

Workforce Development Board By-Laws Required Elements – Crosswalk

NOTE: Elements 1-7 are the Required Elements Designated at WIOA Final Rule 679.310(g).	The Article/Section Where the Required Elements are Located Within the <i>Current</i> By-Laws.
1. The nomination process used by the CEO(s) to elect the local Board chair and members.	Article II; Section 1-Membership
2. The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year.	Article II; Section 4- Term of Membership
3. The process to notify the CEO(s) of a Board member vacancy to ensure a prompt nominee within ninety (90) days of the vacancy.	Article II; Section 5- Vacancies
4. The proxy and alternative designee process that will be used when a Board member is unable to attend a meeting and assigns a designee as per the requirements of 20 CFR 679.110(d)(4).	Article VI; Section- Voting
5. The use of technology such as phone and web-based meetings, that will be used to promote Board member participation (20 CFR 679.110(d)(5)).	Article VI; Section 6- Attendance
6. The process to ensure Board members actively participate in convening the workforce development system’s stakeholders, brokering relationship with a diverse range of employers, and leveraging support for workforce development activities.	Article V; Section 1- Committees
7. A description of any other conditions governing appointment or membership on the Board as deemed appropriate by the CEO(s); (20 CFR 679.310(g)(1-7)). Note: Answer may be N/A.	N/A

Workforce Development Board By-Laws Required Elements – Crosswalk

North Carolina Specific Requirements That Must be Specified Within the By-Laws.	The Article/Section Where the Required Elements are Located Within the <i>Current</i> By-Laws.
8. The adopted generally accepted parliamentary procedure, such as Robert’s Rules of Order, chosen by the Board.	Article VI; Section 7- Orders of Business
9. Whether an appointee filling a vacancy will serve the remainder of the unexpired term or be appointed for a new full term.	Article II; Section 5- Vacancies
10. The Board’s policy assuring attendance and participation of its members.	Article VI; Section 6- Attendance
11. Quorum requirements to be not less than 51% constituting 51% of the total Board positions.	Article VI; Section 3- Quorum
12. Any standing committees the Board has established shall be included in the by-laws.	Article V; Section 2- Standing Committees
13. The Board’s conflict of interest policy, which may not be any less stringent than the requirements of the Division’s Policy, shall be referenced in the by-laws.	Article VI; Section 5- Conflict of Interest
14. The process the Board will take when expedient action is warranted between Board meetings, such as calling a special meeting or allowing the Executive Committee to act on behalf of the Board.	Article IV; Section 1- Executive Committee Article and Section 2- Responsibilities Article VI; Section 2- Special Meetings
15. Board meetings will be held in accessible facilities with accessible materials available upon prior request.	Article VI; Section 10- Open Meetings
16. The Board will meet no less than four times per program year.	Article VI- Section 1- Regular Meetings