



NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL ATTENDANCE POLICY

POLICY 1-01-01 (0)

PURPOSE:

The purpose of this policy is to remind North Dakota Workforce Development Council members of the importance in having their attendance at Council meetings.

Section 101 of the Workforce Innovation and Opportunity Act of 2014 and 20 CFR Part 679.110 provides the authority for the Governor to appoint a State Workforce Development Board. Section 106 of the Workforce Innovation and Opportunity Act of 2014 and 20 CFR Part 679.310 provides the authority of the Governor to appoint a Local Workforce Development Board.

North Dakota is a Single State Local Area. The North Dakota Workforce Development Council serves as both the State and Local Workforce Development Board for North Dakota.

The North Dakota Workforce Development Council was authorized under Executive Order 95-01. On December 31, 1999, the Governor designated the Council as the State's Workforce Investment Board in accordance with section 101(e) of the Workforce Innovation and Opportunity Act of 2014.

Members of the North Dakota Workforce Development Council are appointed by the Governor to a three year term. The Council consists of members' representation from the following constituencies:

- Business (one member from each of the eight regional economic and employment planning regions in the State. A ninth member is selected at large and serves as the Chairperson of the Council);
- Organized Labor;
- Secondary Education;
- Postsecondary Education;
- Career and Technical Education:
- Local School Board;
- Community Based Organizations;
- North Dakota Department of Commerce;
- Job Service North Dakota;
- Department of Human Services;
- Department of Public Instruction;
- North Dakota University System;
- State Board for Career and Technical Education.

Attendance and participation in Council meetings and activities is important to workforce development efforts of the State.

POLICY:

- A. Member's attendance at Council meetings is essential to effectively conducting the business of the Council. Members, when they have conflicts with attendance, may designate an alternate to attend in their place to facilitate a quorum and completion of council business. Alternates will be allowed to vote and participated in discussions and decisions of the Council. Designation of an alternate must be provided in writing and presented to the Council Chair prior to the start of the meeting. Designation of an alternate will result in the minutes reflecting that the member was absent from the meeting. Governor Cabinet appointees who designate an alternate will be listed in the minutes as in attendance by listing the name of the designated alternate attending on their behalf.
- B. Two consecutive absences from Council meetings shall result in a warning letter being sent out by the Council Chairperson.
- C. Three consecutive absences from Council meetings shall be cause for a recommendation by the Council Executive Committee, to the Governor, for forfeiture of appointment.

REFERENCE:

- (0) NDWDC minutes dated May 12, 2015

REVIEW: May 12, 2018