

**MACON COUNTY MENTAL HEALTH BOARD
BY-LAWS**

ARTICLE I

Name

The organization shall be known as the Macon County Mental Health Board (BOARD).

ARTICLE II

Authorization

State of Illinois Legislature Enrolled Number 33375 (The Community Mental Health Act of 1963). Illinois Revised Statutes, Volume 2, Chapter 91 1/2, Sections 301-314 inclusive.

ARTICLE III

Purpose

The BOARD shall plan, coordinate, help finance and evaluate a comprehensive and coordinated system of effective and efficient public mental health services for citizens of Macon County in need of such services. Specifically, the BOARD shall be responsible for:

1. Developing a written one and three year plan for a comprehensive public mental health service system for citizens of Macon County in need of such services. The plan shall be reviewed and updated each fiscal year.
2. Coordinating public mental health services to the citizens of Macon County in need of such services in a manner that improves the quality of services, eliminates unnecessary duplication and promotes effective and efficient service delivery.
3. Receiving and disbursing county mental health tax funds and such other private and governmental funds as described in The Community Mental Health Act, as amended, and Public Act 82-182 (The Community Services Act). The receipt and disbursement of such funds will be in accordance with the BOARD's annual budget plan pursuant of these Acts.
4. Reviewing and evaluating annually Macon County's community mental health services and facilities.
5. Making rules and regulations concerning the management and operation of community mental health services and facilities which the BOARD directs, supervises or funds.

6. Consulting with appropriate private service providers and public mental health service agencies, such as the Illinois Department of Mental Health and Developmental Disabilities and the Department of Alcohol and Substance Abuse to develop plans for an effective, efficient, comprehensive and coordinated mental health service system for the residents of Macon County.
7. Reviewing and commenting on all applications for public funds by any person, corporation or governmental unit located within the geographic area of the BOARD for public mental health services.
8. Advocating for increased public awareness of the need for effective and efficient quality public mental health services for the citizens of Macon County in need of such services.
9. Performing such other acts as may be necessary or proper to carry out the purposes of the Community Mental Health Act, as amended and the Community Mental Health Act, as amended, and the Community Services Act.

ARTICLE IV

Members and Functions of the Board

SECTION I - Representation

The BOARD shall be a nine-member BOARD appointed by the Macon County Board in accordance with Section 303(a) of the Community Mental Health Act, as amended.

SECTION II - Tenure of BOARD Members

The term of office of each member of the BOARD shall be for four years, provided, however, that of the members first appointed, four shall be appointed for a term of two years, two for a term of three years and three for a term of four years. All terms shall be measured from the first day of the fiscal year of appointment. Vacancies shall be filled for the unexpired term in the same manner as original appointments.

SECTION III - Manner of Acting

The act of a majority of the BOARD, provided that a quorum of five members is present, shall constitute an action of the BOARD, except that six or more members must vote in the affirmative for a petition for a mental health tax levy to the County of Macon. Board committees may act only when 50% or more of its members are present. This shall constitute a quorum.

SECTION IV – Meetings

Regular meetings of the BOARD shall be held on the third Thursday of every other month beginning in February of the calendar year at 5:30pm at the BOARD's office at 141 South Main Street, Suite 601, unless voting item(s) necessitate a meeting in a normally

unscheduled month or otherwise changed by the President. Special BOARD meetings shall be called by the President or upon a written request signed by at least two members and filed with the President. A Board member may attend a meeting by telephone or video conference if a quorum of the members is physically present, and a majority of the Board agrees to allow a member to attend by telephone or video conference due to a personal illness or disability or family or other emergency. All meetings will be open to the public and public notices will be given in accordance with the Illinois Open Meetings Act.

ARTICLE V

Officers

SECTION I - Officers and Their Election

1. The officers of the BOARD shall include a president, vice-president, secretary and treasurer.
2. The officers shall be elected annually at the June meeting and assume office July 1. Officers shall not be permitted to serve in the same office for more than four consecutive years.

SECTION II - Duties of the President

1. Preside at all meetings and conduct them in accordance with these by-laws.
2. Appoint committees including a Budget & Finance Committee, Policy committee and Nominating Committee.
3. May appoint Non-Board members to BOARD committees as long as BOARD members constitute a majority of the Committee.
4. Encourage reasonable discussion and put all motions to the decision of the members.
5. Consider objections and points of order and resolve them as set forth by Roberts Rules of Order.

SECTION III - Duties of the Vice-President

In the absence of the President, the Vice-President shall assume the duties of the President.

SECTION IV - Duties of the Secretary

The Secretary shall serve as secretary to the Executive Committee. Also, in the absence of the President and Vice-President, the Secretary shall assume the duties of the President.

SECTION V – Duties of the Past President

When the president's term expires he/she shall assume the office of Past President. The Past President will serve as a non-voting member of the Executive Committee for the period of one year. The Past President's tenure could be extended for up to one year if recommended by the Executive Committee and approved by the full Board.

SECTION VI - Executive Director

The BOARD may employ an Executive Director to implement the policies of the BOARD. Other personnel may be employed by the Executive Director to conduct the BOARD's business in accordance with the BOARD's annual budget.

SECTION VIII - Duties of the Executive Director

The Executive Director shall have the authority to act for the BOARD in all matters concerning policy implementation. Policy decisions must be passed by the BOARD and may not be acted upon by the Executive Director until BOARD action has been completed.

The Executive Director shall administer and execute BOARD policies within the parameters of the job description for the position.

ARTICLE VI - Fiscal Year

The Fiscal Year of the BOARD shall be from July 1 through June 30.

ARTICLE VII - Amendments to the By-Laws

The By-Laws of the BOARD may be amended at any regular meeting of the BOARD or at any special meeting called for that purpose. A copy of the proposed amendment, as well as notice of the time and place of the meeting, shall be dispatched to each BOARD member at least five days before said meeting. An affirmative vote of five members shall be necessary for the adoption of the amendment.

July 29, 1987

Revised December 13, 2018 – Article IV Section IV

Updated November 1, 2020 Board's Office Address – Article IV Section IV