

# FloridaWorks Standard Operating Procedure (SOP)

FloridaWorks  
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<b>SOP Number:</b>	<b>Subject: Board Agenda</b>
<b>Date of Issuance: March, 2000</b>	<b>Revision Date: March, 2007</b>
<b>AE Executive Director</b> <i>Angela Pate</i>	<b>FloridaWorks Chair</b> <i>Frank McGeown</i>

## **PURPOSE**

To outline the process to be engaged with any organizations, contractors, community groups, etc. that wish to appear before the Alachua/Bradford Regional Workforce Board d/b/a FloridaWorks.

## **BACKGROUND AND RATIONALE**

The Alachua/Bradford Regional Workforce Board d/b/a FloridaWorks is a volunteer Board that has policy and management authority with respect to Workforce Development initiatives. Their legislated responsibilities have broad implications for local community service organizations and other governmental entities. In fulfilling the legislated obligations the Board, composed of public agency heads, labor organization representatives, community-based organization representatives and business owners or their representatives, meets twice a quarter to review their program operations and impact and define the direction of their operations.

In order to be reasonably informed and apprised of issues that may be addressed during their meetings, it is necessary that members receive any information 7-10 calendar days prior to the scheduled meeting. In order for the staff to produce and release the information packet in the defined time frame, they must be aware of requests to appear before the Board and have in their possession the informational materials that the requesting agency intends to present to the Board.

This section establishes the procedure that will be articulated to any entity seeking to make a presentation and/or request to the Board.

## **POLICY**

Agency or organization requests to appear before the Board or one of its committees shall be considered by the Chairman of the Board or the committee chair only if they have been received no fewer than fourteen (14) calendar days prior to the scheduled meeting. Upon consideration and approval by the chairman to be included on the agenda, staff will provide written notification to the agency or organization of their inclusion on the agenda. In the correspondence to the agency or organization, staff will request that copies of supporting documentation intended to be distributed to the Board be delivered to the Board's administrative office no fewer than ten (10) calendar days prior to the scheduled meeting. Failure to produce the information and supporting documentation by the deadline will afford the Chairman the prerogative to remove the item from the agenda.

**ALACHUA/BRADFORD REGIONAL WORKFORCE BOARD d/b/a FloridaWorks**

**REQUEST TO APPEAR BEFORE THE BOARD**

Please complete this form and return it to FloridaWorks, 408 W. University Avenue, Suite 501, Gainesville, FL 32601 **NO FEWER THAN fourteen (14) calendar days** prior to the scheduled meeting. Copies of any supporting documentation intended to be distributed to the Board must be received at the FloridaWorks office **NO FEWER THAN ten (10) calendar days** prior to the scheduled meeting.

**ORGANIZATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NAME OF PRESENTER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**DESCRIPTION OF PRESENTATION:** \_\_\_\_\_  
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