



Illinois Department of Children and Family Services

## **Illinois Adoption Advisory Council**

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*Amended 02/07/20;*

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### ILLINOIS ADOPTION ADVISORY COUNCIL (IAAC)

#### RULES OF PROCEDURE

##### Article I -- Name and Mandate

The Illinois Adoption Advisory Council of the Illinois Department of Children and Family Services (DCFS) is created with the object of advising and consulting with the Director of DCFS or his/her designee(s) on all matters involving or affecting the provision of adoption & guardianship services.

The responsibilities of the IAAC shall include:

- (1) Providing input on the issues that affect adoption & guardianship services received by children and their families.
- (2) Identifying, analyzing, and recommending solutions to any issues concerning adoption & guardianship services.
- (3) Interpreting to the public and the General Assembly the need for adoption and guardianship and the important service that adoptive & guardianship parents provide.
- (4) Promoting the statewide exchange and pooling of information in the area of adoption and guardianship.

- (5) Participating in statewide planning and promoting adoptive & guardianship parent involvement in local planning, including adoption & guardianship services.
- (6) Reviewing and making recommendations on DCFS adoption, guardianship, and child welfare service delivery policies, rules, guidelines, procedures, and practice.
- (7) Developing recommendations concerning adoption & guardianship training to improve the quality of services families receive.
- (8) Reviewing and advising DCFS on pending or enacted legislation, primarily as it concerns adoption & guardianship services, and on the Department's responses or positions regarding that legislation.
- (9) Advising the Department on activities to recognize Adoption Month each November, and assisting in developing and presenting such activities.

## Article II -- Membership

- (1) The Illinois Adoption Advisory Council shall consist of the following membership, which shall be phased in as charter members' terms expire.

Adoptive/Guardianship parents who are representative of all areas of the State of Illinois. This will consist of two (2) adoptive/guardianship parents each from Southern, Central and Northern Administrative Regions; Four (4) adoptive/guardianship parents from Cook County and three (3) adoptive/guardianship parents at-large (from anywhere in Illinois).

At the DCFS Director's discretion, up to seven (7) adoption & guardianship service providers/professionals.

Four (4) Adults who were adopted as children; all of whom were adopted in Illinois.

Two (2) co-chairs, consisting of an adoptive/guardianship parent, adult adoptee and/or one adoption professional with no more than one co-chair in each category. The co-chairs will serve on the Child Welfare Advisory Committee (CWAC). One Co-Chair will be elected at the last meeting of the fiscal year, and the next co-chair will be elected the following year. Candidates must be Adoption Advisory Council members to be nominated. Elections will be for 2 years and co-chair exiting that year will serve one year as a non-voting advisory member.

The 2021 election shall be conducted as follows and shall not apply to any other year. Two co-chairs will be elected for this year. One of the co-chairs will be

for a two year term and one will be for a one year term. This shall be decided by a coin flip.

The Co-Chairs shall appoint a nominating committee at their first meeting after each January 1 to recruit and recommend to the DCFS Director new members to replace outgoing members who are filling slots allocated to adoptive and guardianship parents, adoptees, and adoption professionals. The Director shall make all appointments to the Council in writing. In soliciting and making appointments, efforts will be made to ensure the membership of the Council is geographically and culturally diverse and representative. Nominating committee will take nominations in April of each year to replace the outgoing co-chair for that year. This election will be held at the last meeting of the fiscal year, typically in June.

## (2) Terms of Membership/Reimbursement/Attendance

- (a) Members shall be appointed for a term of three years. No member shall be appointed to serve more than two consecutive terms. Members whose second terms have expired shall continue to serve until their successors have been appointed.
- (b) Members of the IAAC shall serve without compensation, except that they may be reimbursed for travel and per diem expenses necessary in connection with approved meetings and business, in accordance with the Illinois Department of Central Management Services rules, as approved by the Governor's Travel Control Board.
- (c) If a member is absent for 3 consecutive meetings a co-chair shall call to ascertain their ability to remain a member of the Council. Members shall notify a co-chair or the DCFS staff person, in advance, when they know they cannot attend a meeting.

## Article III -- Officers/DCFS Support Staff

Officers of the IAAC shall consist of two (2) co-chairs elected by the Council and shall include an adoptive/guardianship parent, adult adoptee or adoption professional. The co-chair elected that year shall assume duties on 7/1 and the term would expire 2 years later on 6/30. The chairs shall be responsible for the duties ascribed to that office and shall preside over all the meetings of the Council. They will also serve as ex-officio members of all committees. The Director shall appoint at least one staff member of DCFS to staff the IAAC and to maintain records, prepare notices and agendas for each meeting, and otherwise assist the IAAC with its operating functions.

## Article IV -- Meetings

- (1) Regular meetings of the Illinois Adoption Advisory Council shall be held at least six times per year. The meetings shall take place at locations, dates, and times determined by the co-chairs, after consultation with members and the DCFS Director or the designated DCFS staff member.

It shall be the responsibility of the designated DCFS staff member, at the direction of the co-chairs, to give notices of the location, dates, and time of meetings to each member, to the DCFS Director, and to staff consultants at least 30 days prior to each meeting.

- (2) An agenda of scheduled business for deliberation shall be developed in coordination with the DCFS staff person and the co-chairs and distributed to the members at least 7 days prior to a scheduled meeting of the IAAC.
- (3) Should meetings need to be cancelled for any reason the Department shall consult with the co-chairs, and then give reasonable notice to all members.
- (4) Should circumstances prevent the physical gathering of a quorum of members for a regularly scheduled meeting, the co-chairs, in consultation with the Department, may decide to have a meeting via conference call or a virtual platform provided by the Department. Any official business conducted via conference call shall be in compliance with Roberts Rules of Order.

#### Article V -- Quorum

- (1) A quorum at any regular or special meeting of the IAAC shall be necessary to transact business and shall consist of a majority of the advisory group members then holding office. A quorum at any regular or special meeting of the Advisory Council shall be necessary to transact business and shall consist of one-third of the duly appointed members of the Advisory Council. For the purpose of election of officers, the necessary quorum shall be a majority of the duly appointed members.
- (2) For the purpose of subcommittee action, a quorum shall consist of at least one-half of those members appointed to the subcommittee, but in no event no fewer than two members.

All business of the IAAC meetings and its subcommittees shall be conducted in accordance with Robert's Rules of Order. The Chair(s) of the council may, at their discretion and with approval of the council, appoint a parliamentarian, who shall be responsible for ensuring appropriate compliance.

#### Article VI – Committees and Workgroups

- (1) Standing and ad hoc committees of the IAAC shall be appointed by the co-chairs. Members of these committees consist of Advisory Council members. The majority action of the IAAC shall give approval to the establishment of a committee, as well as determine the completion of a committee's assignment. Final committee reports will be submitted to the DCFS Director.
- (2) Workgroups of the Advisory Council may be established as needed to perform supportive functions for the Advisory Council. Workgroups may include

individuals who are not members of the Advisory Council. These functions will be determined by the Advisory Council and may include, but not be limited to researching issues and compiling draft reports and recommendations, tracking and submitting draft comments on proposed legislation, reviewing and providing draft comments on DCFS rules and procedures (both current and proposed), and special work which is not performed by the Advisory Council's committees or where committees require additional assistance and input.

- (3) Each workgroup shall be staffed by at least one duly appointed member of the Advisory Council who shall serve as the chair of the workgroup. Members will be appointed by majority vote of Advisory Council members present and members will serve until the workgroup has completed its mission.
- (4) Each workgroup shall elect a co-chair from among the membership of the workgroup who may or may not be a member of the Advisory Council. He or she shall be elected by majority vote of the workgroup members. In close cooperation with the workgroup chair, the co-chair shall be responsible for consulting closely with the Advisory Council and with the Director's appointed Advisory Council Coordinator to schedule meetings and conference calls; ensure that meeting notes are taken and filed with the Advisory Council Chair; facilitate the development, drafting and forwarding of workgroup draft recommendations to the Advisory Council Chair for formal action; and to handle other related matters of coordination.
- (5) Workgroup draft recommendations must be approved by the Advisory Council before being sent to the Director or otherwise acted on. The Advisory Council maintains the authority to act on, not act on and to modify draft workgroup recommendations. External (non-council member) members of workgroups shall serve without compensation, except that the Department shall reimburse external workgroup members for travel and per diem expenses associated with participation in Advisory Council workgroup meetings and activities. Reimbursement shall be consistent with Illinois Department of Central Management Services rules, as approved by the Governor's Travel Control Board.

#### Article VII -- Minutes

Notes will be kept of the business of each meeting and they shall be filed with the DCFS Director. Notes must be recorded in writing and must include:

- (a) the date, time, and place of the meeting;
- (b) the members recorded as either present or absent; and
- (c) a summary of matters discussed or decided and a record of any votes taken.

#### Article VIII -- DCFS Professional Staff

The DCFS Director or a designated staff member shall serve as the Department's representative to the IAAC. The Director may designate other DCFS staff members to assist in that or other functions.

#### Article IX – Conflict of Interest

Members shall abide by the conflict of interest provisions contained in the DCFS Rule 428, Section 428.175. This provision shall be permanently attached to the Council's bylaws. Charter members shall be given copies of the new bylaws during their February or April meeting in 2003. Thereafter, new members shall be given copies as they are appointed to the Council.