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STATEWIDE CITIZENS' COMMITTEE ON CHILD ABUSE AND NEGLECT

RULES OF PROCEDURE

Article 1 – Name and Mandate

Pursuant to Section 11.7 of “The Abused and Neglected Child Reporting Act,” the Statewide Citizens’ Committee on Child Abuse and Neglect (hereafter the Committee) of the Illinois Department of Children and Family Services (hereafter the Department) is created with the object of advising and consulting with the Director of the Department (hereafter the Director) on setting priorities for the administration of child abuse prevention, shelter and service programs in Illinois.

The Committee is empowered to address and issue reports on any aspect of child abuse and neglect it deems appropriate. Such reports and recommendations will be made specifically to the Director and the Committee may request a timely response to any report or recommendation.

The Committee may engage in activities such as:

1. Serving as a Citizens’ Review Panel and contributing to the DCFS Citizen’s Review Panel Annual Report.
2. Advising the Department regarding management of the Child Abuse Prevention Fund and any grant-making derived from this fund.
3. Conducting annual case file reviews and providing recommendations to the Director regarding best practices.
4. Advising the Department with respect to public awareness advocacy regarding priority issues such as shaken baby syndrome, safe sleep and water safety.
5. Cooperating in joint activities among public and private groups concerned with child abuse and neglect.
6. Encouraging the circulation of information about child abuse/neglect services in the state.
7. Serving as a forum for the expression of various points of view in the field of child abuse and neglect.

8. Reviewing and commenting on the Department's budget for child protective services.
9. Reviewing and commenting on enacted or pending legislation in the field of child abuse and neglect.
10. Bringing to the attention of the Department community concerns about child abuse and neglect.
11. Reviewing, commenting and making recommendation on the Department's policies and procedures for Child Protection CPS and their implementation.

Article II – Membership

Section 1 – The Committee shall consist of at least 15 members and not more than 25 members who are individuals of distinction in human services, neonatal medical care, needs and rights of the disabled, law and community life, and who broadly represent the social and economic communities across the state. Members will annually complete the ethics and sexual harassment trainings.

Section 2 – The Director shall appoint all members of the Committee to their respective terms. The Committee may make recommendations for new members to the Director.

Members shall be appointed to three-year staggered terms. Members may be appointed at any time during the year and the term will be effective on the date of appointment.

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

Article III – Officers and Professional Staff

Section 1 – Officers of the Committee shall consist of a chairperson and a vice-chairperson.

Section 2 --The Committee shall elect a chairperson and vice chairperson every 3 years, renewable for 1 additional term. The chairperson and vice-chairperson shall serve in that capacity beginning on July 1st.

Section 3 – The chairperson of the Committee shall perform the duties ordinarily ascribed to such office and shall preside at all meetings of the Committee. The chairperson shall also serve as an *ex-officio* member of all subcommittees of the Committee and shall make such reports on behalf of the Committee to the Director as may be required. The Chairperson will annually complete the Open Meetings Act training.

Section 4 – In the event where the chairperson is unable to perform the duties of chairperson, the vice-chairperson shall serve in their stead. If the chair and vice-chair cannot act, the members shall select one from amongst them to conduct their duties.

Section 5 -- The Director shall designate a staff member of the Department to serve as liaison to support the work of the Committee and be responsible for communication between the Committee and the Director.

Article IV – Meetings

Section 1 -- Regular meetings of the Committee shall be held at least quarterly.

Meetings shall be scheduled in advance at locations, dates and times to be determined by the chairperson in consultation with Committee members and the Department liaison. All meetings will comply with the Open Meetings Act.

Any member of the Council may participate in a meeting by means of conference telephone or similar communication method. In compliance with OMA (5 ILCS 120/7 Section 7):

(a) If a quorum of the members of the public body is physically present as required by Section 2.01, a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency. "Other means" is by video or audio conference.

(b) If a member wishes to attend a meeting by other means, the member must notify the recording secretary or clerk of the public body before the meeting unless advance notice is impractical.

(c) A majority of the public body may allow a member to attend a meeting by other means only in accordance with and to the extent allowed by rules adopted by the public body. The rules must conform to the requirements and restrictions of this Section, may further limit the extent to which attendance by other means is allowed, and may provide for the giving of additional notice to the public or further facilitate public access to meetings.

If a quorum is met as indicated above, members participating via telephone may vote on issues brought before the Committee.

Section 2 -- It shall be the responsibility of the Department liaison, at the direction of the chairperson, to send notice of the location, date and time of each regularly scheduled meeting to the members of the Committee and the Director. Such notice shall be sent at least 30 days prior to each regularly scheduled meeting.

Section 3 -- Special meetings of the Committee may be called by the chairperson after consultation with members of the Committee and the Director or the Department liaison, 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 meetings. Special meetings shall be held only in Chicago and Springfield.

Section 4 – An agenda for each regularly scheduled meeting shall be prepared by the Department liaison after consultation with the chairperson and sent to the members at least seven days prior to the meeting.

Section 5 – If a member is absent from two consecutive meetings without good cause, the Chairperson shall notify the member, in writing, that his/her membership may be terminated unless excused by the chair for circumstances preventing attendance because of personal illness or disability, employment purposes or a family or other emergency.

Article V – Quorum

Section 1 – A quorum, shall consist of a majority of the members, at any regular or special meeting of the Committee shall be necessary to transact business.

Section 2 – For purposes of subcommittee action, the quorum shall consist of at least half of the subcommittee members; in no event may a quorum consist of fewer than two members.

Section 3 – All deliberations of the Committee and its subcommittees shall be governed by Roberts Rules of Order, newly revised.

Article VI – Subcommittees

Section 1 – The chairperson of the Committee shall appoint all subcommittees after consultation with the Director of the Department or the liaison. The majority action by the full committee shall determine when a subcommittee has completed its assignment.

Article VII – Amendments

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