

**Ohio State Apprenticeship Council Policy**  
**Rules of Procedure**  
**February 7, 2008**

- 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 Chairman and Vice-Chairman. 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 Chairman a member representing management, then the Council shall elect as Vice-Chairman one of its members who is a representative of labor. Conversely, if the Council elects as its Chairman a member who represents labor, then they shall elect as its Vice-Chairman one who represents management. The Chairman and Vice-Chairman shall serve for a period of twelve months or until his/her successor is duly elected. Elections of Chairman and Vice-Chairman shall occur in June of each calendar year unless otherwise determined by the Council. Elections will be placed on the June agenda of each year as the first item of business.
- Item 4**        (A) 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.  
                  (B) 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.  
                  (C) 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 Chairman 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**        (A) Regular meetings of Council shall be held on the 1<sup>st</sup> Thursday of each calendar month (as passed by Council at their regularly scheduled open public meeting October 4, 2007) unless otherwise determined by Council.

(B) Special meetings of Council may be called at the request of the Chairman 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 Chairman 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 both of the following occur:

(A) The Council, in the next regular meeting that attains a quorum (to be defined as a majority of that group which includes the members other than the person in question and adheres to rule number [4] votes by a majority of those present and voting to continue that person's membership on the Council.

(B) The member in question may not be present for discussion and voting on the matter of their removal.

The Executive Director shall provide notice of pending removal from Council, to a 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.

**Item 7**

This Policy, rules of procedure may be amended at any time by a majority vote of council with a minimum of one representative each of management, labor and public members voting. 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 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.

Council elects to establish these policies:

- A. Work process schedules shall reflect the nature of work the apprentice is performing.
- B. An apprentice may not work outside of the work process schedule for which (s)he has signed an agreement.
- C. Council shall enter into an agreement in the form of a Memorandum of Understanding with the Bureau of Apprenticeship and Training that clearly delineates the job responsibilities between the employees of The U.S. Department of Labor, Office of Apprenticeship and the authority of Council over the registered apprenticeship system in Ohio.

**Item 9**      Apprentice registration date/credit for previous experience.

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 March 22, 2004.

Credit for previous experience may be given at the discretion of the registered sponsor provided it meets the following criteria and is approved by the Ohio State Apprenticeship Council:

- 1. Credit vouchers showing on-the-job training (OJT) credit and related technical instruction (RTI) transcripts signed and attested to by the employer and the apprentice must accompany the agreement when submitted for approval by the registration agency.
- 2. Credit may not exceed 75% of the total time of the apprenticeship. Credit issued for 50% or more of the OJT term of the apprenticeship shall require OSAC approval.
- 3. Any credit requests for RTI must be accompanied with documentation for which credit is based, and is subject to OSAC approval
- 4. The probationary period for the remaining training period will be as written in the approved registered sponsor standards.
- 5. No apprenticeship agreement will be accepted for less than a minimum term of 2,000 hours of on-the-job training.

**Item 10**

The Ohio State Apprenticeship Council will use the following interpretation of Chapter 4101:9-4 Prevailing Wage Regulations part 02 Definitions, section (A) "Apprentice". Council acknowledges that an apprentice may be considered as enrolled for a ninety-day period prior to authorized approval of the signed apprentice agreement by the Ohio State Apprenticeship Council.

Council may request:

- a. Payroll records that show the employee's occupation, when and where the employee worked for the 90-day period, and the rate of pay;
- b. Related training transcripts for the 90-day period, and
- c. Work processes and skills learned during the 90-day period for each employee.

Council may also request a completed and signed copy of the apprentice agreement that contains all pertinent data as required by O.A.C. 5101:11-3-03.

**Item 11.** 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 where a quorum is established.
- 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.

Recorded February 7, 2008, Administrator of Council

Approved by Council: February 7, 2008

Council Vice -Chairman: William H. McNally \_\_\_\_\_  
date: \_\_\_\_\_

Council Administrator: Andrew Maciejewski \_\_\_\_\_  
date: \_\_\_\_\_