

**CITIZEN ADVISORY COMMITTEE (CAC)  
TO THE  
READING OFFICE OF VOCATIONAL REHABILITATION (OVR)**

Serving Berks & Schuylkill Counties, 3602 Kutztown Road, Suite 200, Reading, PA 19605  
Phone: 610-621-5800 / Fax: 610-621-5807 / Email: ra-liovr-app-reading@pa.gov

**BY-LAWS**

NOTE: Document is posted on [Pennsylvania Rehabilitation Council \(PaRC\) website](#).

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**ARTICLE I: COMMITTEE NAME**

**Section 1: Our Name**

The name of the committee shall be the "Citizen Advisory Committee to the Reading Office of Vocational Rehabilitation."

**ARTICLE II: COMMITTEE MISSION**

**Section 1: Our Mission**

The "Mission" of the Citizen Advisory Committee is to evaluate the policies, procedures, rules and regulations of programs and services provided by the Pennsylvania Office of Vocational Rehabilitation's Reading District Office, identify challenges, and make recommendations to the District Administrator. The Citizen Advisory Committee strives to help advocate and promote excellence in services for people with disabilities, in order to prepare them to obtain or maintain employment. The goal is to maximize the employment and independence of people with disabilities in our community.

**ARTICLE III: DEFINITIONS**

**Section 1: Acronyms/Definitions**

- A. "CAC" shall mean the Citizen Advisory Committee.
- B. "RDG-OVR" shall mean the Reading Office of Vocational Rehabilitation.
- C. "PaRC" shall mean the Pennsylvania Rehabilitation Council.
- D. "PA-OVR" shall mean the Pennsylvania Office of Vocational Rehabilitation.
- E. "PA Dept. of L & I" shall mean the Pennsylvania Department of Labor and Industry.
- F. "Officers" shall mean the Chairperson, Vice-Chairperson and Secretary, by elections.
- G. "Ex-Officio Member" shall mean Reading District Office Administrator or designee (non-voting).

- H. "Members" shall mean CAC Members-at-Large by appointment of RDG OVR.
- I. "Regular Meeting" shall mean normal scheduled CAC Meeting focused on general interests.
- J. "Special Meeting" shall mean extra scheduled CAC Meeting focused on specific interests.
- K. "Special Work Group" shall mean work group to the CAC to focus on a specific interest.
- L. "Ad-hoc Work Group" shall mean work group to the CAC to focus on a specific interest, within a limited time frame.
- M. "Special Chairperson" shall mean Chairperson of the special work group or ad-hoc work group.
- N. "Fiscal Year" shall mean the state fiscal year, July 1st through June 30th.

**ARTICLE IV: FUNCTION AND RESPONSIBILITIES**

**Section 1: Role**

Citizen participation in the PA-OVR service delivery system is a mandate of the federal Rehabilitation Act of 1973 (Rehab Act), as amended by the Workforce Innovation & Opportunity Act (WIOA) of 2014. The CAC shall function as an advisor to the RDG-OVR in accordance with the "Rehab Act." The CAC requires a free exchange of information and cooperation with the RDG-OVR, PA-OVR, and PaRC offices as essential to carry out its "Function and Responsibilities." The CAC will evaluate the rehabilitation services provided; identify the challenges to providing those services; and make recommendations for improvement and/or expansion of those services, or new services if needed. Each CAC member has a duty and responsibility to solicit feedback from and provide input to a number of significant stakeholders and organizations to achieve its mission. The CAC shall advocate for all people with disabilities in our local community. The scope of the CAC's function and responsibilities include, but is not limited to, the following;

- A. Current, proposed, or needed Programs and/or Services.
- B. Current, proposed, or needed Outreach and/or Promotions.
- C. Current, proposed, or needed Staffing Data and/or Customer Data.
- D. Current, proposed, or needed Fiscal Budget and/or Reports.
- E. Current, proposed, or needed Policies and/or Procedures.
- F. Current, proposed, or needed Laws and/or Regulations.

**ARTICLE V: COMMITTEE REPRESENTATION**

**Section 1: Composition of the Committee**

The composition of the CAC shall conform to United States of America Title IX of the Civil Rights Act and all other applicable laws and regulations, to ensure broad representation of the

population eligible for vocational rehabilitation services. The CAC will strive to maintain membership with at least 51% being individuals with disabilities. Membership shall be composed of no less than five (5) or no more than fifteen (15) individuals from Berks or Schuylkill Counties. CAC Officers shall be a Chairperson, Vice-Chairperson, and Secretary. The RDG-OVR District Administrator or their RDG-OVR designee shall also serve on the CAC in an ex-officio capacity. The CAC shall strive to have representation from various groups such as the following;

- A. Current or Former OVR Customer.
- B. Person with Disability or Family Member.
- C. Representative of Consumer/Disability Group.
- D. Representative of School/Educational Facility.
- E. Representative of Hospital/Rehabilitation Facility.
- F. Representative of Private Agency Serving People with Disabilities.
- G. Representative of Public Agency Serving People with Disabilities.
- H. Employer or Representative of Business or Industry.
- I. Other Advocates for People with Disabilities.

## **Section 2: Duties and Responsibilities**

### A. Chairperson:

The Chairperson's duties and responsibilities include, but are not limited to, the following:

1. Attend and preside over all committee meetings.
2. Create regular meetings, and special meetings as needed.
3. Create special work groups, and ad hoc work groups as needed.
4. Appoint special chairpersons and make member assignments.
5. Create meeting agendas and reports.
6. Create outreach brochures, flyers, and signs.
7. Create, authorize and sign all letters or documents.
8. Create and administer the CAC website and website email.
9. Give a chairperson report on updates and goals, during committee meetings.
10. Direct and coordinate all CAC meetings and events.
11. Communicate and collaborate with all CAC members, RDG-OVR, PaRC and PA-OVR.
12. Other duties and responsibilities as needed or directed.

### B. Vice-Chairperson:

The Vice-Chairperson's duties and responsibilities include, but are not limited to, the following:

1. Attend all committee meetings or work groups as directed.
2. In absences of chairperson, assume all duties and responsibilities of chairperson.
3. In absences of chairperson, substitute and preside over all committee meetings.

4. Give a vice-chairperson report on updates and goals, during committee meetings.
5. Assist with all duties and responsibilities of the chairperson, as needed or directed by the chairperson.
6. Communicate and collaborate with all CAC members, RDG-OVR, PaRC and PA-OVR.
7. Other duties and responsibilities as needed or directed.

C. Secretary:

The Secretary's duties and responsibilities include, but are not limited to, the following:

1. Attend all committee meetings or work groups as directed.
2. Coordinate all meetings as directed by the chairperson.
3. Coordinate all workgroups as needed, and directed by the chairperson.
4. Distribute correspondence and documents of all meetings, as directed by the chairperson.
5. Call the Roll and the record all minutes at all meetings, as directed by the chairperson.
6. Give a secretary report on updates and goals, during committee meetings.
7. Assist with all duties and responsibilities of chairperson and vice-chairperson, as needed or directed by the chairperson.
8. Communicate and collaborate with all CAC members, RDG-OVR, PaRC and PA-OVR.
9. Other duties and responsibilities as needed or directed.

D. RDG-OVR Rep.:

The RDG-OVR Rep's duties and responsibilities include, but are not limited to, the following:

1. Attend all committee meetings or work groups as directed.
2. Host, send invites, and help coordinate all committee meetings.
3. Host, send invites, and help coordinate all work groups as needed.
4. Forward all agendas, minutes, reports, recommendations, and related documents in a timely fashion to the PA-OVR and/or PaRC representatives.
5. Archive and secure all member and meeting documents on PA-OVR network servers.
6. Serve as a resource link between the CAC and current or former customers.
7. Serve as a resource link between the CAC and stakeholders or organizations.
8. Provide and share all relevant RDG-OVR, PaRC and PA-OVR information as legally allowed.
9. Give a RDG-OVR report on updates and goals, during committee meetings.
10. Assist with all duties and responsibilities of CAC officers and members, as needed or directed by the PA-OVR.
11. Communicate and collaborate with all CAC members, RDG-OVR, PaRC and PA-OVR.
12. Other duties and responsibilities as needed or directed by the PA-OVR.

E. Members:

The Members' duties and responsibilities include, but are not limited to, the following:

1. Attend all committee meetings or work groups as directed.
2. Serve and actively participate in all committee meetings.
3. Serve and actively participate in all work groups as directed.
4. Communicate as needed with all CAC members, RDG-OVR, PaRC and PA-OVR.
5. Maintain knowledge of work done by the CAC, RDG-OVR, PaRC and PA-OVR.
6. Maintain knowledge of these CAC By-Laws and PaRC CAC Training Manual.
7. Other duties and responsibilities as needed or directed.

## **Article VI: OFFICERS**

### **Section 1: Nominations of Officers**

Only CAC members may be nominated, by another CAC member to be an officer of the CAC. CAC members cannot nominate themselves to be an officer, but may volunteer to be a nominee. A CAC member may decline to be nominated for an officer position.

### **Section 2: Elections of Officers**

The election of officers must be held every two (2) years at the final meeting of the calendar year. All officer positions will be filled only after a majority "YES" vote of the CAC members present during that specific meeting. No proxy voting will be allowed. Members will be polled by the RDG-OVR District Administrator.

### **Section 3: Terms of Officers**

Officers to the CAC shall be elected for a term of two (2) years. The newly elected Officers shall assume their "Duties and Responsibilities" at the first meeting of the following calendar year. If an officer's CAC membership term is expiring in the middle of the calendar year, the officer may remain an officer as long as they are reappointed by the RDG-OVR District Administrator. After each two (2) year term, an officer must complete a new membership application, in order to be reappointed. There is no limit to the number of terms an officer may serve.

### **Section 4: Vacancy of Officers**

Any officer vacancy may be filled immediately in accordance with these by-laws, unless the term will expire at the end of the unexpired term.

## **Article VII: MEMBERS**

### **Section 1: Applications for Membership**

Individuals who represent the "Composition of the Committee" may apply for membership to the CAC. A Membership Application may be requested by contacting the RDG-OVR, any CAC member, or by downloading it from the PaRC website or CAC website. A Membership Application shall be completed in full and submitted to the RDG-OVR District Administrator. A Membership Status Form will be sent out no later than thirty (30) days after the Membership Application is received.

### **Section 2: Appointments of Membership**

The appointments of members may be made at any time during the calendar year. The reappointments of members may be made during the last meeting of the member's expiring term. All appointments or reappointments will be made by the RDG-OVR District Administrator with the presumptive concurrence of the PA-OVR Executive Director.

### **Section 3: Terms of Membership**

Membership to the CAC shall be appointed for a term of two (2) years. The newly appointed member shall assume their "Duties and Responsibilities" at the next meeting in the calendar year. In the event a CAC membership term is expiring, the member may remain a member as long as they are reappointed by the RDG-OVR District Administrator. After each two (2) year term, a member must complete a new Membership Application, in order to be reappointed. There is no limit to the number of terms a member may serve.

### **Section 4: Vacancy of Membership**

Any member vacancy may be filled immediately in accordance with these By-Laws. Suggested individuals for filling vacancies may come from the RDG-OVR or CAC members, and will be taken under advisement by the RDG-OVR District Administrator.

### **Section 5: Resignation of Membership**

Any member or officer may resign by providing a written resignation to the RDG-OVR District Administrator or the CAC Chairperson. When a resignation is received and accepted, a notice of the vacancy will be placed on the next meeting agenda. Members who resign must wait one (1) year before reapplying for membership.

### **Section 6: Removal of Membership**

The CAC may remove any member or officer for just cause, which may include, but is not limited to, the failure to carry out the "Duties and Responsibilities" of the CAC membership. The member or officer will be removed only after a two-thirds "YES" vote of the CAC members

present during that specific meeting. No proxy voting will be allowed. All members will be polled by the RDG-OVR District Administrator. If removal becomes necessary, the member will be notified in writing by the RDG-OVR District Administrator with the concurrence of the PA-OVR Executive Director. Members who are removed must wait one (1) year before reapplying for membership.

### **Section 7: Termination of Membership**

Failure to attend, virtually or in person, two (2) CAC meetings in one (1) year without a timely and reasonable reason, shall constitute cause for immediate termination of membership. No voting is required. If termination becomes necessary, the member will be notified in writing by the RDG-OVR District Administrator with the concurrence of the PA-OVR Executive Director. Members who are terminated must wait one (1) year before reapplying for membership.

### **Section 8: Compensation of Membership**

The CAC membership will be voluntary and members shall serve without compensation.

## **Article VIII: MEETINGS**

### **Section 1: Regular Meetings**

The CAC shall hold "regular meetings" at least four (4) times in a calendar year, with one (1) in each calendar quarter. The dates and times of such regular meetings shall be established no later than the last day of the preceding year, by the CAC Chairperson in cooperation with the RDG-OVR Rep. All meetings will be open to the public.

### **Section 2: Special Meetings**

The CAC Chairperson may call "special meetings" at any time during a calendar year, with no limit on how many times per year. The dates and times of such special meetings shall be established by the CAC Chairperson in collaboration with the RDG-OVR Rep. All special meetings will follow these CAC By-Laws as applicable in a regular meeting.

### **Section 3: Place of Meetings**

The CAC shall hold all meetings in person, by call-in, virtually, or any combination of these options. In-person meetings shall be held at a location convenient to most members and fully accessible to all members and the public. Any individual needing special assistance should contact the RDG-OVR District Administrator prior to the meeting, to request reasonable accommodations.

#### **Section 4: Cancellation / Rescheduling of Meetings**

The CAC Chairperson or RDG-OVR District Administrator may cancel a meeting at any time, due to unforeseen circumstances. Members will be contacted by phone, text, or email of the cancellation, as soon as possible. If possible, a notice of cancellation will be posted on the PaRC website and/or CAC website. The rescheduling of a meeting will take place as soon as possible and will follow these CAC By-Laws.

#### **Section 5: Expenses of Meetings**

The RDG-OVR will provide or contract and pay for secretarial services and support as needed. Other CAC expenses, such as modest food and drinks items, parking, and other related meeting expenses, are allowable. Expenses are to be paid by the RDG-OVR (following PA Dept. of L & I policies). No travel reimbursements for lodging, subsistence, mileage or rental car reimbursements will be covered.

### **Article IX: PROCEDURES**

#### **Section 1: Notice of Meeting**

The notice of meetings will be distributed at least fourteen (14) days prior to the meeting date, to all CAC members and the public. The notice of meetings will be posted on the PaRC website and/or CAC website.

#### **Section 2: Meeting Agenda**

The meeting agenda will be distributed at least fourteen (14) days prior to the meeting date, to all CAC members and the public. Any CAC member may request an item, relative to the CAC mission, be put on the agenda, by contacting the CAC Chairperson. The meeting agenda will be posted on the PaRC website and/or CAC website.

#### **Section 3: Meeting Minutes**

The unapproved meeting minutes will be distributed at least fourteen (14) days prior to the meeting date, only to all CAC members for approval. To be approved, the minutes must receive a majority "YES" vote of the CAC members present during that specific meeting. No proxy voting will be allowed. Only after approval will the meeting minutes be posted on the PaRC website and/or CAC website and made available to the public.

#### **Section 4: Quorum**



To constitute a quorum, the CAC meetings must include two (2) officers and three (3) voting members. Any meeting without a quorum may be held with minutes recorded but without motions and/or voting during that specific meeting. Those motions and/or voting may be put on the next meeting agenda.

### **Section 5: Decisions**

Major CAC decisions shall be made only after a motion is made, an open discussion is held, and a majority "YES", "NO", or "TABLE" vote of the CAC members present during that specific meeting, unless as otherwise noted in these By-Laws. Any member may request that all members be polled, on any current voted-on decisions. Minor CAC decisions may be made by the CAC Chairperson without needing voting.

### **Section 6: Special Work Groups/Ad Hoc Work Groups**

The CAC Chairperson may establish special work groups or ad hoc work groups at any time. The CAC Chairperson shall appoint a chairperson and make member assignments for each work group as needed. All work groups shall follow these By-Laws as adopted, as applicable.

### **Section 7: Meeting Conduct and Law**

All CAC meetings shall follow the Parliamentary Procedure of the "Robert's Rules of Order Newly Revised." All CAC meetings shall fall under the "Pennsylvania's Sunshine Act (Open Meetings Law)."

## **Article X: BY-LAWS**

### **Section 1: Purpose**

These By-Laws are set as rules and regulations for the CAC to self-regulate and self-govern as allowed by the PA-OVR and the PaRC.

### **Section 2: Implementation**

These By-Laws may be proposed and introduced at any CAC regular meeting. The By-Laws must be distributed to all CAC members for review at least fourteen (14) days prior to the meeting date, for approval. To be approved and adopted, they must receive a majority "YES" vote of the CAC members present during that specific meeting. No proxy voting will be allowed.

### **Section 3: Amendments or Revisions**

CAC By-Law Amendments or Revisions may be proposed and introduced at any CAC regular meeting. They must be put on a meeting agenda in accordance with these By-Laws. The

amendments or revisions must be distributed to all CAC members for review at least fourteen (14) days prior to the meeting date, for approval. To be approved and adopted, they must receive a majority "YES" vote of the CAC members present during that specific meeting. No proxy voting will be allowed.

**Section 4: Effective Date**

These CAC By-Laws and all subsequent Amendments or Revisions, thereto, shall become effective upon review and approval by the CAC members.

(Elections & Adopted 04/1989; Revision 06/2006; Revision 06/2012; Revision 12/2015; Revision 12/2024)