

Capital Region Workforce Development Board
Workforce Innovation and Opportunity Act
Administrative Policy #127 - Board Member Attendance

Background and Purpose:

The Capital Region Workforce Development Board (WDB) as a public body seeks to ensure that it conducts business in a manner that is open and transparent to the public. As a result of ongoing advancements in technology and an evolution in the manner in which meetings can be conducted, this policy is intended to outline the manner in which virtual (electronic) meetings may be conducted by the Board or its committees, and when members may participate through electronic means.

Effective Date: December 12, 2025 (Original Adoption March 23, 2023)

Background and Purpose:

The Board considers attendance at meetings a foundational element of membership and one of the most visible manners in which members engage. However, it is recognized that certain circumstances may prevent members from attending every meeting.

Policy:

The Board meets only four times in a fiscal year (July to June) and the schedule is set well in advance each year, so that regular attendance at meetings can be reasonably expected. Should the need arise for a member to miss a meeting, the following alternates are available:

- 1) A member may request to participate electronically following provisions of the Board's Electronic Participation policy #120.
- 2) A member may designate an alternate to attend in their absence and grant a proxy vote on their behalf. The alternate must also represent the member's organization. Notice of the alternate's name must be provided to staff no later than 24 hours before the start of the meeting.
- 3) In circumstances where a member cannot identify an alternate within 24 hours of the meeting, the member may submit a notice to staff that they are not able to attend. This notice must be received prior to the start of the meeting to count as an excused absence.

Missing more than 50% of scheduled meetings, will place a member's term in a review status. The Governance Committee or its successor will at a minimum review attendance at the end of each member's term as part of recommendations to the elected officials on reappointment.