



Illinois Children's Justice Task Force

RULES OF PROCEDURE

Article I - Name and Mandate

Section 1. Pursuant to Section 107 (a), (b), (c), (d), (e) and (f) of the Child Abuse Prevention and Treatment Act, as amended (42 U.S.C. 5101 et seq.); and the Victims of Crime Act of 1984, as amended (42 U.S.C. 10601 et seq.), the Governor of the State of Illinois has authorized the Director of the Illinois Department of Children and Family Services to create the Children's Justice Task Force with the object of advising the Department and reviewing and evaluating State investigative, administrative, and judicial handling of cases of child abuse and neglect.

The Children's Justice Task Force shall make recommendations in each of the following categories:

- A. Investigative, administrative, and judicial handling of cases of child abuse and neglect, including child sexual abuse and exploitation, as well as cases involving suspected child maltreatment related fatalities and cases involving a potential combination of jurisdictions, such as intrastate, interstate, Federal-State, and State-Tribal, in a manner which reduces the additional trauma to the child victim and the victim's family and which also ensures procedural fairness to the accused.
- B. Experimental, model and demonstration programs for testing innovative approaches and techniques which may improve the prompt and successful resolution of civil and criminal court proceedings or enhance the effectiveness of judicial and administrative action in child abuse and neglect cases, particularly child sexual abuse and exploitation cases, including the enhancement of performance of court-appointed attorneys and guardians ad litem for children, and which also ensure procedural fairness to the accused.
- C. Reform of State laws, ordinances, regulations, protocols and procedures to provide comprehensive protection for children from abuse, which may include those children involved in reports of child abuse or neglect with a potential combination of jurisdictions, such as intrastate, interstate, Federal-State and State-Tribal, from child abuse and neglect including child sexual abuse and exploitation, while ensure fairness to all affected persons.

Section 2. Pursuant to Section 106(c) of the Child Abuse Prevention and Treatment Act, as amended (42 U.S.C. 5101 et seq.), the Director of DCFS designates the Children's Justice Task Force (or a subcommittee thereof) as a Citizen Review Panel to examine the policies and procedures of State and local agencies and evaluate the extent to which the agencies are effectively discharging their child protection responsibilities under the State CAPTA plan.

Section 3. Illinois Children’s Task Force shall conduct its business in accordance with the Open Meetings Act (5 ILCS 120/).

Article II - Membership

Section 1. Size of Committee

The Children's Justice Task Force shall be a multidisciplinary task force composed of at least 25 advocates, including professionals, with knowledge and experience relating to the justice system on issues of child abuse, neglect, and dependency, as defined by the Illinois Juvenile Court Act of 1987, and abuse as defined by the Illinois Domestic Violence Act of 1986.¹ The Task Force shall have representatives from the following areas who represent the geographic (urban, suburban, rural, regional) and cultural diversity of the state to the greatest extent possible (*asterisks denote required categories per Section 107(a) of the Federal Child Prevention & Treatment Act, P.L.111-320, reauthorized in 2010):

Child Protection Service Agencies*

Individual(s) experienced in working with child disabilities*

Health Professional(s)*:

-Child Abuse Pediatrician

-Child Medical Social Worker

-Child Mental Health Professional(s)*

-Child Mental Health Social Worker

-Pediatric Medical Provider

Judges:

-Juvenile Abuse and Neglect Civil Courts*

-Juvenile Delinquency/Criminal Courts*

Juvenile Law Enforcement Community*

Juvenile Legal:

-Defense Attorney*

-Prosecution Attorney*

Parents and Representative of Parent Groups*

Child Advocate(s)*:

-Attorney(s) for children*

-Court Appointed Special Advocate Representatives*

-Director of a Child Advocacy Center

-Guardian ad Litem

Adult former victims of child abuse or neglect*

Individuals experienced in working with homeless children and youth (as defined by the McKinney-Vento Homeless Assistance Act²*)

Child Domestic Violence/Human Trafficking Prevention /Advocacy

¹ 705 ILCS 405/2-3 and 750 ILCS 60/103, respectively.

² 42 U.S.C. Section 11434a (Chapter 119 Subchapter VII-B).

The Task Force may make recommendations for new members to the Department's Director. The Task Force values and shall strive for diversity, equity and inclusion in its recommendations. The Task Force shall not discriminate in its recommendations because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, expression of gender, veteran status, basis of disability, or any other federal, state, or local protected class.

Section 2. The Department's Director shall appoint all members of the Children's Justice Task Force.

The following two positions are required as Task Force members and do not have term limits:

- Executive Director of the Children's Advocacy Centers of Illinois
- Executive Director of the Illinois Court Appointed Special Advocates (CASA).

Other than the above two positions, members shall be appointed to four-year staggered terms. No member shall be appointed to more than three terms, with the following exception.

The Task Force's Chair may make a recommendation to extend a term for up to an additional two years in situations in which the member's involvement is critical to meeting the goals of the Task Force. A Task Force vote is necessary. As nearly as possible, the terms of one-fourth of the members shall expire each year on June 30th.

Any member appointed to fill a vacancy for a partial term shall have the option to continue membership through the equivalent of three full terms following the completion of their partial term.

All new members must complete the OMA electronic training within 90 days of appointment and file a copy of the Certification of Completion with the Children's Justice Task Force Administrator.

Section 3. Members of the Task Force shall serve without compensation except that they may be reimbursed for allowable travel and other approved expenses in connection with Task Force meetings and business. Such reimbursement shall be consistent with statutory provisions and regulations of the Department of Central Management Services.

Article III - Officers

Section 1. A Chairperson, Vice Chairperson, and Secretary shall be elected by the Task Force from among its members for a term of four years beginning July 1 of each year. An officer shall be eligible for re-election to the same office for no more than two consecutive terms. Former Chairpersons may remain as members of the Task Force, as an emeritus member, for an additional four years beyond their term as provided for in Article II, Section 2 above (no more than 16 years of service).

Section 2. Task Force officers shall assume their duties immediately upon selection; however, for continuity of knowledge/ease of transition, the immediate former officer shall remain as co-officer until the next regular quarterly meeting of the Task Force.

Section 3. The Chairperson of the Task Force shall perform the duties ordinarily ascribed to such office and shall preside at all meetings of the Task Force. The Chairperson shall also serve as an ex-

officio member of all subcommittees of the Task Force and shall make such reports on behalf of the Task Force to the Director as may be required.

Section 4. The Vice Chairperson shall assume the duties of the Chairperson when that person is unavailable for his/her duties and shall organize a Nominating Committee to prepare an annual roster of officers and potential new members for vacant membership positions. The Vice Chairperson shall also act as the Open Meetings Officer for the Task Force or may appoint a designee to act in that capacity.

Section 5. The Secretary shall review the recorded and transcribed minutes of the meeting and shall forward the minutes to the Department Coordinator for distribution.

Section 6. The Director of the Department shall appoint a Coordinator for the Task Force who will coordinate all information received and distributed by the Task Force and will administer and implement activities evolving from the recommendations of the Task Force.

Article IV - Meetings

Section 1. Regular meetings of the Task Force shall be held at least quarterly. Such meetings will be held at specified times and places convenient and open to the public and determined by the Chairperson after consultation with members of the Task Force and the Coordinator.

The meeting scheduled prior to the submission of the Annual Report and Application in May shall be designated as the Task Force Annual Meeting and shall include the election of officers and the recommendation of new members.

Section 2. Meetings shall be held in accordance with Roberts Rules of Order, newly revised unless otherwise superseded by the Open Meetings Act.

Section 3. Members shall be notified of meetings by the Coordinator at least 30 days in advance. A meeting agenda shall be prepared by the Coordinator in consultation with the Chairperson and mailed or e-mailed to each member at least 10 days in advance

Section 4. It is the preference that members attend meetings in person. Members must attend a minimum of three regular meetings in any twelve-month period to be considered active; at least two of which attendance is in person. In instances of extenuating circumstances, this requirement may be waived for a member(s) by the decision of the Executive committee. Inactive members shall be terminated and replaced at the recommendation of the Task Force Chairperson and with the approval of the Director.

Section 5. Special meetings of the Task Force may be called by the Chairperson after consultation with the Vice Chair, Secretary, and Coordinator provided that 1) at least seven days written notice is given to members; 2) such notice sets forth the purpose of the special meeting; and 3) no business other than that specified in the notice is transacted during the special meeting.

Section 6. As per Open Meeting Act, public comment will be made possible at each meeting. Comments are limited to the subjects on the agenda and shall be reasonable in length.

Section 7. As per the Open Meetings Act, audio and/or video recording, as well as live-streaming, are allowed. Recording and live-streaming can be done by cell phone, microphone, video recorder and/or camera. The process of recording and live-streaming ‘should not be allowed to interfere with the overall decorum and proceeding of the meeting.’ (1975 I11. Att’y Gen. Op. 17). Those in attendance must disclose if they are recording or live-streaming any portion of the meeting.”

Article V - Quorum

Section 1. A quorum at any regular or special meeting of the Task Force shall be necessary to transact business and shall be defined as the majority of the total membership.

Section 2. For purposes of subcommittee action, a quorum shall be necessary and shall be defined as the majority of the total subcommittee membership physically present. In no event may a quorum consist of fewer than two members.

Article VI - Subcommittees

Section 1. The Task Force shall be organized into at least three working subcommittees with membership to be determined by individual interest and expertise, as much as possible. In order to achieve a balance among the subcommittees, the Chairperson may request that members with a particular expertise be assigned to a specific subcommittee.

Section 2. Each subcommittee will elect its own chairperson for a one-year term, renewable up to three terms.

Section 3. Subcommittee meetings or teleconferences shall occur as needed between regularly scheduled Task Force meetings. The subcommittee chair shall prepare a report of activities and send the report to the Coordinator at least two weeks prior to the next scheduled Task Force meeting.

Section 4. The Task Force Chair, Vice Chair, Secretary and Committee Chairs shall make up an Executive Committee for the purpose of ongoing organizational review and official liaison functions to the Director of DCFS.

Article VII - Amendments

Section 1. The Rules of Procedure of the Task Force may be amended by a two-thirds vote of the members present at any regular or special meeting of the Task Force, provided that the proposed amendment has been submitted in writing to all members at least seven days prior to the meeting.

- 1. These Rules of Procedure are hereby revised and adopted February 9, 2022 by a two-thirds vote of the members present at a regular meeting of the Task Force – Effective date: February 9, 2022*