| **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 *Current* By-Laws.** |
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| 1. The nomination process used by the Chief Local Elected Officials (CLEOs) to elect the Local Area Workforce Development Board (WDB) Chair and members. | Article III, Section I, II, III, IV |
| 1. The term limitations and how the term appointments will be staggered to ensure only a portion of membership expires in a given year. | Article II, Section I |
| 1. 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 II, Section I |
| 1. 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 V, Section IV |
| 1. 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 I, Section IV, 7 |
| 1. 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 I, Section IV, 4,6 |
| 1. 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. | Article II, Section I, II, III |

| **North Carolina Specific Requirements That Must be Specified Within the By-Laws.** | **The Article/Section Where the Required Elements are Located Within *Current* By-Laws.** |
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| 1. The adopted generally accepted parliamentary procedure, such as Robert’s Rules of Order, chosen by the Local Area WDB. | Article V, Section VIII |
| 1. 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 I |
| 1. The Local Area WDB’s policy assuring attendance and participation of its members. | Article V, Section V |
| 1. Quorum requirements to be not less than 51% constituting 51% of the total filled Local Area WDB positions. | Article V, Section III |
| 1. Any standing committees the Local Area WDB has established shall be included in the by-laws. | Article VI |
| 1. 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 V, Section X |
| 1. 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 V, Section II |
| 1. Local Area WDB meetings will be held in accessible facilities with accessible materials available upon prior request. | Article V, Section IX |
| 1. The Local Area WDB will meet no less than four times per program year. | Article V, Section I |