



IMPERIAL COUNTY WORKFORCE DEVELOPMENT BOARD

2799 S. Fourth Street - El Centro, CA 92243 - Tel: (442) 265-4974 - Fax: (760) 337-5005

POLICY	ORIGINAL DATE	LAST REVISION
Quorum Policy	Fiscal Year 2007-08	October 5, 2016

POLICY OVERVIEW:

The purpose of this policy is to provide guidance and criteria found in the Ralph M. Brown Act regarding California Government Code requirements for local government business to be conducted at open and public meetings. The Imperial County Workforce Development Board (ICWDB) will govern open meetings to promote transparency and public trust through public access, attendance and participation in meetings.

REFERENCES:

- Workforce Innovation and Opportunity Act Sec. 107 Local Workforce Development Board
- The Ralph M. Brown Act, Government Code 54950-54951, 54952(b)
- BYLAWS of the Imperial County Workforce Development Board, Article V 5.5; 5.6; Article VI 6.1:6.2

POLICY:

It is the policy of the Imperial County Workforce Development Board that:

- All meetings of the WDB shall be conducted in accordance with the requirements of the Ralph M. Brown Act.
- The presence of a quorum of the Board for any Board meeting shall be determined by the **Secretary** by roll call, at the outset of each meeting, based on the following definition of quorum: The term quorum as used in the WDB BYLAWS shall be defined as the minimum number of members who must be present at a meeting for the transaction of business (majority fifty-one percent).
- Discussion of any agenda items shall not commence until a quorum has been established.
- A quorum of the members present at any regular or special meeting of the membership shall be required to start the meeting of the WDB.
- Members recusing themselves from any vote based on an identified conflict would be counted as part of the meeting for quorum purposes, but, since they would not be voting, any matter would still have to carry by the majority requirements.
- The Secretary shall monitor that a quorum is maintained throughout the meeting. In the event a quorum is no longer present the WDB Chair shall be notified and the WDB Chair will adjourn the meeting to another time or place. If the Secretary is absent from the meeting, the WDB Chair shall appoint a WDB member to fulfill the Secretaries responsibilities.
- A majority of the members present at any meeting, whether or not a quorum is present, may adjourn any meeting to another time and place.

ACTION:

Please bring this policy to the attention of ICWDB, AJCC system staff and appropriate WIOA funded service providers and sub-recipients. This policy is effective immediately. All submitted forms are live documents and subject to change according to local, State, and Federal needs. Once the forms and exhibits pertaining to this policy are approved by the ICWDB, they will not require board approval if other changes occur, unless the change affects protocols. Should you have any questions, please feel free to contact ICWDB staff at (442) 265-4974, (442) 265-4959, (442) 265- 4955 or the Program and Compliance Manager (442) 265-4963.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.