

CHAMPAIGN COUNTY MENTAL HEALTH BOARD
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 301-314, 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 the intellectually and developmentally disabled and for the substance user, for residents (of Champaign County) and/or to contract therefore 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.

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 Chairperson of the Champaign County Board, with the advice and consent of the Champaign County Board. The CCMHB shall recommend nominees for membership to the Chairperson of the Champaign County Board.

- C. 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, medical societies, local comprehensive health planning agencies, hospital boards, lay associations concerned with mental health, as well as the general public. To the extent possible, members of the CCMHB shall represent the geographic areas of the County. No member of the CCMHB may be a full-time or part-time employee of the Department of Mental Health / Developmental Disabilities (DMH/DD) or Department of Alcohol and Substance Abuse (DASA) 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.
- D. Any member of the CCMHB may be removed by the appointing officer for absenteeism, neglect of duty, misconduct or malfeasance in office, after being given a written statement of the charges and an opportunity to be heard thereon.

III. MEETINGS:

- A. The CCMHB shall meet at such time and location as the CCMHB shall designate.
- 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 President or upon the written request of two members, filed with the secretary, to conduct such business that cannot be delayed until the regular meeting date.
- 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.
- E. Public notices and the conduct of all meetings shall be in conformance with the Illinois Open Meetings Act (IL Revised Statutes, Chapter 102, Sections 41 etseq).
- F. The presence of five (5) members shall constitute a quorum for any meeting of the CCMHB. For a member to attend a meeting “electronically” (e.g. by teleconference or video 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; or a family or other emergency.

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 at the January meeting of the CCMHB.
- C. Officers shall be elected for one year, beginning February 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 have the privilege of voting in all actions by the CCMHB. The President shall have the authority to sign all legal documents and expenditure authorizations approved by the CCMHB.

2. Vice-President / Secretary:

The Vice-President / Secretary shall act in place of the President in the latter's absence, including signature authority for legal documents and expenditures.

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.

IX. 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.