

HISTORY OF VOCATIONAL REHABILITATION

Today's Vocational Rehabilitation program has its origins from the World War I era when American soldiers returned home with new disabilities from war injuries. The program was so successful in helping these injured soldiers, that Congress extended it to civilians. Today the Veteran's Administration still runs it's own Vocational Rehabilitation, VR program. Each state also runs a separate program to help the general population of people with disabilities. The Governor's Committee on Employment and Rehabilitation of People with Disabilities oversees Alaska's Vocational Rehabilitation program to insure that it meets the needs of persons with disabilities in their quest for employment.

Over the years, the VR program has grown and evolved. It remains the longest running government funded, social service program ever invented in America. The reason is because it is effective in its mission of putting Americans with disabilities to work. When people hold jobs, they pay taxes to the federal government. For every public dollar invested in a person's rehabilitation, that person will pay three to four dollars back in taxes over the course of their employment. This revenue helps to keep the program going and has afforded it great stability for decades. Because the program receives funding from both the federal and state governments, approximately 70% is federal funds and 30% is state funds, the program is established and quite secure.

MISSION OF VOCATIONAL REHABILITATION

"To assist individuals with disabilities in their efforts to enter, remain in, or re-enter the workforce and to live independently in their daily lives."

Congress authorizes the Vocational Rehabilitation program to aid people with disabilities that are trying to go to work or remain employed. Employment is the end result of VR services. The agency operates under the authority established by the Vocational Rehabilitation Act of 1973 as amended in 1998.

MISSION OF THE GOVERNOR'S COMMITTEE

The mission of the Governor's Committee on Employment & Rehabilitation of People with Disabilities is to work with Alaskans who experience disabilities to enter career paths and maintain employment.

The federal government mandates that each state have a citizen's advisory committee to oversee the operation of the VR program and to evaluate its effectiveness in serving the needs of people with disabilities. The Committee meets quarterly around the state to gather public testimony, evaluate the issues and concerns of people with disabilities and to make suggestions to the Division of Vocational Rehabilitation (DVR) for improving its services and outreach.

HISTORY OF THE COMMITTEE

The Governor's Committee on Employment & Rehabilitation of People with Disabilities was among the first Governor's advisory committees established following statehood. In 1961 it was established and codified by Governor Egan to promote the employment of people with disabilities.

In 1992 amendments were made to the Rehabilitation Act, resulting in the creation of the State Rehabilitation Council, SRC. The Council was appointed in June of 1993. In 1997 Governor Knowles combined the SRC, the Assistive Technologies Advisory Council, and the Governor' Committee on Employment of People with Disabilities. These councils comprise the Committee we have today.

PURPOSE & COMPISTION

The Governor's Committee is a Governor-appointed board whose purpose is to advocate for the equality, independence, and productive inclusion of people with disabilities. The committee gives advice to and works in partnership with the Division of Vocational Rehabilitation. As stated in the Federal Regulations, the Committee is responsible for overseeing the operation of the Division. Their four primary areas of responsibility include:

- Determining program effectiveness
- Assessing consumer satisfaction
- Coordinating activities with other councils
- Submitting an annual report to the governor

Some states have two Vocational Rehabilitation agencies, one provides VR services to individuals who are blind and the other one provides services to all other individuals with disabilities. States that have two VR agencies may also have two Committees. Alaska has one Committee and one general VR agency that provides services to all disability types.

The Committee consists of a cross-section of people in Alaska with strong representation by people with disabilities, their family members and employers. It is consumer controlled, meaning that the majority (51%) of members have a disability. For purposes of membership, an “individual with a disability” is anyone who:

1. has a physical or mental impairment that substantially limits one or more major life activities;
2. has a record of having such an impairment; OR
3. is regarded as having such an impairment.

Members are appointed by the Governor and must represent a broad range of individuals with disabilities. Membership is comprised of a minimum of 15 individuals including representation of the following:

- One representative of the Statewide Independent Living Council.
- One representative of the parent training and information center
- One representative of the Client Assistance Program
- One qualified vocational rehabilitation counselor
- One representative of a community rehabilitation program
- Four representatives of business, industry and labor (i.e., employers)
- Representatives of disability groups that include a cross section of people with disabilities, such as sensory, cognitive or physical and individuals who have difficulty, or are unable to represent themselves
- Current or former applicants of Vocational Rehabilitation

- One representative of the directors of an American Indian Vocational Rehabilitation Program
- One representative of the State educational agency responsible for the public education of students with disabilities
- One representative of the State Workforce Investment Board

Members generally serve a term of three years and cannot serve for more than two consecutive terms. The two-term limit does not apply to the Client Assistance Program (CAP) or the American Indian Tribal VR Program.

Committee Functions

After consulting with the State Workforce Investment Board, the Committee performs the following functions.

1. Review, analyze, and advise the Division regarding the Division's performance related to:
 - Eligibility, including order of selection, (such as analyzing the % of individuals applying for service who were found eligible)
 - Extent, scope and effectiveness of VR services; (such as reviewing the # of clients who obtained competitive employment and their wages)
 - Functions performed by other State agencies that affect the ability of individuals with disabilities to achieve an employment outcome. Other State agencies may consist of Departments such as Education, Health & Social Services, Corrections, etc.
2. In partnership with the Division:
 - Develop, agree to and review the State goals and priorities. These are part of the Division's State Plan. In Alaska the Committee also co-signs the State Plan with the Director.
 - Evaluate the effectiveness of the Division and submit annual reports of progress to the RSA Commissioner. Generally the Committee's Evaluation Sub Committee takes the lead in this task. As an example, they may research and evaluate the number of cases that were successfully closed. The evaluation findings are reported in the Committee's Annual Report.

- Jointly with the Division every three years, conduct a statewide needs assessment of individuals with disabilities.
3. Advise the Division regarding vocational rehabilitation activities.
 4. Assist in the preparation of the State plan which includes developing a “comprehensive system of personnel development”, (i.e. determining the qualifications and plan for on-going training of Division staff), and establishing an “order of selection”.
 5. Review and analyze the effectiveness of and consumer satisfaction with:
 - Vocational rehabilitation functions of the Division;
 - Vocational rehabilitation services provided by the Division and other entities, such as community rehabilitation programs; and
 - Employment outcomes achieved by eligible individuals served by the Division.
 6. Prepare and submit an annual report to the Governor and the Rehabilitation Services Administration on the status of vocational rehabilitation services. The annual report which is made available to the public, contains information about the progress made on the previous year’s goals and identifies new goals for the upcoming year. The report contains a summary of public testimony collected throughout the year; the recommendations that the Committee made to the Division and their response; and a plan for the expenditure of resources for the next year.
 7. Coordinate the activities of the Committee with other councils such as:
 - State Independent Living Council, SILC
 - Alaska Mental Health Board
 - Governor’s Council on Disability & Special Education
 - Mental Health Trust Authority Board
 - State Workforce Investment Board
 8. Provide for the coordination and the establishment of working relationships between the Division, the SILC and the Centers for Independent Living.

9. Perform other functions that the Committee determines appropriate and comparable to its other functions.

GOVERNOR'S COMMITTEE STRUCTURE

There are three, small, working committees and the Executive Committee that comprise the overall Governor's Committee. The three working committees are the Resource Evaluation & Planning, (REP) Employment and Legislative Committees. The Executive Committee consists of two elected officers (Chairperson & Vice Chair), and the Chairpersons of the three sub-committees. They are the decision making group for the overall Committee. The Executive Committee meets via teleconference on a monthly basis but other members can always participate to add their comments and opinions. The REP Committee handles the overall budget that comes from Vocational Rehabilitation and reviews the state plan with Division. They conduct periodical evaluations of services throughout the state and raise issues or concerns to the overall Committee that need recommendations to the DVR. This Committee also reviews and makes recommendations regarding funding requests for various projects and operating expenses. At a minimum of once a year the Committee's Bylaws are reviewed and if necessary, modified. The Employment Committee works on issues and projects related to the employment of people with disabilities. They promote National Disabilities Employment Awareness Month and host an annual awards ceremony to recognize employers, rehabilitation professionals and people with disabilities who have made an outstanding contribution to the employment or rehabilitation of people with disabilities. The Employment Committee is also the liaison between the Committee and employers. The Legislative Committee represents legislative priorities before the Alaska Legislature, Administration and Governor's office on issues that address the employment of people with disabilities. They work with the Executive Committee to furnish a legislative priority agenda and training for the entire Governor's Committee. The Legislative Committee also develops strategies for informing and educating the Legislature on the issues that pertain to employment of people with disabilities.

General Committee members can choose which of the smaller committees they wish to serve on based upon their individual interests.

In addition to the smaller committees there are a number of work groups that perform much of the routine, ongoing business of the larger Committee. These work groups deal with website review and changes, annual awards ceremony, newsletter and the annual report to the Governor.

ETHICS

Alaska Statute 39.52 (The Alaska Executive Branch Ethics Act) directs that everyone who serves on an appointed board or commission with the state of Alaska must follow a set of ethical guidelines when conducting committee or board business. It is each member's responsibility to read through the information and become familiar with it to avoid any conflict of interest situations or other actions that might be direct ethical violations. Members may not vote on any matter that would financially benefit him/herself or give the appearance of a conflict of interest. Please read the "Ethics Information for Members of Boards and Commissions" located in the back of this manual. You may direct any questions or concerns about ethics to the Committee Chair for help.

BYLAWS

The basic operating guidelines for the Governor's Committee are its bylaws that you can find at the back of this manual. They define the purpose and responsibilities of the Committee, the composition of its membership, the terms of member appointments, the duties and roles of its officers, notices of meetings, etc.

COMMITTEE MEETINGS

The Committee holds four face-to-face meetings each year in various communities in Alaska. A meeting in a rural location is generally held

once a year. Please refer to the three-year calendar located in the back of this manual for a draft schedule of meeting dates and locations.

Members are reimbursed for meeting expenses including, travel, lodging and meals. Members may also be reimbursed for expenses related to childcare and personal assistance services.

DIVISION'S RESPONSIBILITIES TO THE COMMITTEE

The Act requires the Division to:

1. Jointly with the Committee, develop, agree to and review annually the State's goals and priorities and jointly submit annual reports of progress with the Committee.
2. On a regular basis consult with the Committee about the development, implementation and revisions, (as they relate to VR service), of the State's policies and procedures.
3. Include in the State Plan and its revisions, a summary of input that was provided by the Committee.
4. Every three-years jointly conduct a statewide needs assessment of individuals with disabilities who reside in Alaska.
5. Provide to the Committee the following:
 - All plans, reports and other information submitted to RSA;
 - All policies, procedures and information provided to or used by personnel in the Division.
 - Due process hearing decisions. This information must be shared with the Committee in a manner that protects the confidentiality of the individuals involved.

**BYLAWS FOR
GOVERNOR'S COMMITTEE
ON EMPLOYMENT AND REHABILITATION
OF PEOPLE WITH DISABILITIES**

ARTICLE I - NAME

The name of this organization shall be the Governor's Committee on Employment and Rehabilitation of People with Disabilities, hereinafter sometimes referred to as the Governor's Committee, as established by Alaska Statute 23.15.220 and the Federal Rehabilitation Act of 1973 as amended, section 105.

ARTICLE II - PURPOSE AND RESPONSIBILITIES

Section I: Purpose

The purpose of the Governor's Committee shall be to:

- A. Promote the employment of persons with disabilities around the state;
- B. Gather public testimony regarding the effectiveness of the vocational rehabilitation (VR) program and its services;
- C. Provide the results along with recommendations to the Division of Vocational Rehabilitation (DVR);
- D. Advocate for other identified rehabilitation needs of Alaska's diverse disability community.
- E. Collaborate with local, state and national organizations that sponsor programs and activities promoting the abilities of persons with disabilities.

Section II: Responsibilities

The Committee shall, after consulting with the State workforce investment board:

- A. Review, analyze, and advise the Designated State Unit (DVR) regarding the performance of the State unit's responsibilities under this part, particularly responsibilities related to ...
 - (1) eligibility (including order of selection);
 - (2) the extent, scope, and effectiveness of services provided; and

- (3) functions performed by State agencies that affect or that potentially affect the ability of individuals with disabilities in achieving employment outcomes under this part;
- B. In partnership with the Designated State Unit (DVR) ---
 - (1) Develop, agree to and review State goals and priorities in accordance with Sec. 361.29(c) of the federal regulations for the state vocational rehabilitation services program and
 - (2) Evaluate the effectiveness of the vocational rehabilitation program and submit reports of progress to the Secretary of the U.S. Department of Education in accordance with Sec. 361.29 (e).
- C. Advise the Governor of Alaska and the Designated State Agency (Alaska Department of Labor and Workforce Development - DOLWD) and Designated State Unit (DVR) regarding activities carried out under this part and assist in the preparation of the State plan and amendments to the plan, applications, reports, needs assessments, and evaluations required by this part;
- D. To the extent feasible, conduct a review and analysis of the effectiveness of, and consumer satisfaction with the ---
 - (1) functions performed by the Designated State Agency (DOLWD);
 - (2) vocational rehabilitation services provided by state agencies and other public and private entities responsible for providing vocational rehabilitation services to individuals with disabilities under the Act; and
 - (3) employment outcomes achieved by eligible individuals receiving services under this part, including the availability of health and other employment benefits in connection with those employment outcomes.
- E. Prepare and submit an annual report to the Governor and to the U.S. Secretary of Education no later than 90 days after the end of the Federal fiscal year an annual report on the status of vocational rehabilitation programs operated within the State and make the report available to the public through appropriate modes of communication;
- F. To avoid duplication of efforts and enhance the number of individuals served, coordinate activities with the activities of other councils within the State, including the Statewide Independent Living Council established under 34 CFR part 364, the advisory panel established under section

612(a)(21) of the Individuals with Disabilities Education Act, the State Developmental Disabilities Planning Council described in section 124 of the Developmental Disabilities Assistance and Bill of Rights Act, the State mental health planning council established under section 1914(a) of the Public Health Service Act, and the State workforce investment board;

- G. Provide for coordination and the establishment of working relationships between the Designated State Agency (DOLWD) and the Statewide Independent Living Council (SILC) and Centers for Independent Living (CIL) within the State; and
- H. Perform other comparable functions, consistent with the purpose of this part, as the Committee determines to be appropriate, that are comparable to the other functions performed by the Committee.

ARTICLE III – MEMBERSHIP

Section I: Appointment

The Governor of the State of Alaska appoints members of the Committee after soliciting recommendations from the citizens of the State, representatives of organizations representing a broad range of individuals with disabilities and organizations interested in individuals with disabilities. To the extent possible, the membership shall reflect the cultural diversity of the State of Alaska. A member may be reappointed and the Governor shall fill a vacancy. A majority of the members shall be persons who are individuals with disabilities as described in Section 7(20)(A) and not employed by the Division of Vocational Rehabilitation.

Section II: Composition and Number of Member

The Governor's Committee shall be composed of at least 15 members including...

- At least one representative of the Statewide Independent Living Council (SILC), who must be the chairperson or other designee of the SILC;
- At least one representative of a parent training and information center established pursuant to section 682(a) of the Individuals With Disabilities Act;
- At least one representative of the Client Assistance Program established under 34 CFR part 370, who must be the Director of or other individual recommended by the Client Assistance Program;
- At least one qualified vocational rehabilitation counselor with knowledge of and experience with vocational rehabilitation programs who serves as an ex-officio, nonvoting member of the Committee if employed by the Designated state agency (DVR);

- At least one representative of community rehabilitation program service providers;
- Four representatives of business, industry and labor;
- Representatives of disability groups that include a cross section of...
 - a. Individuals with physical, cognitive, sensory and mental disabilities; and
 - b. Representatives of individuals with disabilities who have difficulty representing themselves or are unable due to their disabilities to represent themselves**
 - c. Current or former applicants for, or recipients of, vocational rehabilitation services;
- At least one of the directors of a Tribal V.R. program as authorized by Section 121 of the Rehabilitation Act;
- 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 this part and part B of the Individuals With Disabilities Education Act;
- At least one representative of the state workforce investment board; and
- The director of the Designated State unit (DVR) as an ex-officio, nonvoting member of the Committee.

Section III: Voting Members

All members of the Committee, except ex-officio and advisory members shall have the right to vote.

Section IV: Advisory Members

At the request of the Executive Committee, other individuals may be invited to join the Governor’s Committee to act in an advisory capacity as needed.

Section V: Ethical Conduct

Members of the Committee must be thoroughly familiar with and abide by AS 39.52, the Alaska Executive Branch Ethics Act as it pertains to members of publicly appointed boards and commissions.

ARTICLE IV - TERMS OF APPOINTMENT

Section I: Terms of Appointment

- A. Each member of the Committee shall be appointed to serve for a term of not more than three years.

- B. 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.
- C. No member of the Committee shall serve more than two consecutive full three-year terms with the exception of the Client Assistance Program Director or designee and the Section 121 (Tribal V.R. Program) representative.

Section II: Removal of Committee Members

- A. A member may resign by submitting a letter of resignation to the Office of the Governor and the Chairperson of the Committee.
- B. If a Committee member misses two or more consecutive meetings, without justifiable cause, the Executive Committee, after concurrence of a majority of the full Committee, may recommend to the Governor that the member in question be removed for non-performance.
- C. The Executive Committee may recommend to the Governor removal of a member for malfeasance (wrongdoing or misconduct), misfeasance (performance of a lawful action in an illegal or improper manner), neglect of duty, incompetence or permanent inability to perform official duties or for pleading no contest to, or being found guilty of a crime.

ARTICLE V - OFFICERS

Section I: Officers

The Committee shall elect a Chairperson and Vice Chairperson from among its voting members. The two officers shall be elected by a majority vote of the Governor's Committee at the first meeting of each federal fiscal year. The election will be conducted by paper ballot. The new officers will take office immediately following the elections.

Section II: Term of Office

Officers shall be elected to a one-year term and may be elected for a second term, but may not serve more than two full terms in that particular office.

Section III: Vacancies

If a vacancy should occur in the position of Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson until the next regular meeting of the whole committee. At that time, nominations shall be taken from the floor and the new Chairperson will be elected as stipulated in Section I above.

If a vacancy should occur in the Vice-Chairperson's position, an election will be held at the regular meeting, following the process stipulated in Section I above.

Section IV: Duties

Chairperson

Duties of the Chairperson shall include but not be limited to:

- A. Calling and conducting of meetings, which includes a monthly Executive Committee teleconference or other emergency meetings.
- B. With the concurrence of the Executive Committee appoints all Ad-Hoc Committees, within the Committee. Upon appointment, the Chairperson shall outline the specific charges, timetables, and reporting procedures.
- C. Directing specific assignments to the support staff of the Committee.
- D. Taking all steps necessary to form joint committees/councils with the other advisory committees/councils reporting to the Division of Vocational Rehabilitation.
- E. Serving as an ex-officio member of all Standing and Ad-Hoc committees.
- F. Operating and conducting the business and affairs of the Governor's Committee according to the orders and resolutions of the Governor's Committee.
- G. Serving as the Governor's Committee's official representative.
- H. Performing other duties described in these Bylaws or assigned by resolution of the Governor's Committee.
- I. Serving as Chair of the Executive Committee

Vice-Chairperson shall:

- A. Assist the Chairperson in the discharge of duties and preside at meetings in the absence of the Chairperson.
- B. Perform other duties in accordance with the orders and resolutions of the Governor's Committee.

ARTICLE VI - EXECUTIVE COMMITTEE

Section I: Composition

The Executive Committee shall consist of five persons: the Chairperson, Vice Chairperson, and the Chairs of the three Standing Committees.

Section II: Committee Selection & Election of Standing Committee Chairs

At the first meeting of the federal fiscal year and following the annual election of officers, each member of the Governor's Committee shall announce which Standing Committee they choose to serve on for the new fiscal year. At that time, Standing Committee members may nominate themselves or co-members to run for chair of that committee to be elected by the entire Governor's Committee immediately thereafter. Standing Committee Chairs serve for one year, as do the elected officers. Elected officers of the Governor's Committee may not serve as Chair of a Standing Committee.

The Committee's support staff may participate at all meetings of the Executive Committee. Any member of the GCERPD is welcome to participate but only the five members of the Executive Committee shall have voting privileges.

Section III: Executive Committee Responsibilities:

Outside of regularly scheduled quarterly meetings, the Executive Committee has the power and authority to act on behalf of the full Governor's Committee. The Executive Committee is kept informed of and generally supervises the ongoing tasks and affairs of each Standing Committee. The Executive Committee meets by teleconference each month during which time Standing Committee Chairs (or their designee) present reports of their activities to the Executive Committee. The Executive Committee cannot override or modify any action that was approved by the entire Governor's Committee. Other duties include:

- Developing a calendar of meetings and activities for the year;
- Finalizing the annual report;

- Finalizing goals and objectives;
- Setting of agendas for the quarterly meetings

ARTICLE VII STANDING COMMITTEES

Section I: Authorization

The Governor's Committee will include the following standing committees:, 1 Employment, 2) 3) Evaluation, Resource and Planning, 3) Legislative.. As noted above, each Governor's Committee member may choose which standing committee they wish to serve on for a period of one year. This selection normally takes place at the October meeting following the election of officers. New Governor's Committee appointees who begin their terms at other times may select the standing committee they prefer to serve on, or at the discretion of the Governor's Committee Chair, may be asked to serve on a particular standing committee for the duration of the term until October. The Chairperson of the Executive Committee will form ad hoc committees as necessary.

Section II: Role and Responsibilities of Standing Committees

- A.

EMPLOYMENT COMMITTEE Responsibilities:

- Promote National Disability Employment Awareness Month (NDEAM)
- Plan, promote and implement the annual awards presentations for the recognition of employers, rehabilitation professionals, and people with disabilities who have made an outstanding contribution to the employment or rehabilitation of people with disabilities.
- Develop and disseminate public information materials, as appropriate, regarding the events and activities which further the rehabilitation and employment of individuals with disabilities
- Accumulate and disseminate information relating to the requirements of the Americans with Disabilities Act of 1990, including information relating to the elimination of physical and attitudinal barriers.
 - Develop and train a team of speakers to provide training to employers, community groups, and other agencies across the state as to the hire-ability of persons with disabilities
- Additional duties as assigned by the Chairperson, Executive Committee, or Committee as a whole.

EVALUATION, RESOURCE and PLANNING COMMITTEE

Responsibilities:

- Evaluate the overall effectiveness of DVR.
 - Develop, analyze, conduct, and review consumer satisfaction surveys and other data from various sources, such as public testimony, regarding services and agency actions affecting Vocational Rehabilitation consumers.
 - Based on the outcome of above surveys, make recommendations to DVR, regarding policies, practices, and the need for system change, with the approval of the full committee.
 - Review related agency reports to the Rehabilitation Services Administration.
 - Participate in the development of policies and procedures developed by DVR.
 - Document receipt of all due process hearings.
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- Participate in the development of the DVR State plan.
 - Participate in strategic planning with DVR.
 - Evaluate and review the implementation of the State and strategic plans.
 - Develop an annual budget for the Committee with input from other Standing Committees.
 - Coordinate plans and resources with other committees & councils.
 - Plan and implement orientation and ongoing training for the Committee and new members.
 - Recruit new applicants and make recommendations to the Committee and Governor's Office.
 - Review these bylaws annually and recommend appropriate changes as needed to the entire Committee.
 - Additional duties as assigned by the Chairperson, Executive Committee, or Committee as a whole.

LEGISLATIVE COMMITTEE Responsibilities:

- A. With consent of the Executive Committee, represents legislative priorities before the Alaska Legislature, Administration and Governor's office on issues that addresses the employment of people with disabilities.
- B. Works with the Executive Committee to furnish a legislative priority agenda for the Governor's Committee.

- C. Requests and reviews legislation to determine the effect of proposed legislation on the employment of people with disabilities, and makes a report to the Executive Committee.
 - D. Monitors the progress of legislation and regulations that would effect the employment of people with disabilities. Notifies the Governor's Committee Chair of hearings, deadlines for comment on proposed legislation, and if a letter is needed from the Governor's Committee Chair.
 - E. With consent of the Governor's Committee Chair, and / or the Executive Committee, notifies all Governor's Committee members about upcoming hearings and deadlines for public comment. Furnishes information on when and how members should give their input on proposed legislation.
 - F. As directed by the Executive Committee, and the full Governor's Committee when necessary, prepares proposals to change present laws or regulations that pertain to employment of people with disabilities.
 - G. Assists the Executive Committee in preparing and submitting reports to the Legislature, when needed.
 - H. Makes recommendations to the Executive Committee on potential and actual legislation that may affect the Governor's Committee and the Division of Vocational Rehabilitation including their overall missions, policies and operative procedures.
 - I. Provides testimony on issues, in accordance with the Governor's Committee's mission, goals and objectives, and other policy statements. Works in conjunction with the Executive Committee to establish their public comments and testimony.
 - J. During the Legislative session, the Legislative Committee shall report on the status of pertinent legislation at each Executive Committee meeting, or sooner if necessary.
 - K. In conjunction with the Executive Committee, develops strategies for informing and educating the Legislature on the issues that pertain to the employment of people with disabilities.
 - L. Provides periodic training to Governor's Committee members on the legislative process and how to approach legislators appropriately.
- B. A minimum of three members of the Governor's Committee will sit on each Standing Committee.

Section III: Meetings of the Standing Committees

The Standing Committees shall meet at the call of the Standing Committee chair, at the request of a quorum of the Committee, or at the request of the Committee Chairperson. They shall report to the full Committee at all regularly scheduled meetings for discussion and final determination.

Section IV: Ad Hoc Committees

The Chairperson, with the concurrence of the Executive Committee, shall appoint such Ad Hoc committees as deemed necessary to address short-term issues coming before the Committee. Membership of such Ad Hoc committees may include but need not be limited to members of the full Committee.

ARTICLE VIII - MEETINGS, ATTENDANCE AND VOTING

Section I: Regular Meetings

- A. The Committee shall convene at least four (4) meetings each year in locations determined by the Committee to be necessary to conduct Committee business.
- B. The Committee fiscal year will coincide with the Federal fiscal year.
- C. All Governor's Committee, Executive Committee, and the Standing Committees meetings shall be held in accordance with State procedures regarding public notices and in accordance with the State's open meeting law. (AS 44.62.310 – 44.62.312).
- D. A quorum at all meetings of the Governor's Committee shall consist of a simple majority of currently appointed members of the Governor's Committee. A simple majority of a subcommittee constitutes a quorum. In the absence of a quorum, any meeting may be adjourned by a vote of the majority present. The members present at a duly called meeting at which a quorum was not present may continue to do routine business not requiring a vote, other than adjournment.
- E. No member may vote for, on behalf of, or in any way exercise the vote of another member.
- F. The Governor's Committee on Employment & Rehabilitation of People with Disabilities complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who need special accommodations to participate in the meetings may call the Division of Vocational Rehabilitation Central Office in Juneau, toll-free, at 1-800-478-2815. Individuals needing further information about the Governor's Committee or the meetings may do so by contacting the above office.
- G. A member of the Governor's Committee or of a subcommittee is present at a meeting if the member is physically present at a publicly advertised site or teleconference site for the meeting.
- H. A member may appear at a regularly scheduled meeting of the Governor's

Committee by telephone if:

1. The member has in possession all materials that the agenda shows will be present at the meeting.
2. The member is unable to appear at the advertised site or teleconference site because of serious personal illness or injury; serious illness, injury, or death in the immediate family; or inclement weather or other conditions beyond the member's control that cause a failure of roads and other public transportation systems.
3. The Chairperson at the meeting can agree that all of the conditions of this subsection are met and that the absent member has been sufficiently identified.

Section II: Special Meetings

Special meetings for exceptional situations shall be held at the written request of the Committee Chairperson, the Executive Committee, or of at least a quorum of the Governor's Committee. These special meetings shall be scheduled within one month of the receipt of said written request and will comply with State procedures regarding public notices and in accordance with the State's open meeting law.

Section III: Forums and Hearings

The Committee shall conduct such forums or hearings as the Committee may determine to be necessary to carry out the duties of the Committee.

Section IV: Records of Meetings

Official records of all regular Governor's Committee meetings, Standing Committee meetings and Ad Hoc committee meetings shall be maintained by staff in the DVR office and will be available for public review during regular business hours.

ARTICLE IX - COMPENSATION AND EXPENSES

Section I: Use of Committee Funds for Reimbursement of Committee Members

Members of the Governor's Committee are not entitled to receive salary but are entitled to per diem and reimbursement for travel and other expenses of

attending Committee meetings and performing Committee duties, as authorized by law for boards and commissions

Section II: Compensation of Advisory and Ad Hoc Committee Members

Advisory members and members of Ad Hoc committees shall receive no compensation for their services to the Committee, but may be reimbursed for all pre-authorized expenses actually and necessarily incurred by them in performance of their duties.

ARTICLE X - AMENDMENTS

Section I: Conditions for Amendments

These Bylaws may be amended at any meeting, at which a quorum is present, by a vote of two-thirds of the voting Committee members present.

Section II: Conformance with Laws

Amendments to the Bylaws must not be in conflict with appropriate State and Federal regulations.

ARTICLE XI - RESOURCES

Budget and Resource Plan

The Governor's Committee shall prepare, in conjunction with DVR, a plan and budget for the provision of such resources, including staff and other personnel as may be necessary and sufficient to carry out the functions of the Committee. The resource plan shall, to the maximum extent possible, rely on the use of existing resources during implementation. If there are any disagreements over the formulation of the budget between the Committee and DVR that cannot be resolved, they must be resolved by the Governor.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, or a modified version thereof, shall prevail in all instances in which they are applicable and are not in conflict with these Bylaws.

These Bylaws are hereby amended on this 7th day of October, 2004 at Fairbanks, Alaska.

Chairperson

Vice Chairperson