

Workforce Development Board Bylaws 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 CURRENT Bylaws.

1. The nomination process used by the CEO(s) to elect the local Board chair and members.

Article III, Section 2.A

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 III Section 3.A

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 III Section 2.A

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 V Section 3.C. paragraph 1

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 V Section 3.C paragraph 2

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 II Section 2 & Section 3

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)).

Article III Section 1

North Carolina specific requirements that must be specified within the bylaws:

The Article/Section where the Required Elements are located within the CURRENT Bylaws.

8. The adopted generally accepted parliamentary procedure, such as Robert's Rules of Order, chosen by the Board.

Article V Section 2

9. Whether an appointee filling a vacancy will serve the remainder of the unexpired term or be appointed for a new full term.

Article III Section 2.B

10. The Board's policy assuring attendance and participation of its members.

Article III Section 4.A

11. Quorum requirements to be not less than 51% constituting 51% of the total Board positions.

Article V Section 3.B

12. Any standing committees the Board has established shall be included in the bylaws.

Article VI

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 bylaws.

Article V Section 2.D

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 V Section 1.E

15. Board meetings will be held in accessible facilities with accessible materials available upon prior request.

Article V Section 1.B

16. The Board will meet no less than four times per program year.

Article V Section 1.A