

COASTAL WORKFORCE INVESTMENT BOARD

Policies and Procedures Manual

Effective Date: February 16, 2006
Revision 1 Date: December 19, 2008
Revision 2 Date:

PY05-001-1

WIB MEMBER ATTENDANCE POLICY

I. Purpose

To establish WIB member attendance requirements for regular and committee meetings and to provide a method of notifying WIB members and the appointing Chief Local Elected Officials (CLEO) of excessive absences.

II. Policy

A. Attendance Requirements

The Coastal Workforce Investment Board Bylaws provide for a limit of three consecutive absences from scheduled meetings.

Article II, 2.5 Removal: Vacancies: states:

“Any member may be removed for cause by the Consortium. Removal would occur after contact with the Member. A vacancy may occur by removal or by resignation. Vacancies resulting from either will be filled by the Consortium in a timely manner. For cause shall include, but is not limited to, criminal, dishonest, or infamous conduct, malfeasance, or misfeasance of membership, violating conflict of interest provisions, herein, or three or more consecutive absences from scheduled meetings.”

B. Notification of Absences from Scheduled Meetings

- 1) If a Board member misses ~~three or more non-consecutive meetings, including both full Board meetings and committee meetings~~ **one full Board meeting**, a letter will be sent from the ~~Executive Director~~ **CWIB Chair** to the member reminding him of his commitment to the LWIB and the attendance requirements. ~~A copy of the letter will be forwarded to the Committee Chair and the Board Chair.~~
- 2) If a Board member misses ~~three or more consecutive meetings including both full Board meetings and committee meetings~~ **two full Board meetings**, a letter will be sent from the ~~Board~~ **CWIB Chair** to the member, pointing out the attendance requirements of the LWIB bylaws and asking for the member's renewed commitment to the LWIB **or resignation from the LWIB**. A copy of

the letter will be forwarded to the appointing Chief Local Elected Official along with a cover letter detailing the member's attendance record for the current program year and reminding the CLEO of the need for committed representatives from the respective County. The letter will also indicate that should the member miss a third meeting in the program year, the CLEO will be asked to remove the current member and appoint a replacement.

- 3) If a Board member misses three ~~or more consecutive~~ full Board meetings, a letter will be sent from the Board Chair ~~to the member asking if the member wishes to remain on the Board~~ to the CLEO (with a copy to the member) referencing the attendance requirement in the bylaws, the member's attendance record and indicate that the member's removal may be the next step. A copy of the letter will be forwarded to the appointing Local Elected Official requesting that a new member be appointed.
- 4) Extended absences may be excused by the Board Chair on an individual basis for extenuating circumstances. ~~*If the Board member does not respond or indicates a choice to resign from the Board, the Board Chair will notify the elected official.*~~

~~*I. If the Board member indicates a desire to resign from the Board, their name shall be removed from the membership roll, creating a vacancy for their County. The CLEO will then be notified and asked to appoint a new member to fill the vacancy.*~~

~~*II. If the Board member fails to respond within the required time period the Board Chair will notify the CLEO and ask for the member to be removed based on attendance requirements specified in the Bylaws and for a new member to be appointed to fill the position. The current Board member will be deemed inactive until the Board is notified by the CLEO that the member has been removed, or their term expires at which time a vacancy is automatically created.*~~

Draft 1 meeting

Date

Dear:

Pursuant to the CWIB's Attendance Policy (see attached), staff has reviewed attendance for CWIB meetings beginning with the February 2012 meeting. We encourage you to make every effort to attend all future meetings. We do understand that things happen and sometimes you cannot fulfill your commitment to the Board. However, in an effort to provide members with as much advance notice as possible, Board meetings are scheduled a year in advance and changes in that schedule are sent out as quickly as possible.

The next regularly scheduled meeting of the CWIB is Friday, (DATE). We look forward to seeing you then. It is our sincere desire that you continue as an active member of the Coastal Workforce Investment Board. If you have any additional questions, or would like to discuss this further, please do not hesitate to contact me at (912)xxx-xxxx.

Sincerely,

Mark D. Corrigan
Chairperson, Coastal Workforce Investment Board

attachment

Draft - 2 meetings participant

Date

Dear:

Pursuant to the CWIB's Attendance Policy staff continue to review attendance for CWIB meetings for the current Program Year (July 1, 20XX – June 30, 20XX) beginning with the February 2012 meeting. According to CWIB records you have missed two meetings since January 2012.

We encourage you to renew your commitment to the Coastal Workforce Investment Board. The next regularly scheduled meeting of the CWIB is Friday, (DATE). Should you find that you are unable to continue your commitment to the CWIB we ask that you submit your resignation to (name), your CLEO, and to me. It is our sincere desire that you continue as an active member of the CWIB. If you have any additional questions, or would like to discuss this further, please do not hesitate to contact me at (912).

Sincerely,

Mark D. Corrigan
Chairperson, Coastal Workforce Investment Board

cc: County Chairman

Draft- two meetings CLEO

Date

Dear:

As indicated by the attached letter, your appointee “Name” has missed two meetings of the Coastal Workforce Investment Board during the current program year (July 1, 20XX – June 30, 20XX) . In the updated Attendance Policy (attached hereto) we have elected to notify you of these absences in the hope that you might be able to encourage your appointee to attend the CWIB meetings to ensure that XXX County is being properly represented at all times. We publish meeting dates a year in advance and seldom reschedule a meeting closer than three weeks before the originally scheduled date.

In the past, we have focused on all meetings missed by a Board member. To ease the burden on the members themselves and you, we are only tracking full Board meetings at this time. We do want to bring to your attention that there are only six scheduled Board meetings in a year and many years there are only five (as we have difficulty determining a quorum in December). By missing two or more meetings in a twelve month period the effectiveness of your representative(s) is/are greatly reduced. Depending on your appointee’s response to our most recent letter, we ask that you be prepared to appoint another individual to represent your county.

Thank you for your assistance in this matter. Should you have any questions about this issue, please contact me at (912)

Sincerely,

Mark D. Corrigan

CWIB Chair

Draft – 3 meetings

Date

Dear:

As we write this letter your representative NAME has missed three meetings of the Coastal Workforce Investment Board. In accordance with the current attendance policy, we have notified NAME more than once about missing Board meetings. In a letter sent to NAME on DATE, we encouraged him/her to rethink their commitment to the Board or possibly tender their resignation. We have seen no action with regard to these absences. At this time we are asking that you appoint a new member to the Coastal Workforce Investment Board to represent COUNTY. Our next regularly scheduled CWIB meeting will be held on Friday, DATE. We look forward to having adequate representation from your County at that meeting.

Thank you for your assistance in this matter. Should you have any questions about this issue, please contact me at (912)

Sincerely,

Mark D. Corrigan

CWIB Chair

Cc member