

BY-LAWS AND CONSTITUTION
for the
ADVISORY COUNCIL
of the
ILLINOIS SCHOOL FOR THE DEAF

Article I. GENERAL

Section 1.01 NAME

This council shall be known as the Advisory Council of the Illinois school for the Deaf.

Section 1.02 PURPOSE

The purpose of the Illinois School for the Deaf (ISD) Advisory Council is to advise and make recommendations to the school and to the Secretary of the Department of Human Services (DHS), through the Superintendent of the Illinois School for the Deaf, as to the best practice for the academic, vocational, and social education of children who are deaf and hard of hearing in Illinois. This purpose supports the Illinois School for the Deaf's mission and vision. The vision of the Illinois School for the Deaf is to educate students to become responsible, self-supporting citizens. Our schools will be safe learning communities that encourage students to attain their highest potential in reading, writing, and mathematics. We will empower our students to explore the technological trends and the employment opportunities of the future.

Section 1.03 OBJECTIVES

The Advisory Council shall make recommendations to the Department of Human Services, ISD administration, and/or others concerning the education of students in the Illinois School for the Deaf and the school's facilities and services. The areas of interest of the Council may include, but not be limited to:

1. Eligibility requirements and the admission procedures for students;
2. Educational and training programs;
3. Residential care;
4. Building and maintaining strong working relationships with parents/guardians, families, and other interested individuals;
5. Building and maintaining strong working relationships with related organizations, agencies and stakeholders;
6. Follow-up studies of former students;
7. Fiscal and budgetary issues;
8. Physical plant adequacy, utilization and future needs;
9. Input into DHS-DRS programs, policies, problems/issues relative to the school's interests; and
10. Legislation affecting the education of students.

ARTICLE II. ADVISORY COUNCIL MEMBERSHIP

Section 2.01 COMPOSITION OF THE COUNCIL

ISD Advisory Council shall have no fewer than nine members or more than sixteen elected by the Council.

Ex officio members, ineligible to vote or hold office: the ISD Superintendent, an ISD Student Body Government (SBG) representative, the DHS-DRS Assistant Director or his or her designee, and the DHS-DRS Education Liaison.

Section 2.02 TERMS

Elected or Appointed Council members shall serve three-year terms with one-third of the members to be elected or appointed each year. (With the by-law revisions becoming effective 12-31-2013, and by lottery, one-third of the members will have one year terms, one-third of the members will have two year terms and one-third of the members will have 3 year terms.) Board members may be reappointed or re-elected. Members may serve two consecutive terms and must leave the Council for at least one year before being reappointed or reelected.

Section 2.03 PARTICIPATION

Members are required to attend a minimum of three of the four meetings per year, in person or via conference call, to remain on the Council.

Section 2.04 COMPOSITION of the COUNCIL

The Council shall maintain the following composition of members:

1. at least one-third of its members shall be parents or guardians of current ISD students;
2. at least one-third shall be persons with a disability, including school alumni.
3. at least one-third shall be individuals with recognized expertise in a field related to Deaf Education, including former employees of ISD. DHS/ISD employees are not eligible for membership.

Section 2.05 PARTICIPATION

The ISD Superintendent must attend annually a minimum of three council meetings, sending a designee when not in attendance. The Superintendent is not a member and shall not vote or be counted toward a quorum.

Section 2.06 REMOVAL

The Council may remove any voting member for cause or otherwise by majority vote of the entire Council, not merely the majority of the quorum.

Section 2.07 VACANCIES on the Council or among the officers shall be filled as they occur by election of the Council.

ARTICLE III MEETINGS

Section 3.01 REGULAR MEETINGS shall be held quarterly during each calendar year. Meeting dates shall be scheduled during the first meeting of the new school year. A notice with quarterly meeting dates, times and locations must be published as required under Section 2.02 of the Open Meetings Act on the DHS-DRS web site. This information shall also be available at the DHS-DRS Administrative offices in Springfield and Chicago.

Section 3.02 SPECIAL MEETINGS may be called by the Chairperson or by a quorum of the voting members of the Council. As required by the Open Meetings Act, a notice must be published at least 48 hours prior to the meeting date and shall include the purpose, agenda, date, time, and location of the meeting. This information shall be posted in the same manner as specified in subsection (e)(1).

Section 3.03 NOTICE of all regular meetings shall be mailed or emailed by the Superintendent's office to each member of the council at least two weeks prior to the dates of any meetings.

Section 3.04 QUORUM

A majority of membership of the Council shall constitute a quorum and the council shall act by a majority of those present at any meeting for which there is a quorum present except as otherwise provided in these By-Laws.

Section 3.05 OPEN MEETINGS

Meetings shall be open to the public, except that meetings or portions of meetings may, upon a majority vote of a quorum present be declared closed, in accordance with the "Open Meetings Act" (Ill. Rev. State. 1985, Ch. 102, Pars. 42 and 42a).

Section 3.06 COMMITTEE MEETINGS

Committee meetings may be called at any time by the committee chairman or the Council chairperson. As required by the Open Meetings Act, a notice must be published at least 48 hours prior to the meeting date and shall include the purpose, agenda, date, time, and location of the meeting. This information shall be posted in the same manner as specified in subsection (e)(1).

Section 3.07 AGENDA and MINUTES

Draft agendas and minutes from the prior meeting may be prepared and circulated in advance of all Council meetings, preferably at least five days in advance of the meeting. The proceedings of meetings may be recorded by any person, in accordance with Section 2.05 of the "Open Meetings Act" (Ill. Rev. State. 1985, Ch. 102, Par. 42.05).

ARTICLE IV OFFICERS AND DUTIES

Section 4.01 AUTHORITY

The Chairperson, subject to approval of the Executive Officers, shall appoint all other committees and committee leaders. These Executive Officers include the Chairperson, the Vice Chairperson and the Secretary. The Chairperson may appoint such *ad hoc* committees and their leaders as deemed necessary to carry out the programs of the Council. Committee appointments shall serve concurrent with the term of the appointing Chairperson unless a different term is approved by the executive officers.

SECTION 4.02 LIMITATION OF AUTHORITY

No action by any committee, council, officer or member shall be binding upon, or constitute an expression of the policy of the Illinois School for the Deaf until it shall have been approved. The Chairperson may discharge committees with a majority vote of the Council at any time.

1. The Chairperson shall preside at all meetings of the Council and shall perform the ordinary duties of such office. The Chairperson will confer with the Superintendent to determine the agenda of upcoming Council meetings.
2. The Vice-Chairperson shall perform all of the duties of the Chairperson in his/her absence.
3. The Secretary shall be deemed corresponding secretary, and records of all meetings of the Council shall be kept by the Superintendent's office.
4. If at any meeting the Chairperson, Vice-Chairperson, or Secretary is absent, the members present shall appoint some other person to act in such capacity at such meeting.
5. If any vacancy occurs among the officers, the same shall be filled by the Council at its next meeting by appointment.
6. The Superintendent will see that members of the Council receive materials (reports, the Advance, and other data pertinent to ISD and its programs) periodically to be well informed. The Superintendent will also see that Council members are informed of special events held at the school and legislative matters effecting and affecting the school programs.

Section 4.03 NOMINATING COMMITTEE

The Nominating Committee shall consist of the Chairperson and two Council members whose terms are not up for re-nomination, appointed by the Chairperson. The Chairperson shall be the chair of the nominating committee. The Nominating Committee may prepare a slate of proposed officers to be published at least 30 days in advance of the May meeting. Additional nominations will be accepted from the floor, and the election will be held at the May meeting. Officers shall serve until their respective successors have been elected. No person shall be re-elected to the same office for more than three consecutive years. The Chairperson shall serve until his/her prospective successor has been elected, for a period not to exceed three years.

ARTICLE V – PARLIAMENTARY AUTHORITY

Section 5.01 ROBERTS RULES OF ORDER

The meetings of the Council and committees shall be conducted in accordance with the current edition of Robert's Rules of Order to the extent not inconsistent with the By-Laws of the Council. The Chairperson may appoint a parliamentarian to assist in the procedural conduct of meetings.

ARTICLE VI – AMENDMENTS

TITLE 89

The Illinois School for the Deaf Advisory Council shall develop its own bylaws or constitution. The DHS-DRS Assistant Director shall approve all changes or additions to ensure compliance with federal and state laws and regulations, and shall approve all council procedures to ensure budgetary constraints are recognized and improprieties do not exist.

Section 6.01 PROCEDURE These By-Laws may be amended or altered by a two-thirds (2/3) vote of the entire board, not merely the majority of a quorum at any meeting which is called for that purpose. Any proposed amendments or alterations shall be submitted to the council in writing at least ten (10) days in advance of the meeting at which they are to be acted upon.

Section 6.02 PRIOR BY-LAWS These By-Laws supersede all prior versions and amendments and were duly adopted on December 6, 2013.

Revised: December 2013

Revised: December 2006

1. Roberts Revised Rules of Order - when not at variance with these By-Laws - shall govern all meetings of the Council.
2. These By-Laws may be modified or be repealed after two meetings