

EOWB Policy #: B-002	Effective Date: 1-01-2024
	Revised: NA
Board Nomination and Membership	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised

PURPOSE

To establish the process and criteria Eastern Oregon Workforce Board (EOWB) uses when reviewing and recommending applicants for openings on the EOWB Board.

POLICY

Board Composition and Appointment

In adherence with the Partnership Agreement with the Eastern Oregon Jobs Council (EOJC), members of EOWB Board of Directors are appointed by the EOJC in accordance with the Workforce Innovation and Opportunity Act (WIOA) and State of Oregon guidance. EOWB uses the process outlined in this document to appoint all EOWB Board members to be visionary drivers of workforce development in eastern Oregon.

EOWB Board members shall have the qualifications for membership consistent with the requirements of WIOA and supplemented by any qualifications for board membership established by the governor in partnership with the State of Oregon Workforce and Talent Development Board. The composition and makeup of the EOWB Board of Directors should comply with federal and state regulations and directives under WIOA.

EOWB Board members fall into the following four categories as defined by WIOA:

- Business;
- Workforce (includes labor and community-based organizations);
- Education and training; and
- Relevant public agencies.

EOWB Board members may be appointed as a representative of more than one entity if the individual meets all the criteria for representation, including the criteria described in WIOA for each entity. EOWB Board members will be appointed as necessary to maintain the appropriate balance of membership as outlined in WIOA and State of Oregon policy.

The EOWB Board shall have an Executive Committee. Membership is comprised of the EOWB Board Chair, the Vice Chair, EOJC’s Chief Local Elected Official (CLEO), and at least two additional Board members representing the private sector and/or Labor. This committee is delegated the power and authority by the Board of Directors for managing business responsibility of EOWB between meetings of the full Board. This committee has decision-making authority for all actions that come before it. EOJC’s CLEO will operate as ex-officio on the EOWB Board and Executive Committee.

Nomination and Application Process

Prospective members are appointed as follows:

- Business representatives are appointed from among individuals nominated by business organizations and trade associations.
- Labor representatives are appointed from among individuals nominated by local labor organizations.
- Education representatives are appointed from nominations submitted by the institutions of higher education and secondary education organizations or districts within the area.
- Public agency representation is appointed from nominations submitted by the partner organization.

This process for business and labor includes:

1. Public Notice/Press Release through the EOWB website stating the beginning of a 90-day open recruitment period, number of vacancies, and any specific sectors or criteria currently in need of filling.
2. Interested individuals should submit a current resume to an organization(s) eligible to submit a nomination for the position, or to EOWB to be forwarded to an organization(s) eligible to submit a nomination for that position.
 - a. If no nominations are received, the Executive Director may send out an **EOWB Request for Board Member Nomination** to eligible nominating organizations to encourage activity.
3. Nominations are received through the **EOWB Board of Directors Nomination Form** and screened for eligibility criteria by EOWB's Board Recruitment Committee. Eligibility Criteria includes:
 - a. Representation from organizations in compliance with WIOA
 - b. Level of individual's responsibility within the company
 - c. Size of Business
 - d. Industry sector
 - e. County within the workforce area, to achieve sufficient representation
 - f. Ability to commit time to be involved in Board Activities
4. EOWB's Board Recruitment Committee recommends applicants to the EOJC for appointment.
5. Upon approval of re-appointment and appointment, EOWB seats members on the Board.

The public and education sector process includes:

1. Interested individuals submit an **EOWB Board of Directors Appointment Request**.
2. **EOWB Board of Directors Appointment Requests** are screened for eligibility criteria by EOWB's Board Recruitment Committee. Eligibility Criteria includes:
 - a. Representation from organizations in compliance with WIOA
 - b. Level of individual's responsibility within the organization or public entity
 - c. Ability to commit time to be involved in Board Activities
3. EOWB's Board Recruitment Committee submits recommendation for appointment by the EOJC.
4. Upon approval of re-appointment and appointment, EOWB seats members of the Board.

Board Member Terms, Removals, and Vacancies:

EOWB Board members serve renewable three-year terms from the date of appointment. Three-year terms are staggered amongst board members. EOWB Board members who no longer hold the position or status that made them eligible for EOWB Board membership are sent a **EOWB Notification of Pending Board Member Removal** to confirm they are no longer eligible to hold their position. If ineligibility is confirmed the board member may be removed as a representative of that entity immediately, or after 30 days of the date the letter is sent if no response is received. Additionally, EOWB Board members shall be immediately removed if any of the following occurs:

- Documented violation of Code of Conduct;
- Documented proof of fraud and/or abuse; and
- Other factors as outlined in the EOWB Bylaws.

Any vacancy occurring during the terms shall be filled as soon as possible.

REFERENCES

- Workforce Innovation and Opportunity Act Public Law Sec. 107
- State of Oregon WIOA Title 1 Policy 107(b)
- U.S. Department of Labor Occupational Safety and Health Administration SIC Manual / Description for 8611: Business Associations
- Eastern Oregon Workforce Board Bylaws
- EOWB Request for Board Member Nomination
- EOWB Board of Directors Nomination form (pdf or [electronic](#) version)
- EOWB Board of Directors Appointment Request
- EOWB Notification of Pending Board Member Removal

<p>DATE APPROVED by Board of Directors: _____</p>	<p>Erin Carpenter, EXECUTIVE DIRECTOR</p>
<p>EFFECTIVE DATE: <u>1/01/2024</u></p>	<p>_____ SIGNATURE</p>