

ILLINOIS INDIAN CHILD WELFARE ADVISORY COUNCIL  
BY-LAWS

TABLE OF CONTENTS

1. Article I: NAME AND MANDATE
2. Article II: PURPOSE
3. Article III. MEMBERSHIP
4. Article IV: OFFICERS, STAFF, AND LIASONS
5. Article V: MEETINGS
6. Article VI: SUBCOMMITTEES
7. Article VII: QUORUM
8. Article VIII: AMENDMENTS

ILLINOIS INDIAN CHILD WELFARE ADVISORY COUNCIL  
BY-LAWS

**ARTICLE I – NAME AND MANDATE**

The Illinois Indian Child Welfare Advisory Council (IICWA Council) was created pursuant to the request of the Director of the Illinois Department of Children and Family Services (IDCFS), hereinafter referred to as the 'Director.'

The IICWA Council was created with the mandate to advise the Director how the Department shall:

- A. Provide provision of services and *Active Efforts* to provide remedial services and rehabilitative programs designed to prevent the breakup of the Indian family.
  
- B. Comply with the Indian Child Welfare Act, such as, but not limited to:
  - Active Efforts (a higher standard than reasonable efforts).
  - Early identification of Indian families and Indian services.
  - Notification of proceedings.
  - Placement/Preference of an Indian Child.
  - Recruitment, Education and Training of Native American foster parents.
  
- C. Collaborate with the American Indian Community, Tribal organizations and agencies.

**ARTICLE II – PURPOSE**

“With Respect and Humility, we the Illinois Indian Child Welfare Advisory Council shall advise, consult and advocate for children and families of all tribes (the legal parameters of ICWA encompasses federally recognized tribes) with the Department to require full and complete implementation of the Indian Child Welfare Act of 1978 (25 U.S.C. 1901–63).”

Core Values:

Respect, Love, Wisdom, Honesty, Bravery, Humility, Courage, Integrity, Knowledge, Creativity, Openness

## **ARTICLE III - MEMBERSHIP**

### Section 1: COMPOSITION:

The IICWA Council shall consist of a minimum of five (5) members and a maximum of fifteen (15) members. A minimum of seventy-five percent (75%) of the IICWA Council members shall be of American Indian origin.

1. Tribal Affiliation:
  - a. Enrolled member and/or
  - b. Descendant of enrolled member
2. Non-Tribal Affiliation

### Section 2: MEMBERSHIP TERMS:

All members shall be elected to a three year term by a majority of votes of the committee members present and may be re-elected after their initial term expires. Election for retention of members who have completed their three year term shall be held in the month of June. All members shall respect the privacy and confidentiality of the IICWA Council.

### Section 3: NOMINATIONS FOR NEW MEMBERSHIP:

Individuals may be nominated for new membership positions of the IICWA Council by submitting names to the Chairperson elect. The Chairperson elect will then present these nominations to the council. At the following meeting, individuals who have accepted the nomination will be in attendance and the election shall be held by roll call. A majority of votes (50% + 1) of the committee members present shall be required for the election of an individual to become a new member.

### Section 4: RESIGNATION:

Any member may resign from the IICWA Council upon written notice to the Chairperson elect.

### Section 5: REMOVAL:

With a 75% majority decision, the IICWA Council may remove any voting member whenever, in their judgment, the best interests of the IICWA Council is being served. Members of the IICWA Council are expected to attend 50% of meetings. Members who cannot attend are required to inform the Chairperson or designated staff of the reason for all absences. No call, no show absences from three (3) consecutive meetings and no direct involvement with IICWA Council activities indicates an inability to serve or disinterest in the IICWA Council. In this event, the Chairperson, after consultation with the members of the IICWA Council and a 75% vote, will notify the individual of their removal.

## **ARTICLE IV - OFFICERS, STAFF AND LIAISONS**

### Section 1: OFFICERS:

The Chairperson, Co-Chairperson, and Secretary shall be elected by the IICWA Council from among its members. They shall serve for a term of two (2) years beginning immediately upon election. They shall serve for no more than three consecutive terms. Two out of three officers shall be of American Indian origin.

The Chairperson of the IICWA Council shall perform the duties ordinarily ascribed to such office and preside at all meetings of the IICWA Council. The Chairperson shall set the agendas, facilitate approval of minutes and ensure that meetings are organized and effective. The Chairperson shall fairly mediate any internal conflicts. The Chairperson shall represent the IICWA Council and uphold the Core Values at all community functions and events.

The Co-Chairperson is also the Chairperson Elect. If the Chairperson cannot discharge the functions of the office, the Co-Chairperson shall act in his/her stead.

The Secretary shall record or cause to be recorded the proceedings of all meetings of the IICWA Council. S/he shall give notice of all meetings to the Members. S/he shall be custodian of all records of the IICWA Council.

The IDCFS Staff shall assist the Secretary with correspondence, records and meeting reminders. IDCFS Staff are non-voting members.

## **ARTICLE V - MEETINGS**

### Section 1. REGULAR MEETING:

Regular meetings of the IICWA Council shall be held at least once every quarter, for a minimum of four (4) meetings per year. A schedule of meetings, including locations, dates and times shall be developed quarterly by the Chairperson of the IICWA Council after consultation with the members of the IICWA Council.

Meetings with the Director shall be held at least once every quarter, for a minimum of four (4) meetings per year. A schedule of meetings, including locations, dates and times shall be developed quarterly by the Chairperson of the IICWA Council after consultation with the members of the IICWA Council.

### Section 2. SPECIAL MEETINGS:

Special meetings of the IICWA 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:**

Notice of meetings (regular and special meetings) shall be prepared by the IDCFS Staff at the direction of the Chairperson and distributed to the members of the IICWA Council and the Director at least seven (7) days prior to a scheduled meeting.

**Section 4. TELECONFERENCE:**

Any one or more members of the IICWA Council or any subcommittee that reside or work more than 50 miles outside of Chicago may participate in a meeting of the IICWA 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:**

Minutes shall be kept of the transactions of the IICWA Council and shall be filed with the Director after the minutes have been reviewed and approved by the IICWA Council. All subcommittees shall also keep minutes of their meetings.

**ARTICLE VI - SUBCOMMITTEES**

The IICWA 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 IICWA Council.

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 IICWA Council in a Final Report.

**ARTICLE VII - QUORUM**

Section 1. A quorum at any regular or special meeting of the IICWA Council shall be necessary to transact business and shall consist of five (5) of the duly appointed IICWA Council members, except when IICWA Council membership is less than fifteen (15) members, e.g. due to a member submitting his or her resignation or where resignation has

been requested by the IICWA Council. In instances when membership is less than 15, 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 IICWA Council and its subcommittees shall be governed by Roberts' Rules of Order, Newly Revised.

## **ARTICLE VIII – AMENDMENTS**

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