

ATTACHMENT E: IWIB Protocols

Introduction

The IWIB protocol outlines the general expectations related to Board and Committee meeting conduct and procedures; officer, chair, and staff responsibilities; as well as legal requirements. Additionally, this protocol outlines official structure of committees, task forces, and work groups; provides guidance for scheduling and timelines; and clarifies the requirements of the board, committees, and members as established in the IWIB Bylaws.

The IWIB protocols were established at the direction of the board, resulted from comprehensive discussions between committee chairs and other board members, and were compiled by board staff with consideration for effective practices from WIBs in other states. No protocol should be interpreted to counter act anything established in the IWIB bylaws or any requirement of WIOA.

Committees, Task Forces and Work Groups

Executive Committee:

The Executive Committee shall have the authority of the Board when it is not feasible for the entire Board to be convened.

The Executive Committee shall meet on a scheduled basis or at the request of the Co-Chairs, as necessary.

The Executive Committee shall consist of the following: *(Not more than nine members)*

- Co-Chairs (IWIB business Co-Chair and 1 business member)
- The IWIB Vice-Chair, and
- At least 1 representative of the educational system; and
- Should maintain a majority of business members

The roles and responsibilities of the Executive Committee Co-Chairs:

- Set meeting agenda based on committee member and other key stakeholder input
- Lead discussions of the meeting
- Participate on the Strategic Planning Task Force, other Committees and Task Forces as necessary. (Purpose: will provide an opportunity to coordinate efforts of all subgroups.)

The roles and responsibilities of the Executive Committee:

- Review and be included in discussions on new policy related to workforce in the State of Illinois
- Establish committees that are deemed necessary to assist the Board in performing their duties (i.e. Standing Committees, Task forces, and Work Groups)
 - Select a committee chair from among IWIB business members

- Assign/appoint board staff to assist in developing issue papers (background information) and formal Requests to Approve for establishing new committees
- Discuss and make recommendations to the Board on innovative approaches to the training and education of its workforce customers and employers including the use of Registered Apprenticeships
- Recommend Chairs for standing committees and task forces to the board and provide official invitations
- Recommend amendments to the bylaws
- Provide recommendations to the Governor and legislative bodies concerning amendments to the State Workforce Board Act
- Recruitment of businesses
- Conduct other duties assigned by the Board
- Ensure minutes are reviewed for accuracy and approved.

Standing Committees and Task Forces:

Standing Committees address short and long-term goals for a specific sector, population, and/or initiatives. **Task Forces** address targeted objectives focusing on a specific sector, population, and/or initiatives within a limited timeframe (approximately 1 year).

The following protocols apply to all Standing Committees and Task Forces:

- A Chair will be appointed to each Standing Committee or Task force by the Executive Committee, with approval by the board, and shall be selected from the members of the board who serve as business representatives
 - Committee Chairs may request to have a Co-Chair in accordance with the IWIB By-Laws
- Membership of Standing Committees and Task Forces shall be consistent with requirements outlined in the IWIB By-Laws.
- Other individuals may be issued invitations (either standing or on an as-needed basis) to attend committee meetings as content experts or for discussion or coordination with other committees or partners; these individuals shall not count as members of the committee or be included for the purposes of voting or quorum.
- In order for a meeting of the Board or a Committee or Task Force, a majority of a quorum must be present.
 - A quorum is defined as a majority of the membership. It is at the discretion of the Chair or Co-Chairs to identify who are considered members, content experts and others.
- Committees and Task Forces are also encouraged to seek contribution from:
 - Education Entities (ISBE, IBHE, ICCB/CTE) and other stakeholders as deemed necessary
 - Local Workforce Boards and Chief Elected Officials
 - One-Stop Operators
 - Local Workforce Partners

- Community-Based Organizations
- Organized Labor (if appropriate and if selected in consultation with the Governor's Office)
- Economic Development Entities
- Service & Training Providers
- Other Content Experts

Committee and Task Force Chair Roles and Responsibilities (with the assistance of staff)

- Officiate and conduct meetings to ensure that the Standing Committee and/or Task Force is operating within its objectives
- Facilitate the goals, objectives, and work plan for the group
- Lead relevant discussion on agenda items
- Contribute or approve appropriate agenda items
 - New topics
 - recommendations
 - Participate in subgroups, as necessary
- In conjunction with the staff, Standing Committee and Task Force Chairs will ensure that the agenda items are sent out 3-5 days prior to meeting
- Ensure that all Standing Committee members' voices are included and actively support participants to engage in discussions and decisions of the committee
 - Ensure minutes are reviewed for accuracy and provided in a manner consistent with requirement of the Open Meetings Act; -
 - In conjunction with the staff, make requests for agenda items to be added to IWIB meetings, and provide all necessary information
 - Provide quarterly summary 10 days prior to each quarterly board meeting to the Executive Committee and Commerce staff to be included in the quarterly meeting materials
 - Delegate responsibilities as deemed necessary
 - Seek participants for the Standing Committee and Task Force
 - Coordinate staff assigned the committee

Roles and responsibilities of members (with the assistance of staff)

- Upon appointment, complete required Open Meetings Act Training and provide documentation of completion to staff appointed for OMA compliance
- Active participation by providing relevant knowledge and experience related to topics of discussion
- Assume responsibility for certain activities or projects as appropriate. Communicate as needed with Chair and other members between meetings regarding projects and concerns

Work Groups

Work Groups have a singularly focused goal and meet for approximately 6-12 months (could be a standalone effort or a focus group such a policy development, performance, data analysis, or guidance needs). Work Groups can be appointed by the board; the executive committee; a standing

committee or task force. Work Groups are task-oriented teams that accomplish activities for the board and due to the nature of their work do not follow the same protocols required of Board Committees and Task Forces.

It is recommended that Work Groups conform with the guidelines outlined in the IWIB By-Laws, but their make-up and structure shall be left to the discretion of the chair with approval by the IWIB Executive Committee.

Work Group Chair Roles and Responsibilities (with the assistance of staff):

- Officiate and conduct meetings to ensure that the Work Group is operating within its objectives
- Facilitate the goals, objectives, and work plan for the group
- Lead relevant discussion at Work Group meetings
- Ensure that all committee members' voices are included and actively support participants to engage in discussions and decisions of the committee
 - Provide updates regarding the Work Group's activities to the committee that established the group, executive committee, or IWIB, as appropriate.
 - Delegate responsibilities as deemed necessary
 - Seek participants for the Work Group

Roles and responsibilities of members (with the assistance of staff)

- Active participation by providing relevant knowledge and experience related to topics of discussion
- Assume responsibility for certain activities or projects as appropriate.
- Communicate as needed with Chair and other members between meetings regarding projects and concerns

Staff Responsibilities

The requirements for staff of the IWIB or its committees, task forces or work groups will be contingent upon the goals and needs to which they are assigned. However, all staff will have the following responsibilities:

Pre-Meeting Responsibilities

- Provide logistical support for scheduling and execution of meetings
 - Upload meeting information including date, time, location and associated documents to the IWIB calendar on Illinois workNet®.
 - Secure the location for meetings and ensure accommodations are provided if requested (**Refer to agency staff for more detail information**)
- Assist the chair with operational pre-meeting elements.
 - Work with Chair on developing agenda and preparing documents
 - The agenda should reflect the time allotted for the meeting
 - Ensure that proposals for agenda items are submitted with background information and are distributed to members with sufficient time for meeting preparation.
 - Prepare appropriate reports and documents for all meetings

- Coordinate with required content experts to ensure their availability at required meetings
- Ensure compliance with the OMA regarding public notice and physical and programmatic accessibility.

Meeting Responsibilities

- Assist with procedural elements required by the OMA including meeting minutes
- Track alignment between committee work and strategic plan/unified state plan, where appropriate
- Provide content expertise or information as appropriate

Procedural Matters

All Committees

Meeting Procedure: (Who, What, When and Where of a meeting)

- Scheduled meetings should be held on a regular basis
- Additional meetings may be called as deemed necessary by the Committee Chair
- The Chair and Staff members will review, confirm, and/or make amendments to, the minutes from the previous meeting
- Posting of an agenda for all meetings should be done **48 hours** in advance with the agenda
 - Regular meeting agenda shall be posted at the principal office of the public body and at the location where the meeting is to occur
- If there is a change in the date of a scheduled meeting there must be at least a **10-day** notice and posting requirements
- Following a meeting, records and documents will be shared with the committee
- Minutes are required for all meetings, previous meeting minutes must be approved within 30 calendar days or by the second subsequent meeting, whichever is the latest.
 - Meeting minutes should be approved by the Chair before they are shared with the rest of the committee
 - The meeting minutes should be uploaded to the IWIB calendar no later than 10 days after they are approved.
 - Minutes shall include, but need not be limited to:
 - (1) the date, time and place of the meeting;
 - (2) the members of the public body recorded as either present or absent; and
 - (3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

IWIB ONLY

- The Board shall meet four times per calendar year (March, June, September, December)
- Additional meetings may be called as deemed necessary by the Co-Chair
- At the beginning of each year or fiscal year public notice should be given of dates, times, and location of regular meetings

- Previous business - members will confirm, or make amendments to, the minutes from the previous meeting
- Minutes shall include, but need not be limited to:
 - (1) the date, time and place of the meeting;
 - (2) the members of the public body recorded as either present or absent; and
 - (3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.
- At the commencement of each meeting the Chair will check that a quorum of the board and a business majority are present and if so, declare the meeting open to consider Requests to Approve
- The Meeting will commence with:
 - Confirmation that quorum is present
 - A quorum shall consist of the majority of the voting membership of the Board, with at least 50 percent of those present being from business.
 - A welcome to any new members
 - A request that members declare any possible conflicts of interest
 - A request that Committee members confirm the Agenda
 - Ask if there are any additional items to be shared (for discussion purposes only)

Creation of a Request to Approve

A Request to Approve is always presented to the Executive Committee; and must be drafted and all relevant information and documentation provided by the committee in which the item originates.

- Standing Committees and Task Forces should make recommendation for Requests to the Executive Committee of an action 6 weeks prior to the Board meeting in which it will be introduced using a standardized template that can be provided by board staff.
- A Request will be introduced, and resources for the board shall be provided at the board meeting prior to the meeting in which any motion is taken related to that item. The purpose of this introduction is to allow board members time to familiarize themselves with the topic and to keep the public informed.

Approval of a Request to Approve

- Requests should be presented to the IWIB by an IWIB member sitting on the committee, task force or work group in which the item originates.
- 1st and 2nd motions to take action should be made by voting members only
 - These individuals should not be involved in the development of an Request
 - The purpose of this is to ensure all other IWIB members understand and are in approval of the Request, as those involved in its development would already be assumed as in approval of the Request.
- Prior to a vote an opportunity for open discussion should be made
- Requests are approved by a majority of members present at a meeting in which quorum has been established, unless otherwise specified in the By-Laws

Amendment of Request to Approve

- Can only occur prior to a vote
- Amendments to motions can only be done once the substantive motion is moved
- Amendments must be debated prior to the mover of the motion taking their right of reply
- If an amendment is not seconded, then it will lapse
- An amendment that is acceptable to the mover of the motion may, with leave of the meeting, be incorporated into the substantive motion without debate
- An amendment requires the approval of the majority of members present at a meeting that has established quorum for it to be approved
- Only one amendment may be considered at a time
 - Sample process for amending a Request:
 - Motion to amend by inserting, striking out, striking out and inserting, or substituting;
 - A second provided for the motion;
 - Debate if original Request is debatable;
 - Vote on the amendment

Work Plans and Quarterly Summaries

Each Committee, Task Force, and Workgroup is required to develop a Work Plan that tracks the committee's progress, that outlines alignment with the strategic plan/state unified plan, and that can be used to keep the Board apprised of progress. Quarterly Summaries provide a brief overview of activities, decisions made, and challenges for the previous three calendar months (since the previous summary was submitted to the IWIB).

- Methods and tools used to develop work plans will be determined by the committee chair
- Work Plans, at a minimum, should address all identified priority activities from the IWIB Strategic Plan and the Illinois Unified State Plan
- Standard work plans and Quarterly Summary templates should be utilized to ensure consistency
 - A paper template for Work Plans has been established in the interim of having a project management portal to be utilized.
 - A template for Quarterly Summaries has been developed to provide required information to the IWIB.
- These expectations are also required for all other groups representing the IWIB and responsible for any elements of the IWIB Strategic Plan or Illinois Unified State Plan.
- Work Plans and Summaries, once reviewed by the IWIB Executive Committee, will be the basis of determining whether a committee, task force or work group should present to the IWIB at a Quarterly Meeting.
 - IWIB lead staff will inform the Chair and Staff of any decisions requiring presentation to the IWIB.

Scheduling

When possible, consistency should be made for meeting schedules (Same day and same time for every meeting), however, meetings held in time periods between a quarterly board meeting will be held at the discretion of the committee chair.

- Meetings held on the same day and in the same location as a board meeting must have their schedules coordinated. Staff are responsible for this coordination and will attempt to maintain a consistent schedule.
- Coordination should include the IWIB lead staff to minimize conflicts in meeting times and attendance with members
- All meetings should be conducted in a timely manner (i.e. meetings to commence and end on time)

Meeting Protocol

- Minutes of each meeting should be kept
- Minutes are required for all meetings;
 - Minutes must include, at minimum, the date, time, and place of the meeting; record of whether each member of the body is present or absent, and, if present, whether physically present or present by video or audio conference; summary of discussion on all matters proposed, deliberated, or decided; and a record of any votes taken. If a meeting is closed to the public, a verbatim record must be kept
 - Ensure all recommendation made are provided to the Executive Committee for further discussion and action
- Public comments shall be limited to 5 minutes per individual unless there is an exception made on a per-person basis at the discretion of the chair.
 - All comments shall be addressed to the Co-Chairs and answered by the Co-Chairs
 - Other interested parties may be given an opportunity to address the public comments as determined appropriate by the Co-Chairs.
- Chairs facilitate the group discussion, unless otherwise specified for a specific discussion topic.
- Meetings are officially closed by the Chair.

IWIB Staffing Timeline

The following timeline should be complied with for all meetings and documents associated with meetings in accordance with WIOA, the Illinois Open Meetings Act, the IWIB By-Laws and other agreement with the IWIB Chairs.

IWIB Quarterly Meetings

Scheduling Meetings

- The annual IWIB schedule for quarterly meetings shall be approved by the IWIB Executive Committee at least 21 days prior to the IWIB December Winter Meeting of the preceding calendar year.
 - “Save the Date” emails for IWIB quarterly meetings shall be issued to all IWIB members, secondary contacts, staff, and other interested individuals within 21 calendar days following the preceding meeting.
 - Save the Date emails should provide, when known and appropriate, the date, time and location of the meeting, lodging, parking, driving directions, requests for sponsors, proxy form requests, information for all committee

meetings scheduled in conjunction, keynote speakers, notable guests, URL link to the IWIB calendar, etc.

- “Reminder” emails reiterating the information provided in the “Save the Date” email, new information, and all supporting documents for the meeting shall be sent at least seven calendar days prior to a quarterly meeting.
- All meeting materials shall be uploaded to the IWIB calendar at least seven calendar days prior to a quarterly meeting.

Meeting Minutes

- Meeting minutes shall be completed no later than 30 days following a quarterly meeting or seven calendar days prior to the second IWIB Executive Committee following a quarterly meeting of the IWIB.
 - All meeting minutes shall be submitted to the IWIB Executive Committee for review and approval at their second meeting following a quarterly meeting of the IWIB.
 - All approved meeting minutes shall be included in the packet of documents sent to the IWIB at their subsequent meeting.
 - Final approved minutes shall be uploaded to the IWIB calendar no less than 14 days following a quarterly meeting.

Meeting Attendance

- Attendance at each quarterly meeting shall be documented from the Roll Call in the IWIB Database no later than seven calendar days following each meeting.
 - IWIB staff should note any IWIB member who fails to attend, or have a proxy attend on their behalf, two consecutive scheduled meetings.
 - An Attendance Report shall be developed annually that documents attendance for the previous two calendar years for all current members at the time of the report issuance.

Requests to Approve

- All “Requests to Approve” must be submitted to the IWIB Executive Committee for review and approval at least 21 days prior to the quarterly meeting for which the Request will be submitted to the IWIB for discussion and approval.
 - Any Request to Approve must include a discussion during the preceding IWIB meeting.
 - The Draft Request to Approve must be submitted to the IWIB lead staff at least seven calendar days prior to the meeting of the IWIB Executive Committee for which they will review and approve.

IWIB Annual Retreat

- The IWIB will hold an annual IWIB Retreat in conjunction with the June Summer Meeting, unless otherwise indicated by the IWIB or the IWIB Executive Committee.
- All scheduling requirements for a quarterly meeting shall be complied with for an IWIB Retreat.

- Minutes are not required from an IWIB Retreat, however a summary of the discussions should be developed by lead staff and provided at the following IWIB quarterly meeting in accordance with Meeting Minutes of a quarterly meeting.

Committee, Task Force and Work Group Meetings

Scheduling Meetings

- All meetings of Committees, Task Forces or Work Groups should be scheduled at least 30 calendar days prior to the meeting date
 - It is preferred that all meetings be scheduled at least 90 calendar days prior to the meeting date.
 - This will require the Chair and Staff to discuss a regular schedule of meetings.
 - Scheduling meetings in this manner will ensure maximum participation by reducing the potential for conflicts in scheduling.
- “Save the Date” emails for IWIB quarterly meetings should be issued to all committee, task force and work group members, secondary contacts, staff, and other interested individuals no less than 30 calendar days in advance of a meeting.
 - Save the Date emails should provide, when known and appropriate, the date, time and location of the meeting, call information and/or webinar URL links if the meeting is to be held via technology, lodging, parking, driving directions, notable guests, URL link to the IWIB calendar, etc.
- “Reminder” emails reiterating the information provided in the “Save the Date” email, new information, and all supporting documents for the meeting shall be sent at least four calendar days prior to a meeting.
- All meeting materials shall be uploaded to the IWIB calendar at least four calendar days prior to a meeting.

Meeting Minutes

- Meeting minutes shall be completed no later than 30 days following a meeting or four calendar days prior to the second meeting, whichever is latest, following a meeting of a committee, task force or work group.
 - All approved meeting minutes shall be included in the packet of documents sent to the members at the subsequent meeting and uploaded to the IWIB calendar along with all other documents.

Meeting Attendance

- Attendance of members of a committee, task force or work group should be maintained by staff.
- Chairs should discuss with any Non-IWIB member their failure to attend two consecutive committee, task force or work group meetings.
 - Chairs have the discretion to replace or remove any Non-IWIB member for failure to maintain active participation in meetings.
- Chairs should notify the IWIB Executive Committee of any IWIB member who fails to attend two consecutive meetings.

- The IWIB Executive Committee is responsible for any discussions with the member, including potential removal or replacement.

Requests to Approve

- All “Requests to Approve” must be submitted to the IWIB Executive Committee for review and approval at least 21 days prior to the quarterly meeting for which the Request will be submitted to the IWIB for discussion and approval.
 - Any Request to Approve must include a discussion during the preceding IWIB meeting.
 - The Draft Request to Approve must be submitted to the IWIB lead staff at least seven calendar days prior to the meeting of the IWIB Executive Committee for which they will review and approve.
 - All Requests to Approve must utilize the approved template, which can be obtained from the IWIB lead staff, if necessary.
 - Requests to Approve should be drafted by the committee, task force or work group for which the request is originated.

Work Plans and Quarterly Summaries

- All Work Plans should be revised. current and available at the end of each calendar month.
- All Work Plans and Quarterly Summaries shall be submitted to the IWIB Executive Committee at least 45 days prior to each quarterly meeting of the IWIB.