board of Mayors from among those nominated by trade organizations, professional and business associations.
- c) They must constitute the simple majority of the Local Board.

Mandatory Representatives

- a) One (1) representative of a service provider administering the Education and Literacy Program, under Title I of the WIOA.
- b) one (1) representative of an Institution of Higher Education that is providing workforce development activities, including community entities.
- c) With at least one (1) representative of the following governmental, economic and community development entities:
 - Economic and community development entities.
 - Employment Service program under the Wagner Peyser Act (29 U.S.C. 49et Seq.) that serves the Local Area.
 - Vocational Rehabilitation Program under Title I of the Vocational Rehabilitation Act of 1973.
 - Entities that administer Education and Training with previous experience.

Sector Representatives

- a) **Workforce Representatives (four (4) representatives)**
They will be individuals representing labor organizations for the Local Area, where employees are represented by the labor organization or by a Local Area, where employees are not represented, or any other representative of the employee.
It may include representatives of a community-based organization with demonstrated expertise and experience in addressing the employment needs of individuals with barriers to employment or organizations that serve veterans. Organizations with expertise in serving eligible youth.
- b) **Representatives of Government Economic and Community Development Entities**
Individuals representing economic and community development entities, including one (1) representative of the State Employment Service Office under the Wagner Peyser Act, one (1) representative of the Vocational Rehabilitation Program who is not from the Agency designated to conduct the Client Assistance Program.
- c) **Representatives of Entities Managing Education Activities**
Two (2) representatives.
- d) **Any other individual or entity that the Board of Mayors deems necessary.**

ARTICLE IV – FUNCTIONS AND RESPONSIBILITIES OF THE BOARD OF MAYORS

Under Section 107(d) WIOA, the functions of the Board of Mayors are as follows:

- 1) In accordance with Section 107(2) of the WIOA, it will initiate the process of inviting, nominating, and appointing the Local Board, following the criteria established by the Governor and Section 107(b)(2)A of the WIOA and Circular Letter WIOA-2-2015 issued by the State Workforce Development Board.
- 2) Approve the budget developed by the Local Board to carry out its responsibilities in accordance with Section 107(d) of WIOA and this agreement. Pursuant to Section 107(d) of the WIOA, it shall designate, in coordination with the Local Board, the Bayamón-Comerio Local Area, composed of its two (2) Municipalities, as local subrecipients of the funds delegated to assist the Board of Mayors in the administration of these funds. In such capacity as an administrative entity, the Local Area shall disburse the funds immediately upon receipt of the order of the Local Board, in accordance with the Section.
- 3) All municipalities that make up the Local Area will serve as the recipient of WIOA funds.

ARTICLE V – FUNCTIONS AND RESPONSIBILITIES OF THE LOCAL BOARD

Under Section 107(d) of the WIOA, the functions of the Local Board are as follows:

- 1) It will develop and submit a Local Four-Year Plan, in coordination with the Board of Mayors.
- 2) As part of an Economic Development Region in coordination with other Local Areas, it will develop and submit a Regional Plan. The Local Plan will be submitted as part of the Regional Plan.
- 3) You will conduct labor market analysis and regional workforce research, including training.
- 4) It will assist the Governor in the development of an integrated statewide labor market and workforce information system, specifically the collection, analysis, and utilization of labor market information for the region.
- 5) Convene workforce development system stakeholders to assist in the development of the Local Plan and identify non-federal experts and resources to foster support for the development of workforce activities.
- 6) Promote private sector involvement to attract a range of diverse employers and entities in the region to promote business representatives on the Local Board that reflect existing and newly created employment opportunities in the region.
- 7) Develop effective links with employers in the region to support employers' use of the local workforce development system.
- 8) Promote efforts in the Local Area to develop and implement career development by aligning employment, training, education, and support services needed for youth and adults, particularly those with barriers to employment, in coordination with Secondary Education representatives.
- 9) Make efforts to identify and promote proven and promising strategies and initiatives that meet the needs of employers, workers, and job seekers, including individuals with barriers to employment.
- 10) Develop strategies for the use of technology to maximize the accessibility and

effectiveness of the workforce development system for employers, employees, and job seekers.

- 11) You may request and accept donations from other federal and state funding sources, in addition to those available under WIOA.
- 12) The Local Board may delegate any of the above functions and responsibilities to the Bayamón – Comerío Local Area, by agreement with the Board of Mayors.
- 13) The Local Board may develop an internal budget for the purpose of carrying out the above functions and responsibilities, subject to the approval of the Board of Mayors.

The Local Labor Development Board will also fulfill its function and responsibility of transparency ("Sunshine Provision"), for which it will make public, through electronic or other means, all the activities and processes carried out by this entity. It will have a website for the publication of all its processes.

ARTICLE VI – TERMS OF APPOINTMENT AND RE-ELECTION

The terms of these appointments will be staggered, providing that the representatives of the private business sector and mandatory partners serve in a staggered manner for up to four (4) years, so that there are no vacancies for an indefinite period of time in the different sectors, providing that they remain in their positions until they are replaced.

The re-election of members of the Local Board with an interest in continuing in the position, once their term has expired, is not prohibited. The reappointment procedure will be the same as that followed in the original designation.

A. Local Board Officers

The officers of the Local Board shall be: President, Vice President, Secretary, and Executive Director. The latter shall be employed by the Local Board and shall answer to the President. With the exception of the President, they will be elected by simple majority at the first Annual Meeting of the Local Board. The President will be selected from among the representatives of the private business sector, nominated by the President of the Board of Mayors.

B. Functions of the President

He will be the Chief Executive of the Local Board.

- 1) Transmit the decisions and recommendations of the Local Board the Chair of the Board of Mayors, as well as relevant organizations, institutions, state/federal agencies, and other entities.
- 2) He will represent the Local Board in official acts together with the Executive Director of the Local Area, who is the sub-recipient of the funds.
- 3) Convene ordinary/extraordinary meetings and conduct such meetings.
- 4) It will appoint from among the members of the Local Board the members of the different committees, as well as their Presidents.
- 5) He will supervise and control all the affairs of the Local Board.
- 6) He shall be an ex officio member of each committee.
- 7) It will submit to the President of the Board of Mayors an Annual

Report, as well as any other that may be required and a copy of the minutes of the meetings.

C. Functions of the Vice-President

In the absence of the President or when he is unable to perform his functions, he shall exercise these functions and when this occurs he shall have all the powers and shall be exposed to all the restrictions of the President. He may perform such other functions as may be assigned or delegated by the President to the Local Board.

D. Functions of the Secretary

- 1) He will be responsible for the minutes of the Local Board meetings and will submit them to the Local Board for approval.
- 2) It will be ensured that all approved minutes are certified and signed.
- 3) He will be the custodian of the official files and the seal of the Local Board.
- 4) He will preside over the meetings in the absence of the president or vice-president.

E. Functions of the Executive Director

- 1) He will report directly to the president and will be in charge of the day-to-day operations and affairs of the Local Board, including the planning and programmatic development of plans and programs.
- 2) He will represent and assist the president in the execution of the plans and programs.
- 3) He shall perform other functions designated by the President.

ARTICLE VII – WORKING MEETINGS FOR THE FULFILLMENT OF FUNCTIONS AND DUTIES OF THE LOCAL BOARD

To fulfill its functions and responsibilities, the Local Board will hold work meetings that will be held within a framework of discussion and work environment, where analysis and deliberation of public policy determinations that impact the use of funds and services in general of the Single Management Center will be carried out. that are made with federal WIOA funds.

The members of this governing body will not be paid monetary compensation, as set forth below. As permitted and established in the Uniform Administration Requirements (UAR/2 CFR Chapter 11, Part 200) in its Section 200.432, on Conferences, Board members may be provided with food, snacks (not alcoholic beverages) and transportation to official activities, among others. In the case of conferences outside of Puerto Rico, the provisions of the Travel Regulations of the Municipality of Bayamón, established under the provisions of the Law of Autonomous Municipalities, will apply.

ARTICLE VIII – ORDINARY AND EXTRAORDINARY MEETINGS

Local Board meetings shall be notified by the Secretary at least ten (10) days prior to their holding.

Regular Meetings

- 1) The Local Board shall meet in ordinary session at least two (2) times during the planning and scheduling cycle and may be convened by the President, the Secretary of the Board, the Director of the Local Board, or by the Executive Director of the Local Area.

- 2) The President shall issue and circulate the notices so that all members receive them at least five (5) to ten (10) days before the date of the meeting. In said call, the matters to be discussed and documents to be discussed at the meeting will be detailed, no other matter may be discussed, except for those that have the unanimous consent of those present at said meeting.
- 3) Notice of suspension of an ordinary meeting shall be made by the President no less than two (2) days prior to the date that would be set for the meeting.
- 4) The meetings of the Local Board will be chaired by the President or Vice-President, in his absence.
- 5) In the absence of the President or Vice-President of the Executive Committee, the Secretary may preside over the meeting.

Special Meetings

- 1) The Local Board will hold the extraordinary meetings it deems necessary, at the initiative of the President or at the request of the majority of its members.
- 2) The President shall issue and circulate the notices so that all members receive them at least one (1) to ten (10) days before the meeting. Said call shall detail the matter and the matters to be discussed, who or who convenes it; Time, date and place of its celebration.
- 3) No new matters will be added to the agenda of extraordinary meetings.
- 4) The meetings must be chaired by the President or Vice-President, in the absence of the latter.

Attendance and Vacancies

- 1) The members of the Local Board must punctually and regularly attend the meetings of the Local Board and Committees, to which they belong and actively participate in the work and activities, since absences without justification may lead to suspension.
- 2) Attendance at meetings is non-delegable, provided that the President may accept alternate members, provided that they meet the senior management requirements required by Section 107 of WIOA and in special circumstances to ensure the continuity of the work of the Local Board.
- 3) Any vacancy that arises in the Local Board must be notified immediately to the Board of Mayors.
- 4) Any vacancy must be filled in the same manner in which the appointment was originally made. The person who comes to replace will serve for the remaining term.
- 5) Any representative who ceases to be associated with the Organization, Institution or Program that nominated him or her will have to resign immediately and be replaced in accordance with this procedure.
- 6) The procedure for nomination and appointments of the members of the Local Board is that established by the Board of Mayors in accordance with the provisions of the Law and Public Policy established.

ARTICLE IX – QUORUM

At the meetings of the Local Board, a quorum shall be constituted by a simple majority (half plus one of all members) or if thirty-three percent (33%) of the members are present. A quorum would also be constituted if the members of the private business sector constitute a simple majority (half plus one) and the members of the Executive Committee are present.

If a quorum is not reached, it will be notified for a next meeting to be held within the next two (2) weeks. The decisions reached at that meeting will be valid. The quorum must be maintained and required for the approval of all matters before the attention of the Local Board.

ARTICLE X – DUTY OF ABSTENTION – CONFLICT OF INTEREST

When a matter is presented for the consideration of the Local Board in the plenary or in any of its committees and it contemplates a possible conflict of interest, with any of the members of the Local Board, he must inform in writing about the possible conflict and abstain from voting in it. A conflict of interest is understood to be any matter or matter that has a direct relationship with the services offered by the member (or any organization that he or she directly represents) and/or that could benefit the member or his or her immediate family financially.

No councilmember, officer, officer, or employee of the Local Board shall solicit or furnish information that can only be obtained through his or her membership of the Local Board or Local Area, and which is not common knowledge to the general public to him or a member of his or her immediate family.

ARTICLE XI – MEETINGS, DETERMINATIONS AND VOTES

A. Meetings

The meetings of the Local Board shall be, as established in Article VII, ordinary or extraordinary. They will be conducted through the Parliamentary Process and Rules following the order of the matters to be discussed previously notified in the call that will be included in the Agenda.

Any meeting in the face-to-face or virtual modality must have the required quorum. The matters discussed that require approval will be worked on in tune with the parliamentary process that will be duly documented in the minutes of the meeting, which will require the approval of the plenary; then, the signature of the President, the Secretary and the seal of the Local Board.

B. Use of Referendum Consultations for Board Determinations in Matters of Urgency

Globalization and technology systems have changed the ways and means in which organizations carry out their work, make determinations and consensus. Therefore, this Board has determined to update its processes. It is integrated into this policy that extraordinary meetings may be combined between face-to-face and virtual methods, through a secure platform such as: Zoom, Teams or another accessible to the organization.

Our Local Board is tempered to new trends to streamline its function in matters that require it to fully comply with its functions, adding in its regulations the use of the mechanism of virtual meetings and electronic referendum, for decision-making.

The acceptance and integration of new technological methods for the operation of the Local Board is also a recognition that the members of the Bayamón – Comerío Local Labor Development Board are individuals belonging to the world of work, whether from the private or public sector or

different organizations that have multiple functions in their daily lives.

Therefore, it can be consulted as follows:

- 1) The Local Board may use the consultation and/or referendum mechanism via e-mail for matters of importance and urgency due to the needs of the operation of the WIOA Programs.
- 2) The President shall issue and circulate to all members of the Board the matters under consideration, with their due supporting documentation.
- 3) The matters to be decided will be processed via email to all members who have an email or via physical delivery of the documents, to those members who do not have one.
- 4) In both cases, electronic or physical acknowledgment of receipt will be requested.
- 5) Each member will have five (5) business days to notify their determination.
- 6) The decision in favor or against will be considered by the direct vote of fifty (50%) percent of the members plus one (1).
- 7) Members will be notified of the final determination and at the next regular meeting of the Local Board, the matters decided by Referendum.

C. Votes

- 1) No member of the Local Board shall violate or participate in decision-making on any matter under his or her consideration relating to the offering of services to be offered by such member (or by the entity he or she represents) or that will provide benefits to such member or his or her immediate family member, or involve himself or herself in any other entity that the Governor determines constitutes a conflict of interest specified in the State Plan. Likewise, he/she must notify the Local Board in writing of his/her interest (or that of the entity he/she represents), of his/her intention to submit any request or proposal to offer services on any matter that provides economic benefits to said member or immediate family member.
- 2) Representatives of the Youth Committee or any other established committee, listed below, who have not been appointed from among the members of the Local Board, shall have the right to speak, but not to vote, in the determinations of the Local Board. They will have the right to vote, in the internal determinations of their committees.
- 3) all determinations of the Local Board shall be approved by a simple majority vote, except for amendments to these Regulations. The secret ballot may be carried out with the prior authorization of the Local Board in the plenary.
- 4) Ex-officio members of the Local Board, that is, employees or advisors of the Bayamón – Comerío Local Area will have the right to vote, but not to vote, except in the decisions of the committees of the Board to which they belong.

ARTICLE XII – CONSIDERATION OF SPECIAL MATTERS

When a member may, individually, request by written communication addressed to the President that those matters that are of interest to improve the functioning of the Local Board be included in the Agenda.

ARTICLE XIII – STANDING WORKING COMMITTEES

The committees will recommend to the Local Board their determinations on what has been decided in their area. It is the responsibility of the Local Board in plenary session or by majority vote, to adopt, amend or reject them. All committees will be chaired by a representative of the private sector, to the extent possible; otherwise, by representatives of the sectors under the composition of the Local Board and appointed by the President. The President may appoint "ad hoc" committees for special purposes and necessary to assist in the accomplishment of the duties and objectives of the Local Board.

A) Executive Committee

It will be composed of the President, Vice President, Secretary and Director. Its primary function will be the internal administration of the Local Board.

B) Single Management System Operational Committee

- a. Provide information and assist in the operational matters of the Single Management System.
- b. Recommend public policy, service priorities, and in-demand occupations to be offered through the Single Management System.
- c. Assist in the selection of service providers for innovation activities. This committee may have members who are not part of the Local Board, but who contribute in terms of expertise and experience in the field of job development and single management delivery system.

C. Youth Committee

- a. Provide information and assist with planning and operational matters of providing services to youth.
- b. Collaborate in the design of services for young people.
- c. Assist in the selection of eligible providers to serve youth who are selected through a competitive process.

D. Committee on Persons with Disabilities

- a. Provide information and assist with operational and other matters related to the provision of services to persons with disabilities.
- b. Assist in monitoring compliance with the provisions of the federal American with Disabilities Act (ADA) regarding programmatic and physical accessibility to Single Management System services.

And. Monitoring and Budget Committee

- a. Monitoring and monitoring of the pattern of planned expenses to meet the goals established in the Local Plan.
- b. Supervision and evaluation through monitoring interventions carried out by the Local Area Monitoring Unit that answers to this Local Board.

F. Special Committees ("Ad Hoc")

- a. The President may appoint Special Committees, as he deems necessary to fulfill the functions and duties of the Local Board and with others that may arise in the discharge of its responsibility as a body.

Rules of Operation of Standing and Special Committees

- 1) The members will be governed by the Internal Regulations of the Local Board in terms of attendance, quorum and abstention.
- 2) The members of the committees may resign by written notification addressed to the President of the Local Board.
- 3) They shall submit reports, including pertinent recommendations, to the Local Board for consideration and evaluation. The Local Board may adopt, modify or reject them.
- 4) Vacancies of committee members, due to death, resignation, dismissal, or any other cause, shall be filled by the Local Board. After the new members are appointed, following the same procedure for appointing new members, it is the responsibility of the Board of Mayors.

ARTICLE XIV – EVALUATION OF PROPOSALS

The Board and Local Area will establish a Proposal Evaluation Committee and a Private Sector Proposal Review Committee. In the first committee, the Chair of the Board will appoint two (2) members, in the case of Youth Proposals, and two (2) members of the Youth Committee. Provided that the President appoint one (1) representative of the Local Board to the Private Sector Proposal Review Committee.

Both committees will be governed by Administrative Memorial WIOA-2016-05 (Revised), Procedure for Contracting Youth Program Services, Title I of WIOA and Activities Not Acquired through Individual Training Account Systems for Adult and Displaced Worker Programs or its amendments.

ARTICLE XV – REMUNERATION AND SUBSISTENCE ALLOWANCES

No member of the Local Board shall receive any remuneration as a result of his or her appointment. However, they will be able to receive food or diet. In addition, for transportation and lodging, reimbursement of expenses incurred by the member(s) in any transaction directly related to official business of the Local Board and/or as a result of attending conferences will be permitted. This is defined in the Regulations as meetings, seminars, symposia, training workshops or activities that are aimed at the dissemination of technical information related to Federal Programs or other related laws. Funds for these purposes shall be established in the Local Board budget which is established annually in accordance with the availability of funds in the Annual Plan or annual work specifications.

ARTICLE XVI – SANCTIONS

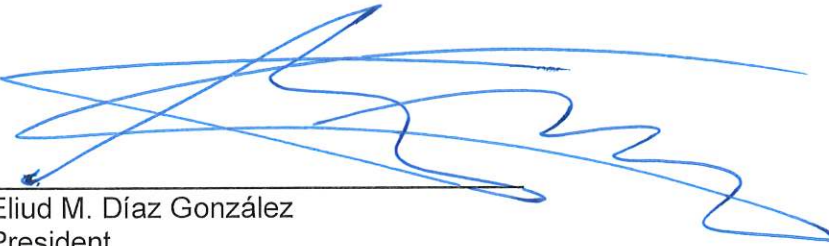
- A. Any member of the Local Board may be required to resign for just cause, such as, for example, a voluntary and frequent pattern of absenteeism or conflicts of interest not reported to the Local Board, by two-thirds (2/3) of the voting members of the

ARTICLE XX - VALIDITY

The amendment to the Internal Regulations of the Local Labor Development Board will be effective as of the date of approval.

Insofar as they are not incompatible with what is amended herein, the other clauses of this document shall remain unaltered.

In Bayamón, Puerto Rico on October 24, 2025.



Eliud M. Díaz González
President
Bayamón Local Labor Development Board - Comerío