CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY d/b/a CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD (CCDDB) BY-LAWS

Adopted by the CCDDB 1/4/05. Amended 12/5/06 and 7/23/14 and 6/23/2021 and 1/22/2025.

I. PURPOSE AND FUNCTIONS:

A. The Champaign County Developmental Disabilities Board (CCDDB) is established under the Illinois Community Care for Persons With Developmental Disabilities Act (IL Compiled Statutes, Chapter 50, Sections 835/0.01 to 835/14 inclusive) in order to "provide facilities or services for the benefit of its residents who are persons with intellectual or developmental disabilities and who are not eligible to participate in any such program conducted under Article 14 of the School Code, or may contract therefor with any privately or publicly operated entity which provides facilities or services either in or out of such governmental unit."

B. In order to accomplish these purposes, the CCDDB performs the following functions:

1. Planning for the intellectual and developmental disabilities services system to assure accomplishment of the CCDDB goals.

2. Allocation of local funds to assure the provision of a comprehensive system of community based intellectual and developmental disabilities services.

3. Coordination of affiliated providers of services for individuals with intellectual and/or developmental disabilities to assure an inter-related accessible system of care.

4. Evaluation of the system of care to assure that services are provided as planned and that services are effective in meeting the needs and values of the community.

C. The CCDDB shall perform those duties and responsibilities as specified in Sections 835/0.01 to 835/14 inclusive of The Community Care for Persons with Developmental Disabilities Act.

D. Nothing in these By-laws alters the authorities and obligations codified in state or federal law.

II. MEMBERSHIP:

A. The membership of the CCDDB shall include the maximum allowed by statute.

B. The members of the CCDDB shall be appointed by the presiding officer of the Champaign County Board, with the advice and consent of the Champaign County Board and its Personnel Committee. The CCDDB may recommend nominees for membership. Candidates apply through the County's publicly announced process.

C. Members of the CCDDB shall be residents of Champaign County and, as nearly as possible, be representative of interested groups of the community concerned with developmental disabilities, as well as the general public. No member of the CCDDB may be a full-time or part-time employee of the Illinois Department of Human Services - Division of Developmental Disabilities (DHS/DDD) or a Board member or employee of any facility or service operating under contract to the CCDDB. The term of office for each member shall be three (3) years. All terms shall be measured from the first day of July within the calendar year of appointment. Vacancies shall be filled for an expired term in the same manner as original appointments.

D. Any member of the CCDDB may be removed by the appointing officer.

III. MEETINGS:

A. The CCDDB shall meet, at a minimum, annually in July. The CCDDB may meet each month as necessary at such time and location as the CCDDB shall designate. Per the Open Meetings Act (5 ILCS 120/1 et seq.), a change in the regular meeting dates is to be properly posted for the public a minimum of 10 days prior to the meeting.

B. The CCDDB may meet in Study Session during the intervals between monthly meetings to receive reports, discuss issues, and develop recommendations on matters brought to it by the Executive Director and the President.

C. Special meetings may be called by the President or upon the written request by any member to conduct such business that cannot be delayed until a regular meeting date. The purpose of the meeting may be to address matters brought by the Executive Director or any member of the CCDDB.

D. The Executive Director shall prepare an agenda for all meetings of the CCDDB and shall cause the notice of the meeting and the agenda to be sent to all members at least five (5) days in advance of the meeting - except in the case of special/emergency meetings wherein forty-eight (48) hours' notice shall suffice.

E. Public notices and the conduct of all meetings shall be in conformance with the Illinois Open Meetings Act. Notice/agenda for each meeting shall be posted on the Champaign County website and in the physical location of the meeting and shall be continuously available for public review during the 48-hour period preceding the meeting.

F. The presence of a majority of members shall constitute a quorum for any meeting of the CCDDB. For a member to attend a meeting by other means than physical

presence (e.g. by video or audio conference), a majority of members must be physically present at the properly-noticed meeting, and a majority of physically present members must agree to allow the electronic attendance. Such attendance may only be due to: personal illness or disability; employment purposes or CCDDB business; unexpected childcare obligations; or a family or other emergency. A member wishing to attend a meeting by other means must notify the Board before the meeting unless advance notice is impractical. Provisions for a quorum of members to attend the meeting by other means, due to a declared disaster, are set forth in the Illinois Open Meetings Act. These By-laws affirm the Developmental Disabilities Board's intent to exercise flexibilities as the law allows.

IV. OFFICERS:

A. The officers of the CCDDB shall be a President and a Secretary.

B. Election of the officers shall take place at the July meeting of the CCDDB.

C. Officers shall be elected for one year, with term beginning upon election and ending no later than August 1 of the following year. No member shall hold the same office for more than three (3) consecutive years, except that officers may remain in their then current positions until their successors can be chosen.

D. Duties of Officers:

1. President:

   Subject to the control and direction of the CCDDB, the President shall maintain a current general overview of the affairs and business of the CCDDB. The President shall have the privilege of voting in all actions by the CCDDB.

2. Secretary:

   The Secretary shall act in place of the President in the latter's absence. The Secretary shall attest to the accuracy of the minutes of the CCDDB meetings.

3. The President, Secretary, or a member as designated by the President shall have the authority to sign all legal documents approved by the CCDDB.

4. The President may make, with the advice and consent of the CCDDB, temporary appointments of interested citizens to assist the Board in fulfilling designated responsibilities or to perform certain functions or tasks.

V. STAFF:

The CCDDB shall engage the services of an Executive Director who, subject to the control and direction of the Board, shall have general charge, oversight, and directions of

the affairs and business of the CCDDB and shall be its responsible managing head. The Executive Director shall have the responsibility for the employment and discharge of staff pursuant to the provisions of applicable personnel policies. The Executive Director shall have the authority to sign on behalf of the CCDDB all necessary papers pursuant to CCDDB action and shall have the authority with the endorsement of the President to make contracts and expenditures within the approved program and budget. The Executive Director or delegate shall attend all meetings of CCDDB. The Executive Director shall also be liaison between the CCDDB, staff, and affiliated agencies and implement policies regarding communications between them.

VI. FISCAL AND GRANT YEARS:

A. The fiscal year of the CCDDB shall be the same as that of the County of Champaign, i.e., January 1 through December 31.

B. CCDDB contracts for Intellectual and Developmental Disability programs and facilities shall be for the same fiscal year as the State of Illinois, i.e., July 1 through June 30.

VII. RULES OF ORDER:

"Roberts' Rules of Order" shall be followed in deliberations of the Board unless otherwise precluded by these By-laws.

VIII. CHANGE OF BY-LAWS:

Any or all of these By-laws may be altered, amended or repealed by a majority vote of the Board at any regular or special meeting, provided that written notice of the proposed action is given in the call to the meeting and that a quorum is present.