

**Montgomery County Workforce Investment Board (WIB)
Policy on Absences by Members
May 21, 2010**

Montgomery County Government policy is that a member of a committee who misses more scheduled meetings or hearings than the allowed absences, or who misses three (3) consecutive meetings, is automatically removed. Allowed absences are as follows:

Number of Meetings Held in One Year	Allowed Absences
1-4	1
5-8	2
9-12	3
13-16	4
17+	5

The Executive Committee of the WIB is proposing that excused absences (not to be counted as an absence according to county policy) are to include work commitment or family emergencies. All WIB members should notify Barbara Kaufmann (Barbara.kaufmann@montgomerycountymd.gov) by email if they are unable to attend preferably at least three business days prior to the WIB meeting for something other than an emergency. Please include the reason for missing the meeting.

While the WIB committee meetings do not count in the absence policy described above, participation in the committees is vital. The committees of the WIB are Board Development, Communications and Outreach, Executive Committee, Finance Committee, Program Operations and Evaluation Committee, and Youth Council. The Executive Committee is responsible for assigning WIB members to the various committees.

Incident weather policy

The WIB meeting is cancelled if Montgomery County Public Schools are closed. If MCPS is open but a WIB member's home school district is closed, WIB member has excused absence for meeting.