

## **CHILD WELFARE ADVISORY COMMITTEE - CWAC**

### **RULES OF PROCEDURE**

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#### Article I. -- Name and Purpose

The Child Welfare Advisory Committee [hereafter referred to as "CWAC"], of the Illinois Department of Children and Family Services is established in accordance with Executive Order Number Six (1987), and amended by Executive Order Number 17 (1999), to serve as an Advisory Committee to the Director of the Department of Children and Family Services ( the Department) for private sector advice and consultation, regarding the purchase and provision of public child welfare services and providing a forum to jointly identify and address emerging program and policy issues.

The duties of the CWAC shall include:

- (A) To meet at least four times per year with the Department Director, or his/her designee, to discuss policy and program issues jointly affecting the public and private sectors. Meetings will be scheduled for two hours to meet the needs of the Committee.
- (B) To assist the Director, and local units of the Department, in the development of a formal broad based planning process and identifications of unmet resource needs.
- (C) To review and comment on all relevant proposed Department policies and rules.
- (D) To consult and advise the Department Director on budget priorities.
- (E) To form subcommittees, in conjunction with the Department Director, to provide intense deliberations of programmatic and administrative issues.

#### Article II. -- Membership

- (1) The CWAC shall consist of the following membership:
  - (A) The CWAC shall be composed of 32 members and shall be selected so as to ensure that they are knowledgeable of the issues regarding public child welfare services.
  - (B) The Department Director shall appoint all CWAC members:

1. At least 20 members shall be voluntary sector providers of child welfare services or representatives of such voluntary providers.
2. The remaining members shall be elected or appointed officials; representatives of advocacy groups, academic and professional associations, or other individuals qualified by reason of training or experience.

All appointments to the CWAC shall be made in writing by the Director. In soliciting and making appointments, the Director shall make reasonable efforts to ensure the membership of the CWAC is geographically and culturally diverse and representative of the state.

(2) Term of membership

- (A) In making initial appointments, the Director shall appoint twelve members to terms of office expiring January 1, 1990, and thirteen members to terms of office expiring January 1, 1991. The initial appointments shall be effective immediately upon appointment by the Director.
- (B) In making appointments under the Rules of Procedure, the Director shall appoint sixteen members to terms of office expiring in odd-numbered years and sixteen members to terms of office expiring in even-numbered years.
- (C) Thereafter, members shall be appointed to staggered terms of three years to maintain continuity of membership. Members shall continue in service to the CWAC thereafter until their successors are appointed.
- (D) Upon the occurrence of a vacancy, the Director shall make an appointment to fill such vacancy for the remainder of the unexpired term, effective immediately upon appointment.

Article III.—General Membership

- (A) Officers of the CWAC shall consist of a chairperson and vice-chairperson serving in an Executive role in the provider community, and will be appointed by the Director. The Director will also appoint a staff member of the Illinois Department of Children and Family Services to maintain records, prepare notices and the agenda for each meeting and otherwise carry out the functions of the CWAC.

- (B) The chairperson shall perform the duties ordinarily ascribed to such office and shall preside at all meetings of the CWAC. In the event of the Chairperson's inability to act, the Vice Chairperson shall act in his/her stead.
- (C) Members of the Committee who miss three consecutive meetings will forfeit their seat on CWAC unless there are mitigating circumstances approved by the Committee Chairperson.
- (D) Members forfeiting their position due to failure to attend shall be notified in writing by the Director that they are no longer members of the CWAC due to their failure to attend three consecutive meetings.
- (E) Member attendance by electronic means, e.g., teleconference or videoconference, is acceptable.
- (F) Members of the Committee are not entitled to compensation, but shall receive reimbursement for actual expenses incurred in the performance of their duties.

#### Article IV. -- Meetings

- (1) Regular meetings of CWAC shall be held at least quarterly. The meetings shall take place at locations, dates, and times determined by the Chair after consultation with members of the CWAC and the Director or the designated Department staff member. Agendas for the Committee meetings are jointly determined by the Director and Chairperson of the CWAC.

It shall be the responsibility of the designated Department staff member, at the direction of the Chair, to give notice of the location, dates, and time of meetings to each member of the CWAC, to the Director, and to staff consultants at least 30 days prior to each meeting. Notice of all scheduled meetings shall be in full compliance with the Illinois Open Meetings Act.

- (2) Special meetings of the CWAC may be called by the Chairperson after consultation with members of CWAC and the Director or the designated Department staff member provided that:
  - (a) At least 7 days' notice by mail is given to membership;
  - (b) The notice sets forth the purpose or purposes of the meeting; and
  - (c) No business is transacted other than that specified in the notice.

- (3) An agenda of scheduled business for deliberation shall be developed in coordination with the Department and the Chairperson and distributed to the members of the CWAC at least seven (7) days prior to a scheduled meeting of the CWAC.

#### Article V. -- Quorum

A quorum at any regular, special or subcommittee meeting of CWAC shall be necessary to transact business and shall consist of 51% of the duly appointed members of CWAC.

#### Article VI. – Subcommittees and Work Groups

- (1) The purpose of the CWAC subcommittees is to provide intense deliberations of programmatic and administrative issues.
- (2) Each sub-committee shall be co-chaired by at least one duly appointed member of CWAC from the Private Sector and one DCFS appointed member. Recommendations for Subcommittee Chairs will be made by the CWAC Chair to the Director for consideration of appointment. The co-chairs shall be responsible for consulting closely with Committee members and with the Director's appointed CWAC Coordinator to schedule meetings; ensure that meeting notes are taken and filed with the CWAC Chair; facilitate the development, drafting and forwarding of sub-committee draft recommendations to the CWAC Chair for formal action; and to handle other related matters of coordination. The size of each sub-committee is determined by the sub-committee co-chairs to achieve adequate capacity of the sub-committee.
- (3) DCFS staff members who serve as co-chairs are responsible for the recording and submission of written minutes to the CWAC Coordinator.
- (4) CWAC members shall recommend sub-committee membership from those in the private sector and other professionals with recognized expertise regarding child welfare and the needs of the sub-committee to perform supportive functions to the CWAC.
- (5) Sub-committee draft recommendations for substantive rule or policy changes must be approved by CWAC before being sent to the Director. The CWAC maintains the authority to act on, not act on and to modify draft sub-committee recommendations.
- (6) At the will of the CWAC Chair, Ad-hoc committees shall be established as needed to perform supportive functions for the CWAC. These

functions will be determined by CWAC and may include, but not be limited to researching issues and compiling draft reports and recommendations, and special work which is not performed by CWAC sub-committees.

- (7) Periodically, the sub-committee structure, including membership, will be reviewed to ensure the needs of DCFS and CWAC members are being met.

#### Article VII. -- Minutes

Notes will be kept of the business of each CWAC meeting and they shall be filed with the Director. Notes must be recorded in writing and must include:

- (a) the date, time, and place of the meeting;
- (b) the members of the public body recorded as either present or absent;
- (c) a general description of all matters proposed, discussed, or decided and a record of any votes taken.

#### Article VIII. -- Professional Staff

The Director shall designate staff members to serve as consultants and support to CWAC. Other DCFS staff members may also assist in that or other functions.

#### Article IX. -- Amendment of the Rules of Procedure

The Rules of Procedure may be amended by two-thirds (2/3) vote of the members present at any meeting of the CWAC if the proposed amendment is given in writing at least ten (10) days before said meeting.