

Workforce Development Board By-Laws Required Elements – Crosswalk

<p align="center">NOTE: Elements 1-7 are the Required Elements Designated at WIOA Final Rule 679.310(g).</p>	<p align="center">The Article/Section Where the Required Elements are Located Within the Current By-Laws.</p>
<p>1. The nomination process used by the CEO(s) to elect the local Board chair and members.</p>	<p>Article III Section 1</p>
<p>2. The term limitations and how the term appointments will be staggered to ensure only a portion of memberships expire in a given year.</p>	<p>Article II Section 4</p>
<p>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.</p>	<p>Article II Section 5</p>
<p>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).</p>	<p>Article VI Section 4</p>
<p>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)).</p>	<p>Article VI Section 2 Section 6</p>
<p>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.</p>	<p>Article VI Section 6</p>
<p>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.</p>	<p>Article II Section 1</p>

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<p>8. The adopted generally accepted parliamentary procedure, such as Robert’s Rules of Order, chosen by the Board.</p>	<p>Article VI Section 9</p>
<p>9. Whether an appointee filling a vacancy will serve the remainder of the unexpired term or be appointed for a new full term.</p>	<p>Article II Section 5</p>
<p>10. The Board’s policy assuring attendance and participation of its members.</p>	<p>Article VI Section 6</p>
<p>11. Quorum requirements to be not less than 51% constituting 51% of the total Board positions.</p>	<p>Article VI Section 3</p>
<p>12. Any standing committees the Board has established shall be included in the by-laws.</p>	<p>Article V Section 2 Section 2A, Section 2B, Section 2C</p>
<p>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.</p>	<p>Article VI Section 5</p>
<p>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.</p>	<p>Article VI Section 2</p>
<p>15. Board meetings will be held in accessible facilities with accessible materials available upon prior request.</p>	<p>Article VI Section 10</p>
<p>16. The Board will meet no less than four times per program year.</p>	<p>Article VI Section 1</p>