

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

**1.0 Purpose**

The purpose of the Executive Committee (“Committee”) as established under Section 7.4 of the MOHR Bylaws is to assist the Minnesota Organization of Habilitation & Rehabilitation (“MOHR”) Board of Directors (“Board”) in the management of the affairs of MOHR.

**2.00 Authority**

The Committee shall have the authority to fulfill its purpose as defined in this Charter, subject to the direction and control of the Board.

**3.00 Charter Statement**

The Committee, subject to the control and direction of the Board, is authorized to complete the following functions:

3.10 Exercise all of the authority and powers of the Board, between meetings of the Board, in the management of the affairs of MOHR, consistent with positions of the Board and subject to such limitations as the Board may impose.

3.20 Plan strategic planning sessions and coordinate any training or social activities of the Board.

3.30 Set Board meeting agendas.

3.40 With the assistance of the Governance Committee, assess the Board’s effectiveness and capacity to govern by overseeing the performance of the Board, and evaluating Board performance in the manner deemed most appropriate.

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 The MOHR President, Vice President, Secretary and Treasurer. The MOHR President shall serve as Chair of the Committee.

4.20 The Chairs of the Government Affairs Committee, Extended Employment Providers Committee, Membership Committee, Public Affairs Committee, Governance Committee, and the Training and Education Committee. If a Committee has Co-chairs, the Co-chair who also serves

on the Board of Directors shall serve as the Executive Committee representative. If more than one Co-chair also serves on the Board of Directors, then one shall be designated by the President as the Executive Committee representative.

4.30 Up to two (2) members from the Board of Directors elected by the other members of the Executive Committee.

## **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.