

## **Citizen Advisory Committee to the Harrisburg District Office of Vocational Rehabilitation**

### **By-Laws**

#### Article I: Name

The name of this organization shall be the Citizen Advisory Committee to the Harrisburg District Office of Vocational Rehabilitation, which includes the Bureau of Blindness and Visual Services and the Bureau of Vocational Rehabilitation Services, hereafter referred to as the "Citizen Advisory Committee" or "the Committee."

#### Article II: Mission Statement

The mission of the Citizen Advisory Committee is to promote excellence in the provision of vocational rehabilitation, independent living services, specialized services, orientation and mobility and rehab teaching services in the Harrisburg District Office area in order to maximize the employment and independence of people with disabilities.

#### Article III: Function

The Citizen Advisory Committee shall act in an advisory capacity. It shall inform and advise the Harrisburg District Office of Vocational Rehabilitation, through consultation, discussion, the preparation and submission of reports, and the making of recommendations, concerning the diverse issues affecting vocational rehabilitation and the provision of vocational rehabilitation services, independent living services, specialized services, orientation and mobility and rehab teaching services to customers of those services in the Harrisburg District Office area. The Citizen Advisory Committee will enlist the full cooperation of the District Administrators of the Harrisburg District Office to assist the officers and members of the Committee to carry out its responsibilities.

#### Article IV: Membership

##### Section 1. Composition of the Committee:

Membership on the Citizen Advisory Committee is open to individuals and their families who are served by OVR (BVRS and BBVS), those individuals who provide services to customers in our counties, individuals from private agencies serving people with disabilities, and individuals from disability advocacy groups. The District Administrators of the Harrisburg District Office of Vocational Rehabilitation, or a designee of the District Administrators, shall serve on the Committee in an unofficial capacity.

The composition of the Citizen Advisory Committee shall conform to Title IX of the Civil Rights Act and other applicable laws and regulations to ensure broad representation of the population eligible for rehabilitation services.

#### Article IV: Officers

##### Section 1. Officers

The Officers of the Citizen Advisory Committee shall be the Chairperson, the Vice-Chairperson and the Secretary.

##### Section 2. Election and Terms of Office

An election for the purpose of electing Officers of the Citizen Advisory Committee shall be held at the first regular meeting after the adoption of the by-laws of the Committee occurs, and every two years thereafter at the last regular meeting of the Committee for that year.

The officers shall serve terms of office of two years and shall commence their duties at the first regular meeting of the Committee following their election. The Chairperson and Vice-Chairperson in office at the time of adoption of the by-laws shall serve until re-elected, or until newly elected Officers commence their duties. An Officer may serve up to three consecutive terms in office. Election of Officers shall be by a majority vote of Committee members present.

##### Section 3. Duties and Responsibilities

The duties of the Chairperson shall be to schedule and preside at regular meetings of the Citizen Advisory Committee, to sign or to authorize signature upon, all reports, letters or other communications made in the name of the Committee, to be responsible for directing and coordinating the affairs of the Committee, and to receive and review Committee membership applications.

The duties of the Vice-Chairperson shall be, in the absence of the Chairperson, to substitute for and to have all of the powers and duties of the Chairperson. In addition; the Vice-Chairperson shall assist the Chairperson in coordinating the activities of the Committee and shall have additional duties and responsibilities as may be assigned by the Chairperson.

The duties of the Secretary shall be to record and to maintain the minutes and other records of the Committee, to communicate the minutes of meetings of the Committee to the Chairperson, to the members, and to others as requested by the Chairperson, and to perform such other record keeping and communication duties on behalf of the Committee as may be assigned by the Chairperson.

#### Section 4. Removal of Officers

An Officer of the Citizen Advisory Committee may be removed from office when, in the judgement of two-thirds of the members of the Committee present at a regular meeting, the best interests of the Committee are not being served by that officer. A vote on the issue of removal of an Officer or Officers may be originated at a regular meeting by a two-thirds vote of the members present.

#### Section 5. Resignation

An Officer may resign his/her Officer position on the Committee at any time by submitting a written resignation statement to the Secretary. In the case of resignation of the Secretary, the resignation statement shall be submitted to the Chairperson.

#### Section 6. Vacancy

A vacancy in any office shall be filled for the unexpired portion of the term of that office by an election to be held at the next regular meeting of the Committee following the occurrence of the vacancy. Election of an Officer to fill a vacancy shall be by a majority vote of Committee members present.

### Article V: Meetings

#### Section 1. Regular Meetings

The Citizen Advisory Committee shall meet at least four (4) times annually, with one regular meeting being held each calendar quarter.

#### Section 2. Special Meetings

Special meetings of the Citizen Advisory Committee are permitted under the by-laws and must be called by the Chairperson. Ten days' advance notice to all members must be given prior to a special meeting, unless emergency circumstances require a lesser period. No votes relating to changes in by-laws membership or Officers may occur at special meetings.

#### Section 3. Place of Meetings

The Citizen Advisory Committee shall hold all meetings at a location which is architecturally barrier-free in parking, meeting room and restroom facilities, which are conveniently located for all members, and are within the service area of the Harrisburg District Office.

#### Section 4. Rescheduling of Meetings

In the event of severe weather or other unforeseen circumstance, regular or special meetings may be rescheduled by the Chairperson. Notice to members of the rescheduling of a meeting may be by any reasonable method.

### Article VI: Procedures

#### Section 1. Notice of Meetings

The Chairperson, or the Chairperson's designee, shall notify all members of the Citizen Advisory Committee, and the District Administrators of the Harrisburg Office of Vocational Rehabilitation, of all regular meetings at least 15 days prior to the meeting date, or of special meetings at least 10 days prior to the meeting date, unless circumstances require a lesser time. Notice may be given by email, voice mail or regular mail.

#### Section 2. Agenda and Minutes of Previous Meeting

All regular meeting agenda items and minutes of the previous meeting of the Citizen Advisory Committee, reviewed by the Chairperson, shall be provided to all members of the Committee at least 10 days prior to the next regular meeting date. The agenda and minutes may be given by email or regular mail.

#### Section 3. Quorum

Official business of the Committee shall be conducted by members present.

#### Section 4. Minutes

Minutes shall be taken by the Secretary, or by a member designated by the Chairperson, at all regular and special meetings of the Committee. Minutes shall be a fair and accurate recorded summary of matters occurring at each meeting. A copy of the Minutes of each meeting shall be kept and maintained by the Secretary, and the Secretary shall provide to the Chairperson a copy of the Minutes of each meeting no later than 10 days after such meeting has been held. Minutes may be taken, recorded and transmitted electronically, or may be written and mailed.

## Section 5. Conduct of Meetings

All regular and special meetings of the Citizen Advisory Committee shall be conducted according to Robert's Rules of Order, Revised Edition.

## Section 6. Decisions

Except as otherwise set forth in these by-laws, all ordinary business decisions of the Citizen Advisory Committee shall be by a majority vote of members present.

## Section 7. Committees

Both standing committees and special committees are authorized under these by-laws, and such committees shall be created or dissolved by a majority vote of members present at a regular meeting.

## Section 8. Compensation

Members and Officers of the Citizen Advisory Committee shall serve without compensation.

## Section 9. Effective Date of By-Laws and Amendments to By-Laws

These by-laws of the Citizen Advisory Committee shall become effective upon approval by a vote of two-thirds of members present at a regular meeting of the members of the Committee. Amendments to the by-laws of the Committee may be proposed by a member, and suggested changes introduced, at a regular meeting of the Committee. Each suggested amendment shall require a vote in favor of the amendment by two-thirds of members present. Amendments to the by-laws shall become effective at the next regular meeting of the Committee after the amendment has been approved.

These By-Laws of the Citizen Advisory Committee to the Harrisburg District Office of Vocational Rehabilitation are adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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Chairperson