



**COUNTY OF SAN BERNARDINO  
Workforce Investment Board  
POLICY MANUAL**

No. 13

ISSUE 1

PAGE 1 of 1

By

EFFECTIVE 10/1/12

SUBJECT

**WIB Attendance Policy**

APPROVED

*Rod Hoover, Chairman*

## **POLICY STATEMENT**

It is the policy of the San Bernardino County Local Workforce Investment Board (WIB) that WIB members regularly attend all WIB general meetings and standing committee meetings of which they are a member. This policy is to ensure a quorum is present to vote and act on items presented at all meetings.

## **BACKGROUND**

In consideration of the business being performed by the WIB at general and standing committee meetings, the WIB has determined that there is a need for an attendance policy in regards to members of the Board. WIB members have a duty to attend and participate in each meeting of which they are a member.

- **ATTENDANCE:** Members shall regularly attend meetings of the WIB and the standing committees pursuant to Section 5.07 of the San Bernardino County WIB By-laws (By-laws). The Executive Committee shall routinely review member attendance at WIB general and standing committee meetings.
- **NOTIFICATION OF ABSENCE:** Members shall notify the clerk of the WIB of any expected absence for a meeting by 5:00 p.m. on the day before the meeting, indicating good and sufficient reasons for the absence. Such notification may be made directly to the Chair of the WIB or through WIB staff.
- **SERVICE ON COMMITTEES:** In order to understand the WIB and member roles, it is highly recommended that private sector members of the WIB serve on a standing committee. Each committee chairperson may invite new committee members to serve as necessary. All members shall have the ability to self-nominate and be appointed, pursuant to Section 9.02 of the By-laws, to serve on standing committees, with the exception of the Youth Council which is established by resolution as provided in Section 13.01 of the By-laws.
- **FAILURE TO ATTEND MEETINGS:** Members may be subject to removal pursuant to Sections 4.05 and 5.07 of the By-Laws.