CHAMPAIGN COUNTY MENTAL HEALTH BOARD (CCMHB) BY-LAWS

I. PURPOSE AND FUNCTIONS:

A. The Champaign County Mental Health Board (CCMHB) is established under the Illinois Community Mental Health Act, as amended, (IL Revised Statutes, Chapter 91-1/2, Sections 301-313, inclusive,) in order to "construct, repair, operate, maintain and regulate community mental health facilities to provide mental health services as defined by the local community mental health board, including services for, persons with a developmental disability or substance use disorder, for residents thereof and/or to contract therefor with any private or public entity which provides such facilities and services…"

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

1. Planning for the mental health, intellectual and developmental disabilities, and substance use disorder services system to assure accomplishment of the CCMHB goals.

2. Allocation of local funds to assure the provision of a comprehensive system of community based mental health, intellectual and developmental disabilities, and substance use disorder services.

3. Coordination of affiliated providers of mental health, intellectual and developmental disabilities, and substance use disorder services 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 CCMHB shall perform those duties and responsibilities as specified in Sections 3e and 3f of the Community Mental Health Act, as amended.

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

II. MEMBERSHIP:

A. The membership of the CCMHB shall include nine (9) members, of which one person shall be a County Board member.

B. The members of the CCMHB shall be appointed by the County Executive, with the advice and consent of the Champaign County Board. The CCMHB may recommend nominees for membership to the County Executive, the Champaign County Board Chairperson or their designee, and the Champaign County Board's Personnel Committee leadership.

C. Members of the CCMHB may communicate with the County Executive or the County Board regarding the appointment process.

D. Members of the CCMHB shall be residents of Champaign County and, as nearly as possible, be representative of interested groups of the community, such as local health departments, local comprehensive health planning agencies, hospital boards, lay associations concerned with mental health, developmental disabilities, and substance abuse, as well as the general public. No member of the CCMHB may be a full-time or part-time employee of the Department of Human Services – Division of Developmental Disabilities, Division of Mental Health, or Division of Substance Use Prevention & Recovery, of the Department of Health and Family Services, or a Board member or employee of any facility or service operating under contract to the CCMHB. All terms shall be measured from the first day of the calendar year of appointment. Vacancies shall be filled for an expired term in the same manner as original appointments.

E. Any member of the CCMHB may be removed by the appointing officer.

III. MEETINGS:

A. The CCMHB shall meet at such time and location as the CCMHB 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 CCMHB 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 written request of two members, filed with the Secretary, to conduct such business that cannot be delayed until the regular meeting date. The written request for special meeting business may be based on recommendations on matters brought to the Secretary/Vice President by the Executive Director, the Board President, or other Board members.

D. The Executive Director shall prepare an agenda for all meetings of the CCMHB 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. In the case of special/emergency meetings, 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 five (5) members shall constitute a quorum for any meeting of the CCMHB. 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 CCMHB 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 Mental Health Board's intent to exercise flexibilities as the law allows.

IV. OFFICERS:

A. The officers of the CCMHB shall be a President and a Vice-President/Secretary.

B. Election of the officers shall take place during a meeting of the CCMHB which is held after appointment of members (to terms beginning January 1) and prior to July 1.

C. Effective July 1, 2022: Officers shall be elected for one year, beginning July 1. No member shall hold the same office for more than two (2) 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 CCMHB. The President shall maintain a current general overview of the affairs and business of the CCMHB. The President shall preside over meetings and conduct the agenda and shall have the privilege of voting in all actions by the CCMHB.

2. Vice-President / Secretary:

   The Vice-President / Secretary shall act in place of the President in the latter's absence.

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

V. STAFF:

The CCMHB shall employ 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 CCMHB 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 the CCMHB Personnel Policies. The Executive Director shall have the authority to sign on behalf of the CCMHB, all necessary papers pursuant to CCMHB 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 CCMHB. The Executive Director shall also be liaison between the CCMHB, staff, and affiliated agencies and implement policies regarding communications between them

VI. FISCAL AND GRANT YEARS:

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

B. CCMHB contracts for mental health, intellectual and developmental disabilities, and substance use disorder services shall be allocated on 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.

Approved as amended by the CCMHB on February 22, 2017 and June 23, 2021 and January 22, 2025.