

STEPHENSON COUNTY
708 MENTAL HEALTH BOARD
BY-LAWS

Preamble: The Stephenson County 708 Board was established by a referendum in 1967. These governing by-laws are based on the Illinois Community Mental Health Act passed in 1963. The county tax levy established by referendum 1967 directs funds to this board for distribution to county agencies providing various mental health related services. Agencies apply annually by means of a grant application.

ARTICLE I: NAME

The name of this organization shall be the STEPHENSON COUNTY 708 MENTAL HEALTH BOARD henceforth the 708 Board.

ARTICLE II: PURPOSE

The purpose of the Stephenson County 708 Mental Health Board is to facilitate and support county services for problems of mental illness, developmental disability, alcohol and drug abuse and addiction with the goal of improving the overall mental health and quality of life of Stephenson County citizens.

ARTICLE III: AUTHORITY

Section 1. The 708 Board, following the passage of the referendum, was established by the Stephenson County Board and is considered a county agency.

Section 2. The 708 Board is regulated by the provisions of the Illinois Community Mental Health Act of June 26, 1963 and all subsequent revisions.

Section 3. The 708 Board is responsible for developing its budget which is subject to approval by the County Board.

ARTICLE IV: RESPONSIBILITIES

The 708 Board is responsible for the following functions to carry out its purpose.

Section 1. Review and evaluate community mental health related services and facilities in Stephenson County.

Section 2. Review and comment on all applications for mental health related grants originating from Stephenson County.

Section 3. Submit an annual budget to the County Board Finance Committee and, upon their recommendation, to the County Board for its approval. The submission is to be made at least 60 days prior to the next fiscal year along with plans for the next 12 months and three years going forward.

Section 4. Supervise and allocate funds from the “Community Mental Health Fund” that is paid into annually from levied taxes used only for community mental health related services and administered by the 708 Board upon authorization by the County Board. Funds from other sources independent of the tax levy may also be included in allocations.

Section 5. Grant agencies are expected to have a representative present at all quarterly meetings, unless excused for a personal or agency emergency. Within five business days following an excused or unexcused absence, a written report from an agency representative is to be provided to the 708 Board. Unexcused absences could lead to possible revocation of the agency's grant if voted by a majority of the Board members. In such an event, the Chairperson of the County Board will be notified and informed of the redistribution of any remaining grant dollars previously awarded to the agency in question.

Section 6. Within 120 days after the end of the fiscal year, submit an annual report of the budget, how all monies were disbursed, and any program information deemed of general interest. The report is to be published in the local newspaper, posted on the County website and made available to the Chairperson and County Board as well as the Illinois Department of Human Services and members of the General Assembly representative of the jurisdiction.

ARTICLE V: MEMBERSHIP

Section 1. There shall be seven members of the 708 Board. Upon request of the 708 Board to the County Board Chairperson, two additional members may be added.

Section 2. All members shall be appointed to the 708 Board by the Chairperson of the Stephenson County Board and upon approval of the County Board.

Section 3. All members shall be residents of Stephenson County and be representative of interested groups in the community. Only one member shall be a member of the County Board. No member may be an employee of the Illinois DMH&DD or DASA or a board member or employee of any service operating under contract to the 708 Board.

Section 4. The term of office is four years measured from the first day of the year of appointment for a maximum of two terms. Vacancies shall be filled for unexpired terms in the manner described in Section 2. Board members are expected to attend all quarterly meetings and any special meetings unless other wise excused for illness or emergencies. Board members are to notify the President or other officer of their pending absence prior to a scheduled meeting or soon after if a personal emergency takes precedent. Unexcused absences may lead to removal from the Board dependent upon a majority vote of the Board. Any member may also be removed by the County Board Chairperson for cause after being given a written statement of charges and an opportunity to be heard.

ARTICLE VI: OFFICERS

Section 1. Officers shall be elected at a meeting prior to January 1 of each year. Officers shall be: President who will be elected for a two-year term and may be reelected for one additional two-year term. Other elected officers shall be Vice President, Secretary and Treasurer. Each of these shall serve for a period of one year and be eligible for reelection limited only by Board term limits.

Section 2. If a vacancy occurs in the office of President, the Vice President shall succeed to the office of President for the remainder of the term. Another Board member shall fill the position of Vice President for the remainder of the term. A vacancy in either the office of Secretary or Treasurer shall also be filled by another Board member for the remainder of the term. A new 708 Board member shall be sought to fill any opening that occurs and recommended for appointment and approval as indicated in Article V, Section 2.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The President shall be responsible for oversight and fulfillment of all functions of the 708 Board as established by the County Board and the requirements of the Community Mental Health Act.

Section 2. The Vice President shall preside in the absence of the President and perform other duties requested by the President.

Section 3. The Secretary shall prepare minutes of all meetings of the 708 Board and in collaboration with the President produce the agenda and notices of meetings. All such documents shall be distributed to 708 Board members, 708 Board funded agencies, the County Board Chairperson and posted on the County Board website in accordance with timeframes of the Open Meetings Act. The Secretary shall also carry out other duties assigned to the office of Secretary.

Section 4. The Treasurer shall provide verbal and written reports for all public 708 Board meetings that inform members of the status of all revenue into and disbursements from the Community Mental Health Fund. The Treasurer shall be the 708 Board's liaison to the County Treasurer in facilitating the transfer of collected tax levied funds to the Community Mental Health Fund and for their disbursement at the appropriate times to 708 funded agencies as established by the annual 708 Board budget. The Treasurer shall collaborate with the President in presenting the annual 708 Board budget to the County Finance Committee, and if needed, the County Board for approval. The Treasurer shall assist in fulfilling requirements described in Article IV, Section of 5 of these By-laws.

ARTICLE VIII: MEETINGS

Meetings will be held at least quarterly. Special meetings can be called upon written request signed by at least two members and filed with the Secretary. Special meetings and 708 Board decisions made between meetings by other means of communication shall comply with the Open Meetings Act.

ARTICLE IX: COMPENSATION

Section 1. No members shall receive payment, except expenses, for service on the 708 Board.

Section 2. Members shall not personally benefit in any way from any proceeds received or disbursed for the purpose of fulfilling the functions of the 708 Board.

ARTICLE X: RECORDS

The 708 Board shall keep minutes of all 708 Board meetings and proceedings, reports of committees of the 708 Board, written plans of the 708 Board for community mental health services, the annual budget with quarterly status reports, and record of any contracts or joint agreements. Records required to be public shall be stored on the County website. All records may be destroyed after a period of seven years.

ARTICLE XI: COMMITTEES

Section 1. Committees may be appointed by the President on advice of the 708 Board as needed.

Section 2. Committees shall operate by the same rules for quorum, voting and procedure as the 708 Board.

ARTICLE XII: AMENDMENTS

The By-laws may be amended by a two-thirds vote of the members present at a meeting called for that purpose with 30-day written advance notice of the meeting and its purpose.

ARTICLE XIII: PARLIAMENTARY AUTHORITY AND QUORUM

Section 1. Robert's Rules of Order Revised shall govern all 708 Board meetings.

Section 2. A quorum is a majority of the members.

ARTICLE XIV: FISCAL YEAR

The fiscal year of the 708 Board shall be the same as the County fiscal year.

(Revised 2/1/23)