



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
ICWDB DECORUM AND CODE OF CONDUCT POLICY	FISCAL YEAR 2012-2013	September 26, 2018

POLICY OVERVIEW:

The purpose of this policy is to revise Imperial County Workforce Development Board and Committee Interaction and Communication Policy and provide guidelines and criteria to be used by the Imperial County Workforce Development Board (ICWDB) and ICWDB Standing Committees regarding effective conduct and decorum of ICWDB meetings. ICWDB is committed to the requirements of the Ralph M. Brown Act in achieving the operation of workforce development services.

REFERENCE:

- WIOA (Public Law 113-128) Section 189(h)
- County of Imperial Board of Supervisors Rules for the Conduct of Board of Supervisors April 4, 2017
- Ralph M. Brown Act Government Code Section 54950-54960 Open meeting laws in California

BACKGROUND:

On May 22, 2013, the ICWDB took action to approve the ICWDB and Committee Interaction and Communication Policy to conduct meetings in a courteous and professional manner.

POLICY AND PROCEDURES:

Duties of the Chair:

1. The Chair shall preside at all meetings of the ICWDB and shall immediately call the members to order and, except in the absence of a quorum, shall proceed with the business of the ICWDB in the manner prescribed by these rules.
2. The Chair of the ICWDB shall preserve order and decorum at meetings.
3. The Chair shall have the right, during meetings, to move or change the order of agenda items, at the presence of a quorum, in order to facilitate meetings and to accommodate members of the public.

Control of ICWDB Comment:

1. The Chair shall recognize all members desiring to comment on any matter at a ICWDB meeting. If a Member feels he or she is not being recognized appropriately, such member may request the floor from the Chair at any time and if necessary, immediately appeal a denial thereof to the full ICWDB, and, if appealed to, a majority of the ICWDB shall decide the matter.
2. A member called to order by the Chair shall relinquish the floor. Such Member may immediately appeal the matter to the full ICWDB, and; if appealed to, a majority of the Board present to decide the matter. If there is no appeal, the decision of the Chair shall be final.

Public Participation in Meetings

1. The general policy of the ICWDB is to permit public participation on agenda items. No person shall address the ICWDB without the permission of the Chair. Each speaker is required to complete and submit 'Public Comment Request to Speak' form to the ICWDB Chair prior to a

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meeting.

2. The general policy of the ICWDB regarding public participation is to allow three (3) minutes to address the ICWDB.
3. In the event that any meeting of the ICWDB is willfully interrupted or disrupted by a person or by a group or groups of persons so as to render the orderly conduct of the meeting unfeasible, the Chair may recess the meeting or order the person, group or groups of persons willfully interrupting the meeting to leave the meeting or be removed from the meeting, or in appropriate circumstances, order the meeting room cleared and continue in session.

Motions

1. **Actions of the Board shall be taken by motion.** When motions are made by Members, the motion shall be stated to the Chair. No discussion or action shall take place on a motion unless the motion has been seconded. When a motion is seconded, such shall be stated by the Chair before discussion on the motion may commence.
2. **Motions may be withdrawn or amended with assent of the second.** When a motion has been made and seconded, and so stated by the Chair, the motion shall be deemed to be in possession by the ICWDB, but it may be withdrawn or amended at any time before decision with the assent of the second.
3. **After a motion has been seconded** any Member may discuss the subject of the motion. When no Member wishes to discuss the motion further, the Chair shall call for a vote on the motion.
4. **Calling for the Question.** At any time after a motion has been seconded, any Member who has the floor may call for the question. The Chair may call for the vote if it appears that further discussion will be repetitious or that a majority of the Members present concur in the call.

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.