



OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT
WORKFORCE DEVELOPMENT DIVISION
MEMORANDUM

DATE: February 19, 2010

TO: Members of the Workforce Investment San Francisco Board

FROM: Rhonda Simmons, Director of Workforce Development

RE: Action Requested: Amendments to Workforce Investment San Francisco Bylaws

ACTION REQUESTED

The Director of Workforce Development recommends to the Workforce Investment San Francisco Board to adopt the revisions to the Bylaws of the Workforce Investment San Francisco outlined in the attached Draft of the Bylaws, dated February 24, 2010 and implement an attendance policy.

BACKGROUND

The Bylaws of the Workforce Investment San Francisco Board were last revised in October, 2009. To further facilitate the operation and the WISF, the Director recommends further changes to the Bylaws.

It is the intent of the proposed revisions of the Bylaws to achieve the following objectives:

1. Allowing members to designate voting alternates in extraordinary circumstances.
2. Increase attendance by incorporating meeting attendance provisions.
3. Include the Workforce Investment Community Advisory Committee as a standing committee of the WISF.

The section below provides additional information regarding the intent of substantive revisions to the Bylaws.

Section 3.4: One Vote and Section 6.4: Quorum

Deleted:

Section 3.4: "Votes by proxy or by representatives other than the Member shall not be valid."

Added

Section 6.4: "If a Member cannot attend, the Member may designate an alternate to attend who meets the same Membership criteria and who is prepared to participate in the meeting in the same manner as the Member."

Rationale: These changes will allow members to designate an alternate to attend a meeting of the WISF and vote on his/her behalf. Our intent is to improve the ability to achieve quorum at each meeting and ensure that each organization is represented.

A member will be able to designate an alternate on a meeting-by-meeting basis. Notice will need to be provided to the WISF Secretary in advance of the meet, identifying the alternate. Additional information regarding this process will be provided to the members in a memo prior to the next meeting of the WISF.

Section 3.8 Removal from membership

Original Text:

Reasons for removal may include failure to attend at least half of the regularly scheduled meetings of the LWIB during the twelve-month year (February 1 – January 31), or a failure to attend three (3) consecutive meetings.

New Text:

Reasons for removal include failure to attend at least half of the regularly scheduled meetings of the LWIB during the twelve-month year (February 1 – January 31), or a failure to attend two (2) consecutive meetings without prior notification to the WISF secretary ("unexcused absences").

Policy for Approval: The WISF authorizes the Director of Workforce Development to recommend that a member be removed from membership if the member fails to attend two consecutive meetings without prior notification to the WISF secretary. Any member recommended for removal may request to be heard by the WISF as provided by sections 3.8 a-c of the Bylaws of the WISF.

Further, if a member is recommended for removal because of two unexcused absences and the member does not request to be heard, the WISF authorizes the Director of Workforce Development to remove the member from membership.

Rationale: It is the intent of this change to improve attendance during WISF meetings. The changes to Section 3.8 of the Bylaws, along with this policy change, streamline the process to excuse a Member from the board only in instances where "unexcused absences" constitute the grounds for the recommendation for removal.

Section 5.6 Workforce Investment Community Advisory Committee

Added:

“5.6 Workforce investment Community Advisory Committee....”

Rationale: The Workforce Investment Community Advisory Committee was created by City Ordinance 0270-07. It is established as an advisory committee to the WISF. The addition of the Workforce Investment Community Advisory Committee would incorporate the body as a standing committee of the WISF.