

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

**1.0 Purpose**

The purpose of the Training and Education Committee (“Committee”) as established under Section 7.7 of the Bylaws is to oversee activities designed to facilitate the education and training of members of the Minnesota Organization of Habilitation & Rehabilitation (“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 MOHR Board of Directors (“Board”).

**3.00 Charter Statement**

The Committee shall act consistent with MOHR principles in fulfilling its purpose. The Committee shall:

3.10 Oversee activities designed to facilitate the education and training of MOHR members.

3.20 Plan MOHR workshops, special meetings, and assist in the planning of other events and conferences.

3.30 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 designated from the Board by the President of MOHR, who shall also serve on the Executive Committee that shall facilitate committee activities.

4.20 A Co-Chair designated by the MOHR President from the elected members of the Committee, if deemed necessary by the MOHR President.

4.30 Other committee members elected annually by resolution of the Board at its meeting following the annual meeting.

**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.