

SNAPSHOT

Subject:

Arapahoe/Douglas Workforce Development Board By-laws and Operating Procedures

PURPOSE

The purpose of these by-laws and operating procedures is to provide comprehensive guidance on the requirements to ensure a WIOA compliant board. For example, guidance is provided on the following WIOA requirements:

- Ensuring public access (including individuals with disabilities) to board meetings and information regarding board activities, such as board membership and meeting minutes;
- Identifying circumstances that might present a conflict of interest for any state or local Workforce Development Board member or the entity that s/he represents, and provide resolution of conflicts;
- Establishing criteria to be used by chief elected officials for the appointment of Local Workforce Development Board members.

PUBLIC ACCESS AND SUNSHINE POLICY

Arapahoe/Douglas Workforce Development Board meetings shall be held at the times and in the places designated by the local board, and all meetings shall be conducted in accordance with the Colorado Open Meetings Law, C.R.S. §§ 24-6-401 et seq. In addition, the local board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board, including information regarding the:

- Local plan prior to submission of the plan
- Membership
- Selection and certification of one-stop operators
- Award of grants or contracts to eligible providers of youth workforce development activities, and
- Minutes of formal meetings of the local board

ARTICLE VIII: MEETINGS

1. The ADWDB will convene a minimum of five (5) meetings within each calendar year. At a minimum, a fourteen (14) day notice shall be given for each meeting.
2. Special meetings of the membership may be called by the Chair or by petition of at least six (6) members of the ADWDB.
3. When available, to promote ADWDB participation in meetings, information sharing and communication will be conducted using phone and web-based technology.

Virtual ADWDB Meeting Expectations

The ADWDB will offer a virtual option for Board meetings when deemed appropriate, such as in the case of inclement weather, pandemic, illness, or other needs. Under such circumstances, voting is permitted as long as a quorum is present. The following stipulations apply to virtual meeting attendance:

1. Preference is in-person attendance and engagement at meetings when possible. Virtual WDB meeting attendance is limited to two meetings per year for each member according to attendance requirements. Subsequent virtual meeting attendance will not be counted toward the membership WDB meeting attendance requirement.
2. Members attending virtually must be fully engaged and present for the duration of the meeting.
3. Members attending virtually may vote electronically through the meeting messaging system in real-time.