



As Amended: December 12, 2023

KENDALL COUNTY CHILDREN'S ADVOCACY CENTER ADVISORY BOARD

CONSTITUTION AND BY-LAWS

PREAMBLE

The Kendall County Children's Advocacy Advisory Board is hereby formed pursuant to the Children's Advocacy Advisory Center Act, 55 ILCS 80/1 *et. seq.* (1998).

ARTICLE I

ORGANIZATION NAME: The name of this organization is the Kendall County Children's Advocacy Advisory Board (K.C. - C.A.A.B).

ARTICLE II

MISSION STATEMENT: The mission of the K.C. - C.A.A.B. is to ensure coordination and cooperation among all agencies involved in addressing, investigation and treating child abuse cases so as to increase the efficiency and effectiveness of these agencies, to minimize the stress created for the child and his or her family by the investigatory and judicial process, and to ensure that most appropriate and effective treatment is provided for the child and his or her family.

ARTICLE III

GOVERNING BOARD:

The K.C. - C.A.A.B. purposes shall be:

1. To adopt and periodically review not less than annually, by a majority of the Executive Members, a written Operational Protocol. The Operational Protocol shall be filed with the Illinois Department of Children and Family Services, and a copy shall be furnished to each agency in the county or counties which has any involvement with the cases of abused children. The protocol shall be a written document outlining in detail the procedures to be used in investigating and prosecuting cases arising from alleged child abuse and in coordinating treatment referrals for the child and his or her family. In preparing the written protocol, the Advisory Board shall consider the following paragraphs 2 through 5 and follow all National Children's Alliance written standards.
2. To implement an interdisciplinary, coordinated systems approach to the investigation of child abuse.
3. To support a safe, separate space with designated personnel for the coordinated investigation of child abuse cases.

4. To aid interdisciplinary specialized training for all professionals involved with the victims and families of child abuse cases.
5. To meet from time to time, but no less than annually, for the purpose of evaluating the implementation and effectiveness of the protocol and appropriately modifying and updating the protocol, and making further recommendations to any agency regarding a cooperative approach to the investigation, prosecution or treatment referral of child abuse. Pursuant to 55 ILCS 80/3(f), the Advisory Board shall evaluate the implementation and effectiveness of the protocol on an annual basis and shall propose appropriate modifications to the protocol to maximize its effectiveness. Further, protocol will be updated as needed to reflect current practice between three-year signing cycles.

ARTICLE IV

THE BOARD OF DIRECTORS' ORGANIZATION:

Section 1: Membership

The Children's Advocacy Advisory Board shall be composed of:

1. The Kendall County State's Attorney or his designated representative.
2. The Field Service Coordinator for the Division of Child Protection, Department of Children and Family Services or a designated representative from the Department of Children and Family Services.
3. The Sheriff of Kendall County or a designated representative from the Sheriff's Office.
4. The Chief of Police from Oswego or a designated representative from that department.
5. The Chief of Police from Plano or a designated representative from that department.
6. The Chief of Police from Yorkville or a designated representative from that department.
7. The Director of the Kendall County Health Department, Division of Behavioral Health, or a designated representative from the Kendall County Health Department, Division of Behavioral Health.
8. The Chief of Police from Montgomery or a designated representation from that department.
9. Up to nine (9) additional associate members may be appointed by the Chairman as is deemed necessary to accomplish the purposes of the Act. These members shall either reside, work within Kendall County, and/or provide services for clients of the Kendall County CAC (Multidisciplinary Team members).
10. The Board shall consist of no more than seventeen (17) members.

Section 2: Right to Vote

1. Those members identified in Paragraphs 1-8 of Section 1 shall be known as **Executive Members**. Each Executive Member shall have only one vote. A majority of Executive Members shall constitute a quorum for meeting purposes.
2. Those members identified in Paragraph 9 of Section 1 shall be known as **Associate Members**. Associate Members shall provide input into written child abuse protocols and other authorized activities of the Board. Associate Members shall vote in an advisory capacity only and their presence is not required to establish a quorum.

Section 3: Officers

Officers of the K.C. - C.A.A.B. shall be the Chairman, the Vice-Chairman and the Secretary. The State's Attorney or his designee of Kendall County shall be Ex-officio Chairman.

Section 4: Election

The Vice-Chairman and Secretary shall be elected by a majority of a quorum of the Executive Members of the K.C. - C.A.A.B. and remain until no longer an executive member or upon resignation.

Section 5: Duties of Officers

CHAIRMAN:

1. The Chairman or his designated representative shall preside at all meetings of the Children's Advocacy Advisory Board. In conducting the meeting, it is the Chairman's responsibility to call the members to order; to announce the business which is to be conducted; to recognize members entitled to the floor; to state and to put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings. During the interim between meetings, any necessary business relative to the K.C. - C.A.A.B. will be conducted via the Chairman, who shall convey same to the Membership at the next K.C. - C.A.A.B. meeting. The Chairman may also appoint Associate Members at the Chairman's discretion.
2. The Chairman, as the elected State's Attorney, will provide staffing for the CAC. All staff policies and procedures will be done under the umbrella of the State's Attorney's Office. All staffing issues and concerns will be resolved through the office of the State's Attorney.

VICE-CHAIRMAN:

The Vice-Chairman shall assume the duties of the Chairman, as to Article IV, Section 5, Paragraph 1, under Chairman, during the Chairman's or the Chairman's designated representative's absence, and any other duties for the good of the K.C. - C.A.A.B. as requested by the Chairman.

SECRETARY:

The duties of the Secretary shall include, but not be limited to: recording and maintaining the minutes of the K.C. - C.A.A.B. meetings, preparing and providing materials to the membership for the meetings, initiating correspondence as required by the K.C. - C.A.A.B. and conducting any other business directed by the Chairman.

ARTICLE V

COMMITTEES:

Section 1: Committees and Committee Meeting

The Chairman may appoint committees as deemed necessary for the benefit and advancement of the Kendall County Children's Advocacy Advisory Board.

ARTICLE VI

CHILDREN'S ADVOCACY ADVISORY BOARD MEETINGS:

Section 1: Regular Business Meetings

The K.C. - C.A.A.B. members shall meet regularly but not less than annually to monitor and assess the programs relating to the abuse of children and all aspects of child abuse and neglect. In addition, pursuant to 55 ILCS 80/3(f), the Advisory Board shall evaluate the implementation and effectiveness of the protocol on an annual basis and shall propose appropriate modifications to the protocol to maximize its effectiveness. Further, protocol will be updated as needed to reflect current practice between three-year signing cycles. The meetings of the K.C. - C.A.A.B. shall be conducted in accordance with Roberts Rule of Order unless otherwise set forth in these By-Laws.

Section 2: Other Meetings

The Chairman has the authority to convene any other meetings of the K.C. - C.A.A.B. as may be deemed necessary.

Section 3: Order of Business

The Order of Business shall be as follows:

1. Roll Call
2. Approval of Minutes
3. Old Business
4. New Business
5. Announcements by the Chairman
6. Announcements by Board Members
7. Adjournment

ARTICLE VII

AMENDMENTS:

Section 1: Authorization

Amendments to the K.C. - C.A.A.B. Constitution and By-Laws may be made by two-thirds vote of the Executive Members of the K.C. - C.A.A.B.

Section 2: Notice

All members of the K.C. - C.A.A.B. shall be given thirty (30) days after the mailing of the proposed Amendment before any vote is scheduled on any proposed amendment.

ARTICLE VIII

SUCCESSION & SUSTAINABILITY:

A. Succession Plan: Board Chairman

In the event that the Board Chairman must depart from his or her role, it is the responsibility of the Kendall County Board to appoint an individual to take over responsibilities until the time that a new elected official is appointed, per state statute.

B. Succession Plan: CAC Staff Members

In the event of any CAC staff member's departure from the CAC, it is the responsibility of the Board Chairman to find coverage for the responsibilities of said CAC staff member until a replacement can be hired.

C. Succession Plan: Executive Director

To perpetuate the success of the Kendall County Children's Advocacy Center, the K.C. - C.A.A.B. endorses and authorizes the Board Chairman to implement the terms of the following plan to facilitate the transition of the Executive Director position on both an interim and long-term basis. The K.C. - C.A.A.B. recognizes that this is a plan for contingencies due to the illness, disability, death, or departure of the Executive Director. This document outlines a leadership development and emergency succession plan for the Kendall County Children's Advocacy Center. This plan reflects the commitment to sustaining a healthy functioning organization. The purpose of this plan is to insure that the organization's leadership has adequate information and a strategy to effectively manage the Kendall County Children's Advocacy Center in the event the Executive Director is unable to fulfill his/her duties.

1. Succession Plan in the Event of a Temporary, Unplanned Absence: Short-Term

A temporary absence is one of less than twelve (12) weeks in which it is expected that the Executive Director will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The Board Chairman is authorized to implement the terms of this emergency plan in the event of the unplanned absence of the Executive Director.

In the event of an unplanned absence of the Executive Director, the CAC Staff is to immediately inform the Board Chairman of the absence. As soon as it is feasible, the Board Chairman must convene a meeting of the K.C. - C.A.A.B. to affirm the procedures prescribed in this plan or to make modifications as the Committee deems appropriate.

At that meeting, the Board Chairman will appoint an Acting Executive Director to fill in temporarily for the Executive Director. At the Board Chairman's discretion, the position could be filled by an existing employee, by a combination of Board members and existing employees, or with an external hire for an interim position.

Authority and Compensation of the Acting Executive Director

The person appointed as Acting Executive Director shall have the full authority for decision-making and independent action as the regular Executive Director. The Acting Executive Director's compensation will be determined by the Board Chairman with consideration given to any extra duties assumed by the person.

Board Oversight

The Board Chairman will be responsible for monitoring the work of the Acting Executive Director. The Board Chairman will be sensitive to the special support needs of the Acting Executive Director in this temporary leadership role.

Communication Plan

Immediately upon transferring the responsibilities to the Acting Executive Director, the Board Chairman will notify staff members and members of the Board of Directors of the delegation of authority. The Advisory Board and Acting Director will also notify the Children's Advocacy Center of Illinois of the change in leadership.

As soon as possible after the Acting Executive Director has assumed responsibility, the Board Chairman will communicate the temporary leadership structure to key external supporters. This should include (but not limited to) Kendall County Children's Advocacy Center team agency partners, grant monitors, and others so designated by the K.C. - C.A.A.B.

Completion of the Short-Term Emergency Succession Period

The decision about when the Executive Director returns to lead the agency should be determined by the Executive Director and Board Chairman. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chairman, with the intention of working the Executive Director back to full-time commitment.

2. Succession Plan in Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than twelve (12) weeks. The procedures and conditions to be followed should be the same as for short-term absence with one addition:

The Board Chairman will give consideration, in consultation with the Acting Executive Director, to temporarily fill their previous position with the CAC since it may not be reasonable to expect the Acting Executive Director to carry the duties of both the new position and their previous position.

3. Succession Plan in Event of a Permanent Change in Executive Director

A permanent change is one in which it is firmly determined that the Executive Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with two additions:

A. Exit Interview

The Board Chairman shall conduct an exit interview with the Executive Director. The results of the interview shall be shared with the Advisory Board.

B. Search Committee

The Board Chairman will appoint a Search Committee within fifteen days to plan and execute the search for a new Executive Director. The Board Chairman should consider the need for outside consulting assistance depending on circumstances and the board's capacity to plan and manage the search.

D. Cross Training and Financial Considerations

In order to be prepared for the potential execution of this succession plan, key staff will be cross trained by the Executive Director, with oversight from the Advisory Board, in all matters essential to the success of the agency. Information about outside contacts, funding sources, staffing issues, and all other essential information will be shared with key staff in such a way that will equip them to act in the Executive Director's absence.

Financial Information will be shared with the Acting Executive Director by the Advisory Board in the event of a transition of authority, in order to allow for continuous financial stability in the event of a departure by the Executive Director. Financial and/or grant approvals that are normally completed by the Executive Director and a Board Member will be signed during the interim by two members of the K.C. - C.A.A.B.

E. Emergency Succession Plan Approval

This emergency succession plan shall be approved initially and thereafter annually by the K.C. - C.A.A.B. as needed.

DATED: 12/12/23



Signature

CAC Board Chairman - State's Attorney

Title – CAC Board Chairman