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*Serving as the Workforce Development Board for the Lower Shore of Maryland*

## **Guidelines for the Workforce Development Board Steering Committee**

### **PURPOSE:**

The Steering Committee is tasked with reviewing staff recommendations for annual funding (e.g. Request for Proposals, Individual Training Accounts). The Steering Committee sets the agenda for the full Board and may act on its behalf when authorized. Volunteers from the WDB comprise this Committee. The Committee makes recommendations to the WDB for final action.

### **MEMBERSHIP:**

The goal is to keep the Steering Committee small enough to facilitate open discussion. The committee is composed of 1) the Board Chair, Vice Chair and immediate past Chair, 2) two Board member representatives from the private sector, 3) two Board member representatives from the public sector, all of whom must be in good standing.

### **Terms**

Membership is for a two-year period. Members may be elected for a second term of one year for a total of three years. Two members, one private and one public, will rotate off the Steering Committee every year.

### **Election of Members**

Elections will be held as needed when terms are expiring. At the next-to-last Board meeting of a Steering Committee member's term, a call for nominations will be made during the meeting as well as via email. Individuals wishing to make a nomination must do so in writing to the Workforce Director no later than twenty days prior to the next Board meeting. Individuals may nominate themselves or another member. In the event that a member is nominated, the current Board Chair will reach out to notify the member of the nomination and to ask the member if he/she is willing to serve on the committee. All nominated and willing members will be presented to the Board at the next meeting. Committee membership terms begin at the conclusion of the meeting. Example: when a term ends in March, a call for nominations will be made in December, nominations must be made no later than twenty days prior to the March meeting, elections will be held in March, and the new member's term will begin upon adjournment of the meeting.

In case of a contest, members will be selected via secret ballot.



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**MEETINGS:**

Membership is voluntary; however, it is important that volunteers be able and willing to attend most Steering Committee meetings. Meetings are scheduled prior to the quarterly WDB meeting. Meetings are subject to the Open Meetings Act; therefore, any Board or community member may attend Steering Committee meetings. Only Committee members may vote on discussion items. As with WDB meetings, a quorum (a majority of the members) must be present in order to proceed on any matters requiring a vote.

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Policy Status: Active