

## BY – LAWS

### JACKSON COUNTY MENTAL HEALTH (708) BOARD

#### ARTICLE I

##### Purpose

Section 1. The purpose of the Jackson County Mental Health 708 Board, hereafter referred to as the Board, shall be to fulfill its statutory responsibilities as defined by the Illinois Revised Statutes, Vol. 2 chapter 91½, Sections 301-314 (as amended).

#### ARTICLE II

##### Members

Section 1. Appointment. The seven members of the 708 Board are appointed by the Jackson County Board Chairman with the consent of the Jackson County Board. No member of the community mental health board may be a full-time or part-time employee of the Illinois Department of Mental Health and Developmental Disabilities or any facility or service operating under contract to the Board.

Section 2. Term of Appointment. The term of office of each member of the Board shall be four years; provided, however, that of the members first appointed, two shall be appointed for a term of two years, two for a term of three years and three for a term of four years. All terms shall be measured from the first day of the year of appointment. Vacancies shall be filled for the unexpired term in the same manner as original appointments. Any Board member missing three (3) consecutive Board meetings in a fiscal year without written or oral notification to either the 708 Office or Chairperson of the Board shall be considered for removal by a majority of Board members present at the Board meeting following the third absence. Any recommendation will be given to the appointing officer for action in accordance with the Community Mental Health Act. (as amended).

Section 3. Vacancies. The chairman of the Jackson County Board shall be notified, in writing, within 10 days, of any vacancy occurring before the expiration of a term of office. The notice shall include a request for a new appointment as soon as possible.

Section 4. Quorum. Four members of the Board shall constitute a quorum provided one officer of the Board is present.

Section 5. Compensation of Members. No compensation shall be paid to board members for their services. Expenses of the board members in performance of their official duties shall be reimbursed after approval by the Board in each instance.

### ARTICLE III

#### Officers

Section 1. Composition. The 708 Board shall elect from its membership the following officers: Chair, Vice-Chair, Treasurer, and Secretary.

Section 2. Election. The officers shall be elected at the June meeting of each year.

Section 3. Term. Term of office for officers shall be one year, commencing July 2 and ending June 30.

Section 4. In the event any officer shall resign or be dismissed from the office, the Board shall elect from the Board a successor to full the remaining portion of that term.

Section 5. Duties of Officers.

A. The Chair shall:

1. Preside at all meetings.
2. Prepare the agenda for each regular meeting in conjunction with the Administrative Secretary.
3. Appoint such committees and task forces as deemed necessary by the Board
4. Serve as ex officio member of all committee.

B. The Vice-Chair shall:

1. Perform duties of the Chair in the absence of the Chair.
2. Perform such duties as the Chair may request.

C. The Treasurer shall:

1. Receive and have custody of all funds and securities of the 708 Board and perform all duties in accordance with generally accepted accounting principles.
2. Present books for audit within 30 days following the end of the fiscal year.
3. Submit monthly financial reports to the 708 Board.

D. The Secretary shall:

1. Keep minutes of all meetings.

#### ARTICLE IV

##### Meetings

Section 1. The 708 Board shall meet at least quarterly with the date, time, and place specified by the Board. The Chair shall be empowered to call meetings of the full Board as necessary. Meetings will be held on the Second Thursday during the month of January, March, and May – July, September, and November.

Section 2. Special Meetings. The Board shall hold special meetings upon a written request signed by at least two members and filed with the Secretary. Each Board member shall be notified by mail or telephone five days prior to any such meeting.

Section 3. Official Acts. The Board shall not act unless a quorum is present. A simple majority of the members present shall constitute a quorum sufficient to perform official acts of the entire Board.

#### ARTICLE V

##### Standing Committees

Section 1. The Executive Committee shall consist of the officers of the Board. Other committees shall be established as deemed necessary. The 708 Chair shall appoint the chair and members of such other committees. In lieu of monthly meetings, the Executive Committee is hereby empowered to pay the bills and act on Board business as directed.

#### ARTICLE VI

##### Staff

Section 1. The board may employ or otherwise provide for whatever staff it may deem necessary.

#### ARTICLE VII

##### Books and Records

Section 1. The Board shall retain complete books and records of its transactions, minutes of all its duly constituted meetings and reports tendered by its committees and task forces for a period of seven (7) years and shall keep a record at the official Board office of the names and addresses of the duly appointed members of the Board. All said documents shall be available for public inspection.

ARTICLE VIII

Fiscal Year

Section 1. The fiscal year of the Board shall commence December 1 and end November 30.

ARTICLE IX

Contracts for Purchase of Services

Section 1. All contracts for purchase of services rendered to the Board as authorized by statute shall be negotiated and approved by the Board. The Chair and Treasurer of the Board shall execute the contract after Board approval. The negotiated contracts shall conform with the Board's currently adopted funding guidelines.

ARTICLE X

Amendments

Section 1. The By-Laws may be amended or revised by a two-thirds ( $\frac{2}{3}$ ) vote of the members present at a regular or special meeting provided that the proposed changes are delivered to the Board's official office at least sixty (60) days prior to such meeting and mailed to the Board membership at least thirty (30) days prior to such meeting.

ARTICLE XI

Effect of Benefits

Section 1. No part of the Board Property, proceeds, or income shall be distributed to or for the benefit of any individual, directly or indirectly, except that any individual may be compensated for services actually rendered in good faith and at rates of compensation comparable to those prevailing generally in the area.

ARTICLE XII

Parliamentary Authority

Section 1. Robert's Rules of Order shall govern the conduct of business in all cases where they are applicable and not inconsistent with the Act and these By-Laws.