NORTHWEST OREGON WORKS	**POLICY B04: ROTATION ORDER**
	EFFECTIVE DATE: 3/31/2017
	☒ **NEW** ❒ **REVISED**

PURPOSE

The purpose of this policy to document the process to facilitate the nomination, selection, and rotation of Northwest Oregon Works Board of Directors filling the following member positions:

- Entities providing adult education and literacy activities under Title II of the Workforce Innovation and Opportunity Act (WIOA)
- Institutions of higher education (including community colleges) providing workforce investment activities,

BACKGROUND

Issued by the State of Oregon, WIOA Policy 107 (b) Local Board Membership Criteria issued by the State of Oregon, states:

> Where a local area has:
>
> a) multiple entities providing adult education and literacy activities under Title II of WIOA, and/or
>
> b) multiple institutions of higher education (including community colleges) providing workforce investment activities,
>
> the CLEO [Chief Local Elected Official] must solicit nominations from those entities in appointing the required representative.
>
> - The CLEO must establish a formal policy to facilitate all nominations.
> - A policy for selecting and rotating membership must be determined and documented.

POLICY

In order meet the requirement of the State WIOA Policy, a rotation order has been determined based on counties' geographic layout within the Northwest Workforce Area as follows: Columbia, Clatsop, Tillamook, Lincoln, and Benton. Entities will be placed on the rotation order based on their geographic designation in the counties. If there are more than one entity within a county, entities will be listed in alphabetically order. The order of the rotation is listed in Attachment 1 of this policy.

Member positions of Higher Education and WIOA Title II Adult Education and Literacy may not be filled by one representative nor may the positions be filled by two representatives from the same entity. The individuals filling these position must have optimum policy-making authority within the entities they represent and demonstrated experience and expertise for the positions they fill.

As outlined in the Northwest Oregon Works Board Bylaws, the term of office for members is three years. Once the appointed representative has served the three term, the position will rotate to the entity subsequently list on the rotation order.

If there is agreement amongst all entities on the rotation order, the current entity serving in the position may serve a second term on the Board of Directors.

The entity may choose to forego being appointed in the position if circumstances at the time of nomination do not allow to serve. The entity shall provide NOW staff in writing that they will forego filling the position. NOW staff will retain documentation. In this case, the entity subsequently listed on the rotation order can be appointed into the position.

Staff will regularly review Attachment 1 to ensure the rotation order remains up to date. This will ensure that the rotation order only contain entities that qualify under the member representation requirements of WIOA.

Attachment 1

List as of May 1, 2023

Rotation order for entities providing adult education and literacy activities under Title II of WIOA

- Portland Community College
- Clatsop Community College
- Tillamook Bay Community College
- Oregon Coast Community College
- Linn-Benton Community College

This position is currently filled by a representative from Linn-Benton Community College.

Rotation order for institutions of higher education (including community colleges) providing workforce investment activities

- Portland Community College
- Clatsop Community College
- Tillamook Bay Community College
- Oregon Coast Community College
- Linn-Benton Community College
- Oregon State University

This positon is currently filled by a representative from Oregon Coast Community College.