

Northwest Workforce Council

PO Box 2009 (101 Prospect Street), Bellingham, WA 98227 - 360.676.3209 • 2005 E. College Way, Mount Vernon, WA 98273 - 360.416.3600
265 NE Kettle St., Ste. 102, Oak Harbor, WA 98277 - 360.675.5966 • PO Box 1696 (540 Guard Street #210), Friday Harbor, WA 98250 - 360.378.4662
- www.nwboard.org -

ALTERNATE DESIGNATION FORM

[Board Bylaws](#) excerpt: Article IV 4-4: Alternate Designation naming procedure: Only the Council's directors or their designated permanent alternate shall be entitled to vote. Proxy voting is not permitted. Directors may designate one permanent alternate from the same category to attend Board or Committee meetings by submitting in writing to the Board Chair the name of the alternate at least two weeks prior to a Board meeting. The Executive Committee shall review requests for alternate designation and make recommendations to the Board. The Board shall approve the naming of alternates by majority vote. If it becomes necessary to change permanent alternates the above procedure shall be repeated.

Council Member name: _____

Sector Representation: _____

County Represented: _____

Alternate Name: _____

Phone (Day): _____

Email: _____

Mailing Address: _____

Brief description of Alternate's professional background: _____

- ✓ My alternate will attend Northwest Workforce Council meetings and committee meetings in my absence.
- ✓ My alternate represents the same sector and county as I do.
- ✓ My alternate has full voting privileges when attending meetings in my absence. I understand that it is my responsibility to advise my alternate of items and topics discussed at Northwest Workforce Council meetings.

Council Member Signature Date

Alternate Signature Date

Please send completed form to mbcahill@workforcenorthwest.org or mail to:

Director of Executive Operations
Northwest Workforce Council
PO Box 2009
Bellingham, WA 98227-2009

Note: Board Policies, Meeting Minutes, and related information can be found on the Council's website: www.nwboard.org. If you have questions, please contact Marissa Cahill mbcahill@workforcenorthwest.org