

NORTH CENTRAL ARKANSAS WORKFORCE DEVELOPMENT BOARD

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WDB Policy #: 1.10

Effective Date: 2/14/2018

Revision Date: 6/13/2018, 6/16/2021, 12/08/2021

SUBJECT Issuance of Policies

PURPOSE

To establish a standard for issuance of policies adopted by the North Central Workforce Development Board (NCAWDB). This policy addresses the process for developing, issuing and maintaining all policies.

DEVELOPMENT:

There are three ways to add a policy to the NCAWDB agenda for regular meetings:

- 1) The policy was developed and approved by the NCAWDB and/or NCACEOs.
- 2) The policy was developed by a third party (not listed above). The policy must receive a two-thirds (2/3) vote of the members present.
- 3) Policies may be initially approved or amended by Executive Committee if deemed appropriate by the NCAWDB chair. A full board vote will be taken at the next scheduled meeting.

Board-approved policies are signed by the NCAWDB chair. The dates will reflect all current and previous versions of the policy.

REVISION:

Revised policies must be presented to the full board in a manner that clearly defines the changes from the previous version to the updated version. Once approved by the board, the current policy will not contain information that is no longer relevant. Previous versions will be made available upon request.

MAINTENANCE:

Approved policies will be maintained by White River Planning and Development, Inc., 4441 Harrison Street, Batesville, AR 72501 and are available on the North Central Arkansas Workforce Development Board website www.ncaworks.com/workforceboard

Approved by the NCAWDB on:

12-8-2021

Gayle Cooper, NCAWDB Chairperson:

Gayle Cooper