

# **BY-LAWS**

## **McHENRY COUNTY SENIOR SERVICES GRANT FUND**

### **SENIOR SERVICES GRANT COMMISSION**

#### **I. BACKGROUND**

McHenry County has established a tax rate levy not to exceed .025% for the provision of providing social services for senior citizens as applicable under Illinois State Statutes 55 ILCS 5/5-1034, 5/5-1005(19) and 5/5-1091. In order to provide for the effective and efficient allocation of collected funds, the McHenry County Board has established a Senior Services Grant Commission as a sub-committee of the Public Health and Community Services Committee to advise the Committee on programs and recommendations of projects for funding.

Within the statutory requirements of Illinois law, McHenry County has determined that the Senior Services Grant Fund can only be used for:

1. Providing supportive social services designed to prevent the unnecessary institutionalization of elderly residents
2. Providing for the operation of, and equipment for senior citizen centers
3. Providing for transportation vehicles or services for senior citizens

For the purposes of effectuating the responsibilities imparted to the Senior Services Grant Commission, a "senior citizen" shall be defined as any person sixty (60) years of age or older. Exemptions to the age provided in the definition of "senior citizen" may be considered by the Commission on a case-by-case basis.

It is intended that the Senior Services Grant Commission will review applications and recommend projects for grant funding to the Public Health and Community Services Committee. The McHenry County Board will make the final determination regarding the use of Senior Services Grant funds. The County Board, through its Chairperson, is delegated the responsibility for operating and maintaining this program in compliance with applicable state statutes and all related County rules and regulations.

#### **II. PURPOSE**

It shall be the purpose of the Senior Services Grant Commission to act as a representative body of elected officials and citizens to ascertain facts, coordinate activities, set priorities for funding, make recommendations for projects and program funding, and undertake such other activities that may be necessary and appropriate to accomplish the purpose of State Statutes 55 ILCS 5/5-

1034, 5/5-1005(19) and 5/5-1091 and any procedures or policies as may be adopted by the Public Health and Community Services Committee and the McHenry County Board relative to the implementation of said statutes.

**Senior Services Grant recipients shall be required to report all age demographic information and reasons for any age exemptions to the Commission on a quarterly basis.**

### **III. MEMBERSHIP**

The Senior Service Grant Commission shall consist of fourteen (14) members. The Chairperson of the McHenry County Board shall appoint the Chairperson of the Senior Services Grant Commission from the membership of the Public Health and Community Services Committee.

Upon approval by the McHenry County Board, and at the first meetings of the Finance and Audit Committee, the Transportation Committee, and the Public Health and Community Services Committee following approval, the Chair of each of these Committees shall each designate one (1) County Board Committee representative, for a total of three (3) additional members, meaning that a total of four (4) members of the County Board shall be members of the Senior Services Grant Commission.

Subsequently, following the bi-annual County Board member election cycle, and at the first meetings of the Finance and Audit Committee, the Transportation Committee, and the Public Health and Community Services Committee post-election, the Chair of each of these Committees shall each designate one (1) County Board Committee representative, for a total of three (3) additional members, meaning that a total of four (4) members of the County Board shall be members of the Senior Services Grant Commission.

Additional membership on the Senior Services Grant Commission shall include the following:

The McHenry County Council of Governments shall recommend one (1) member, consisting of a Mayor, Village President, Trustee, Council Member, or an individual so designated by the McHenry County Council of Governments.

The McHenry County Division of Transportation shall move forward one (1) staff member recommended for representation of Transportation needs to the McHenry County Board Transportation Committee.

One (1) McHenry County Township Supervisor shall be appointed by a collaborative decision of the seventeen Townships of McHenry County.

The McHenry County Housing Authority Board of Commissioners shall recommend one (1) Commissioner or staff member of the McHenry County Housing Authority.

The Public Health and Community Services Committee shall recommend three (3) persons representing not-for-profit organizations located or operating in McHenry County.

The Public Health and Community Services Committee shall recommend three (3) citizens at-large who reside in McHenry County and who are knowledgeable of issues affecting the senior population of McHenry County.

The Public Health and Community Services Committee shall make a recommendation of the membership of the Senior Services Grant Commission to the Chairman of the McHenry County Board. With the exception of the Senior Services Grant Commission members designated by the County Board Chairman or the Public Health and Community Services Committee, all appointed members of the Senior Services Grant Commission shall be approved by the McHenry County Board.

- A. **TERM:** Each Commission member, excluding Commission members who are County Board members, shall be appointed for a three year term and shall serve until replaced. County Board members shall be appointed for a two year term consistent with their membership on the County Board Public Health and Human Community Services Committee.
- B. **VACANCIES:** When a position on the Senior Services Grant Commission becomes vacant, the vacancy shall be filled in a timely fashion in the same manner of appointment and by a person of the qualifications as prescribed in Section III above.
- C. **ABSENCES:** Whenever a Senior Services Grant Commission member fails to attend three consecutive Commission meetings without transmitting prior notification to the Chairperson or Vice-Chairperson of the Commission, such member's membership shall be deemed to have been terminated. The subsequent vacancy shall be filled in accordance with Section III. B above.

#### **IV. OFFICERS**

There shall be a Chairperson and Vice-Chairperson of the Senior Services Grant Commission. The Chairperson shall be so designated by the Chairperson of the McHenry County Board. The Vice-Chairperson shall be elected by the Senior Services Grant Commission members from among the membership during the first meeting of the Senior Services Grant Commission following the bi-annual County Board member election cycle.

##### **A. DUTIES:**

1. **CHAIRPERSON:** Shall preside at all Senior Services Grant Commission meetings and perform such duties as prescribed by the Commission.
2. **VICE-CHAIRPERSON:** Shall serve and perform all duties and exercise all powers of the Chairperson in the absence of or given the inability of the Chairperson to act. The Vice-Chairperson shall assist the Chairperson as requested.

- B. TERMS:** Officers shall serve from the date of their appointment/election for a term of three (3) years or upon vacancy.

## **V. MEETINGS**

All meetings of the Senior Services Grant Commission shall be open to the public and shall be conducted in accordance with the Illinois Open Meetings Act (5 ILCS 120/2 et. Seq.) as may be amended from time to time. Notice of meeting place and time shall be provided to each member at least five (5) business days prior to said meeting, according to the County's holiday schedule as adopted by the County Board.

- A. **REGULAR MEETINGS:** There shall be a sufficient number of meetings scheduled for Senior Services Grant Commission to interview organizations, hold deliberative proceedings and make appropriate recommendations for the funding of projects and programs from the Senior Services Grant Fund.
- B. **PLACE:** All meetings of the Senior Services Grant Commission shall be held in the Administration Building located with the McHenry Count Government Center Complex, unless otherwise designated by the Senior Services Grant Commission.
- C. **ORDER OF BUSINESS:** The Senior Services Grant Commission shall generally observe the following order of business at all meetings:
1. Call to Order
  2. Roll Call of Members
  3. Approval of Minutes
  4. Public Participation
  5. Old Business
  6. New Business
  7. Reports to the Commission
  8. Members Comments, Miscellaneous Business and Announcements
  9. Adjournment

## **VI. QUORUM**

A quorum shall consist of **a majority**. A quorum shall be required for the conduct of business by the Senior Services Grant Commission.

## **VII. VOTING REQUIREMENTS**

Each Senior Services Grant Commissioner is entitled to one (1) vote on all matters coming before the Senior Services Grant Commission and requiring a vote. No absentee voting shall be permitted.

All actions of the Senior Services Grant Commission shall require a quorum be present as described in Section VI above.

A vote on a motion to reconsider may be made at any time prior to the adjournment of the meeting at which the original motion was voted upon. A motion for reconsideration must be made by a member who voted on the prevailing side of the original motion.

### **VIII. RULES OF ORDER**

The Chairperson shall preside at all Senior Services Grant Commission meetings, shall preserve decorum and shall conduct said meetings in an orderly fashion. The Chairperson may speak to points of order and shall decide all questions of procedure. The Chairperson shall vote in case of a tie and may vote on any matter before the Senior Services Grant Commission. Questions of procedure for meetings of the Senior Services Grant Commission not covered by these By-Laws, shall be governed by the latest edition of Roberts Rules of Order, Revised. In the case of any disturbance or disorderly conduct, the Chairperson shall have the power to remove the cause of same or suspend the meeting.

#### **IX. DISQUALIFICATION**

No member who has an individual financial or other material interest in any matter coming before the Senior Services Grant Commission shall participate in the deliberations or the decisions in such matters. Additionally, no member who is a board member or staff member of an organization seeking Senior Services Grant funding shall participate in the deliberations or the decisions in such matters. Furthermore, members who recognize that they may have such a conflict of interest shall so state during the public deliberations of the Senior Services Grant Commission.

#### **X. RECISION**

No action of the Senior Services Grant Commission shall be rescinded at any meeting of the Senior Services Grant Commission unless there shall be present at such special meeting at least as many members as were present at the meeting at which such action was originally approved.

#### **XI. DURATION**

The Senior Services Grant Commission shall continue to exist as long as the County of McHenry shall impose a levy and collect funds and fully expend them pursuant to State Statutes 55 ILCS 5/5-1034, 5/5-1005(19) and 5/5-1091.

#### **XII. AMENDMENT**

These By-Laws may be amended by Resolution of the McHenry County Board by simple majority of those voting at a regular or special meeting thereof.

#### **XIII. SEVERABILITY**

If any provision of these By-Laws is found to be invalid for any reason, such invalidation shall not affect other provisions of the By-Laws which can be given effect without the invalid provision, and to this end, to provisions of the By-Laws are to be severable.

#### **XIV. LEGAL COUNSEL**

The Senior Services Grant Commission shall seek appropriate legal advice if, and/or when, it is needed, from the McHenry County State's Attorney.

#### **XV. FISCAL/PROGRAM YEAR**

The Senior Services Grant Commission shall operate on a Program Year concurrently with the County of McHenry's Fiscal Year (December 1<sup>st</sup> through November 30).

#### **XVI. EFFECTIVE DATE**

These By-Laws shall become effective upon approval of the McHenry County Board. Any amendment to these By-Laws shall take effect immediately upon approval by the McHenry County Board.

**APPROVED:**

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