

**BY-LAWS**  
**OF THE**  
**ILLINOIS COUNCIL ON AGING**

**(AMENDED AND RESTATED SEPTEMBER 10, 2019)**

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ILLINOIS COUNCIL ON AGING

**BY-LAWS**

**Amended and Restated: September 10, 2019**

**I. NAME AND AUTHORITY:**

- A. The Illinois Council on Aging was constituted following the passage of Public Act 78-242, known as the "Illinois Act on Aging" by the General Assembly of the State of Illinois, August 9, 1973, effective November 9, 1973.

**II. PURPOSE:**

- A. The purpose of the Illinois Council on Aging is to act as an advisory body working in cooperation with the Illinois Department on Aging to provide a comprehensive and coordinated service system for Illinois' aging population.

**III. POWERS AND DUTIES OF THE ILLINOIS COUNCIL ON AGING:**

- A. Review and comment upon the reports of the Department on Aging to the Governor and to the General Assembly.
- B. Prepare and submit to the Governor, the General Assembly and the Director, an Annual Report evaluating the level of all programs, services and facilities provided to the aging by the State Agencies.
- C. Review and comment upon the comprehensive State Plan prepared by the Department.
- D. Review and comment upon disbursements of public funds to private agencies.
- E. Recommend candidates to the Governor for appointment as Director of the Department.
- F. Consult with the Director regarding the operations of the Department. (These are as set forth at 7.09 of the Illinois Act on Aging).

#### **IV. MEMBERSHIP:**

A. There shall be thirty-one (31) voting members.

1. The Governor will appoint the twenty-three (23) citizen members of the Illinois Council on Aging. At least sixteen (16) of the twenty-three (23) citizen members shall be 60 years of age or older as noted in the Older Americans Act.

a. The members should represent, as much as possible, the geographic sections of the state of Illinois.

b. No more than twelve (12) such members shall be of the same political party.

B. General Assembly Members:

1. The President of the Senate shall appoint two (2) Senators.

2. The Senate Minority Leader shall appoint two (2) Senators.

3. The Speaker of the House of Representatives shall appoint two (2) Representatives.

4. The House Minority Leader shall appoint two (2) Representatives.

C. Terms:

1. Citizen Members' terms shall be three (3) years, unless the appointment is to fill an unexpired term, then the term shall be the remainder of such term.

a. Citizen members shall be eligible for reappointment.

b. Upon completion of their term, citizen members shall continue to serve on the Council until a replacement is appointed.

2. Senate and Representative Members shall be appointed for a term of two (2) years and may be reappointed for one or more additional two (2) year terms, except the appointment shall be terminated upon the member leaving the General Assembly.

- a. Legislative members appointed to fill a vacancy shall serve for the remainder of predecessor's term.

D. Compensation:

1. The members of the Council shall receive no compensation for their services, but shall be reimbursed by the Illinois Department on Aging for any ordinary and necessary expenses incurred in the performance of their duties.

**V. OFFICERS:**

- A. There shall be four (4) elected officers from the membership: Chairperson, Vice Chairperson, Secretary and Nominating Committee Chair.

1. Term of Office: Each shall serve for a two (2) year term.

- a. Officers shall serve no more than three consecutive terms of office.

2. Duties of the Officers:

- a. Chairperson: The Chairperson shall preside at all meetings, serve as ex-officio member (with voting privilege) on all committees; exercise and perform such other duties as may be assigned by reason of the actions of the Council; appoint committee chairpersons and members on all committees except for the Nominating Committee Chair which will be elected by the Council.
- b. Vice-Chairpersons: The Vice Chairperson shall perform the duties of the Chairperson in the event of the Chairperson's inability to serve.
- c. Secretary: The Secretary shall be responsible for the records of the meetings of the Council.
- d. Nominating Chair: The Nominating Chair's duties are to convene the Nominating Committee and, along with the members of the Nominating Committee, to present a slate

of officers at the Annual Meeting.

3. Unexpired Terms of Office:
  - a. The Chairperson will appoint officers to replace those who, for any reason, are unable to serve out their term of office.
  - b. In the event of a vacancy occurring in the office of Chairperson, the Nominating Committee will submit the name of a candidate to be elected at the next regular meeting of the Council.

## **VI. COMMITTEES:**

- A. Executive Committee: The Executive Committee shall be made up of the four (4) officers and the immediate past Chairperson, and two (2) members-at-large. The members at-large will be appointed by the Chairperson, will serve for a one-year term, and may be reappointed for a consecutive additional one-year term. The at-large appointments will be made following the annual meeting and before the next regularly scheduled Council meeting. The Executive Committee has the authority to act on behalf of the Council when such action is needed between regular meetings of the Council. Such actions by the Executive Committee shall be reported to the Council at its next regularly scheduled meeting. The Chairperson of the Executive Committee shall be the Chairperson of the Council.
- B. Nominating Committee: A Nominating Committee consisting of three (3) members of the Council including the Nominating Committee Chair and two (2) Council members appointed by the Council Chair. The Nominating Committee shall submit a slate of officer candidates for election at the subsequent Annual Meeting. Such slate shall be submitted to Council members, in writing, no later than fifteen (15) days before the Annual Meeting. Nominations may also be made from the floor at the Annual Meeting.

C. Other Committees and Task Forces:

1. The Chairperson shall, from time to time, constitute and appoint members to such committees and task forces as the Council shall deem appropriate for exercising the powers and carrying out the duties of the Council. Such appointments may include persons other than Council Members, provided that a majority of such committee or task force and its chairperson shall be Council Members.

**VII. MEETINGS:**

- A. Frequency: The Council shall meet at least once each quarter, or as often as the Chairperson of the Council deems necessary. Special meetings shall be called by the Chairperson upon written request to the Chairperson by ten (10) members of the Council. Meetings may be conducted in-person, by video, and/ or by telephone conference.
- B. The Annual Meeting: The first meeting of the new calendar year shall be the Annual Meeting and at this meeting, officers will be elected.
- C. Quorum: A quorum for the conduct of Council business shall be a majority of the voting members and designated proxies at the meeting. Legislators may designate a proxy and shall notify the Chairperson or the Department on Aging at least 24-hours in advance of the meeting. In calculating a quorum, vacant positions will not be counted.
- D. Members of the Council are required to attend 75% of scheduled Council meetings each year. Failure to attend may result in removal from the membership roles at the next Annual Meeting.
- E. Staff Support: The Director of the Department shall provide such staff support as may be reasonably required by the Council.

**VIII. PARLIAMENTARY PROCEDURES:**

- A. All meetings of the Council and its committees shall be conducted in accordance with Roberts Rules of Order, latest edition.

**IX. AMENDMENTS:**

- A. Amendment of these By-Laws may be made at any meeting of the Council, by a majority vote of a quorum of the members, provided such Amendment has first been submitted to the members at least fifteen (15) days prior to the meeting.
- B. By-Law Amendments shall be effective on the date on which they are approved by the Council.

**Amended & Restated September 10, 2019**