

**Minnesota Organization for Habilitation & Rehabilitation**  
**Extended Employment Provider Committee Charter**  
As approved on October 16, 2019

**1.0 Purpose**

The purpose of the Extended Employment Provider Committee (“Committee”) as established under Section 7.10 of the MOHR Bylaws is to transact the business of the Minnesota Organization of Habilitation & Rehabilitation (“MOHR”) concerning extended employment services by establishing the extended employment legislative priorities, serving as an extended employment services resource to other MOHR committees and members, providing a forum for MOHR extended employment members, acting as the primary liaison between MOHR and other stakeholders on extended employment and rehabilitation services, and other activities as determined by the MOHR Board of Directors (“Board”).

**2.00 Authority**

The Committee shall have the authority of the Board in the management of the business of MOHR to fulfill its purpose as defined above, subject to the direction and control of the Board.

**3.00 Charter Statement**

The Committee shall act consistent with MOHR principles to promote the provision of extended employment services in Minnesota. The Committee shall:

3.10 Inform and update MOHR members regarding any developments or changes concerning the provision of extended employment services.

3.20 With as much autonomy as allowed by law, the MOHR Articles of Incorporation and the MOHR Bylaws, annually develop a Minnesota extended employment legislative agenda for the upcoming legislative session that is to be submitted to the MOHR Government Affairs Committee (“GAC”) for inclusion in the overall MOHR legislative agenda for approval by the Board. The extended employment legislative agenda is approved once presented to the Board unless the Board rejects the extended employment legislative agenda when presented in its entirety by a vote of at least two-thirds (2/3) of the members of the Board.

3.30 Develop and oversee the day-to-day implementation of the legislative strategy to further the extended employment legislative agenda, serve as the primary contact with MOHR’s lobbyist designated to work on extended employment issues, and coordinate activities with the GAC to provide a consistent legislative approach and messaging.

3.40 Inform and provide continuity of information for the MOHR membership to promote consistent application of services across the state.

3.50 Conduct such other activities as directed by the Board.

#### **4.00 Membership**

The composition of the Committee shall be as follows:

4.10 A Chair elected by the membership, who shall also serve on the Executive Committee of the Board, that shall facilitate committee activities.

4.20 A Government Affairs Committee representative who shall be designated by the Committee.

4.30 Each MOHR member that provides extended employment services is considered a member of the Committee and the MOHR President serves as an ex-officio member of the Committee. The Committee shall regularly review and update the list of members to ensure accuracy.

#### **5.00 Procedures**

The Committee will follow the following procedures to transact its business:

5.10 The Committee will hold regularly scheduled meetings at a date, time, and location to be determined by the Chair. Regular meetings must be called with a least three working days notice. Special meetings may be called as needed by the Chair.

5.20 The presence, either in person or by means of remote communication, of a majority of the members of the Committee shall constitute a quorum for the transaction of business at any meeting of the Committee.

5.30 Each Committee member shall have one vote in any action of the Committee.

5.40 The affirmative vote of the majority of the Committee members present at a duly held meeting shall be sufficient for any action, except a written action without a meeting must be signed by the number of Committee members that would be required to take action at a Committee meeting at which all Committee members are present.

5.50 Minutes of each Committee meeting shall be prepared for review and approval by the Committee.

5.60 Robert's Rules of Order shall govern parliamentary procedure in any meeting of the Committee insofar as they are consistent with the laws, the MOHR Articles of Incorporation, the MOHR Bylaws, and this Charter.