



*Asian American
Advisory Council*

Illinois Department of Children and Family Services

Bruce Rauner
Governor

George H. Sheldon
Acting Director

IDCFS ASIAN AMERICAN ADVISORY COUNCIL BY-LAWS

ARTICLE I - NAME AND MANDATE

Section 1. Pursuant to the request of the Director of the Illinois Department of Children and Family Services (IDCFS), hereinafter referred to as the "Director," the IDCFS Asian American Advisory Council, hereinafter referred to as the "Advisory Council," is created with the mandate and object of advising the Director of the Illinois Department of Children and Family Services hereinafter referred to as the "Department," in the matters of (1) provisional (and preventive) services to Asian clients provided by the Department and its contractual agencies, (2) community relations with the Asian American community, and (3) Asian American personnel issues. Asian American shall be defined as "A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam."

ARTICLE II – PURPOSE

Section 1. The general purpose of the Advisory Council is to advise and make recommendations to the Director concerning the Department's service of Asian and Asian American clients, and of any issue involving Asian American personnel employed with or applying for positions within IDCFS.

Section 2. The specific purpose of the Advisory Council is as follows:

- A. To ensure that a Needs Assessment which will determine issues concerning Asian clients and personnel is conducted by the Department on an as needed basis;
- B. To ensure preventive services, such as (community outreach) are offered to the clients and the community in general;
- C. To ensure educational and informational services are offered to the clients and to the Asian American community in general;
- D. To provide advice and recommendations to the Director and contractual agencies as to how to address the needs of Asian clients and personnel; and
- E. To provide to the Director and contractual agencies a summary of results of the actions taken by the Council and its recommendations.



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ARTICLE III - MEMBERSHIP

Section 1. The Advisory Council shall consist of a maximum of twenty-one (21) members, two (2) of whom may be employees of community Child Welfare agencies contracted with IDCFS and another two (2) nominated by the Director. Additionally, a minimum of eighty five percent (85%) of the Advisory Council members shall be of Asian origin as defined in Article I. Director's nominees will have the same rights and privileges as the elected members and are subject to the same term limits.

Section 2. Individuals may be nominated for membership of the Advisory Council by the nominating committee of the Advisory Council-any time of the year. The nominating committee shall review the application and if found eligible, will submit the application for board members approval. Membership will be decided on majority of the members voting for it by show of hands or by verbal approval (if they are participating by teleconference).

Section 3. Unexpected vacancies, (such as resignation or removal) in the membership shall be filled as mentioned in Article III, section 2. The vacancies related to officer of the Advisory Council shall be filled by 3/4 votes of the Advisory Council members at a regular meeting or at a special meeting called for such purposes. Those interim members are also subject to all the provisions described in of Article III. Section 4. A member may resign at any time upon giving written notice to the officers of the Advisory Council.

Section 5. With a 3/4 majority decision, the Advisory Council may remove any voting member whenever, in their judgment, the best interests of the Advisory Council is being served. Members of the Advisory Council are expected to attend all meetings. Members who cannot attend are required to inform the chairperson or designated staff of the reason for all absences. Non-excused absence from three (3) consecutive meetings and no direct involvement with council activities indicates an inability to serve or disinterest in the Advisory Council. In this event, the chairperson, after consultation with the members of the Advisory Council and a 3/4 vote, may ask the member to resign.

Section 6. The Advisory Council shall have ex-officio members who will be appointed to the Advisory Council by the Director or elected by 3/4 vote of the Advisory Council. The ex-officio members will have the right to attend meetings and discuss issues involving the Advisory Council but will have no right to vote or to be counted in determining a quorum or majority. At the time of appointment or election, the executive committee will identify the terms, duties, and responsibilities of the ex-officio member.

ARTICLE IV - OFFICERS, STAFF AND LIAISONS

Section 1. The chairperson, vice chairperson, who shall serve as chairperson elect, and secretary, shall be of Asian origin, shall be elected by the Advisory Council from among its members. They shall serve for a term of two (2) years beginning immediately upon election.

Section 2. The chairperson of the Advisory Council shall perform the duties ordinarily ascribed



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to such office and preside at all meetings of the Advisory Council. The chairperson shall also serve as an ex-officio member of all subcommittees of the Advisory Council and shall make such reports on behalf of the Advisory Council as may be required.

Section 3. If the Chairperson cannot discharge the functions of the office, the vice chairperson who is chairperson elect shall act in his/her stead.

Section 4. The secretary shall record or cause to be recorded the proceedings of all meetings of the Advisory Council. S/he shall give notice of all meetings as required by these Rules of Procedure. S/he shall be custodian of all records of the Advisory Council and shall sign all documents and papers to which his/her signature may be necessary and shall have such other powers and duties as are commonly incidental to the office of Secretary or as may be prescribed for him/her by the Advisory Council.

Section 5. Individuals may be nominated for officer positions of the Advisory Council during the December/January meeting. At the Advisory Council meeting held in February, an election of all nominated individuals for the Executive Committee shall be held. An affirmative vote of 3/4 of the Advisory Council members present shall be required for the election of an individual to become an officer.

ARTICLE V - MEETINGS

Section 1. Regular meetings of the Advisory Council shall be held at least once every other month, for a minimum of six (6) meetings per year. A schedule of meetings, including locations, dates and times, shall be developed annually by the chairperson of the Advisory Council after consultation with the members of the Advisory Council.

Section 2. Special meetings of the Advisory Council may be called by the chairperson or a majority of the members provided that (1) at least seven (7) days notice by mail or electronic mail is given to the members; (2) such notice shall set forth the purpose or purposes thereof; and (3) no business shall be transacted other than that specified in the notice.

Section 3. Notice of meetings and agendas of regular and special meetings shall be prepared by the secretary at the direction of the chairperson and distributed to the members of the Advisory Council and the Director at least seven (7) days prior to a scheduled meeting.

Section 4. Any one or more members of the Advisory Council or any subcommittee thereof may participate in a meeting of the Advisory Council or any subcommittee by means of a conference telephone or similar communication equipment that allows all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Section 5. Minutes shall be kept of the transactions of the Advisory Council and shall be filed with the Director after the minutes have been reviewed and approved by the Executive Committee. All subcommittees shall also keep minutes of their transactions and shall report to Council its activities.

ARTICLE VI - COMMITTEES

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Section 1. The Executive Committee shall consist of the chairperson, vice chairperson, and the secretary. The Executive Committee shall be responsible for presenting any final reports to the Director, once the reports have been approved by 3/4 vote of the Advisory Council.

Section 2. The Advisory Council shall organize itself into subcommittees with at least two members participating in the subcommittee for the purpose of carrying out the goals, objectives and strategies determined by the members of the Council.

Section 3. Subcommittee members shall have the authority to request the input of individuals who are not members of the Advisory Council as described in Article II, Section 2. While these nonmember individuals may work on projects with subcommittee members, they will have no voting power and will not be considered members of the Advisory Council by virtue of their input and/or work. The subcommittees' chairpersons shall have and exercise the authority of the officers in the management of the subcommittees and are required to report their work to the Council in a Final Report.

ARTICLE VII - QUORUM

Section 1. A quorum at any regular or special meeting of the Advisory Council shall be necessary to transact business and shall consist of eleven (11) of the duly appointed Advisory Council members, except when Advisory Council membership is less than twenty-one (21) members, e.g. due to a member submitting his or her resignation or where resignation has been requested by the Advisory Council. In instances when membership is less than 21, a simple majority of existing members shall establish a quorum.

Section 2. For purposes of subcommittee action, a quorum shall consist of at least one-half of those members appointed to the committee but in no event fewer than two (2) individuals.

Section 3. All deliberations of the Advisory Council and its subcommittees shall be governed by Roberts' Rules of Order, Newly Revised.

ARTICLE VIII - AMENDMENTS

Section 1. These Rules of Procedure may be amended by a 3/4 vote of the Advisory Council provided that notice of the proposed amendment is given in writing to all duly appointed/elected Advisory Council members at least seven (7) days prior to said