

**Local Area WDB By-Laws Required Elements – Crosswalk**

<b>NOTE: Elements 1-7 are the Required Elements Designated at WIOA Final Rule 679.310(g).</b>	<b>The Article/Section Where the Required Elements are Located Within the <i>Current</i> By-Laws.</b>
1. The nomination process used by the CEO(s) to elect the Local Area Board Chair and members.	Article II – Section 2
2. The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year.	Article II – Section 6
3. The process to notify the CEO(s) of a Board member vacancy to ensure a prompt nominee within ninety (90) days of the vacancy.	Article II – Section 9
4. 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).	Article III – Section 4
5. The use of technology such as phone and web based meetings, that will be used to promote Board member participation (20 CFR 679.110(d)(5)).	Article III – Section 7
6. 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.	Article I – Section 5
7. 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)). Note: Answer may be N/A.	Article II – Section 3 Section 5

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<b>North Carolina Specific Requirements That Must be Specified Within the By-Laws.</b>	<b>The Article/Section Where the Required Elements are Located Within the <i>Current</i> By-Laws.</b>
8. The adopted generally accepted parliamentary procedure, such as Robert’s Rules of Order, chosen by the Board.	Article III – Section 6
9. Whether an appointee filling a vacancy will serve the remainder of the unexpired term or be appointed for a new full term.	Article II – Section 6
10. The Board’s policy assuring attendance and participation of its members.	Article III – Section 1
11. Quorum requirements to be not less than 51% constituting 51% of the total Board positions.	Article III – Section 4
12. Any standing committees the Board has established shall be included in the by-laws.	Article IV
13. The Board’s conflict of interest policy, which may not be any less stringent than the requirements of the Division’s Policy, shall be referenced in the by-laws.	Article I – Section 6
14. 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.	Article IV
15. Board meetings will be held in accessible facilities with accessible materials available upon prior request.	Article III – Section 1
16. The Board will meet no less than four times per program year.	Article III – Section 1