

# *Pennsylvania Rehabilitation Council (PaRC)*



## *Member Handbook, Policies, and Procedures*

# ***THE PENNSYLVANIA REHABILITATION COUNCIL MEMBER HANDBOOK***

*Revised June 2025*

Welcome to the Pennsylvania Rehabilitation Council. This handbook has been provided to help you understand the Council, its duties and responsibilities, and your role as a member. The Council is an independent citizens group, which reviews and advises the Office of Vocational Rehabilitation (OVR) on policy and services. OVR works with people with severe disabilities to help them prepare for, obtain, or keep suitable competitive employment. You may access the Council's website at the following link:

<https://parehabilitationcouncil.org/>

Authorized by the 1998 Amendments to the federal Rehabilitation Act, as amended by WIOA 2014. Council membership must include a wide array of representation, e.g., consumers, providers, advocates, parents and guardians, businesses, etc. A majority of members must be persons with disabilities. Nominations are reviewed by the membership and forwarded to the Governor, who makes all appointments.

Full Council meetings are currently being held four times a year, virtually through Zoom and hybrid format of both virtual and in-person. Virtual meetings generally begin at 9:30 AM and end by 1:00 PM. Updates to meeting format are ongoing and decided by the Council as needed.

Prior to COVID-19 the Full Council meetings were held four times each year, usually in the Harrisburg area. In-person / hybrid meetings generally begin at 9:30 a.m. and end by 3:30 p.m. providing an option to attend virtually through Zoom or in-person. For those attending in person, reimbursement is available for meals and travel. Members may also be reimbursed for overnight accommodations and attendant care, when necessary. Council members can expect to spend approximately four to eight hours each month, excluding travel time, on Council business.

Support Personnel to the Pennsylvania Rehabilitation Council is provided through a contract from OVR to United Cerebral Palsy of Central PA, Camp Hill, PA. Any questions you have after reading the enclosed material may be directed to:

**Michelle Gerrick, Project Director**  
**PA Rehabilitation Council**  
**UCP of Central PA**  
**55 Utley Drive, Camp Hill, PA 17011**  
**Voice (888) 250-5175 or (717) 975-2004**  
**Fax (888) 524-9282      TTY (717) 737-0158**  
**Email to: [parc@parehabilitationcouncil.org](mailto:parc@parehabilitationcouncil.org)**

**PaRC Support Personnel:**

Michelle Gerrick

Chris Todd

## **TABLE OF CONTENTS**

Rehabilitation Council Standards of Expectations

Annual Statements of Financial Interest

Effective Members = Effective Meetings

Meal Reimbursement Policies

Travel Expenses / Miscellaneous Expenses Reimbursement Policies

Requests for Training / Conference / Meetings

Robert's Rules of Order - Simplified

Documentation of Conference of Meeting Participation

PaRC Representative Selection Process

Election / Voting Process updated 1/2023

PaRC Recruitment Procedures

PaRC By-Laws updated 5/2025

PaRC Social Media Guidelines

PaRC Committees' Steps for Providing Review and Recommendation for any Proposed  
Office of Vocational Rehabilitation (OVR) Policy

Acknowledgement of Receipt Signature Page

## **MISSION STATEMENT**

*The Mission of the Council is to inform and advise the  
Office of Vocational Rehabilitation, the State Board of  
Vocational Rehabilitation, the Legislature, and the  
Governor on the diverse issues affecting employment of  
people with disabilities.*

# Rehabilitation Council Standard of Expectations

## Active Participation:

In order to fulfill its federal requirements, the Rehabilitation Council must have active participation by its members. Active participation is defined as:

- Attend the four (4) scheduled full Council meetings in any fiscal year. Severe weather and personal emergencies are understandable exceptions.
- Participate on at least two standing committees during the fiscal year.
- Respond to action items during or between Council meetings. Examples may include, but are not limited to:
  - Review of support documents for meeting action items.
  - Review and return of surveys, draft documents, etc. when requested.
- Attend Office of Vocational Rehabilitation public meetings, State Board meetings, Consumer Advisory Committee meetings, etc. when feasible.

## Represent the Rehabilitation Council in Meetings and Work Groups:

Although members represent diverse constituencies and points of view, it is important for the Rehabilitation Council to speak as a single entity in meetings and work groups. The Council recognizes that individuals may also wish to convey additional opinions or information during discussions. In order to ensure consistency without restricting member's actions, the following guidelines were adopted on April 14, 1999:

If a Rehabilitation Council member is serving on a rehabilitation related work group, committee or is giving testimony as a ***designated and official spokesperson of Council***, the following guidelines will apply:

- The Council member shall state that s/he is representing the Rehabilitation Council.
- The Council member shall state the Council's official position on the subject being discussed if one exists or is known. If the Council's official position is unknown or has not been developed, the Council representative shall indicate that s/he will request the Council's office to forward the position or ask the Council to review the subject and render an official position if one is needed.
- The Council member may have a different, personal opinion on the subject being discussed. If this is so, the Council member should state that it is a personal opinion and not the official position of PA Rehabilitation Council.
- The Council member shall not commit financial support and/or other resources of the Council to any non-RC committee, workgroup, function, etc., without the previous authorization of the PA Rehabilitation Council.

- In order to receive reimbursement for expenses incurred while acting as a designated Council spokesperson, the member shall follow established procedures for obtaining reimbursement as stated in the PaRC Bylaws: Reimbursement requests and reports, when applicable, are due within 30 calendar days of the event. Requests that exceed the 30-day time frame will require approval of the Executive Committee prior to processing by PaRC Support Personnel.

These objectives are meant solely to improve and expedite the accomplishments of the Rehabilitation Council, so as to better the lives of persons with disabilities. Your cooperation and time are appreciated.

**Please Note: Individuals appointed to the Council by the Governor are considered Public Officials and are required to complete a Financial Interest Statement annually that is submitted to the State Ethics Commission and the Secretary of Administration.**

## **Annual Statements of Financial Interest**

**All members of the Pennsylvania Rehabilitation Council** are required to annually file a statement of Financial Interests with the State Ethics Commission by May 1<sup>st</sup> for the preceding year.

You can access a statement of financial interest form on their website. Save the link on your computer to file next year.

The link to their website, for more information about filing is:  
<https://www.ethics.pa.gov/How-To/Pages/How-To-File-a-Statement-of-Financial-Interests.aspx>

If you print out the form, fill it out and **Mail the Completed Form to:**

Commonwealth of Pennsylvania  
State Ethics Commission  
613 North Front Street, Room 309  
Harrisburg, PA 17120-0400

If you have any questions, you can contact the State Ethics Commission at 1-800-932-0936 or call the PaRC office at 717-975-2004 if you need assistance.

**Please provide PaRC Support Personnel with a copy.**

# EFFECTIVE MEMBERS = EFFECTIVE MEETINGS

## **Every Council member is responsible for good meetings**

The key to a successful Full Council meeting is to keep things running smoothly so that the Council can make effective decisions. The primary responsibility for this task falls on the chairperson. Individual council members also have a number of duties to perform if meetings are to be as productive as possible.

Sound preparation is the most important thing a Council member can do to make meetings more effective. If each member does his or her homework ahead of time, meetings will be short and almost always productive. Review your packets or email prior to the meeting being called to order. Be prepared for discussions related to the material in the packet or email. Submit items for inclusion on the agenda in advance.

Attendance at meetings is also an important responsibility of all Council members. When the team is short one or more members, there is danger that all sides of the issues will not be explored, and all interests will not be represented.

Full Council meetings are not informal discussion groups. The Council develops and follows an agenda for each meeting. The agenda includes a number of features: A description of each item to be discussed, an indication of whether the item is for discussion only or if it will require a vote, and an estimated time limit for discussion.

## **The Full Council Meeting**

As a Council member, you need to acquire a basic understanding of parliamentary procedure. This will enable you to do your part in moving meetings along quickly and efficiently.

At the beginning of each meeting, the chairperson will ask the Council to formally approve the agenda. When the Council votes to approve an agenda, members are agreeing to discuss only those issues listed on the agenda in the time frames specified.

If you want to include other items on the agenda, you need to make your request well in advance of the meeting. Requesting that an issue be placed on the agenda at the last minute is not a wise practice. The rest of the Council simply will not be ready to discuss it in an informed manner. Bringing up important issues at the last minute does not enhance good decision-making.

The chairperson must make sure that all issues which need to be discussed are on the agenda and give members adequate time for debate. Members must work to keep the discussion moving to a decision--after all, that is the reason the issue is on the agenda.

## **Minutes of the meeting**

At each meeting, you will be asked to approve the minutes of the previous meeting. This seemingly routine portion of the meeting should not be taken lightly.

Minutes, when approved by a formal vote of the Council, are the official and legal record of what happened at the meeting. Every member has the right to ask the Council to correct errors in the minutes before voting to accept them.

Individual members, however, do not have the right to demand that an explanation of how they voted or their opinions on an issue be recorded in the minutes.

### **Reports to the Full Council**

During the meeting, members will likely consider reports from committees and PaRC Support Personnel. These provide background information and important details to help the Council deal with specific issues on the meeting agenda.

### **Making Motions**

The proper way for members to bring business before the Council at a meeting is by making a motion. This is a formal request or proposal for action made before an issue is discussed.

To make a motion, address the chairperson and state, "I move that..." and give the action you wish the Council to take. Most motions require that another member support the request for action by seconding the motion. To do this, the member simply says, "I second the motion." Once seconded and restated by the chairperson, the motion is discussed.

By requiring a motion on an issue, the board discusses only those items on the agenda and stays on track. During discussion, the chairperson can insist that members limit their comments to the motion on the table.

Motions usually come from two major sources--committee reports and administrator recommendation--but members may make motions at any time in accordance with your parliamentary guide.

### **Voting**

Once the motion has been discussed thoroughly, the chairperson will call for members to vote on the motion.

**Voting is mandatory.**

**Votes must be yay, nay, or an abstention.**

**An abstention vote may only be cast in the instance of it being a member's first meeting with the Council or there is a conflict of interest as defined, when a person has competing personal or professional interests.**

Once the vote is taken, the chairperson will declare that the motion passes or fails and move on to the next item on the agenda.

**\*All Full Council and Committee meetings are audio recorded and kept on file at the PaRC office. Please contact PaRC Support Personnel to request more information.**

# Roberts Rules of Order – Simplified

## Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

## How to do things:

**You want to bring up a new idea before the group.**

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

**You want to change some of the wording in a motion under discussion.** After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

**You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.**

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

**You want more study and/or investigation given to the idea being discussed.** Move to refer to a committee. Try to be specific as to the charge to the committee.

**You want more time personally to study the proposal being discussed.** Move to postpone to a definite time or date.

**You are tired of the current discussion.**

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3<sup>rd</sup>s vote.

**You have heard enough discussion.**

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3<sup>rd</sup>s vote.

**You want to postpone a motion until some later time.**

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3<sup>rd</sup>s vote. A majority is required to table a motion without killing it.

**You believe the discussion has drifted away from the agenda and want to bring it back.** “Call for orders of the day.”

**You want to take a short break.**

Move to recess for a set period of time.



You want to end the meeting. Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly. Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3<sup>rd</sup>s vote is required.

### Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
  - to get information about business –point of information to get information about rules– parliamentary inquiry
  - if you can't hear, safety reasons, comfort, etc. –question of privilege
  - if you see a breach of the rules –point of order
  - if you disagree with the president of the board's ruling –appeal
  - if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 <sup>rds</sup>	√
Close Discussion	√			2/3 <sup>rds</sup>	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

## **MEETING PARTICIPATION CHECKLIST**

### **As a Council member, I will...**

- Attend all meetings and arrive on time. If unable to attend a meeting, members must inform the Chair.
- Make an effort to prepare for meetings by reading the agenda and support materials.
- Take part in all discussions on issues that come before the Council for action.
- Keep my discussion focused on the issue at hand and limit my comments to a reasonable time.
- Understand the basics of parliamentary procedure as well as state open-meeting laws.
- Listen to the comments of other Council members.
- Work towards team consensus on issues.
- Focus on the ultimate mission of the Council rather than any special interest group.

## Meal Reimbursement Policies

**PLEASE NOTE: Meal per diem rates can change annually.**

### **RECEIPTS REQUIRED**

Explanation of meal reimbursement policies:

- Currently for the Commonwealth of Pennsylvania, meal per diem rates for Harrisburg are \$14.00 for breakfast, \$16.00 for lunch, and \$29.00 for dinner per day.
- You are only eligible for the full daily per diem if you are on the road for 24 hours and no meals are provided.
- Per Diem rates on the first and last day of travel are calculated at 75% - breakfast \$10.50, lunch \$12, and dinner \$19.50
- If you are NOT staying overnight and travel OVER 50 miles away, you may be reimbursed for a meal up to \$8 (lunch).
- If you are NOT staying overnight and live LESS than 50 miles, you will not be reimbursed for a meal (lunch).

You can only claim actual meal costs. **ITEMIZED / LEGIBLE receipts must accompany reimbursement requests** and reimbursement is limited to the particular meal per diem in question. For example, if your dinner cost \$35.00, your reimbursement would be limited to \$26.00. If your dinner only came to \$20.00, you would be reimbursed \$20.00.

You cannot skip a reimbursable meal and add the allowance to the next meal. For example, if you skip breakfast your lunch reimbursement will still be \$16.00.

#### **Please note: ALCOHOLIC BEVERAGES ARE NOT REIMBURSABLE**

- If you charge a meal to your hotel room that is being directly billed to the Council, document this charge on the travel reimbursement form under **MEALS "Charged" to Hotel Room** and attach an itemized legible receipt.
- If a meal charged to a hotel room exceeds the per diem rate, PaRC Support Personnel will adjust accordingly and deduct the amount over from the member's total reimbursement. If the overage is more than the total reimbursement, the member is considered in the negative and will not be able to travel again until that amount is paid back.

Higher per diems may be available for high-cost areas such as Washington D.C. PaRC Support Personnel provides the information to members who are traveling into those areas. There are also additional guidelines for travelers who are on the road more than 24 hours. PaRC Support Personnel will consult with members who may be eligible for the additional allowances.

The Commonwealth establishes all policies and per diems for travel. UCP is required by its contract to follow them. UCP does not have the authority to grant exceptions to the Commonwealth's policies.

PaRC Support Personnel is always available to answer questions and provide assistance in completing the reimbursement forms.

## **Travel Expenses / Miscellaneous Expenses Reimbursement Policies**

**PLEASE NOTE: Mileage reimbursement rates and miscellaneous expense rates can change annually.**

**ONLY Pennsylvania Rehabilitation Council members may be reimbursed for their expenses.**

The Support Personnel is required by its contract with OVR to follow Commonwealth Guidelines and Labor & Industry procedures for travel expense reimbursements.

### **Travel**

Presently, the Commonwealth of Pennsylvania mileage reimbursement rate is \$.67 (as of January 2024) cents per mile. Airfare, Rail, Bus, and other public transportation are reimbursable to members at cost. Except for mileage, receipts must accompany reimbursement requests.

### **Overnight and Parking Accommodations**

Members' overnight accommodations are directly billed to UCP Central PA. Additionally, when meetings are held outside of Harrisburg, PaRC Support Personnel will make arrangements with other hotel locations for direct billing. Parking expenses are included in overnight accommodations and therefore reimbursable. Participants of regular Council meetings can obtain parking from the hotel. Room Service charges are reimbursable within the subsistence guidelines. **Incidental charges, such as telephone charges, movie rental charges, etc., are the responsibility of individual members.** The hotel should bill you at checkout for incidentals, otherwise you will receive a bill in the mail. Overnight accommodations provided by another hotel are reimbursable within the previously stated guidelines, receipts must accompany reimbursement request. Members should obtain a room folio during check-out and submit with travel reimbursement paperwork.

### **Advances**

Requests for advances should be rare and limited to times in which costs to attend a full council meeting would create a hardship to the member. Only mileage and tolls can be advanced and must be approved by the Executive Committee. Members should discuss advances with the Project Director. All requests for advances must be submitted to the office in writing and include the specific costs for mileage and tolls, that need to be covered by the advance.

### **Providing Reports**

As stated in the PaRC Bylaws under Article IX, Section II (F)(G):

- (F) Members who represent the Rehabilitation Council at meetings, events, etc. are expected to provide a report to the Full Council or designated committee. This

may be an oral report at a meeting, or a short report (one or two paragraphs) submitted to the PaRC Support Personnel for distribution. The Council reserves the right to reconsider the requests of a member that habitually fails to meet this requirement.

- (G) Reimbursement requests and reports, when applicable, are due within 30 calendar days of the event. Requests that exceed the 30-day time frame will require approval of the Executive Committee prior to processing by PaRC Support Personnel.

### **Miscellaneous Expenses**

Miscellaneous expenses such as attendant/driver/reader services and tolls are reimbursable and/or paid at cost or as follows: attendant services are paid at cost or at a maximum of \$15.00/hr. for 14 hours in a 24-hour period; and driver and reader services are paid at cost or at a maximum of \$15.00/hr. Drivers and readers are paid for actual reading and driving times only. If attendant/reader hours are to be paid for actual meeting hours, the attendant/reader must be in the meeting room and available to assist the member. All receipts must accompany the signed Travel Expense Voucher and worksheet in order for the request to be processed for payment. This includes copies of signed timesheets for the attendant/driver/reader.

**PLEASE NOTE: PAYMENT WILL BE ISSUED FOR SERVICES THAT ARE NOT PAID THROUGH WAIVERS OR OTHER PROGRAMS.**

**Please contact the PaRC Office with any questions or concerns regarding Miscellaneous Expenses.**

### **Important**

All travel expenses and receipts must be completed and turned into the PaRC office within 30 days of the meeting/conference.

All reimbursements must be submitted to the office each year by the first of June for the prior fiscal year or they cannot be processed.

Please contact the office with any questions.

# PaRC MEMBER TRAVEL REIMBURSEMENT FORM

## United Cerebral Palsy of Central Pennsylvania, PaRC Support Project

MEMBER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(where check is to be  
delivered)

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

DATE LEFT HOME: \_\_\_\_\_

TIME LEFT HOME: \_\_\_\_\_

DATE ARRIVED AT EVENT: \_\_\_\_\_

TIME ARRIVED AT EVENT: \_\_\_\_\_

DATE RETURNED HOME: \_\_\_\_\_

TIME RETURNED HOME: \_\_\_\_\_

### TRANSPORTATION EXPENSES

**Please include legible receipts or copies of vouchers**

If traveling by, **AUTO**, please record the number of **MILES** from home/starting point to the station/airport or to the event site (**number of miles one-way**):

\_\_\_\_\_

If travelling by **AIR, BUS, RAIL, TAXI, UBER, etc.**, please list the transportation used and the cost of out-of-pocket round-trip ticket/service:

**TRANSPORTATION SERVICE:** \_\_\_\_\_

**COST:** \_\_\_\_\_

Please list total of out-of-pocket cost for **TOLLS** and **PARKING** if applicable:

**TOLLS:** \_\_\_\_\_

**PARKING:** \_\_\_\_\_

## **MEMBER'S MEAL EXPENSES**

### **ITEMIZED/LEGIBLE RECEIPTS REQUIRED FOR EACH MEAL!**

(If receipt is lost, please request, and complete the required BCPO-3302 Form (Declaration of Missing Receipt))

Please complete the table below using the rows to record daily expenses.

DATE	BREAKFAST	LUNCH	DINNER	TOTAL

## **MEMBER'S ATTENDANT / DRIVER / READER EXPENSES**

(Each Attendant / Driver / Reader must complete and sign their own timesheet with required signature.)

**ATTENDANT'S NAME:** \_\_\_\_\_

total # of hours: (\$15.00/hr. for a 24-hour period, not to exceed 14 hours) \_\_\_\_\_

total meal expense: \_\_\_\_\_ total round-trip miles if travelling by personal vehicle: \_\_\_\_\_

other transportation costs if applicable: \_\_\_\_\_

**DRIVER'S NAME:** \_\_\_\_\_

total # of hours: (\$15.00/hr.) \_\_\_\_\_

total meal expense: \_\_\_\_\_ total round-trip miles if travelling by personal vehicle: \_\_\_\_\_

other transportation costs if applicable: \_\_\_\_\_

**READER'S NAME:** \_\_\_\_\_

total # of hours: (\$15.00/hr.) \_\_\_\_\_

total meal expense: \_\_\_\_\_ total round-trip miles if travelling by personal vehicle: \_\_\_\_\_

other transportation costs if applicable: \_\_\_\_\_

\*\*\*\*\*

**FOR PaRC SUPPPORT PERSONNEL USE ONLY**

EXPENSE	RATE	TOTAL
Round Trip Miles	X \$.70/mile	
Other Transportation Service		
Tolls		
Parking		
Member Meals		
Attendant/Driver/Reader Meals		
Attendant Hours	X \$15.00/hr.	
Driver Hours	X \$15.00/hr.	
Reader Hours	X \$15.00/hr.	
Attendant/Reader Round Trip Miles	X \$.70/mile	
Attendant/Reader Other Transportation Expenses		
Incidentals		
<b>GRAND TOTAL PaRC MEMBER</b>		

\*\*\*\*\*

*Please note, the support personnel is required by its contract with OVR to follow Commonwealth guidelines and Labor & Industry procedures for travel expense reimbursements. PaRC Support Personnel may adjust costs as needed to align accordingly.*

*All expenses will be included on one check made payable to the PaRC member. Members are responsible for payment / reimbursement to Attendant / Driver / Reader. Please contact PaRC Support Personnel, if needed, for breakdown of final expenses.*

---

<b>PaRC Member Signature (required)</b>	<b>Date</b>
---	-------------

---

<b>PaRC Support Personnel Signature (required)</b>	<b>Date</b>
--	-------------



# Requests for Training / Conference / Meetings

## **POLICY:**

Training, Conference, and member reimbursement funds designated in the Rehabilitation Council Resource Plan may only be used by Council members and must be directly related to written goals and objectives of the Full Council or a specific committee.

## **PURPOSE:**

To ensure a uniform application, approval and documentation process for the use of Rehabilitation Council funds to support member participation in conferences, training opportunities, meetings, and workgroups related to the Council's goals and objectives.

## **PROCEDURE:**

Requests for Council support of training or conference participation are to be submitted to the Support Personnel office far enough in advance to allow for the approval process and sending registration fees.

To ensure consistency of the request with Council Goals and Objectives for trainings and/or conferences, the member requesting support must secure the authorization of the Governance Committee. Out of state travel related to trainings/conferences are subject to additional paperwork and approval from the state, therefore, additional time is needed for processing. The Support Personnel office will assist the member with compiling and completing all necessary documentation and calculating an estimated cost.

**No person may grant approval to himself/herself.**

Representation of the Council in work groups, other committee or council, and meetings with legislators or government officials, requires designation by the Governance Committee. **Simple notification of Support Personnel is not sufficient.**

**TO ENSURE COMPLIANCE WITH VARIOUS AUDIT REQUIREMENTS**, all requests for support of training or conference participation must be made with the Support Personnel and must include:

- A copy of the announcement brochure, showing registration costs.
- Other supporting documentation, as applicable, that links the event to a council goal or objective.
- Hotel information if an overnight stay of one or more nights is needed.
- An estimated cost of all accommodations including attendant, driver, or another assistant when necessary.

The Council reserves the right to place a cap on requests or to ask that other organizations share costs as circumstances warrant.

**NOTES:**

- As required in the OVR contract, all reimbursements will be governed by State guidelines for allowable expenses. The Travel Expense forms and receipts must accompany reimbursement requests.
- Funds will be available on a “first come, first served” basis. The Executive Committee may make a modification to this practice in any year where certain committees or individuals make a disproportionate number of requests.
- Members who represent the Rehabilitation Council at meetings, events, etc. are expected to provide a report to the Full Council or designated committee. This may be an oral report at a meeting, or a short report (one or two paragraphs) submitted to the PaRC Support Personnel for distribution. The Council reserves the right to reconsider the requests of a member that habitually fails to meet this requirement.
- Reimbursement requests and reports, when applicable, are due within 30 calendar days of the event. Requests that exceed the 30-day time frame will require approval of the Executive Committee prior to processing by PaRC Support Personnel.

# Documentation of Conference or Meeting Participation

**PURPOSE:** This procedure serves to:  
Facilitate timely distribution of information to Council members.  
Provide a uniform reporting structure.  
Provide documentation for Fiscal and Program audits.

## **PROCEDURE:**

### **Council Member Responsibilities:**

1. Members who represent the Council during a conference/event *must provide a report to the Council*. This task is the council member's responsibility and constitutes verification that he/she attended the event. The report must be submitted regardless of any other materials that will be forwarded to the personnel office by any other entity.
2. Members who represent the Rehabilitation Council at meetings, events, etc. are expected to provide a report to the Full Council or designated committee. This may be an oral report at a meeting, or a short report (one or two paragraphs) submitted to the PaRC Support Personnel for distribution.
3. The Council reserves the right to reconsider the requests of a member that habitually fails to meet this requirement. Reimbursement requests and reports, when applicable, are due within 30 calendar days of the event. Requests that exceed the 30-day time frame will require approval of the Executive Committee prior to processing by PaRC Support Personnel.
4. Members may submit the report by email, mail, or orally. If the report is made orally, PaRC Support Personnel will use the form to record the information.
5. Mailing and copying costs are reimbursable but the member must provide a receipt.

### **PaRC Support Personnel Responsibilities:**

1. Ensure that members have a supply of forms, as needed.
2. Receive, date stamp, copy, distribute and file reports from members.
3. Complete the Office Use Only section, as needed.
4. File enclosures and distribute as requested.
5. Bring matters related to compliance with, or recommendations for revision of, the policy to the Governance Committee.

## PaRC Representative Selection Process

- 1) Members interested in representing the PaRC in workgroups, screenings, trainings, conferences, events, etc. may submit their name to the Governance Committee.
- 2) The Governance Committee shall review the pool of volunteers and select a member to represent PaRC.
- 3) The member chosen will be informed by the Governance Committee Chair.
- 4) When applicable, OVR workgroup personnel will be provided the member's contact information and asked to follow up directly with the PaRC representative on next steps.
- 5) The selected PaRC representative will be asked to provide report or updates to Council members during Full Council and/or Committee meetings.

## **Election / Voting Process**

The Council shall annually elect a Chair, Vice-Chair and Member-at-Large during the May Full Council meeting or the last regularly scheduled meeting of the current fiscal year. The election shall take place by method of voting by ballot. Terms of Officers will begin effective July 1 of each year.

**Nomination Process:** Members of the Governance Committee will distribute to all members a nomination form with instructions on how to complete in April. To pursue a position as an Officer, PaRC members:

- 1. Must be in good standing on the council**
- 2. Must not have served a total of three times as an Officer during the tenure of their appointment**
- 3. Must be able to serve as an Officer for one full year**

Members of the Governance Committee will review all nominations to confirm eligibility. Once confirmed, all nominees will be contacted to confirm their interest in fulfilling obligations of that office. All candidates may be asked to write a short biography or asked to answer a few questions that would help members understand why they would make a good officer. Once established, the slate of candidates will be presented to the Executive Committee for approval and then to full membership for review prior to the May Full Council Meeting where the election of Officers shall take place.

During the Full Council meeting, prior to the election of Officers, a member of the Governance Committee will begin by announcing the current list of nominations for Chair. A call for additional nominations from the floor will be made. Hearing no further nominations, the member of the Governance Committee will make a motion to close the nomination for Chair. After nominations of Chair are "officially" closed, the election process can begin. This same process will be repeated for the Vice-Chair and Member-At-Large.

**\*\*If the approved slates have more than one candidate for any position, an election process shall decide the winner. If for any position, the approved slate only has one candidate, he / she shall be declared winner by acclamation on the day of the election. At any point of time, the candidate may withdraw his/her name from the slate, even if this candidate was nominated by another member.**

**Election Process:** Votes during the election of Officers will be cast by roll call during the last regularly scheduled Full Council meeting of the fiscal year. Proxy votes will not be accepted. Upon completion of the voting process, the members of the Governance Committee, who are not on the slate of candidates, will tally the votes and announce the results based on the candidate with the majority of votes. In the event that candidates tie for majority vote, according to Robert's Rules, since it is not proper to drop the candidate receiving the lowest vote totals unless they withdraw voluntarily, a repeat vote will continue until only one candidate receives a majority of votes.

## **PaRC Recruitment Procedures**

1. PaRC Support Personnel will maintain a list of categories that are required under the Rehabilitation Act. Those categories will be posted on the PaRC website as the Chart of Representation.
2. In the event of a vacancy in any category, or in the event that a vacancy will be created by the upcoming expiration of a given member's term or a member's resignation, the category vacancy will be:
  - a. posted on the PaRC website & social media platforms
  - b. disseminated to the full council membership
  - c. disseminated to OVR and its bureaus and related stakeholder groups
  - d. disseminated to all OVR/BBVS district offices and HGA
  - e. disseminated to all Centers for Independent Living
  - f. disseminated to all Consumer Advisory Committees (CAC)s
  - g. Members will actively recruit to fill their own category
3. Applications for PaRC membership will be posted on the PaRC website and social media platforms, included in the PaRC annual report, made available to those agencies listed in point 2 above, and provided to any interested individual who contacts the PaRC office and requests an application.
4. Applications will be received by the PaRC office and held on file yearly to fill vacant categories as needed.
5. It is the responsibility of the PaRC Support Personnel to monitor the Council Membership for vacancies and upcoming vacancies that will be created by member term expiration or resignation. The PaRC Support Personnel will inform the Governance Committee of these vacancies as they occur.
6. Upon receipt of an applicant's application form and resume, PaRC Support Personnel will send a follow up letter thanking the applicant for their interest in wanting to serve on the Council.

It is the PaRC Support Personnel's responsibility to gather all needed information from the interested applicant:

- a. Application Form
  - b. Resume
  - c. Reference letters (preferably 2)
  - d. A detailed letter from the applicant explaining how they feel qualified to fill an existing opening on the Council
  - e. The 6 questions Questionnaire
  - f. And any other information requested by the Governance Committee
7. Upon receiving the required documentation PaRC Support Personnel will forward to the Governance Committee for full review.

8. Following review of these materials, it is the responsibility of the Governance Committee to forward to the Executive Committee, the application materials of those applicants it recommends. The number of recommendations forwarded to the Executive Committee shall not exceed three (3) for any one vacancy. Recommendation will be based upon a simple majority vote of a quorum of the members of the Governance Committee. The Executive committee will forward the recommendations to the Full Council.
9. Applicants who are forwarded to the Full Council for consideration will receive a letter which informs them of this decision and invites them to attend a Full Council meeting. The letter will also inform the applicant that this invitation in no way guarantees that the individual will become a council member, and that applicants must pay their own expenses related to attending a PaRC meeting.
10. Those applicants forwarded to the full council membership for consideration will be voted on by the full council membership.
11. When there is more than one applicant being voted on, the applicant with the most votes from the Full Council membership will have their name and application materials forward to the designated state unit (OVR) along with a request that this individual's name be provided to the Governor's Office for appointment. In the event, there is only one applicant being considered for a vacancy, the individual must receive a majority vote by the Full Council membership in order for their name and application materials to be forwarded to OVR and subsequently the Governor's office.
12. PaRC Support Personnel will notify the individual of this action in writing, also stating that the final appointment decision rests with the Governor's office and is not the responsibility of the PaRC.
13. Once appointed, applicants will receive a letter in the mail from the Governor's Office indicating their appointment to the PaRC and dated to reflect the day their first term begins, however, appointees will not be considered an "official" member of the Council until subsequent paperwork is completed as explained below in #14. OVR will provide PaRC Support Personnel a copy of the appointment letter, along with term dates which is the responsibility of the Governance Committee to monitor and review as needed.
14. Following the Governor's letter, appointees will receive in the mail an Oath of Office form to complete. Appointees cannot perform any powers of duties on the Council until the form has been notarized. Upon completion, the appointee is required to provide PaRC Support Personnel with a copy of their completed Oath of Office form. Once determined an 'official' member, the Governance Committee will schedule an orientation at an appropriate time.
15. Members may be eligible for re-appointment to a second three-year term provided they are in good standing with the Council and have met the expectations set forth in the PaRC Bylaws and Member Handbook. Members are required to complete the appointment form, update any information as needed, and submit a resume to be

considered for re-appointment. Following a review, it is the responsibility of the Governance Committee to forward to the Executive Committee, the documentation of those re-appointments it recommends. The Executive Committee will forward the recommendations to Full Council for consideration during the last scheduled meeting of the fiscal year. The member must receive a majority vote by the Full Council membership in order for their re-appointment material to be forwarded to OVR and subsequently the Governor's office.



☐ **APPOINTMENT REQUEST FORM**  
☐ **REAPPOINTMENT REQUEST FORM**

NAME

HOME ADDRESS

HOME PHONE/CELL PHONE

HOME EMAIL

EMPLOYER (if applicable)

EMPLOYER ADDRESS

EMPLOYER PHONE

EMPLOYER EMAIL

Check the category/categories that you could represent on the council (check as many as apply):

- ☐ State Independent Living Council (SILC)
- ☐ Individuals with Disabilities Act (IDEA)
- ☐ Client Assistance Program (CAP)
- ☐ OVR Customer (Past/Present)
- ☐ Human Resources Investment Council (HRIC)
- ☐ State Dept. Of Education – Bureau of Special Education
- ☐ Rehabilitation Counselor
- ☐ Community Rehab Provider
- ☐ Education Service Provider
- ☐ Business/Labor/Industry
- ☐ Physical Disability
- ☐ Cognitive Disability
- ☐ Sensory Disability
- ☐ Mental Disability
- ☐ Intellectual Disability
- ☐ General Advocate
- ☐ Young Adult
- ☐ Veteran with a disability
- ☐ State Workforce Development Board

KEY AFFILIATIONS AND ORGANIZATION REPRESENTATION

BRIEFLY DESCRIBE HOW YOUR SKILLS, EXPERIENCE, ETC. MATCH THE ROLE AND RESPONSIBILITIES OF THE REHABILITATION COUNCIL

SIGNATURE

DATE

***\*Please Attach a Resume or Brief Biography and two written references. Documents should be emailed to [parc@parehabilitationcouncil.org](mailto:parc@parehabilitationcouncil.org). Form revised 04/22***

# **PENNSYLVANIA REHABILITATION COUNCIL BY-LAWS**

## **Article I: NAME**

The name of this organization shall be the Pennsylvania Rehabilitation Council.

## **Article II: MISSION**

The mission of the Council is to inform and advise the Office of Vocational Rehabilitation, the State Board of Vocational Rehabilitation, the Legislature, and the Governor on the diverse issues affecting employment of people with disabilities.

## **Article III: DEFINITIONS**

- (A) "Council" shall mean the Pennsylvania Rehabilitation Council.
- (B) "Act" shall mean the Rehabilitation Act of 1973 as amended by the Workforce Innovation & Opportunity Act (WIOA) of 2014.
- (C) "OVR" shall mean the Pennsylvania Office of Vocational Rehabilitation.
- (D) "Fiscal Year" shall mean the state fiscal year, July 1st through June 30th.
- (E) "Officers" shall mean the Chair, Vice-Chair and Member-at-Large.
- (F) "Executive Committee" shall mean the Officers and Chairs of Standing Committees.
- (G) "Committee Chair" shall mean the Chairperson selected by standing committee members to lead the committee during the fiscal year.
- (H) "State" shall mean the state of Pennsylvania.
- (I) "State Agency" shall mean the Pennsylvania Office of Vocational Rehabilitation.
- (J) "State Workforce Development Board" shall mean a State Workforce Development Board established under section 111 of the Workforce Investment Act of 1998 as amended by WIOA of 2014.
- (K) "Designated State unit" shall mean the Pennsylvania Office of Rehabilitation.
- (L) "State Board of Vocational Rehabilitation" shall mean the board that is mandated by State law to be the policy making body that shapes and is responsible for the overall success of the vocational rehabilitation program in Pennsylvania.
- (M) "Support Project" shall mean the organization with which OVR contracts for provision of support services to the Council.
- (N) "Support Project Staff" shall mean employees assigned by the contracting organization to provide the contracted services.

## **Article IV: FUNCTIONS OF THE PENNSYLVANIA REHABILITATION COUNCIL**

### **Section I**

- (A) The Council shall function as a partner with the State Workforce Development Board, Pennsylvania State Board of Vocational Rehabilitation, and the Governor in accordance with the Rehabilitation Act, as amended by WIOA of 2014. The scope of the Council's responsibilities includes, but are not limited to:
- (1) matters of general policy development
  - (2) implementation
  - (3) administration of the OVR State Plan as well as the efforts of any other state unit or contracted program which addresses the vocational training and employment need of persons with disabilities.
- (B) The Council shall have the powers and responsibilities granted to it by S105 of the Act as amended by WIOA of 2014 and any other responsibilities that it might from time to time accept.

## **Article V: OFFICERS**

Officers shall preside according to established policies, standards, procedures, and guidelines.

### **Section I Duties**

- (A) **Chair:** The Chair shall preside at all Council meetings, may sign, or authorize all letters, reports, and other communications of the Council, and generally be responsible for directing and coordinating the affairs of the Council. The Chair shall also serve as the principal point of contact between the Council and the Support Project as well as between the various Committees of the Council.
- (B) **Vice-Chair:** The Vice-Chair shall assist the Chair as point of contact in coordinating the activities of the Council and shall have additional duties and responsibilities as may be assigned by the Chair and/or the Council. Specifically, the Vice Chair will assist the Chair with the order of the agenda during the Full Council meetings and ensure that questions and discussions are kept within a specific timeframe so that all agenda items can be covered satisfactorily in a timely manner. In the absence of the Chair, the Vice-Chair shall substitute for and have all the powers and duties of the Chair.
- (C) **Member-at-Large:** The Member-at-Large shall work with the Chair to coordinate development and management of the Council's Annual Report with Support Project staff and shall present a financial report at Council meetings. In the absence of both the Chair and Vice-Chair, the Member-at-Large shall substitute for and have all the powers and duties of the Chair.

### **Section II Nomination of Officers**

- (A) The Governance Committee shall establish a slate of officers for election. All members will be informed of the duties, responsibilities, and limitations of officers, and requested to indicate their interest in being nominated for a specific office and fulfilling all obligations of that office, if elected. Allowing sufficient time for a response

from members, the Governance Committee will close the nominations, seek approval of the slate by the Executive Committee, and present the slate to the membership no less than 2 weeks prior to the May council meeting.

- (B) All members who express interest will be placed on the slate by the committee, provided they are in compliance with these by-laws and can meet the term commitments of the office they seek.
- (C) The members of the Governance Committee shall be eligible to be nominated and elected to Council Officer positions. However, Governance Committee members that accept nomination for any Council officer positions may not participate in the Committee's nomination or election process duties.

### **Section III Election of Officers**

- (A) The Council shall annually elect a Chair, Vice-Chair, and Member-at-Large.
- (B) The election shall take place at the last regularly scheduled meeting of the current fiscal year. Terms will begin effective July 1 of each year. Proxy votes will not be accepted.
- (C) The method of voting during each election shall be determined by the Governance Committee. The Governance Committee shall inform the council of the process for each year's election of officers.

### **Section IV Terms of Officers**

- (A) The Officers shall serve terms of one year or until each successor has been elected by the Council.
- (B) A member shall serve as officer no more than three times during the tenure of their appointment.
- (C) Additionally, no member may serve more than 2 consecutive times in any 1 office.

### **Section V Removal of an Officer**

- (A) An Officer may be deposed from office for just cause.
- (B) Discussion of motions to censure or remove an Officer shall take place in Executive Session – that is all non-members will be asked to leave the room.
- (C) Censure or removal of an Officer requires a two-thirds majority vote of the Council members present at a regularly scheduled Full Council meeting. The vote shall be conducted by roll call and be held during a Full Council meeting and/or Special Meeting.

### **Section VI Filling a Vacancy of an Officer**

- (A) A vacancy in the Chair's office will be filled by the Vice-Chair.
- (B) A vacancy in the Vice-Chair's office will be filled by the Member-at-Large.
- (C) A vacancy in the Member-at-Large's office shall be filled by a vote of Council members at the next regularly scheduled Full Council meeting following the existence of the vacancy. In such a case the Governance Committee will request nominations for the vacancy using the process described in this Article, Section II (a) prior to the election.

- (D) A member elected to fill a vacancy shall serve only the unexpired term of the member who is replaced. Time spent filling an unexpired term shall not count toward the term limitations set forth in Section IV, (b) above.

## **Article VI: EXECUTIVE COMMITTEE**

### **Section I Composition**

- (A) The Executive Committee shall be comprised of the Officers, as described in Article V and Chairs of Standing Committees. Chairs of Ad-Hoc Committees shall not be members of the Executive Committee.
- (B) Individual members may only carry one vote on the Executive Committee.
- (C) If the total membership of the PaRC falls below the total minimum required number of members, the PaRC may vote to waive the requirement in section (A) and (B) above, by a simple majority vote. If a Standing Committee elects a co-chair, they shall share one seat and share one vote on the Executive Committee.

### **Section II Duties**

- (A) The Executive Committee duties include facilitating decision making between Council meetings and advising on decisions and business matters to include strategic planning, establishing the agenda of Full Council meetings, reviewing and authorizing correspondence and reports, providing input into the performance reviews of staff and as needed, reviewing material considered controversial, as to if and how it should be disseminated. The procedure for dissemination of information in the Members Handbook should be followed by staff. The Executive Committee prioritizes issues for the Full Council to review and is responsible for oversight of the PaRC budget and annual report.
- (1) Full Council members may join an Executive Committee meeting as a non-voting member for the purpose of review and recommendation of the agenda for each Full Council meeting and other activities of the Council as deemed appropriate however, the Executive Committee maintains the right to conduct a closed session should issues related to personnel and membership status need addressed.

## **Article VII: GOVERNANCE COMMITTEE**

### **Section I Duties**

- (A) The Governance Committee shall be responsible for the following:
- (1) Reviewing By-Laws annually and making recommendations for amendments
  - (2) Reviewing policies within the PaRC Member Handbook annually and making recommendations for amendments
  - (3) Establishing the slate of candidates for the annual election of PaRC Officers
  - (4) Determining the method of voting during the election of PaRC Officers
  - (5) Monitor attendance of all PaRC meetings

- (6) Monitoring recruitment
  - (7) The Governance Committee will monitor member resignations and term expirations to assure that the composition of the Council is maintained as stated in the Act. When vacancies occur or are anticipated, the Governance Committee will be responsible for assuring the composition of the Council.
  - (8) The Governance Committee will monitor any waiting lists required for any Standing Committees that have reached their maximum number of Committee members.
- (B) Recruitment Procedures have been developed to establish a method for filling vacancies on the Council. The Recruitment Procedures are part of the Member Handbook.

## **Article VIII: STANDING COMMITTEES**

### **Section I Formation**

- (A) The Council shall identify and define standing committees annually, based on the goals and objectives in the Annual Report as adopted no later than the final Full Council meeting of the current fiscal year.
- (B) Standing Committees shall include:
  - (1) Action / Social Media
  - (2) CareerLink / WIOA Committee
  - (3) Legislative and Public Awareness Committee
  - (4) OVR Policy / State Plan / Customer Satisfaction Committee
  - (5) Transition and Education Committee
  - (6) Governance Committee
- (C) Each Standing Committee shall be required to have membership consisting of a minimum of 3 members and a maximum of 9 members. The Council Chairperson will appoint members as necessary to meet the minimum and maximum committee membership requirements, if necessary.
- (D) Council members are required to join and actively participate in at least 2 Standing Committees. Members that have not joined 2 Standing Committees will be appointed by the Council Chairperson, as deemed appropriate to fulfill this requirement.
- (E) Standing Committees will elect Chairs and Vice Chairs at a regularly scheduled committee meeting by June 30 of the current fiscal year. Terms will begin on July 1 each year. The Committee Vice Chairs shall carry out the duties and responsibilities of Committee Chairs upon any circumstances that are deemed necessary such as the Chair being unavailable to attend meetings or completing other duties and responsibilities.
- (F) The appointment of a Chair and Vice Chair are mandatory for each Standing Committee. If by July 1 of each fiscal year a Chair and/or Vice Chair have not been

elected to any Standing Committee, the Council Chairperson shall appoint a Committee Chair and/or Vice Chair, if necessary.

- (G) Committee Chairs shall count toward a quorum of membership during each committee meeting and thus are voting members of the committee.
- (H) Each Standing Committee will provide a brief report in writing that summarizes committee work and activities on a quarterly basis in conjunction with Full Council Quarterly Meetings to be shared with the public via newsletter, social media, and/or other Council distributions.
- (I) The Chair of the Council is an ex-officio (i.e., non-voting) member of all standing committees; provided Council is at full membership.
- (J) Committee chairs can only chair one committee.
- (K) The Chair of Council shall establish such Ad-Hoc committees as shall from time to time be necessary to carry out the duties and responsibilities of the Council.
- (L) At the beginning of each Fiscal Year Committees will establish a regular meeting time to meet on a monthly basis.
- (M) Committees must have a quorum (51%) of members during a meeting to conduct business and to vote.
- (N) All meetings shall be open to the public, in accordance to the Sunshine Act.

## **Article IX: MEMBERSHIP**

### **Section I Nominations, Qualifications, Appointments and Terms**

- (A) Membership on, and the composition of, the Council shall be through appointment by the Governor and shall be consistent with the terms of S105 of the Act as amended by WIOA of 2014.
- (B) As stated in the Act as amended by WIOA of 2014, 51% of Council members must be persons who are individuals with disabilities and not employed by the designated State unit.
- (C) A member can serve two three-year terms, if willing and if reappointed by the Governor, except that:
  - (1) a member appointed to fill a vacancy occurring prior to the expiration of the term for which a predecessor was appointed, shall be appointed for the remainder of such term, plus one additional three-year term, thereby maintaining the original intent of staggered terms.
  - (2) No member of the Council, other than a representative of the Client Assistance Program, may serve more than two consecutive full terms.
  - (3) Members upon completion of their terms or resignation from the Council must wait 1 year before applying for reappointment to the Council.

(D) Composition and Appointment - The Council shall be composed of:

- (1) at least one representative of the Statewide Independent Living Council established under section 705, which representative may be the chairperson or other designee of the Council
- (2) at least one representative of a parent training and information center established pursuant to section 682 (a) of the Individuals with Disabilities Education Act (20 U.S.C.1431(c)(9))
- (3) at least one representative of the Client Assistance Program established under section 112
- (4) at least one vocational rehabilitation counselor, with knowledge of and experience with vocational rehabilitation programs, who shall serve as an ex officio, nonvoting member of Council, if an employee of the designated State agency
- (5) at least one representative of community rehabilitation program service providers
- (6) four representatives of business, industry, and labor
- (7) representatives of disability advocacy groups representing a cross section of individuals with physical, cognitive, sensory, and mental disabilities; veteran, young adult, and parents, family members, guardians, advocates, or authorized representatives' individuals with disabilities, who have difficulty in representing themselves or are unable, due to their disabilities to represent themselves
- (8) current or former applicants for, or recipients of, vocational rehabilitation services
- (9) Ex Officio Member - The Director of the designated State unit shall be ex-officio member of the Council
- (10) at least one representative of the State educational agency responsible for the public education of students with disabilities, who are eligible to receive services under Subchapter I of Title 29 and part B of the Individuals with Disabilities Education Act
- (11) at least one representative of the State Workforce Development Board

(E) The Council Support Project office will maintain a list of persons interested in being appointed to the Council. A duplicate list will be maintained by OVR Central Office. Individuals may be placed on the list by their own request, or they may be nominated by organizations or individuals. An individual seeking to join the council will be given the opportunity to speak at a Full Council meeting. To ensure consistency, each nomination packet will include a letter of interest and a current resume or vitae. Additionally, two written letters of recommendation will be requested. Packets will be reviewed by the Governance Committee (within a ninety (90) day time period). Individuals recommended by the Governance Committee will be sent forward to the Executive Committee and finally the Full Council for approval for nomination to the Governor. Support project staff will submit approved packets to OVR. OVR will provide a copy of approved packet(s) to the Governor's Office. Also, see Recruitment Procedures located in the Member Handbook.



## **Section II Responsibilities**

- (A) Council members shall serve without compensation; however, members will be reimbursed for all expenses associated with attending Council meetings and performing Council duties, in accordance with applicable federal and state policies.
- (B) Council members are expected to actively participate in all aspects of the Council's mission to fulfill its federal requirements by:
  - (1) Attending four (4) scheduled Full Council meetings in the fiscal year. If a member has a medical condition that will not allow them to travel to the meetings, arrangements should be made for this accommodation with the Project Staff. Severe weather and personal emergencies are understandable exceptions.
  - (2) Actively participating on at least 2 standing committees during the fiscal year. This is a requirement. Actively is defined as participating in Committee meetings and in-between activities such as responding to correspondence. Lack of attendance of Committee meetings is defined as missing more than two meetings for Committees that meet quarterly and more than four meetings for Committees that meet more frequently during a Fiscal Year. If unable to attend a scheduled Committee meeting members must notify their Committee Chair within 48 hours of the meeting taking place. At the discretion of the Committee Chair, those members not able to maintain active participation will be provided a written warning to reconsider their commitment and potentially asked to resign from the committee and/or any position held within the Council. Members serving on more than two Committees who are unable to actively participate in all their Committees will be asked to reconsider their commitment to more than two Committees. Failure to respond will be considered a voluntary resignation of the position held. Members that are given a warning letter regarding a violation of the Bylaws will also be provided with a phone call or other preferred method of communication by Committee leadership or Council Officers within 2 business days of receiving the warning letter.
  - (3) Responding to action items during or between Council meetings. Examples may include, but are not limited to:
    - (d) Review of support documents for meeting action items.
    - (e) Review and return of surveys, draft documents, etc. when requested.
    - (f) Review, research, or follow up from a Full Council meeting discussion will be shared with Full Council to enable other members to provide feedback and further discussion.
  - (4) Attending Office of Vocational Rehabilitation public meetings, Workforce Development Board meetings, Citizen Advisory Committee meetings, etc., each year.
  - (5) Attending standard annual conferences to include the National Coalition of State Rehabilitation Councils (NCSRC) Conference, the National Rehabilitation Council (NRA) Conference, and the Pa Training & Technical Assistance Network (PaTTAN) Conference.

- (6) Attending at least one meeting per Fiscal Year with a State or Federal Legislator to inform and educate about the Council's mission.
- (C) If a Rehabilitation Council member is attending a meeting, conference, workgroup, and/or legislative visit where they officially or de-facto represent the Council:
  - (1) The Council member shall state that s/he is representing the Rehabilitation Council.
  - (2) The Council member shall state the Council's official position on the subject being discussed if one exists or is known.
  - (3) If the Council's official position is unknown or has not been developed, the Council representative shall indicate that s/he will request the Council's office to forward the position or ask the Council to review the subject and render an official position if one is needed.
  - (4) The Council member may have a different opinion on the subject being discussed. If this is so, the Council member should state that it is an opinion and not the official position of PA Rehabilitation Council.
- (D) Council member shall not commit financial support and/or other resources of the Council to any non-RC committee, workgroup, function, etc., without the previous authorization of PA Rehabilitation Council.
- (E) To receive reimbursement for expenses occurred while acting as a designated Council spokesperson, the member shall follow established procedures for obtaining reimbursement which can be found in the Member Handbook.
- (F) Members who represent the Rehabilitation Council at meetings, events, etc. are expected to provide a report to the Full Council or designated committee. This may be an oral report at a meeting, or a short report (one or two paragraphs) submitted to the staff for distribution. The Council reserves the right to reconsider the requests of a member that habitually fails to meet this requirement.
- (G) Reimbursement requests and reports, when applicable, are due within 30 calendar days of the event. Requests that exceed the 30-day time frame will require approval of the Executive Committee prior to processing by staff.
- (H) Regarding PaRC sponsored attendance at conferences and meetings, including Full Council meetings, the Council member is expected to attend all scheduled activities/meetings, unless ill.
  - (1) If ill, members must notify the PaRC office staff and Chair, personally or by leaving a message by voicemail and cancel any room/travel arrangements.
  - (2) If the member does not attend as scheduled and does not have a valid reason for their absence, the member will be asked to reimburse the PaRC for the apportioned cost of any scheduled activities/meetings they did not attend. That cost would also include travel, subsistence, and accommodations associated with the event. The Executive Committee would determine the amount of reimbursement and discuss/decide about any future conference participation requests by that member.

**Please Note:** Individuals appointed to the Council by the Governor, are considered Public Officials and therefore are required to complete a Financial Interest Statement annually that is submitted to the State Ethics Commission and the Secretary of Administration.

### **Section III Resignation**

- (A) A Council member may resign by sending written notice to the Council Chair. Notice will be forwarded to OVR, who will notify the Governor and request a new appointee to fill the vacancy.
- (B) Members who were appointed to represent specific organizations cited in the Act as amended by WIOA of 2014 (such as the SILC and State Workforce Development Board) may request reclassification if they cease their relationship with that organization. The request shall be made in writing to the Chair.

### **Section IV Transferring a Member to Another Category of Representation**

- (A) A Council member may request a transfer (if an opening exists) to another category of representation, due to a job change, etc. by sending written notice to the Council Chair in care of the Council Support Project office. Notice of the request will be forwarded to OVR, along with appropriate reappointment paperwork. OVR will notify the Governor of the request and forward the appropriate paperwork.

### **Section V Recommendation to Remove a Member from the Council**

- (A) The Council may recommend that a member be removed for just cause including, but not limited to, noncompliance with these By-laws. Lack of attendance of Committee meetings is defined as missing more than two meetings for Committees that meet quarterly and more than four meetings for Committees that meet more frequently during a Fiscal Year. If unable to attend a scheduled Committee meeting or Full Council meeting members must notify their Committee Chair, Council Chair, and/or PaRC Support Personnel within 48 hours of the meeting taking place. Failure to attend two out of the four Full Council meetings within each Fiscal Year without appropriate 48-hour prior notification, or valid notification of illness, is just cause for removal from the Council. Exigent circumstances will be taken into consideration.
- (B) It is the responsibility of the Governance Committee to monitor Full Council meeting attendance and provide guidance for staff to issue a written warning. Those members not able to maintain active participation will be provided with a written warning and asked to reconsider their commitment and potentially asked to resign from the Council. Members that are given a warning letter regarding a violation of the Bylaws will also be provided with a follow-up phone call or preferred method of communication within 2 business days of the letter being sent electronically by Governance Committee leadership or Council Officers.
- (C) Recommendation for removal of a member requires a two-thirds majority vote of the Council members present at a regularly scheduled Full Council meeting and/or Special Meeting. The vote shall be conducted by roll call.
- (D) After the Council has voted to recommend removal of a member, the Support Project Staff will notify OVR in writing. OVR will ensure that the decision is communicated to the Governor's office.

## **Article X: MEETINGS**

All meetings will follow OVR Regulations, and Requirements, [Sunshine Act Law](#), and [Roberts Rules of Order, Revised, latest edition](#).

### **Section I Full Council Meetings**

- (A) In accordance with S105 of the Act as amended by WIOA of 2014, the Council shall meet no fewer than four times per year. The number of regular meetings, above four, to be held in any one year shall be determined by the Council, consistent with applicable OVR policies and resources. The dates of such regular meetings shall be established no later than December 31 of the preceding year, and such dates shall be distributed promptly to all Council members. Any change in the date, time, or location of a meeting must be given special notice. (If a meeting is canceled, due to inclement weather or other emergency, members should follow the cancellation procedure for meetings in the Member Handbook). The decision to cancel a meeting is by vote of those officers' present at the meeting location or reachable by telephone at the time the decision must be made.
- (B) All meetings shall be open to the public in compliance with the Sunshine Act.

### **Section II Special Meetings**

- (A) Special meetings may be called by the Council Chair or majority of the Executive Committee or by one quarter of the of Council membership.
- (B) Council members shall be notified of all special meetings at least five (5) business days prior to such meetings.

## **Article XI: ADOPTING, AMENDING AND REPEALING OF OPERATING PROCEDURES (MEMBER HANDBOOK) AND BYLAWS**

- (A) The Governance Committee shall be responsible to review the Bylaws and member Handbook documents annually.
- (B) The Operating Procedures and/or Bylaws may be adopted, amended, or repealed, if the proposed procedure and/or bylaw is introduced at a regular meeting and has been sent to Council members for their review at least ten (10) days prior to the meeting.
- (C) Adopting, Amending or Repealing of the Operating Procedures and/or Bylaws must be approved by a two-thirds majority vote of the membership present at a duly called Council meeting.

# **PENNSYLVANIA REHABILITATION COUNCIL (PaRC)**

## **SOCIAL MEDIA GUIDELINES**

(approved NOV. 2020)

### **PURPOSE**

The information found in this document establishes guidelines for the PaRC's use of social media platforms as a means of conveying information and content about the Council and topics related to the employment of people with disabilities. The intended purpose is to promote and increase awareness of the Office of Vocational Rehabilitation (OVR) and the Council's mission through the PaRC Facebook page and other social media platforms as deemed appropriate.

The Social Media Committee recommends that the PaRC initially focuses on Facebook and LinkedIn until successful measures have been met. Please keep in mind that these guidelines will continue to evolve as social media changes and/or the Council pursues other social media platforms.

If you see content in social media that disparages or reflects poorly on the PaRC, you should report it immediately to the Chair of the Council or PaRC Support Personnel.

### **PaRC MISSION**

The mission of the Council is to inform and advise the Office of Vocational Rehabilitation (OVR), the State Board of Vocational Rehabilitation, the Legislature and the Governor on the diverse issues affecting employment of people with disabilities.

### **GUIDELINES**

#### **• *ROLES AND RESPONSIBILITIES***

- the Chair of the PaRC Social Media Committee and PaRC Support Personnel serve as the managers of all PaRC social media accounts
  - ❖ Responsibilities include but not limited to:
    - Oversee and monitor social media accounts and set the strategy that others will contribute to
    - Regularly post, share, and tag relevant content on behalf of the PaRC
    - Review content to make sure it pertains to the intended purpose of using social media platforms
    - Maintain and protect usernames and passwords of PaRC social media accounts
    - Monitor and respond to comments as needed
    - Share insights with the PaRC Social Media Committee for review and discussion of performance
    - Consult with the Social Media Committee as deemed necessary
- Members of the PaRC Social Media Committee will maintain all PaRC social media accounts
  - ❖ Responsibilities include but not limited to:
    - Review, discuss, and recommend relevant content to post, share, and tag on social media
    - Review insights & publishing tools to measure results of social media accounts
    - Analyze and evaluate strategies & ways to improve performance

- Review effectiveness of using social media for its intended purpose
- Monitor trends in social media & make recommendations to use other platforms as successful measures are met
- Review all email messages/requests from outside agencies/organizations/businesses to determine the intent
  - if the message is considered a marketing strategy to advertise for the purpose of promoting or selling a product, the following example of an automated response will be used as an opportunity to share and promote the Council and its mission:
    - *Thank you for your interest in the PA Rehabilitation Council. The mission of the Council is to inform and advise the Office of Vocational Rehabilitation, the State Board of Vocational Rehabilitation, the Legislature, and the Governor on the diverse issues affecting employment of people with disabilities.*  
*We are always looking for information on ways to promote employment for people with disabilities. However, we do not accept solicitations for we are a non-biased organization.*  
*We hope you will like our Facebook page, follow us on LinkedIn and continue to check out our website for more information about current and upcoming events as well as promoting our mission.*

## • **APPROVAL PROCESS**

- To avoid a lengthy process and missed opportunities as it relates to posting content on PaRC social media pages, the following Approval Process applies:
  - ❖ All PaRC members are encouraged to be active and create posts and/or recommend sharing/tagging mission-related content to PaRC social media pages
  - ❖ All PaRC members will inform EITHER the Chair of the Social Media Committee OR PaRC Support Personnel, through email or discussion, of their recommendations to post, share, and tag mission-related content to PaRC social media pages
  - ❖ The Chair of the Social Media Committee and/or PaRC Support Personnel will review all content and recommendations prior to posting to PaRC social media pages
  - ❖ Once approved, the Chair of the PaRC and/or PaRC Support Personnel will post the content on behalf of the PaRC
  - ❖ The Chair of the Social Media Committee and/or PaRC Support Personnel are empowered to seek additional opinions if they are uncertain or concerned about the appropriateness of content

## • **CONTENT**

- The PaRC WILL post, share, and tag topics, information, and stories relevant to the following social media content:
  - ❖ Information regarding PaRC, OVR, the State Board, Citizen Advisory Council (CAC), stakeholders and other pertinent events/meetings as deemed appropriate
  - ❖ Disability Awareness Months and related positive stories, videos, and/or photos
  - ❖ Positive stories and information related to the employment of people with disabilities including, but not limited to:
    - Social Security
    - articles / information from the PaRC weekly update
    - important legislation and the Council's position

- success stories which may include photos, viral videos, and the PaRC videos featuring OVR individual and business success stories
- ❖ Council openings to include information on how to apply for membership and any other important information relative to the recruitment process including but not limited to the PaRC Recruitment video
- ❖ Tag and share content from OVR and other stakeholder's social media pages relevant to the PaRC's mission
- ❖ Introduction of PaRC members to include a short autobiography and photos to keep the public informed of who is representing them
- The PaRC WILL NOT post, tag, and share topics, information, and stories relevant the following Social Media content:
  - ❖ Concerns and complaints about the PaRC, OVR, stakeholders or other entities, and members of the public
  - ❖ profanity or language that is otherwise inappropriate or off-topic
  - ❖ hate speech, racist and other derogatory remarks
  - ❖ personal opinions, beliefs, and information that are not supported by the PaRC
  - ❖ political views and affiliations

## **PaRC Committees' Steps for Providing Review and Recommendation for any Proposed Office of Vocational Rehabilitation (OVR) Policy**

- 1) The proposed OVR Policy will be presented to the appropriate PaRC committee with relevant discussion and explanation by OVR staff.
- 2) Members of that PaRC committee will review the proposed policy before the next committee meeting.
- 3) Following the review process, the committee will provide OVR with any feedback and request additional information if needed.
- 4) PaRC committee members will review any additional information provided by OVR staff before the next committee meeting.
- 5) At the next committee meeting members will either make a recommendation to move the proposed policy to the Executive Committee or request additional discussion.
- 6) If additional dialogue is needed, members will continue to discuss with OVR at the next scheduled meeting or until a consensus is reached.
- 7) Following Executive Committee's review, the proposed policy will be reviewed by Full Council members and an official vote will take place during the next Full Council public meeting.





## Pennsylvania Rehabilitation Council (PaRC)

55 Utley Drive, Camp Hill, PA 17011

Voice: (717) 975-2004 or (888) 250-5175 TTY: (888) 559-2658 Fax: (888) 524-9282

Email: [parc@parehabilitationcouncil.org](mailto:parc@parehabilitationcouncil.org) Website: [parehabilitationcouncil.org](http://parehabilitationcouncil.org)

### **Acknowledgment of Receipt of Pennsylvania Rehabilitation Council (PaRC) Member Handbook**

Please sign and complete this form upon your review and submit to PaRC Support Personnel for their records at [parc@parehabilitationcouncil.org](mailto:parc@parehabilitationcouncil.org).

We very much appreciate your time and dedication to the Council.

I have received the Pennsylvania Rehabilitation Council (PaRC) Member Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

---

Member's signature

---

Member's name (print)

---

Date