

Local Area WDB By-Laws Required Elements – Crosswalk

Insert WDB Name here: Eastern Carolina WDB

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 <i>Current</i> By-Laws.
1. The nomination process used by the Chief Local Elected Officials (CLEOs) to elect the Local Area Workforce Development Board (WDB) Chair and members.	Elect local Board Chair and Officers: Article VI – Section 1 (p.5) Directors (members): Article III – Section 1 (p.1)
2. The term limitations and how the term appointments will be staggered to ensure only a portion of membership expires in a given year.	Article III – Section 2 (p.2)
3. The process to notify the Chief Local Elected Officials (CLEOs) of a Local Area WDB member vacancy to ensure a prompt nominee within 90 days of the vacancy.	Article III – Section 3 (p.3)
4. The proxy and alternative designee process that will be used when a Local Area WDB member is unable to attend a meeting and assigns a designee as per the requirements of 20 CFR 679.110(d)(4).	Article IV – Section 3 (p.4)
5. The use of technology such as phone and web-based meetings, that will be used to promote Local Area WDB member participation (20 CFR 679.110(d)(5)).	Article IV – Section 1 and Section 2 (p.3) and Article VIII – Section 3 (p.4)
6. The process to ensure Local Area WDB 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 V – Section 2, Paragraphs Q and R (p.5)
7. A description of any other conditions governing appointment or membership on the Local Area WDB as deemed appropriate by the Chief Local Elected Officials (CLEOs); (20 CFR 679.310(g)(1-7)). Note: Answer may be N/A.	None. Not Applicable

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North Carolina Specific Requirements That Must be Specified Within the By-Laws.	The Article/Section Where the Required Elements are Located Within <i>Current</i> By-Laws.
8. The adopted generally accepted parliamentary procedure, such as Robert's Rules of Order, chosen by the Local Area WDB.	Article IX – Section 1 (p.9)
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 3 (p.3)
10. The Local Area WDB's policy assuring attendance and participation of its members.	Article III – Section 6 (p.3)
11. Quorum requirements to be not less than 51% constituting 51% of the total filled Local Area WDB positions.	Article IV – Section 2 (p.3)
12. Any standing committees the Local Area WDB has established shall be included in the by-laws.	Article VIII – Section 2 and Section 3 (pgs.7 & 8)
13. The Local Area WDB's conflict of interest policy, which may not be any less stringent than the requirements of the Commission's Policy Statement, shall be referenced in the by-laws.	Article VIII (p.3)
14. The process the Local Area WDB will take when expedient action is warranted between Local Area WDB meetings, such as calling a special meeting or allowing the Executive Committee to act on behalf of the Local Area WDB.	Article IV – Section 1 (p.3) and Article VIII – Section 2 (p.7)
15. Local Area WDB meetings will be held in accessible facilities with accessible materials available upon prior request.	Article IV – Section 1 (p.3)
16. The Local Area WDB will meet no less than four times per program year.	Article IV – Section 1 (p. 3)