

**Alaska Workforce Investment Board (AWIB)**  
**Board Operating Procedures**  
**May 8, 2013**

**Letters of Support:**

Requests for Letters of Support should be given to the Executive Director

- Letters of support on topics previously discussed by AWIB – These are letters the AWIB Chair may sign because the topic has already been discussed by AWIB.
- Letters of support on topics not discussed by AWIB – The AWIB Executive Director will forward this type of letter to Executive Committee (Ex Co). The Ex Co will determine if the letter of support may be approved by the AWIB Chair or be discussed at the next AWIB meeting.

**Public Testimony:**

- Public testimony time is for use by the general public to provide input/information to the AWIB. There is a three minute time limit enforced by an appointed time keeper. If there are questions of the presenter the time can be extended by two minutes for a total of five minutes. No action will be taken during public comment; however, these items i.e. letters of support, resolutions, may be added to the meeting action tracker.

The AWIB Chair will provide public comment direction and guidance prior to the start of the public testimony process.

**Discussion Items on Agenda:**

- If there is an item on the agenda that requires input/information from the public, a designated time will be provided for public testimony on the item and will not be discussed during public comment. If a designated time for public testimony of an agenda items has not been assigned, the public may speak on any topic.
- An organization may request to be placed on a committee agenda through the Statewide Input form.

**Procedures for Committee Meetings:**

- The agenda will be sent to committee members one week prior to the scheduled meeting.
- A meeting will not be official (no minutes, no action) if a quorum is not present – thus cancelling the meeting.
- Committee business will be conducted at the next scheduled meeting on the official AWIB calendar.

## **Resolution Procedures:**

**Definition:** a formal expression of opinion or intention made, with regard to state policy usually after voting, by a formal organization, a legislature, a club, or other groups.

During the initial drafting process of a resolution the following needs to be identified:

1. How does this resolution relate to the AWIB mission?
2. What steps are needed for implementation?
3. Who are the stakeholders?
4. What are the expected outcomes?
5. Will this resolution require a policy or regulation change?
6. Is this a request for a resolution from an outside organization?

A resolution can be drafted by an individual committee, and/or the Executive Committee.

- An AWIB committee may draft a resolution, if approved by the majority of committee members; the chair of the committee will forward the resolution to the Executive Committee. The Executive Committee will determine if the resolution will be forwarded to the AWIB for final approval.
- If the AWIB Executive Director receives a resolution from an individual or an organization, the Executive Director will forward the resolution to the Executive Committee. The Executive Committee will determine if the resolution will be forwarded to the AWIB for final approval.

If during each of these processes a change to the resolution is required then the draft resolution will be returned to the individual committee for addition, clarification, or correction. Then the approval process will begin again.

Once the resolution is passed by the AWIB or the Ex Co on its behalf it is sent with a cover letter from the AWIB Chair to the Governor, Commissioner, and any applicable Department or agency.

A press release will be issued with the resolution(s) passed and include a link to the AWIB website where each resolution may be reviewed.

If a policy or regulation change is needed then collaboration with stakeholders will be required. A public notice will issued. This will be tracked by the Legislative Committee.

## **Process for issuing policy statements:**

If an issue is identified by the board, staff or others that requires the AWIB prepare a policy statement the following should occur:

- Issue is identified.
- AWIB refers to committee.
- Committee researches and recommends a course of action to the AWIB.
- AWIB adopts/does not adopt a policy recommendation.
- Recommendation transmitted to Commissioner.
- Commissioner confers with directors.
- Commissioner issues a statement of concurrence or remands the recommendation back to the board.
- The board publishes its recommendations annually as an advisory to the Commissioner, the governor, and the Legislature.