

**GLOW Workforce Development Board (WDB) Policy**  
Under the Workforce Innovation and Opportunity Act (WIOA)

**Name of Policy:** GLOW WDB Members Voting by Email/Videoconferencing

**Approval Date:** ~~9/12/00~~, 3/17/26

**Effective Date:** 3/18/26

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Voting will be carried out in accordance with New York State (NYS) Public Officers Law.

**Committee voting**

A committee-level quorum and committee-level voting via Zoom or other technological means with videoconferencing capability, such that a person's identity can be visually confirmed, will be allowed at the committee level regardless of location each committee member is tuning in from. Voting members must be identified and roll call must be made for all votes. No email voting is allowed.

**Board voting**

Board-level voting will be allowed verbally via videoconferencing platform only if there is a quorum and members are present at the physical locations designated and published as public attendance locations per NYS Open Meetings Law (OML) requirements. See GLOW WDB By-Laws for additional compliance considerations and specifically how quorum is determined.

Quorum requires a majority of the full board membership including vacancies to be present. At least 51% of the WDB members shall constitute a quorum.

Therefore, at least 51% (a majority) of the Board's authorized members, whether the positions have been filled or sit vacant, must be present in order to meet the Board's quorum requirement. Accordingly, when the LWDB Board is conducting business or votes on a particular action or issue these activities would only be valid if they total a majority of all the positions of the Board that are authorized to be filled. A vote that constitutes a majority of the quorum would not be sufficient.

If a quorum is not present, business may not be conducted.