

**Executive Council of Illinois Child Death Review Teams**  
**By-Laws**

**Article I: Name and Function**

- Section 1. **Purpose.** The overall purpose of the Illinois Child Death Review Team (CDRT) is to reduce the number of preventable child deaths in Illinois. It consists of nine (9) regional teams that operate across the state (Teams). The Executive Council of the CDRT (Executive Council) is the coordinating and oversight body for child death review teams and activities in Illinois.
- Section 2. **Authority.** The Executive Council operates pursuant to Section 40 of the Illinois Child Death Review Team Act. 20 ILCS 515/40.
- Section 3. **Objectives.** The objectives of the Executive Council include but are not limited to:
- a. To serve as the voice of the regional Teams and the voting member of the Executive Council's voice must represent the majority vote of that team on policy and procedural issues
  - b. To oversee the regional Teams in order to ensure that the Teams' work is coordinated and in compliance with the statutes and the operating Protocol and Best Practices (Protocol).
  - c. To ensure that the data, results, findings, and recommendations of the Teams are adequately collected and used to make any necessary changes in the policies, procedures, and statutes in order to protect children in a timely manner.
  - d. To collaborate with the General Assembly, the Illinois Department of Children and Family Services (the Department), Medical Examiners and Coroners and any other agency at our discretion in order to develop legislation needed to prevent child fatalities and to protect children.
  - e. To ensure that the regional Teams' review processes and collection of data are standardized in order to convey statistics, findings, and recommendations in a usable format.
  - f. To serve as a link with Child Death Review Teams throughout the country and to participate in national Child Death Review Team activities.
  - g. To develop an annual statewide symposium to update the knowledge and skills of CDRT members and promote the exchange of information between Teams.
  - h. To provide the Teams with the most current information and practices concerning child death review and related topics.

- i. To perform any other functions necessary to enhance the capability of CDRT to reduce and prevent child injuries and fatalities.

Section 4. **Protocol.** The Executive Council will maintain a written Protocol and review it bi-annually.

Section 5. **Annual Reports.** To assist in the development of and to approve quarterly and annual reports based on the works and the findings of the Teams. An annual report will be sent to all of the individuals identified in Section 40 in the Illinois Child Death Review Team Act.

Section 6. **Office Location.** Illinois Department of Children & Family Services, 4500 S. 6<sup>th</sup> Street Road Springfield, Illinois 62703

## Article II: Organization

Section 1. **Members.** Pursuant to the CDRT Protocol, each of the nine regional teams shall elect a chairperson and a vice chairperson from among its members. The chairperson shall serve on the Executive Council and the vice chairperson shall serve when the chair is unavailable.

- a. **Tenure.** The term of service for members of the Executive Council is two years. There are no term limits for serving on Executive Council.
- b. **Removal.** Any member of Executive Council, except those Ex-Officio members, may be removed, with cause except as provided by statute, by a recommendation of a three fourths vote of the voting members of the Executive Council at any regular meeting or special meeting of the members called expressly for that purpose. (See also, Article IV, Section 6, Attendance.)
- c. **Resignation.** Any member of the Executive Council may resign at any time by giving written notice to the chairperson or vice chairperson of the Executive Council.

Section 2. **Non-voting Members.** Ex officio members have no voting rights.

Section 3. **Executive Director.** The Director of the Department may select from list of two or more candidates recommended by Executive Council to serve as the CDRT Executive Director. The Executive Director of CDRT shall report directly to the Executive Council. The Executive Director shall follow the job description as outlined in CDRT Best Practices.

Section 4. The Director of the Department shall provide one dedicated DCFS liaison who

attends in person, all Executive Council meetings and team meetings throughout the State and who has access to SACWIS before and during the meetings.

### **Article III: Officers and Terms**

- Section 1. **Chairperson.** It shall be the duty of the chairperson to preside over all Executive Council Meetings. In addition, the chairperson may appoint special or ad hoc committees as needed; may call special meetings of the Council; shall enforce these by-laws and the CDRT Protocol and shall perform all duties incident to the office of chairperson as may be prescribed by the Executive Council.
- Section 2. **Vice-Chairperson.** The Vice-Chairperson shall take the role of the chairperson at all meetings when the chairperson is unable to fulfill his or her obligations. The vice-chairperson may be delegated duties by the chairperson on an as needed basis or if the chairperson is unable to perform certain duties.
- Section 3. **Election and Terms of Office.** The chairperson and vice-chairperson shall be elected from the current Chairs from each team of the Executive Council. These officers shall be elected for a two year term at the first meeting after the fiscal year of even numbered years commencing in 2014. The office shall be filled by a majority vote.
- Section 4. **Vacancies.** A vacancy in the office of chairperson or vice chairperson of the Executive Council may be filled by the membership of the Executive Council for the unexpired portion of the term at any regular or special meeting pursuant to Section 3 above.
- Section 5. **Retirement.** Any member, who for any reason, leaves the position in their field of expertise which is the basis of their appointment to CDRT, may serve out their current term on Executive Council.

### **Article IV: Meetings**

- Section 1. **Presiding Officers.** The chairperson shall preside over every meeting of the Executive Council except as follows:
- a. In the absence of the chairperson for any reason, the vice chairperson will preside over the meeting as the acting chairperson.

- b. In the absence of the vice chairperson for any reason, the chairperson is authorized, but not required, to temporarily designate any member as acting vice chairperson.
- c. Temporary assignments as acting chairperson and/or acting vice chairperson may be made for duration of one meeting, or as might be required due to an officer's temporary inability and/or incapacity to fulfill the duties of office not to exceed six months.

Section 2. **Location:** Meetings will be held at a location designated by the Executive Director in consultation with the Executive Council.

Section 3. **Notice.** Notice of all meetings along with an attached agenda shall be e-mailed to all members at least one week prior to the meeting date.

Section 4. **Meeting Schedule.**

- a. **In-Person Meetings.** There shall be no less than four in-person meetings each year.
- b. **Teleconference Meetings.** The Executive Council shall meet monthly via teleconference to review recommendations.
- c. **Special Meetings.** Special meetings of the Executive Council may be called by the chairperson, the vice chairperson when serving as acting chairperson, the CDRT Executive Director or Department CDRT Coordinator, or upon the request of one fourth of the voting members. Executive Council members shall receive not less than seven (7) days prior notice by e-mail of special meetings. A copy and confirmation of receipt of such notice shall be kept by the Department CDRT Coordinator or designee.
- d. **Director's Meetings.** The Executive Council members shall strive to meet bi-monthly with the Director of the Department to discuss recommendations and responses.

Section 5. **Quorum and Voting.** Each chairperson of the regional Teams is a voting member and shall have one vote at any meeting of the Executive Council. Vice chairpersons shall vote when the chair is unavailable. A quorum for in-person meetings shall consist of a majority of the total voting members. Telecommunication participation is not permitted for in-person meetings. A quorum for teleconference and special meetings shall consist of a majority of the total voting members. A majority of the votes cast at a meeting at which a quorum is present shall constitute the action of the members.

- a. **Electronic Vote.** At the discretion of the chairperson, or the vice

chairperson in the chairperson's absence, or the CDRT Executive Director, the Executive Council may take action and vote on a matter via an electronic means without convening a meeting when time is of the essence and there is no available alternative. However, such vote will be valid only if a quorum of voting members of Executive Council respond and submit a vote. If a quorum exists, a majority of the votes cast electronically shall constitute the action of the members of Executive Council.

- b. All teleconference votes must be by roll call taken by CDRT Executive Director, Department CDRT Coordinator, or the designated recording secretary. Roll call shall also be taken after every recommendation vote that is approved.
- c. Proxy votes are not permitted at any meetings.

Section 6. **Attendance.** The Executive Council shall terminate from the Executive Council any Executive Council member, who is not an Ex-Officio member, who fails to attend at least 50% of the in-person meetings and participate in 50% of the teleconference meetings at the end of each fiscal year. At teleconference meetings, roll call attendance shall be taken at the beginning and end of the call by the CDRT Executive Director, Department CDRT Coordinator, or the designated recording secretary.

- a. Members terminated pursuant to Section 6 may petition in writing for appeal of the termination. Participation in CDRT special meetings, ad hoc committees, and other CDRT activities will be considered. Such petition shall be reviewed by Executive Council in the absence of the individual appealing the termination. Following the review and discussion, a vote will be taken. The member may remain on Executive Council with a simple majority vote.

Section 7. **Invitees.** The Executive Council has the discretion to invite persons with particular expertise to a meeting with the consent of a majority of the voting members. However their participation is limited to their presentation.

Section 8. **Telecommunication Participation at Meetings.** Except for in-person meetings, members may participate in a meeting by means of telecommunication. Telecommunication participation is permitted at meetings with the Director although physical attendance is preferred.

#### **Article V: Professionalism, Conflicts, and Ethics**

Section 1. **Conflicts of Interest.** All Executive Council members shall be vigilant to avoid any conflicts of interest or any action or inaction which might be perceived by

others to be a conflict of interest pursuant to the policy approved by Executive Council on October 14, 2011. If an allegation of a conflict of interest relating to any Executive Council member comes to the attention of the Executive Council, its CDRT Executive Director, or Department CDRT Coordinator, the matter shall be added to the agenda of the next scheduled meeting or a special meeting shall be called. In the event that the matter arises during an Executive Council meeting the conflict may be added to the agenda at the time and addressed immediately. The member who is the subject of the allegation may attend a portion of the meeting only to provide information or respond to questions. However, he or she may not be present during any discussion; when recommendations or decisions are made; or when a vote is taken. The member who is the subject of the allegation shall not be considered “present” for the purpose of determining whether a quorum exists for any vote related to the allegation.

Section 2. **Ethics.** All Executive Council Members shall follow the Illinois Child Welfare Code of Ethics set forth by the Department and the State of Illinois (State) and the Illinois State Officials and Employees Ethics Act. Moreover, where the code of ethics related to a member’s profession is more restrictive than that of the Department or the State, Executive Council Members are expected to comply with the terms of that code.

#### **Article VI: Amendments to By-Laws**

These By-Laws shall be reviewed by Executive Council bi- annually, and may be altered, amended, or replaced by new By-Laws by a simple majority vote of the voting members present at any regular or special meeting of the Child Death Review Teams Executive Council.

#### **Article VII: Parliamentary Authority**

The rules contained in Robert’s Rules of Order as revised from time to time shall govern the Executive Council in all matters to which they are applicable and in which they are not inconsistent with these By-Laws.

The above By-Laws were approved and adopted, by the Illinois Child Death Review Teams Executive Council on this 2<sup>nd</sup> day of November, 2012. They were revised on August 15<sup>th</sup>, 2014 and on March 18<sup>th</sup>, 2016.