

**Citizen Advisory Committee to the York  
District Office of Vocational Rehabilitation  
By-Laws**

**Article I: Name**

The name of this organization shall be the Citizen Advisory Committee to the York District Office of Vocational Rehabilitation, hereinafter 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 services in the York District Office service area in order to maximize the employment of people with disabilities.

**Article III: Functions and Responsibilities**

The Committee’s functions are as follows:

- Informs and advises the York District Office of Vocational Rehabilitation
- Provides consultation, advice, and necessary reports as to the improvement and/or expansion of ongoing programs
- Makes recommendations for needed rehabilitation services, which are representative views of the individuals and/or groups who are:
  - Present or former consumers of vocational rehabilitation services
  - Members of consumer advocacy groups
  - Parents, guardians, and advocates of individuals or disability groups when adequate representation is not otherwise available
  - Providers of vocational rehabilitation services
  - Employers
  - Others interested in improving rehabilitation services

**Article IV: Membership**

**Section 1 – Composition of The Committee**

The composition of The Committee conforms to Title IX of The Civil Rights Act and all other applicable Laws and Regulations, ensuring broad representation of the population eligible for rehabilitation services.

The Committee’s Membership is comprised of:

- representatives for current or former persons with disabilities

- consumers of vocational rehabilitation services, their parents or guardians, as appropriate
- advocacy groups focused on persons with disabilities or rehabilitation services
- schools, educational facilities
- rehabilitation facilities
- members from private agencies serving persons with disabilities
- Employers and business entities
- other citizens or groups interested in improving rehabilitation services

## **Article V: Officers**

### **Section 1. - Officers**

The officers of the Citizen Advisory Committee shall be the Chairperson and the Secretary.

The Chairperson presides over all CAC meetings. The Chairperson will be responsible for developing the agenda for meetings and working with the local OVR office to see that meeting notices, agendas and minutes from the previous meeting are forwarded to all CAC members. The chairperson is elected annually by the majority of members in attendance.

The Secretary will coordinate minutes of the quarterly meetings and will arrange for CAC minutes and correspondence to be distributed to all members in an accessible format. Minutes of previous meetings will be enclosed for members to review prior to the next meeting. The Secretary is elected annually by the majority of members in attendance. Minutes shall be a fair and accurate summary of matters occurring at each meeting. Minutes may be written by hand, but preferably should be typed before being provided to the Chairperson.

## **Article VI: Meetings and Procedures**

### **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. In case of inclement weather, planned meeting will be re-scheduled within the quarter at the discretion of the York District Office.

### **Section 2. Meeting Format**

All meetings may be held in-person and/or by electronic conferencing.

### **Section 3. Place of Meetings**

The Citizen Advisory Committee shall hold all in-person meetings at a location which is architecturally barrier-free in parking, meeting and rest facilities, which is conveniently located for all members, and is within the service area of York District office.

**Section 4. Notice of Meetings**

The Chairperson shall notify all members of the Citizen Advisory Committee, and the District Administrator of the York Office of Vocational Rehabilitation, of all meetings at least 7 days prior to the meeting date unless circumstances require a lesser time.

Members shall notify the Chairperson how he or she wishes to receive notices of meetings and committee documents. Methods of notice may include—but are not limited to—email, voice mail, text message, and regular mail.

**Section 5. Agenda and Minutes of Previous Meeting**

All 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 7 days prior to the next meeting date.

**Section 6. Decisions**

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

**Section 7. Compensation**

Members and Officers of the Citizen Advisory Committee shall serve without compensation. Reimbursement for travel and other expenses incurred by members are at the discretion of the York District Office.

**Section 8. Effective date of By-Laws and Amendments to By Laws**

These by-laws may be altered, revised, amended or repealed through the following process:

Any proposed changes must be reviewed at a regularly scheduled meeting.

The proposed change will be discussed by the membership and adopted if 2/3 of the CAC members present vote in the affirmative.

These By-Laws of the Citizen Advisory Committee to the York District Office of Vocational Rehabilitation are adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

