NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL

POLICY 1-02-03 (2)

ATTENDANCE POLICY

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 111 of the Workforce Investment Act of 1998 and 20 CFR Part 661.200 provides the authority for the Governor to appoint a State Workforce Investment Board. Section 117 of the Workforce Investment Act of 1998 and 20 CFR Part 661.300 provides the authority of the Governor to appoint a Local Workforce Investment Board.

North Dakota is a Single Workforce Investment Board State. The North Dakota Workforce Development Council serves as both the State and Local Workforce Investment 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 111(e) of the Workforce Investment Act of 1998 (WIA).

Members of the North Dakota Workforce Development Council are appointed to three year terms and serve at the pleasure of the Governor. 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.
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 September 11, 2003
(1) NDWDC minutes dated October 20, 2005
(2) NDWDC minutes dated November 20, 2008

SUNSET: November 20, 2011