

The WTTW Community Advisory Board Nominating committee has decided to change their selection of potential CAB members who have been placed on the waiting list based upon receipt of their application.

After a review of our waitlist we found that we had 13 potential members of which only four engaged themselves in the CAB activities. The list began 8/18/2012 to 3/5/2013.

Those who have not engaged themselves with the CAB also did not respond to the Nominating Committee's outreach.

All potential members are encouraged to attend our regularly scheduled CAB meetings and to join a committee of their choice. This will now become a part of our protocol when considering a potential member for membership to the CAB.

The protocols for membership will be as follows:

- 1). Upon receipt of the prospective CAB member's application, a Nominating Committee Member will make contact via email or by phone acknowledging that we have received their application.
- 2). Thereafter a notice will be sent to the potential member detailing the protocol for membership, i.e. being an active participant in CAB activities, attending regularly scheduled meetings and joining a CAB Committee of their choice.
- 3). The potential CAB Member will also be notified upon receipt of their application via email that within four months if there is no response from them indicating a willingness to participate in the CAB activities they will be dropped from the wait list and they will be informed that they can reapply at a later date.

All current potential CAB Members will receive a notice informing them that if there is no response by 10/13/13 they will be dropped from the waiting list and can reapply on the CAB website.

According to the CAB Bylaws the Community Advisory Board Members are allowed to miss no more than 2 meeting out of six held annually. CAB members will be notified via email if more than 2 meetings have been missed and a Nominating Committee member will ask if the member plans to continue their membership or if there are any extenuating circumstances that may have prevented them from being in attendance. If a member knows in advance that they may miss more than one meeting due to extenuating circumstances, they should notify our Chair Joe Morris or our Vice Chair Dr. Dorene Wiese. A member that is unable o attend a regularly scheduled meeting should notify the Chair or the Vice Chair.

The Nominating Committee will communicate with the Secretary to review the sign in sheet and will keep a log of absentees for the purpose o outreach and determination. If the Nominating Committee determines that a CAB Member has reached their limit of absences the Committee will bring this information before the Board for a vote to decide if the member warrants being released from the CAB. In the event the Member is dropped from the CAB they will be given the option to reapply if they wish to do so at some later date. To reapply for membership the member will need to go to the CAB website and app as a potential new member.