

# **BYLAWS**

**SOUTHWESTERN ILLINOIS LAW ENFORCEMENT COMMISSION**

**Mobile Team In-Service Training ASSIST Unit #14**



**BOND, CLINTON, MADISON, MONROE, RANDOLPH,  
ST. CLAIR AND WASHINGTON COUNTIES**

**SOUTHWESTERN ILLINOIS LAW ENFORCEMENT COMMISSION**  
**Mobile Team In-Service Training ASSIST Unit #14**

**BY-LAWS**

**WHEREAS**, the counties of Bond, Clinton, Madison, Monroe, Randolph, St. Clair and Washington together with the many municipalities contained therein, are each within and do contribute to the Southwestern Illinois Law Enforcement Commission Mobile Team In-Service Training ASSIST Unit #14, as designated by the Illinois Law Enforcement Training and Standards Board; and

**WHEREAS**, said Board has mandated the creation of a local Advisory Board in each Mobile Team Training Region; and

**WHEREAS**, such Advisory Board does now exist;

**Now, therefore, it is hereby resolved that the following procedures be, and are hereby adopted as the procedures of the Southwestern Illinois Law Enforcement Commission Mobile Team In-Service Training ASSIST #14 Unit Law Enforcement Training Advisory Board.**

**Governing Documents**

This document, together with any written revisions hereafter adopted, will constitute the **procedures of the Southwestern Illinois Law Enforcement Commission Mobile Team In-Service Training ASSIST #14 Advisory Board.**

**Definitions**

**"Advisory Board"** means the Southwestern Illinois Law Enforcement Commission Mobile Team In-Service Training ASSIST #14 Law Enforcement Training Advisory Board.

**"Board"** means the Illinois Law Enforcement Training and Standards Board created by the Illinois Police Training Act.

**"Coordinator"** means the Southwestern Illinois Law Enforcement Commission Mobile Team In-Service Training ASSIST #14 Advisory Board Coordinator.

**"Unit"** means the Mobile Team In-Service Training Unit #14.

**The Advisory Board**

**Name** - The name of the Board shall be the "Southwestern Illinois Law Enforcement Commission Mobile Team In-Service Training ASSIST #14 Unit Law Enforcement Training Advisory Board".

## **Duties and Responsibilities**

The duties and responsibilities are established in accordance with the provisions of Public Act 82-674 and the "Agreement to Establish the Constituent Units of Government within the Southwestern Illinois Law Enforcement Commission MTU #14 region" (See Appendix attached)

## **Purposes**

The purposes of the Advisory Board are to ensure local control of training prioritization, scheduling, quality and delivery, and address substantive questions pertaining to the operation of the Unit.

## **Accountability**

All actions taken by the Advisory Board in regular or special meetings, shall be fully reported to the Illinois Law Enforcement Training and Standards Board and the Southwestern Illinois Law Enforcement Commission Board in the form of written minutes or other appropriate communications.

## **Membership and Appointment**

The Advisory Board membership shall comply with the legal tenets defined in PA 82-674 and subsequent amendments.

The Mobile Team Unit #14 Advisory Board portends to be inclusive and will seek representative/membership from the SILEC counties of Bond, Clinton, Madison, Monroe, Randolph, St. Clair and Washington that opt for elected and appointed sheriffs/chiefs. It will also include one county board chairman, President SILEC Board of Directors, one mayor, three citizens at large with a background that will be beneficial to law enforcement interests (with a term limit of three years to be staggered), one representative (the director or his/her designate) from each college or university administration of justice program, and one representative from each ILETSB certified training academy, Illinois State Police District Commanders within the SILEC region, one 9-1-1 coordinator in the SILEC region and state's attorneys from counties within the SILEC region. Any member that misses three meetings in one year will be voluntarily removed from the Mobile Team Unit ASSIST #14 Advisory Board.

New members shall be recommended by a nominating committee appointed by the Chair and the nominating committee shall receive recommendations for membership and forward their endorsements/recommendations to the full ASSIST #14 Advisory Board.

## **Officers**

**Number and Title** - The officers of the Advisory Board shall be the Chair, Vice-Chair and Financial Officer. The Chair and Vice-Chair shall be elected from and by the Advisory Board membership by a majority vote of those members present. The officers should possess a working knowledge of Roberts Rules of Order. In the absence of a vacancy re the financial officer the chairman will propose a qualified individual for majority approval by the Advisory Board.

**Chair** - The Chair of the Advisory Board shall have the following duties and responsibilities:

- To preside at all meetings of the Advisory Board in accordance with the procedures outlined in Roberts Rules of Order and these operating procedures, except otherwise authorized by resolution of said Advisory Board;
- To authenticate, when necessary, all the acts, orders and proceedings of the Advisory Board;
- To establish, at the direction of the Advisory Board, such ad hoc committees as the Advisory Board deems necessary to carry-out its responsibilities;
- To consult with the Unit Coordinator regarding each meeting's agenda;
- To abide by the Illinois Open Meetings Act;
- To abide by the provisions of Public Act 82-674, the Intergovernmental Law Enforcement Officers In-Service Training Act.

**Vice Chair**

The Vice Chair shall perform such duties as may be delegated by the Chair. The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. He/she shall be elected from and by the Advisory Board membership by a majority vote of those present. His/her term shall be ongoing like the Chair. The ASSIST #14 membership can, by a majority vote, replace either the Chair and/or Vice Chair.

The Vice Chair shall be the Chair of the membership committee. The Membership Committee will consist of five members selected by the Vice Chair (four members and the Vice Chair). Members recommended by this committee shall be brought before the full Board at the June & November annual meetings.

**Financial Officer** - The Financial Officer to be appointed by the Chair pursuant to the law is the Board's signatory authorizing the receipt and expenditure operation of the Unit.

**ILETSB Liaison Officer** - Shall be invited to all Advisory Board meetings.

**Meetings**

**Annual Meetings** - Shall be held (a minimum of four) in or about mid March, June, September, and November. Additional meetings to be called by the chairman if needed.(This will comply with the Illinois Law Enforcement Training & Standards Board Condition of Award #38 - This condition requires a quarterly Board meeting.)

**Regular Meetings** - The Advisory Board shall meet no fewer than four times annually. An agenda, including a notice of the date, time and location of all such meeting scheduled or rescheduled shall be available to the members no fewer than seven days prior to the meeting date.

**Special Meetings** - Special meeting of the Advisory Board may be called at the discretion of the Chair or by a request signed by a minimum of twenty members. An agenda, including a notice of the time and location for any such meeting to the meeting date.

**General** - All meetings and public notice will be in accordance with the Illinois Open Meetings Act, IL Rev. Stat., Ch. 102, Par. 41 et seq. (1981).

### **Quorum**

No official business shall be transacted by the Advisory Board in the absence of a quorum. A quorum shall consist of 12 Advisory Board members present at the commencement of any regular or special meeting.

### **Passage of Motions**

With a quorum present, a majority of those voting (defined as those who cast "yes" or "no" vote) on a motion shall be sufficient to pass and make it the official act of the Advisory Board. The Chair or any member may call for a roll call vote on any motion. The minutes shall reflect the results of each roll call vote.

### **Public Meeting - Agenda**

Agenda, proceedings and records of the Advisory Board shall be open to the public at other than where executive or closed sessions permitted by law. The Coordinator shall be responsible for the preparation and distribution of the agenda for all meetings with the approval of the Chair.

### **Committees**

**Members** - The members of each committee shall be appointed by the Chair of the Advisory Board. Unless specifically stipulated by the membership, committee appointments shall be made from the membership only.

**Other Committees** - The Chair, may, from time to time, create standing committees, ad hoc committees, or advisory committees which it deems necessary appropriate or expedient to conduct the business or affairs of the Advisory Board. The Chair, when creating a committee, will specify the membership duration, duties and responsibilities of said committee.

**Reports** - The Chair of each Committee may report at each Advisory Board meeting.

### **Revision of Procedures**

These **procedures** may be recommended for revision at any regular or special meeting having a quorum present. A majority vote at such meeting shall be necessary to affect revisions. Proposed revisions shall have been distributed to the Advisory Board members a minimum of seven days prior to such meeting.

**Note:** These Bylaws are compatible with and supportive of the extant Southwestern Illinois Law Enforcement Commission's Bylaws.

It is the policy of the Southwestern Illinois Law Enforcement Commission Mobile Team In-Service Training ASSIST Unit #14 Advisory Board not to discriminate against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status in matters of educational opportunities, employment and services, in accordance with civil rights legislation and Illinois Law.

Revised Bylaws for ASSIST #14 September 1997

Revised Bylaws for ASSIST #14 June 1998

Revised Bylaws for ASSIST #14 September 1998

Revised Bylaws for ASSIST #14 November 1998