

Bylaws of the Working Group on Jobs, Wages, and Benefits

Article I—Name and Purpose

Section A. Name of the Group

The official name of this body shall be the Working Group on Jobs, Wages, and Benefits ("Working Group").

Section B. Existence of the Working Group

The Working Group shall exist only during such times as it may be meeting with the presence of a quorum.

Section C. Purposes and Duties

In accordance with Mayor's Order 2016-083, the purposes and functions of the Working Group shall include:

1. The Working Group shall make recommendations to the Mayor of the District of Columbia and the Council of the District of Columbia regarding legislative, programmatic, and policy ways to improve the District's economic competitiveness in the region, attract and retain businesses and employees in the District of Columbia, protect and promote commercial diversity, promote the creation and retention of well-paying jobs, and create pathways to the middle class for District residents.
2. The Working Group shall within six (6) months of its first meeting, produce a report of legislative, programmatic, and policy recommendations after having examined issues germane to the purpose of the Working Group, which issues shall include but are not limited to:
 - i. The competitive position of District of Columbia businesses, employers, and employees versus those in Maryland and Virginia, and the cause of that competitive position;
 - ii. The effect of proposed or existing wage and benefit programs on employees and employers in the District;
 - iii. The ease or difficulty of doing business in the District of Columbia due to proposed or existing governmental, regulatory, or administrative requirements.
3. The report shall be accompanied by draft legislation, regulations, amendments to existing regulations, or other specific steps for implementing the recommendations.

Article II—Membership

Section A. Membership

The Working Group shall be comprised of members appointed in accordance with section III of Mayor's Order 2016-083.

Section B. Selection of Chairperson and Vice-Chairperson

The Mayor shall appoint the Chairperson of the Working Group.

The Chairperson shall appoint the Vice-Chairperson of the Working Group.

Article III – Meetings

1. All meetings of the Working Group shall be open to the public, unless otherwise permitted by section 405 of the Open Meetings Amendment Act of 2011, effective March 31, 2011 (D.C. Law 18-350: D.C. Official Code § 2-575(b)) (“Open Meetings Act”).
2. Meetings shall be held at the times and places specified by the Working Group. The exact number of meetings will be determined by the anticipated workload of the Working Group.
3. The Chairperson shall endeavor to limit meetings to approximately two (2) hours. In his or her discretion, the Chairperson may limit the number of, and allocate time for public comment in order to conform the comments to the meeting duration.
4. In accordance with section 407 of the Open Meeting Act, D.C. Official Code § 2-577, meetings may be held, and a member may participate by video conference, telephone conference, or other electronic means.

Article IV—Officer and Member Responsibilities

Section A. Officer Responsibilities

1. The Chairperson shall be responsible for the development of the agenda and preside at all meetings of the Working Group.
2. The Chairperson may establish committees or subcommittees when necessary to accomplish the work of the Working Group.
3. The Chairperson, or Vice-Chairperson when so delegated by the Chairperson, shall sign all correspondence necessary to carry out the purposes and functions of the Working Group.
4. The Vice-Chairperson, in the absence or disability of the Chairperson, shall preside at all meetings of the Working Group.

Section B. Member Responsibilities

1. Each member is expected to attend meetings and to participate in Working Group activities.
2. Each member is expected to study the issues or problems which come before the Working Group in order to contribute to the resolution process.
3. Each member of the Working Group shall serve until the Working Group expires pursuant to section VII of Mayor’s Order 2016-083, unless earlier removed by the appointing authority.

4. The members of the Working Group shall serve without compensation, pursuant to section V of Mayor's Order 2016-083.

Article V-- Agenda, Order of Business, and Voting

1. Agendas for all regular meetings of the Working Group shall be prepared by the Chairperson, taking into consideration the recommendations of the members.
2. The Chairperson will circulate a proposed agenda at least two (2) business days before each meeting. Any member may propose agenda items.
3. The Order of Business for each regular meeting shall follow the following order of business:
 - i. Call to Order
 - ii. Announcement of a Quorum
 - iii. Approval of Minutes of the Previous Meeting
 - iv. Old Business
 - v. New Business
 - vi. Adjournment
4. A majority of the appointed members constitutes a quorum for the convening of a meeting and the transaction of business.

Article VI-- Rules of Procedure

Rules of procedure not specifically addressed in the Bylaws will follow the current edition of Roberts' Rules of Order.

Article VII-- Adoption and Amendment of Bylaws

These Bylaws shall be adopted by two-thirds of the Working Group as voting membership present. Amendments to the Bylaws must be approved by two-thirds of the voting members present at a meeting. Proposed Amendments to the Bylaws shall be distributed to the membership a minimum of two weeks prior to a vote.