

## BYLAWS

### KANE COUNTY TASK FORCE ON DRINKING AND DRIVING

#### ARTICLE I

##### Purpose and Authority

###### Section 1: Name

The name of this body shall be known as the Kane County Task Force on Drinking and Driving, referred to in these Bylaws as the DUI Task Force.

###### Section 2: Purpose of this Organization

The DUI Task Force is a local anti-crime program created by the Kane County Board pursuant to Resolution number 11-XXX. The purposes of this organization shall be:

To enhance public safety by aiding law enforcement agencies in the apprehension of drivers impaired by alcohol and/or other drugs, thereby reducing the threat of DUI related traffic crashes, fatalities, and injuries posed by impaired drivers within Kane County.

To provide funding for appropriate projects to curb drunken driving that meet the statutory requirements under 730 ILCS 5/5-6-3.1(c)(13).

Its primary goals include: encouraging the public to report incidences of DUI violations to law enforcement agencies, assisting such agencies in the apprehension of impaired drivers, and providing a forum for the exchange of information and ideas between law enforcement and other agencies relating to combating the problem of impaired driving in Kane County.

###### Section 3: Administration

The DUI Task Force program is facilitated by, and receives administrative support from, the Kane County State's Attorney with a mailing address of 37W777 Route 38 Suite 300, St. Charles, IL. 60175.

## Section 4: Authority

The DUI Task Force was established in 1982 by County Board resolution 82-122 with a goal of “an identifiable reduction in the DUI related death and injury losses” within the County. In 1983 by Resolution 83-123, the Kane County Board approved the continuance of the Kane County Task Force on Drinking and Driving. In 2011 by Resolution 11-### The Kane County Board approved the continuance of the DUI Task Force in a restructured form.

Funding for the task force comes primarily from fines levied against DUI offenders sentenced to court supervision pursuant to 730 ILCS 5/5-6-3.1, which authorizes such fines to be contributed to a “local anti-crime program,” as defined in Section 7 of the Anti-Crime Advisory Council Act.

The Kane County State’s Attorney’s Office is the lead agency for the DUI Task Force and oversees the implementation of the recommendations proposed by the DUI Task Force. The DUI Task Force has no authority in any other department of County or State government.

## ARTICLE II

### Membership

Section 1: The DUI Task Force will be composed of not more than 13 voting members and 5 non-voting members.

#### A. Voting Members

The Chairman of the County Board, with the advice and consent of the County Board, will appoint the initial members of the DUI Task Force. Those members will serve until 2013. Beginning in September 2011 at the September 2011 meeting or as soon as possible thereafter, and starting at the February 2013 meeting, and at the February meeting every two years thereafter, the executive committee of the DUI Task Force will prepare a list of voting and non-voting members which the Task Force will submit as recommendation to the County Board Chairman for appointment to the Task Force for the following two year term.

Every two years, the Chairman of the Kane County Board, with the advice and consent of the County Board shall appoint not more than 13 voting members to serve for two years.

At least 7 of the Task Force voting members will be Chiefs of Police or other senior members of law enforcement agencies in Kane County. The Kane County Chiefs of Police Association will recommend to the Executive Committee seven such candidates. Candidates should be drawn from police departments distributed evenly from the different geographic regions of the county. (An equal number of police chiefs should be drawn from the north, central, and southern regions of the county, if feasible.) Any such member, who ceases to serve in the capacity of police chief or senior member of his or her police agency, while a member of the Task Force, will be replaced on the Task Force by a senior member of the same police agency for the duration of the two year term.

No more than two of the Task Force voting members will be DUI treatment providers.

To fill the remaining voting members, the State's Attorney will recommend the initial members. Thereafter, the Task Force executive committee shall recommend individuals with diverse backgrounds. The executive committee should consider for recommendation, members of the public, county board members, DUI treatment providers, the Kane County Coroner or his or her deputies, members of DUI awareness agencies, or other persons with relevant experience or interest in aiding law enforcement in combating the problem of drunken driving in Kane County.

#### **B. Non-voting members**

Five non-voting members shall be selected by the Kane County State's Attorney to serve for two year terms. The non-voting members shall be selected from the following offices: the Kane County State's Attorney's Office, the Office of the Circuit Clerk, the Regional Office of Education, the Kane County Health Department, and Court Services.

Non-voting members shall not have the right to hold office or vote.

The Task Force will publish annually a list of all voting members and non-voting members.

#### **Section 2: Membership application**

Applications for membership in the DUI Task Force shall be submitted to the Secretary of the Task Force on the prescribed form. All applications presented shall be announced by the Secretary and then tabled until the next regular meeting of the Task Force. A recommendation for approval of membership in the Task Force shall be by majority vote of the active voting members present which will be submitted to the county board chairman. The county board chairman shall appoint not more than 13 voting members from a list of

recommended candidates as provided in Part B, Section 2.

### Section 3: Member Replacement/Dismissal

A member may voluntarily leave the membership in good standing. A member may resign by written notice to the Chairman.

Any member may be dismissed from the DUI Task Force by an affirmative vote of two-thirds of the entire voting membership.

When a member resigns or is dismissed, the Chairman of the County Board shall appoint a replacement to serve the remainder of the member's term. The Executive committee shall recommend the name of a replacement to the County Board Chairman.

## ARTICLE III

### Officers and Election

Section 1: The officers of the DUI Task Force shall consist of a Chairman, a Vice Chairman, a Secretary, and a Treasurer. Elected officers must be voting members. Any officer who loses his or her status as an active member while in office will become ineligible to hold that office.

Section 2: The officers shall be nominated and elected by a majority of all the current voting members of this Task Force at the regular meeting held each March. They shall assume office at the April meeting and shall hold office for a term of one year or until their duly elected successors have been qualified.

Section 3: The election of officers shall be by written secret ballot, except where there is only one nominee for an office, in which case, on proper motion made, an officer may be elected by acclamation. The candidate for any office receiving the highest number of valid votes shall be declared elected.

## ARTICLE IV

### Duties of Officers

#### Section 1: Chairman

It shall be the duty of the Chairman to ensure that the DUI Task Force carries out its role as described in Article II, Section 1 - Purpose of the Kane County Task Force on Drinking

and Driving. It shall be the duty of the Chairman to develop an appropriate agenda and preside at meetings. In conducting the meetings, he or she shall be governed in all decisions by "Robert Rules of Order." The Chairman shall appoint any and all committees which the business of this Task Force may require. Committee members shall serve during the term of the officer appointing them. The Chairman shall also fill any vacancy occurring in the ranks of the officers by appointment until such vacancy is filled by election. The Chairman shall establish applicable operating procedures to ensure the following:

- A. Public notification of committee activities,
- B. Public meetings to discuss activities and events that promote Alcohol and Drug awareness, and that would enhance the mission of the DUI Task Force,
- C. Acknowledgment of public comments,
- D. Response to public comments.

#### Section 2: Vice-Chairman

It shall be the duty of the Vice Chairman to assist the Chairman in performing his or her duties and, in the absence of the Chairman, to assume and perform the duties of the Chairman.

#### Section 3: Secretary

The Secretary shall record the minutes and proceedings of all meetings held by the DUI Task Force. He or she shall have charge of such correspondence as the Chairman shall direct, or the business of the DUI Task Force may require, and shall accurately maintain all DUI Task Force records and correspondence. The Secretary shall have charge of all membership matters and shall serve as the Press Release Officer for the DUI Task Force. He or she shall perform such other duties as directed by the Chairman. No later than 30 days after each meeting, the Secretary shall publish on the Kane County website the minutes approved at the meeting and all public documents presented at the meeting.

#### Section 4: Treasurer

The Treasurer shall collect and keep an accurate record of all financial transactions. He or she shall arrange with the Kane County Treasurer to disburse and give receipts for all monies handled. The Treasurer shall perform such other duties as directed by the Chairman. No later than January 31<sup>st</sup> of each year, the Treasurer shall cause to be prepared a complete accounting of all funds collected and disbursed during the previous calendar year.

#### Section 5: Salaries

Service as a Task Force member is voluntary and no salaries, stipend or other compensation shall be authorized except as reimbursement for expenses incurred as a result of board activity and said reimbursement shall only be for expenses not covered by the member's employer or other source of funds. No double reimbursement is allowed.

#### Section 6: Disposition of Funds

- (a) All approved expenditures shall be documented on an accounts payable approval form which will be signed by two officers, the Task Force Treasurer and the Chairman, or in the Chairman's absence, by the Vice Chairman. The accounts payable approval form will then be submitted to the Kane County State's Attorney's Office to be processed for payment via the Kane County accounts payable process, with final approval given by the Kane County Auditor.
- (b) Funds will be in the form of grants and not subject to repayment. Funds will be disbursed only to organizations that have completed a grant application approved by the DUI Task Force. To be eligible for a contribution of any funds generated by 730 ILCS 5/5-6-3.1(c)(13), or by any similar provision of the law, applicants must provide written documentation specifying how they will use the funds to either encourage the public to reporting DUI offenses to the police, or to assist the police in the apprehension of intoxicated drivers. The written documentation shall be distributed to the each of the voting members prior to any vote on the grant application. In reviewing the grant application, the voting members should take into consideration not only the current grant request, but also any history of performance with regard to good usage of DUI Task Force Funds.
- (c) Every grantee shall be required by the next calendar year to report on how the grant funds were spent and give a report to the DUI Task Force on how the received funds were utilized in accordance with 730 ILCS 5/5-6-3.1(c)(13).
- (d) Funds expended must be approved by a majority vote of the DUI Task Force members present at a regularly scheduled meeting at which a quorum is present.

#### Section 7: Sub-Committee Chairperson

As Sub-committees are formed for the good of the DUI Task Force, the Chairman shall appoint a Sub-committee Chairperson. The Sub-committee Chairperson serves at the pleasure of the Chairman. As such, the Sub-committee Chairperson may be removed from such a position at the discretion of the Chairman.

#### Section 8: DUI Task Force Executive Board

The Chairman of the DUI Task Force may conduct business at times other than regularly scheduled meetings. On such occasions, business may be conducted by convening the DUI Task Force Executive Board. The Executive Board shall consist of the Chairman, Vice Chairman, Secretary, and all Sub-committee Chairpersons. Any such meeting shall only be called to conduct emergency business or business of a time sensitive nature. A full written report of any such meetings and decisions made, or actions taken, must be disclosed to all members at the next regular meeting of the DUI Task Force. A majority vote of the Executive Board members is required for any Executive Board decision. The Executive Board is not authorized to approve the expenditure of funds.

## ARTICLE VII

### Meetings

#### Section 1: Meeting Schedule

Regularly scheduled meetings of the DUI Task Force will be held no less frequently than every other month on the second Tuesday of each month or any other date as designated by the Chairman supported by a majority vote of the voting membership.

Any change to a meeting date, time, location or cancellation and rescheduling of a DUI Task Force meeting may occur if approved by the Chairman and the Vice Chairman.

Any changes must be communicated to all members of the DUI Task Force giving members adequate time for such schedule changes.

#### Section 2: Special Meetings

Special meetings may be called by the Chairman or by majority vote of the membership assembled at a regular meeting.

#### Section 3: Rules of Order

The rules contained in the current edition of "Robert's Rules of Order, newly revised" shall govern the DUI Task Force in all cases to which they are applicable and in which they are not inconsistent with the by-laws and any special rules of order the Task Force may adopt.

#### Section 4: Sub-committee Meetings

The Chairman has the authority to appoint sub-committees.

### Section 5: Quorums

A quorum shall be required any time official voting action takes place at any regularly scheduled DUI Task Force meeting. A quorum shall be defined as no less than one half of the total voting members of the DUI Task Force. The Vice-Chairman shall be responsible for determining if a quorum is present for any regularly scheduled meeting.

## ARTICLE VIII

### Order of Business

#### Section 1: DUI Task Force Meeting Agendas

The Agenda for all regular meetings may be altered by the Chairman (except where prohibited, i.e. by-law change) as necessary to fulfill the mission of the DUI Task Force. Absent these circumstances the following order of business shall be used:

- Welcome
- Introduction of Guests
- Correspondence
- Approval of Previous Meeting Minutes
- Special Announcements/Presentation
- Sub-committee Chair Reports
- Old Business
- New Business
- For the Good of the Order
- Establishment of Next Meeting date
- Adjournment



## VI. Sub-committees

### Section 1: Standing Sub-committees

The audit/finance sub-committee shall be the Standing Sub-committee of the DUI Task Force. The sub-committee has the responsibilities of ensuring that all Task Force Funds are disbursed in a manner consistent with these bylaws and that all funds are appropriately accounted for.

### Section 2: Special Sub-committees

Special sub-committees may be established by the DUI Task Force Chairman for the purpose of satisfying a need. Such sub-committees shall have a sub-committee Chairperson appointed by the DUI Task Force Chairman and the sub-committee will serve until its mission is completed. Upon conclusion of its mission, the sub-committee and its Chairperson will be considered dissolved.

## ARTICLE IX

### Amendments

Section 1: The bylaws, or any section or provision thereof, may be amended, rescinded or enlarged by referral to a committee and subsequent approval by 2/3 vote of the membership assembled at a regular meeting at which a quorum is present. However, the bylaws may not be changed in any manner that relates to the disbursement of funds or accounting for the disbursement of funds without approval of the Kane County Board.

The above and foregoing By-Laws of the Kane County Task Force on Drinking and Driving were adopted and approved by the Kane County Board on / /2011 and shall supersede all pre-existing By-Laws.

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