

BY-LAWS OF THE KNOX COUNTY MENTAL HEALTH BOARD

ARTICLE 1

NAME

Section 1. NAME. The name of the organization shall be Knox County Mental Health Board, hereinafter referred to as “Mental Health Board”.

ARTICLE 2

PURPOSE AND POWERS

Section 1. PURPOSE. The Mental Health Board was created under the authority of the Community Mental Health Act (405 Illinois Compiled Statutes, Act 20) by the Knox County Board pursuant to a public referendum. The Mental Health Board’s Purpose is set forth by statute and includes, but is not limited to:

a. Review and evaluation of community mental health services and facilities including services and facilities for the treatment of alcoholism, drug addiction, developmental disabilities, and intellectual disabilities.

b. Consultation with Appropriate Private and Public Agencies in the Development of Local Plans for the Most Efficient Delivery of Mental Health, Developmental Disabilities, and Substance Use Disorder Services. The Mental Health Board is authorized to join with agencies and associations organized for the purpose of promoting more efficient and effective services and programs.

c. Submit to the appointing officer and the members of the Knox County Board a written plan for a program of community mental health services and facilities for persons with a mental illness, a developmental disability, or a substance use disorder. Such plan shall be for the ensuing 12-months. In addition, a plan shall be developed for the ensuing 3-year period and such plan shall be reviewed at the end of every 12-month period and shall be modified as deemed advisable. The 12-month and 3-year plans will be submitted to the Knox County Board annually in the same month the annual budget is submitted to the Knox County Board.

d. The Mental Health Board shall annually recommend to the Knox County Board an appropriate levy and budget to enact the 12-month and 3-year plan submitted annually to the Knox County Board.

Section 2. POWERS. The Mental Health Board’s Powers shall be those enumerated in the Community Mental Health Act (405 Illinois compiled statutes, Act 20).

ARTICLE 3

GOVERNING AUTHORITY

Section 1. MEMBERS/TERM OF OFFICE. There shall be 7 members of the Mental Health Board who shall be appointed by the Chairman of the Knox County Board with the advice and consent of the Knox County Board pursuant to the requirements of the Community Mental Health Act for four (4) year terms. All terms shall be measured from the first day of the year of appointment. Only one (1) member of the Mental Health Board shall be a member of the Knox

County Board. The Knox County Board may increase the total number of members to 9 at the request of the Mental Health Board.

Section 2. APPOINTMENT. Members of the Mental Health Board shall be appointed with the following considerations:

- a. That they are residents of Knox County, Illinois.
- b. That they have demonstrated their interest in the field of Mental Health and that they are representative of the interest groups of the County such as local health departments, medical societies, comprehensive health planning agencies, hospital boards, lay associations concerned with mental health, developmental disabilities and substance abuse, as well as the general public.
- c. No member of the Mental Health Board shall be a board member, director, employee, agent, under contract with, a representative of, or an individual receiving compensation from any agency, facility or services operating under contract to the Mental Health Board.

Section 3. COMPLAINTS. Any complaint that a member of the Mental Health Board is guilty of absenteeism, neglect of duty, misconduct or malfeasance in office shall be referred to the President of the Mental Health Board for investigation, and, on the advice and consent of the Mental Health Board, after being given a written statement of the charges and an opportunity to be heard thereon, is referred to the Chairman of the Knox County Board for removal pursuant to the provisions of Section 20/3c of the Community Mental Health Act. The term absenteeism shall include unexcused absences from two consecutive regular board meetings.

#### ARTICLE 4 BUDGET.

Section 1. ANNUAL PUBLIC ACCOUNT. The Mental Health Board working with the Knox County Treasurer will account for all monies raised and disbursed through its efforts, and shall make an annual public accounting of such monies in accordance with Section 20/3e of the Community Mental Health Act.

Section 2. YEARLY BUDGET. The Mental Health Board shall prepare a proposed yearly budget which will be presented to the Knox County Board not later than October 1 of each year.

Section 3. PERSONNEL. The Mental Health Board, upon vote of the Board, is authorized to hire such personnel as may be necessary to carry out the purposes of the Community Mental Health Act and to prescribe the duties of and establish salaries and provide other compensation for such personnel.

Section 4. COMPENSATION. Members of the Mental Health Board shall serve without compensation, but expenses incurred by any member in the performance of his or her duties may be directly reimbursed from mental health funds by approval of the Mental Health Board.

## ARTICLE 5

### OFFICERS OF THE BOARD

Section 1. OFFICERS. The Officers of the Mental Health Board shall be a President and a Secretary. They shall have the authority and perform the duties prescribed, from time to time, by statute and these Bylaws.

Section 2. ELECTION AND TERM OF OFFICE. The officers of the Mental Health Board shall be elected annually by nominations from the floor by the Mental Health Board at the regular annual meeting of the Mental Health Board in June for a term of one year from July 1<sup>st</sup> to June 30<sup>th</sup>. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Vacancies may be filled or new offices created and filled at any meeting of the Mental Health Board. Each officer must be a Mental Health Board member and shall hold office until his or her successor shall have been duly elected or until his or her death or until he or she shall resign or shall have been removed in the manner hereinafter provided.

Section 3. PRESIDENT. The President shall be the principal executive officer of the Mental Health Board. Subject to the direction and control of the Mental Health Board, he or she shall be in charge of the affairs of the Mental Health Board; he or she shall see that the resolutions and directives of the Mental Health Board are carried into effect except in those instances in which that responsibility is assigned to some other person by the Mental Health Board; and, in general, he or she shall discharge all duties incident to the office of President and such other duties as may be prescribed by the Mental Health Board. He or she shall preside at all meetings of the Mental Health Board.

Except in those instances in which the authority to execute is expressly delegated to another officer or agent of the Mental Health Board or a different mode of execution is expressly prescribed by the Mental Health Board or these By-Laws, he or she may execute for the Mental Health Board any contracts or other instruments which the Mental Health Board has authorized to be executed and he or she may accomplish such execution either individually or with the Secretary according to the requirements of the form of the instrument. The President shall have the power to: (1) appoint members of the Mental Health Board to serve on various committees set forth in Article VII, Section 1, of these By-Laws and to appoint one of the so appointed board members as the chairman of the applicable committee; and (2) appoint residents of Knox County to any ad hoc committee created pursuant to Article VII, Section I(g) of these By-Laws.

Section 4. SECRETARY. The Secretary shall record the minutes of the meetings of the Mental Health Board; see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; be custodian of board records; keep a register of the post office address of each member which shall be furnished to the Secretary by such member; and perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or by the Mental Health Board.

Section 5. ABSENCES. The Mental Health Board may appoint a President, or Secretary pro-tempore if the President or Secretary is unable to perform his or her duties or is absent from the county or fails to attend a meeting. The duties and terms of the officer pro-tempore shall be designated by resolution of the Mental Health Board.

Section 6. COMPLAINTS. Any officer elected or appointed by the Mental Health Board may be removed by the Mental Health Board whenever in its judgment the best interests of the Mental Health Board would be served thereby.

## ARTICLE 6 MEETINGS

Section 1. REGULAR MEETINGS. There shall be an annual meeting held in June of each year. Other regular meetings of the Mental Health Board shall be held no less than quarterly throughout the year at such time and place as may be provided by resolution of the Mental Health Board. Any Mental Health Board meeting may be canceled by a majority vote of the members present at the previous meeting if deemed unnecessary. A meeting schedule for the year shall be established at the annual meeting in June.

Section 2. SPECIAL MEETINGS. Special meetings of the Mental Health Board may be held at the call of the President or upon the written request of two members of the Mental Health Board, filed with the Secretary.

Section 3. OPEN MEETINGS ACT. All regular, special and closed meetings of the Mental Health Board or any of its committees shall comply with the Illinois Open Meetings Act.

Section 4. QUORUM. A quorum for a Mental Health Board Meeting shall consist of a majority of members who are serving on the Mental Health Board or in the case of a committee meeting, shall consist of a majority of the appointed members who are serving on the committee.

Section 5. TELECONFERENCE. The Mental Health Board or any of its committees may meet by teleconference.

## ARTICLE 7 COMMITTEES

Section 1. COMMITTEES. The Mental Health Board may have the following committees:

- a. Such standing or ad hoc committees as from time to time established by the President with the advice and consent of the members of the Mental Health Board.
- b. Other Standing or Ad Hoc Committees: On an as needed basis, as requested by the President, to execute the specific committee assignment.

Section 2. APPOINTMENT. The President in any Mental Health Board meeting may: (1) appoint members of the Mental Health Board to serve on various committees set forth in Article 7, Section 1, of these By-Laws and to appoint one of the so appointed board members as the chairman of the applicable committee; and (2) appoint residents of Knox County to any ad hoc committee created pursuant to Article VII, Section 1 (g) of these By-Laws.

Section 3. TERM OF OFFICE. Each member of a committee shall hold office until the Annual Meeting of the Mental Health Board after the Annual Meeting next following the member's appointment or until the member shall cease to be a member of the board or until the member's death, resignation or removal or until the President shall dissolve the committee.

Section 4. REMOVAL OF MEMBERS, DISSOLUTION. Any member of a committee may at any time be removed, with or without cause, and a committee itself may, at any time, be dissolved by the President.

Section 5. VACANCIES. If any vacancy shall occur in a committee because of death, resignation, removal or otherwise, such vacancy may be filled by the President at any meeting of the Mental Health Board.

Section 6. MINUTES. Each committee shall keep minutes of its proceedings and shall report the same to a meeting of the Mental Health Board as soon as practicable.

## ARTICLE 8

### AMENDMENTS

Section 1. AMENDMENTS. Amendments to the By-Laws shall be adopted or amended by 2/3 vote at any duly constituted meeting of the Mental Health Board, provided that each Mental Health Board member shall have received a notice of the meeting and a copy of the Amendment at least seven (7) days prior to the meeting.

## ARTICLE 9

### PARLIAMENTARY AUTHORITY

Section 1. PARLIAMENTARY AUTHORITY. The rules contained in the 1st edition of Robert's Rules of Order Newly Revised shall govern the Mental Health Board and any of its committees in all cases to which they are applicable and in which they are not inconsistent with either these By-Laws or the laws of the State of Illinois and any special rules of order the Mental Health Board or any of its committees may adopt.

Reviewed January 28, 2021