



Local Board Bylaws Checklist

Local Workforce Innovation Board Number: _____

Date: _____

At a minimum the bylaws should include:

- ☐ The nomination process used by the CEO(s) to elect the local board chair and members;
- ☐ The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year;
- ☐ The process to notify the CEO(s) of a board member vacancy to ensure a prompt nominee within ninety (90) days of the vacancy;
- ☐ Whether an appointee filling a vacancy will serve the remainder of the unexpired term or be appointed for a new full term;
- ☐ If utilized by the LWIB, the proxy and alternative designee process that will be used when a board member is unable to attend a meeting and assigns a designee as per the requirements of 20 CFR 679.110(d)(4);
- ☐ The use of technology, in accordance with the Open Meetings Act, such as phone and web-based meetings, that will be used to promote board member participation (20 CFR 679.110(d)(5));
- ☐ The process to ensure board 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;
- ☐ A description of any other conditions governing appointment or membership on the board as deemed appropriate by the CEO(s); (20 CFR 679.310(g)(1-7));
- ☐ The adopted generally accepted parliamentary procedure, such as Robert's Rules of Order, chosen by the LWIB;
- ☐ The LWIB's policy assuring attendance and participation of its members;
- ☐ Quorum requirements;
- ☐ Any standing committees the LWIB has established;
- ☐ The LWIB's conflict of interest policy, which may not be any less stringent than the requirements of the Local Workforce Innovation Board Membership Requirements section of the policy manual;
- ☐ The LWIB's policy on absentee voting, if allowed by the LWIB; and
- ☐ The process the board will take when expedient action is warranted between board meetings, such as calling a special meeting or allowing the Executive Committee to act on behalf of the board.

Comments: