**Attendance, Nominations, and Succession Policy**

**Attendance:**

The Local Workforce Development Board (LWDB) conducts regularly scheduled quarterly meetings. On occasion special meetings are called. The LWDB complies with the Kansas Open Meeting Act (KOMA). LWDB members are expected to attend all scheduled meetings of the Board that occur during the member’s term of appointment. Three consecutive absences may constitute grounds for removal.

Many LWDB members also serve on committees and task forces appointed by the LWDB Chair. These members are expected to attend all scheduled meetings of the committees or task forces that occur during the member’s term of appointment. Three consecutive unexcused absences in a row annually may constitute grounds for removal by the LWDB Chairperson with the approval of the Chief Elected Officials Board. Absent means both not physically present and not represented by a proxy holder.

It is understood that work commitments, medical issues or family reasons may create conflicts with scheduled meetings. An exception may be made when the absences were for good cause and the affected member requests retention, in writing, and receives approval from the Executive Committee. LWDB members are asked to notify staff or the Chair in advance of the event they are not able to attend.

**Appointment Process to the Workforce Alliance Local Workforce Development Board**

The Workforce Innovation and Opportunity Act (WIOA) establishes Local Workforce Development Boards (LWDBs) for the purpose of collaborating with local government officials to oversee publicly funded workforce development programs. The Workforce Alliance of South Central Kansas Inc. serves as the administrative entity for Local Area IV in South Central Kansas (Butler, Cowley, Harper, Kingman, Sedgwick and Sumner counties).

The Chief Elected Officials Board (CEOB) as outlined in WIOA for Local Area IV appoints the members of the LWDB in accordance with Federal and State criteria. WIOA mandates membership of a number of public agencies, labor representatives, and partner organizations to the LWDB, but requires that a majority of the members, at least fifty one percent, be representatives of businesses in the local area. Additionally, at least twenty percent of the members of the LWDB must be workforce representatives including labor representatives. The LWDB must also include a representative from Adult Education and Vocational Rehabilitation. Members appointed to the LWDB must have optimal policy making authority as specified in WIOA to maximize the effectiveness of the LWDB. Private sector appointments shall require the support of a local business organization. The CEOB will work to ensure there is geographic balance in the membership of the LWDB.

Members of the LWDB are appointed for a term of three years beginning at the July LWDB meeting and terms are staggered so that approximately one-third of the member’s terms expire each year.

The Chief Elected Official (CEO) shall send letters to business groups and organizations in each county of Local Area IV, and the outgoing private sector members, requesting nominations of private sector members to the LWDB. The CEO shall also send letters to each public agency or mandated member of the LWDB with a term expiring or vacant position to request a nomination.

Nominations for membership to the LWDB may be submitted to the CEOB for consideration and appointment.

In the event an LWDB member resigns prior to the completion of the appointed term, the CEOB shall appoint an individual with similar credentials if it is a private sector member and, in compliance with WIOA criteria if it is a mandated or public sector member.

The Kansas Department of Commerce will be informed of any and all membership changes to the LWDB within 5 days of action by the CEOB.

**LWDB Officers**

**Officers:**

The LWDB will elect a Chair and a Vice Chair. The Immediate Past Chair will also be an officer. The Chair shall preside at all LWDB meetings or in his/her absence the Vice Chair. The term of Chair and Vice Chair shall be two (2) years. The term of the Immediate Past Chair shall be at least one (1) year. Officers may serve more than one term in each position. Officers must have served as a member of the LWDB for a minimum of one (1) year to be nominated for an officer position.

Officers shall be nominated by a Nominating Committee.

**Officer Duties:**

* *Chair:* 
  + Must be a private sector member
  + Shall serve jointly as the Chair of the Executive Committee
  + Shall preside over meetings of the LWDB and Executive Committee
  + Represent or send a representative from the private sector membership of the LWDB to the National Association of Workforce Boards (NAWB) annual conference
* *Vice Chair*:
  + Must be a private sector member
  + Shall serve jointly as the Chair of the Finance Committee
  + In the absence of the Chair, shall preside over meetings of the LWDB and Executive Committee
* *Immediate Past Chair:*
  + Serve on the LWDB and Executive Committee for at least one year

**Succession:**

Officers shall begin in the position of Vice Chair, move to the position of Chair, and then the Immediate Past Chair. The term of Chair and Vice Chair shall be two (2) years. The term of the Immediate Past Chair shall be at least one (1) year. Officers shall succeed their position or term at the July meeting of the LWDB.

In the event that an officer resigns their position on the LWDB during their term, the remaining officers shall move to the next position in succession. The LWDB Chair shall reappoint the Nominating Committee to fill the remaining officer vacancy.

**Nominating Committee:**

The Chair shall appoint a Nominating Committee of three (3) to five (5) members as needed based on the terms of officers. The duty of the Nominating Committee is to identify quality candidates for positions. Members serving on the committee can be nominated.

The Committee shall report the nominations of leadership to the LWDB. The LWDB Chair can then take additional nominations from the floor. Any member can bring forth a nomination.

A member can decline a nomination any time during the nominating process.

If more than one candidate is nominated for a position a majority vote will determine the winner. Any LWDB member not present during the vote forfeits their right to participate in the election. If one nominee is presented for each open position the LWDB Chair may accept a single motion to appoint the nominated members.