

BYLAWS

SOUTHWESTERN ILLINOIS LAW ENFORCEMENT COMMISSION



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

Revised 9/16/2009

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ARTICLE 1 - PURPOSE, POWERS, AND DUTIES

The Southwestern Illinois Law Enforcement Commission, a general not for profit corporation, chartered in the State of Illinois, (hereinafter called the Commission) shall have the powers, duties, and responsibilities as set forth in the Charter and these Bylaws.

- A. The purposes of the Commission are; To improve and strengthen local law enforcement; to encourage research and development directed toward new and improved methods for the prevention and reduction of crime and the detection and apprehension of criminals; and to provide in-service training to local police and sheriffs' departments, as well as other practitioners in the administration of justice and public safety.

- B. In furtherance of these purposes, the Commission shall have the following powers and duties:
 - 1. To act as the regional law enforcement planning agency and coordinating council for the participating counties and cities and villages within the participating counties and to accept, receive and expend funds, grants and services from participating counties, cities and villages, the State of Illinois, and other state, Federal, and private sources, to enter into agreements for Intergovernmental Cooperation as specified in Article VII, Section 10, of the 1970 Constitution of the State of Illinois.
 - a. Define, develop, and coordinate programs and projects for the region and the units of general local government in the region for improvement in law enforcement; and
 - b. Identify priorities for the improvement in law enforcement throughout the region.
 - 2. To extend assistance to and to request and receive assistance from all public officers and employees of units of general local government within the region for the furtherance of Commission programs.
 - 3. To make recommendations to the local governments and agencies for more effective measures for the prevention and detection of crime and the rehabilitation of criminal offenders.
 - 4. To provide quality in-service refresher and topical update training to local police and sheriffs' departments and other practitioners in the administration of justice and public safety.
 - 5. To encourage and assist with closer cooperation among local agencies concerned with law enforcement and juvenile delinquency control within the region.

6. To respond to the identified needs advanced by the local administration of justice agencies in the design and development of training programs, time requirements of and instructional talent.
7. To insure that in-service training is desirable to the individual and affordable to the local government so that active participation will be self-generating.
8. To act as a regional clearinghouse for information relating to juvenile delinquency, crime control and law enforcement, and to encourage educational programs for citizen support of state and local law enforcement programs.
9. To undertake research and studies and to exercise such powers as are reasonable and necessary and appropriate to fulfill the functions of the Commission.
10. To work with the Schools in the counties of Bond, Clinton, Madison, Monroe, Randolph, St. Clair & Washington on violence prevention, enhanced security and criminal incident response plans.
11. The Board of Directors in cooperation with the Southern Illinois Police Chiefs Association shall annually support an Annual Awards Banquet to honor and recognize law enforcement, elected officials and citizens as recipients of such awards.
12. The Board of Directors will work with a Consortium of local units of government to expand minority and female recruitment of criminal justice employees.

ARTICLE II - COMPOSITION

- A. There will be a Board of Directors to establish policy and direct Commission activities. They will be known as Members of the Commission and will be representative of the participating counties and “at large” as follows:
1. From Madison and St. Clair County (6 each)
 - a. The Chairman of the County Board, or the Chairman may appoint another County Board Member to serve in his place.
 - b. The Chairman of the county Board shall appoint one (1) additional member of the said County Board of unlike party affiliation if practical. Of the above two County Board Members, it is desired that one be a resident of a city or village, and the other be a resident of an unincorporated portion of said county.
 - c. In addition, the Chairman of the County Board will appoint two mayors of municipalities within the respective county with full-time organized police departments with no fewer than five (5) full-time sworn officers providing

24-hour service daily.

- d. One (1) other interested citizen of voting age, from the County.
- e. The duly sworn Sheriff, or if said Sheriff declines to serve, the Sheriff may appoint a command level sworn officer of his/her staff to represent their agency.

2. From Bond, Clinton, Monroe, Randolph, and Washington Counties (3 each)

- a. The Chairman of the County Board or Board of County Commissioners, or he may elect to appoint another member of such Board to serve in his place.
- b. In addition, said Chairman shall appoint one (1) other interested citizen of voting age of the county.
- c. The Sheriff of the County shall be a member of the SILEC Board of Directors so long as he/she shall serve in their capacity. If said Sheriff declines to serve, the Sheriff may appoint a command level sworn officer of his/her staff to represent their agency.

3. From the Region at Large (5)

- a. The Commander of District 11 of the Illinois Department of State Police.
- b. Two police chiefs within the seven county SILEC region; however, the two chiefs shall not be from the same county at any time. A police chief is any director or administrative head of a law enforcement agency, and/or associated with public safety of a university or college.
 - (1) Said police chiefs shall be appointed by the Southern Illinois Police Chiefs' Association (SIPCA) and shall be active law enforcement representatives of SIPCA.
- c. One member of the Southwestern Illinois Metropolitan and Regional Planning Commission in excellent standing.
- d. The Southwestern Illinois Law Enforcement Commission ASSIST #14 Advisory Board Chairman shall be a member of the SILEC Board of Directors.

B. Terms.

All Directors may serve so long as they meet the qualifications for Director as defined in these Bylaws. The Chairman of the County Board and the other elected local officials appointed by said Chairman shall serve as Directors during their term(s) of office. Said members will not be removed after serving 3 years and can serve as long as they are in good standing.

ARTICLE III - OFFICERS

- A. The following offices shall be filled by a member of the Board of Directors, each county shall be represented.
1. President
 - a. Shall function as the chief executive officer of the Commission.
 2. First Vice President
 - a. Upon direction from, or in the absence of the President, the first Vice President shall function as the chief executive officer of the Commission.
 3. Second Vice President
 - a. Upon direction from, or in the absence of the President and the first Vice President, the Second Vice President shall function as the chief executive officer of the Commission.
 4. Third Vice President
 - a. Upon direction from or in the absence of the President, the First Vice President, and the Second Vice President, the Third Vice President shall function as the chief executive officer of the Commission.
 5. Secretary
 - a. Shall provide that a record of each Commission meeting is kept.
 - b. Submit drafts of such records for the approval of the Commission.
 - c. Provide for the public notice of regular, re-scheduled, and/or special Commission meetings as required.
 - d. Perform such other tasks as the President designates.
 - e. Shall forward, by mail, the minutes of each meeting to Commission members prior to the next following Commission meeting, at which time they shall be submitted to the Commission Board for approval. Copies shall be sent to anyone who requests them in writing.
 6. Treasurer
 - a. Shall be responsible for keeping all financial records and filing such reports as required.

B. Election of Officers

1. The election of officers will be at the regular meeting of the Board of Directors occurring in the month of May of each election year.
2. All officers will be elected for a term of two (2) years, and there shall be no more than two (2) officers serving from any one county at any time.
3. The President, at the regular Board of Directors; meeting occurring in March of each election year shall appoint a Nominating Committee composed of one Director who is a resident of each participating county. Said Committee shall assemble and submit a slate of officers to be voted on at the next regular Board of Directors meeting. Additional nominations for officers to be elected will be called for from the floor.
4. After a quorum is announced by the President, a majority of Directors voting “yes” shall be sufficient to elect officers.
5. Should there not be a quorum present to elect new officers at this designated meeting, all existing officers will remain in office until the next regular meeting having the required quorum to elect new officers.

C. Vacated Office

If, for any reason, an office is vacated during the regular term, the duties of said office shall be carried out by the next officer in ascending order until the end of such term; or, said vacancy may be filled by a special election if so determined by a majority of Directors at the next regular meeting following the occurrence of any such vacancy.

ARTICLE IV - MEETINGS

A. Regular Meetings

Regular meetings of the Board normally shall be held on the third Wednesday of the following months: March, May, July (Executive Committee only), September, and November. The President may reschedule or cancel any regular meeting by written notice within a reasonable time prior to the scheduled meeting date. However, the Board of Directors shall be scheduled to meet at a minimum of four times annually. The time and place of all scheduled meetings shall be mailed to the Commission members at least seven (7) days prior to the meeting date.

1. The SILEC Board of Directors will also annually meet with the ASSIST #14 Advisory Board at least one time per year during a regularly scheduled SILEC meeting.

B. Special Meetings

Special meetings of the Commission may be called by either the President, or, when requested in writing to the President or the Secretary, by five of the Commission Board of Director Members then holding office. Such special meeting shall be convened within fourteen (14) days from date of written request. An agenda together with notice of the time and place of any such special meeting must be provided the Commission Members at least three (3) days prior thereto. Only matters on such agenda shall be taken up or voted on at any special meeting.

C. Quorum

In order to legally transact business, ten (10) Board of Director Members who are residents of no less than four (4) of the participating counties must be present for the initial roll call at the commencement of any regular or special meeting, and they shall constitute a quorum. If a quorum is not present at the scheduled time of the meeting, the President may proceed with the agenda for said meeting; however, any actions taken prior to a quorum being present are unofficial until confirmed at a meeting when a quorum is present.

D. Passage of Motions

After a quorum is announced, a majority of those voting (defined as those who cast “yes” or “no” votes) on a motion shall be sufficient to pass and make it the official act of the Commission.

E. Roll Calls

The members’ roll shall be called upon any propositions if requested by any Director in attendance. The minutes shall reflect the results of any such roll call.

F. Notices to Public

1. All meetings shall be held at specified times and places which are convenient to the public. No meeting shall be held on Sunday.
2. Public notice of all meetings shall be given as follows:
 - a. By posting a copy of the notice at the office of the Commission.
 - b. By publishing a copy of the notice in a newspaper of general circulation in the seven-county region at the same time Board Members are notified.
 - c. Notices of all regular and special Board of Directors’ meetings shall be sent to appropriate news media in the seven-county region at the same time Board Members are notified.

G. Participation in Meetings

1. Proxies - Proxies to vote shall not be permitted. A Member of the Board of Directors must be present in person or by telephone to record his or her vote and to present a motion or motions. Board Members when unable to attend, may present signed and dated written communications, which shall be distributed or read to the Board by the President. A motion or motions, may be made by other members concerning the contents of such communications, however, written communication may not be used as a vote for or against a motion.
2. Telephone Meetings - Members of the Board of Directors or of any committee designated by the Board of Directors may participate in a meeting of the Board or committee by means of conference telephone or similar communications equipment. Attendance by telephone is acceptable when deemed necessary by the President. All persons participating in the meeting must be able to hear each other, and participation in a meeting in this manner shall constitute presence in person at the meeting.
3. Discussion - Non-members may not address the Board of Directors or otherwise participate in its meetings in any manner. The President, however, may invite or allow non- members to address the Commission unless there is an objection by a Board Member in which event there shall be a vote of the Board upon the matter.
4. Disruption - Anyone disrupting or otherwise interfering with the conduct of a meeting shall, at the discretion of the President, be removed from the place of meeting.

H. In every agenda except at special meetings, there shall be a category entitled “New Business” for the initiation of matters not included in the agenda for that meeting.

I. The Secretary shall record attendance at each meeting and report same in the minutes.

J. The President shall preside at all meetings, or, in the absence of the President, the First Vice President; or, in the absence of the First Vice President, and the Second Vice President; or in the absence of the Second Vice President, the Third Vice President; or, in the absence of the Third Vice President, a member of the board chosen by vote of Directors present.

K. Any member that misses three unexcused meetings in one year may be removed from the SILEC Board of Directors.

ARTICLE V - COMMITTEES

A. Membership - The President shall appoint all committee members and chairmen, all of whom shall serve at his pleasure. The President shall be a member of all committees. Non-Board Members may aid a committee but shall have no rights of committee membership. Committee chairmen may ask non-Commission personnel to aid a committee.

- B. Powers - No committee shall exercise the authority of the Commission with respect to the election of officers or members of the Commission, or the adoption, repeal, or amending of these Bylaws, or adopting a plan of merger, consolidation, or dissolution of the Commission.
- C. Minutes and Reports - Minutes shall be kept in the same form and manner as those of the Commission. Copies of minutes of committee meetings shall be promptly furnished to the President and to the director within seven (7) days following each committee meeting.
- D. Executive Committee
1. The President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, the Immediate Past President, and the director (as Ex Officio non voting member) shall constitute the Executive Committee of the Commission. The Executive Committee shall have and may exercise all the authority of the full Commission with the exception of the limitations to Committee powers cited in Article V - Section B, above. Any action taken or initiated by the Executive Committee on behalf of the Commission shall require full disclosure to the Commission at the next meeting of the Board of Directors following said action.
 2. If one of the current officers is not an active law enforcement person, the Executive Committee shall appoint an active law enforcement person from the Board of Directors to serve as a voting member of the Executive Committee.
 3. An itemized by budget category fiscal report will be prepared as part of the Treasurer's report and submitted to all Board Members at the regular Board meeting for approval.
 4. All Commission checks shall be signed and counter-signed by any current member of the Executive Committee or the Executive Director.
 5. All officers, Directors, and staff responsible for Commission funds will be bonded in an appropriate amount
- E. Other Committees - The Board of Directors may appoint a special committee to study problems, conduct hearings, and formulate policy recommendations on pertinent matters, or to undertake any such appropriate Commission activities, if determined necessary.
- F. Rules - Committees shall be governed, to the extent practicable and possible, by these Bylaws.

ARTICLE VI - ADVISORY GROUPS

- A. Steering Committee - This shall be a committee, unlimited in number, including all members of the Board of Directors and others from the region.

1. Members - The President, with the concurrence of the Board, shall appoint members to the Steering Committee.
2. Function - The Steering Committee shall advise and assist the Directors and their staff in accomplishing the purposes of the Commission.

B. Advisory Board to Mobile Team

1. Members - This Board shall be composed of a representative number of county board chairmen, mayors, chiefs of police, and sheriffs of participating units of local government, and the Director of the Illinois Law Enforcement Training and Standards Board. Membership of this advisory group shall be by nominations from the Advisory Board.
 - 1a. Reports To - The ASSIST #14 Advisory Board has two Boards it regularly reports to:
 - A. Illinois Law Enforcement Training and Standards Board
 - B. Southwestern Illinois Law Enforcement Commission Board of Directors

Both of these are Policy Boards which annually contributes to the ASSIST #14 Advisory Board - which is also a Policy Board.

2. Function
 - a. To oversee the development of training programs, the delivery of training, and the proper expenditure of funds.
 - b. To exercise all other powers and duties as are reasonable to fulfill its functions in furtherance of the purposes of the Illinois Law Enforcement Officers In-Service Training Act.
 - c. To designate a financial officer who is an elected local government financial officer.
 - d. To develop and recommend the total budget for the Mobile Team annually.
 - e. To determine equitable formulae for providing the local share of cost of the Mobile Team, and to assure receipt of such funds from participating units of local government.
 - f. To carry out such other actions or activities appropriate to the operation of the Mobile Team.

ARTICLE VII - COMMISSION STAFF

A. Director

1. There shall be a director for the Commission to direct the staff. He shall be appointed by and serve at the pleasure of the Board of Directors and shall be under their supervision. He shall take all necessary action as directed by the Board and the established rules and regulations of the Commission in performing the duties and fulfilling the responsibilities of the staff director.
2. As Ex Officio Member of the Executive Committee, upon receipt, shall direct deposits into the Commission's account(s) at the authorized bank(s) all Commission funds and process all just and reasonable bills and charges which are regular operating expenses so that they may be properly paid.
3. To assure effective and efficient operation, shall have discretion to make commitments for expenditures up to Two Thousand Five Hundred Dollars (\$2,500.00) of Commission funds for non-regular operating expenses in any one month.

B. Executive Secretary/Bookkeeper

1. Shall supervise budgeting, accounting, bookkeeping, and office clerical needs. Shall supervise and participate in the general accounting and fiscal function. Shall install, revise, and maintain accounting procedures and preparation of statements and reports. Shall be responsible for completion and timely submission of necessary government and other reports.
2. Shall provide technical assistance in the office and field as needed. Shall be responsible for the requisition and purchase and the maintenance and control of inventory.
3. Shall serve as recording secretary for the Commission Board of Directors and committees and other advisory groups. Shall attend meetings as required or directed.

C. Director of Training

1. The Director of the SILEC Mobile Team Training Unit, ASSIST #14, and coordinator of all in-service training activities called for under the Intergovernmental Law Enforcement Officers In-Service Training Act shall supervise Mobile Team staff.
2. Develop and initiate viable law enforcement in-service training for local and state, law enforcement officers within the SILEC region.

3. Maintain ongoing communication with the Illinois Law Enforcement Training and Standards Board, Southern Illinois Police Chiefs Association, and other law enforcement training entities.
4. Be responsible for training reports and schedules.
5. Attend meetings as required or directed.

D. Staff Members

1. Staff members shall be subject to the supervision of the director and will perform duties as requested or directed by him.

ARTICLE VIII - AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular or special meeting by a two-thirds (2/3) majority vote of the members present, provided that the proposed amendment shall have been distributed to the Board Members at least seven (7) days prior to such meeting.

ARTICLE IX - ROBERTS' RULES OF ORDER

All matters not covered by these Bylaws shall be governed by Roberts' Rules of Order, Newly Revised.

Voted on and passed at the regular meeting of the Board of Directors of the Southwestern Illinois Law Enforcement Commission held on September 16, 2009, at Collinsville, Illinois

President

Secretary

Historical Addendum:

These Bylaws shall replace and supersede Bylaws dated April 30, 1971, and revisions and amendments thereto dated:

July 21, 1971
January 19, 1972
February 21, 1973
May 17, 1973
July 18, 1973
January 28, 1974
February 19, 1975
June 18, 1975
July 17, 1975
May 19, 1976
October 19, 1977
June 18, 1980
October 15, 1980
February 16, 1983
August 17, 1983
June 20, 1984

January 16, 1985
May 15, 1985
November 20, 1985
January 15, 1986
March 18, 1987
July 18, 1990
May 15, 1991
September 19, 1994
May 21, 1997
November 15, 1997
May 19, 1999
November 15, 2000
November 12, 2003
September 16, 2009