

## **ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER ADVISORY BOARD**

This document shall state the fundamental goals, structure, and operating procedures of the Illinois Small Business Development Center Advisory Board hereinafter referred to as the Board, consistent with Public Law 96-302 (July 2, 1980) as amended and as approved by the Administrator (SBDC State Director) of the Illinois Small Business Development Center and by the vote of the Board members.

NAME	Illinois Small Business Development Center Advisory Board
PURPOSE	The Board shall advise, counsel, and confer with the Small Business Development Center (SBDC) State Administrator in working to constructively advance and improve the statewide SBDC Network for the enhancement of the economic climate in the State of Illinois.
MEMBERSHIP	<p>The Board shall consist of members appointed by the Administrator as follows. Appointees shall be persons of outstanding qualifications known to be familiar and sympathetic with small business needs and problems in the State of Illinois.</p> <p>Board members shall have three-year terms, with 1/3 of the Board changing each year. Except in special circumstances, as approved by the Administrator, no Board member may serve more than two full three-year terms. These terms may be adjusted at the call of the Administrator.</p> <p>Reappointments to the Board are at the pleasure of the Administrator. Lack of productive concern or attendance will typically be sufficient cause for the Administrator to call for the resignation of the Board member. The Administrator shall have full authority over decisions regarding removal of board members due to lack of attendance. Board members will not be allowed the right to cast their votes by proxy.</p>
OPERATING YEAR	The operating year shall commence on January 1.

VOTING RIGHTS AND  
TRANSACTION OF  
BUSINESS

Unless otherwise stated by the chairperson, all recommendations and/or actions taken by the Board will be by consensus of the Board or, in necessary circumstances, may be by a simple majority vote. Board members will not be allowed the right to cast their vote by proxy. The members present at a scheduled meeting shall constitute the quorum. As appropriate, business may be conducted by mail or by telephone. The Administrator, in consultation with the chairperson, shall issue meeting notice and agenda announcements at least 30 days in advance of the meeting. The Board shall set its annual calendar by the end of September prior to the year preceding the year for which the calendar is effective.

MEETINGS

The Board shall meet at least annually at the call of the Administrator or of the chairperson, except that advance approval will be first obtained from the Administrator in the event of the call of the meeting by the chairperson.

OPEN MEETINGS ACT

The Board shall adhere to the provisions set forth in the Open Meetings Act. The Administrator will ensure that said provisions are followed and handled in a timely manner.

CHAIRPERSON, VICE CHAIR,  
RECORDER, MINUTES

The Administrator shall appoint a chairperson from the Board membership. The chairperson shall appoint a vice-chair. The Administrator shall record the minutes of each meeting and distribute the minutes promptly to members. Copies of all minutes shall be retained by the Administrator and the chairperson. In the event that the chairperson is unable to preside, the vice-chair person shall assume the role of chairperson.

COMMITTEES

The chairperson shall establish working committees and appoint members of the committees, subject to approval of the Administrator, as needed to carry out the activities and projects of the Board. The chairperson, upon concurrence by the Administrator, shall establish committees and committee chairs as needed to handle the affairs of the Board. Membership of the committees is at the discretion of the chair and by approval of the

Administrator, and may come from outside the Board. Committees shall work on a consensus basis and operate on the same basis as the general Board. Each committee shall be chaired by a member of the Board and the committee shall consist of a majority of committee members from the Board.

#### TRAVEL AND OTHER COSTS

Each member of the Board shall be entitled to be reimbursed for travel expenses as a member of the Board, in accordance with the State of Illinois travel policies which are in effect at the time of the travel. All travel must be approved, in advance, by the Administrator.

#### COMPENSATION

Members of the Board shall not receive compensation, outside of reimbursed travel expenses, for their service.

#### AMENDMENTS

These by-laws will be amended by majority vote of the Board members. Proposed amendments shall be submitted to Board members at least 30 days in advance of the vote.