

# **KENDALL COUNTY CHILDREN'S ADVOCACY**

## **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 members, a written Child Abuse Protocol. The proposed 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.
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.

## 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 members may be appointed by the Chairman as is deemed necessary to accomplish the purposes of the Act. These members shall either reside or work within Kendall County.
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:**

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.

**VICE-CHAIRMAN:**

The Vice-Chairman shall assume the duties of the 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. 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.

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DATED: 12/19/18

  
Signature

  
Title - CAC Board President