



Organization Policy

Standard Operating Procedures

Topic: Portland Metro Workforce Development Board Nomination Process

Date: January 4, 2016

New

Revised

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Procedures

Based on the current Consortium Agreement, the Governing Board functions as the Portland Metro Workforce Development Board (Workforce Board) membership selection committee. The Governing Board is comprised of the Local Elected Official (LEO) from each of the Workforce Board's jurisdictions, who are elected officials appointed by the Mayor of Portland and the County Chairs of Multnomah and Washington counties.

Guidelines

The Executive Director, Workforce Board Chair, and Executive Committee members provide insight to the Governing Board in determining the needed skills, aptitudes and experience on the Workforce Board.

- Board staff provide support for recruitment as requested by the Governing Board. Nominations come to the Board staff for action by the Governing Board:
 - Business representatives are selected from nominations by local business organizations and/or business trade associations.
 - Labor and/or Apprenticeship program representatives are nominated by local labor federations.
 - Legally required agency representatives are nominated by the respective agency head.
 - Community-based organizations may be nominated by whomever the Governing Board thinks is appropriate.

The nomination letter is sent to the Governing Board in care of the Executive Director.

- LEO's individually select and appoint local business candidates from the nominations representing their jurisdiction.
- Voting on all other candidates requires the unanimous vote of the Governing Board. The Governing Board may request alternative nominations if they do not feel the nominations meet the legal requirements or the needs of the Workforce Board.
- Voting on nominees may take place at a Governing Board meeting or a meeting of the Executive Committee.
- New Workforce Board members are introduced to the entire Workforce Board at the annual meeting or at a regular Board meeting.
- The Executive Director provides new Board members with a detailed orientation of the organization, its responsibilities and aspirations.