

CHAMPAIGN COUNTY COMMUNITY ACTION BOARD BY-LAWS

ARTICLE I - TITLE AND JURISDICTION

- Section 1. This board shall be officially known as the CHAMPAIGN COUNTY COMMUNITY ACTION BOARD, hereinafter referred to as CCCAB.
- Section 2. The CCCAB is advisory to the Champaign County Regional Planning Commission and is assigned to oversee certain social service programs in Champaign County. The Board shall consist of 15 members with one-third (1/3) of its members representatives of the poor, one-third (1/3) of its members elected officials or their delegates, and one-third (1/3) of its members representatives of business, industry, or other major groups and interests. The CCCAB is staffed by the Champaign County Regional Planning Commission (RPC).
- Section 3. Any low-income individual or organization representative of low-income individuals that considers its interests inadequately represented can petition the County Board Chairperson for appointment as a CCCAB member to seek inclusion of their representative interests in accordance with 47 Illinois Administrative Code Chapter 1, Section 120.70(b). Board members actively recruit to fill vacancies with new members representing low income, homeless, senior, youth and other populations served by programs provided.

ARTICLE II - PURPOSES

- Section 1. Involve the poor in developing and carrying out anti-poverty programs in Champaign County.
- Section 2. Mobilize public and private resources in support of anti-poverty programs.
- Section 3. Plan and evaluate programs and strategies that assist service recipients to become self-sufficient.
- Section 4. Serve as an advocate of the poor on matters of public policy, promoting institutional changes to alleviate poverty.

ARTICLE III - DUTIES OF BOARD MEMBERS

- Section 1. Attend regularly scheduled meetings of the CCCAB.
- Section 2. Make determinations, subject to regulations and policies, on all programs, budgets and priorities under CCCAB jurisdiction.
- Section 3. Monitor compliance and evaluate funded programs.
- Section 4. Elect officers and establish committees of the CCCAB.
- Section 5. Keep the RPC informed about recommendations, decisions and actions taken by the Board.
- Section 6. Conflicts of Interest
Board members will act in the best interests of RPC, disclosing and refraining from voting on any issues that present a potential conflict of interest and following RPC ethics policies as outlined in the RPC Personnel Rules.

ARTICLE IV - TERMS OF OFFICE

- Section 1. 10 members will be appointed by the Champaign County Board and 5 members will be appointed by related agencies for three (3) year terms. Related agencies include the Mayor of the City of Champaign, the Mayor of the City of Urbana, the President of the Village of Rantoul Board of Trustees, Friends of Senior Services, and Champaign-Ford Regional Office of Education.
- Section 2. Members may serve an additional three-year term. No member shall serve for more than six (6) years. (Enabling provision: the six (6) year limit does not pertain to service prior to enactment of the by-law amendment.)

ARTICLE V - RESIGNATIONS, ABSENCES AND VACANCIES

- Section 1. Members may resign by giving written notice to the CCCAB.
- Section 2. A member will be considered to have resigned if s/he has three (3) consecutive absences from regularly scheduled CCCAB meetings without cause. Prior notification to the RPC is required for cause.
- Section 3. Vacancies occurring on the CCCAB will be filled by the Champaign County Board and affiliated agencies.

ARTICLE VI - OFFICERS

- Section 1. Designation, Election and Terms of Officers
The officers of CCCAB shall consist of a Chair and Vice Chair. A slate of candidates for officers from the currently constituted CCCAB shall be put into nomination and voted upon by the CCCAB at the October meeting of each year. Officers shall be elected by a simple majority. In the event of a tie, the election will be decided by lot. Officers so elected will take office for a term of one (1) year, beginning on the first day of November following their election.
- Section 2. Duties and Responsibilities of the Chair
- a. Preside at all meetings of the CCCAB.
 - b. Set the agenda for all meetings of the CCCAB in cooperation with Champaign County Regional Planning Commission (RPC).
 - c. Appoint committees as set forth in these by-laws.
 - d. Perform other duties as assigned by the Board.
- Section 3. Duties and Responsibilities of the Vice-Chair
- a. Perform all duties of the Chair in his/her absence or incapacity.
 - b. Perform other duties as assigned by the Board.
- Section 4. Officer Vacancies
Except for the Chair, vacancies occurring between elections may be filled by majority vote of the CCCAB.

ARTICLE VII - MEETINGS OF THE CCCAB BOARD

- Section 1. Regular Meetings
Regular meetings of the CCCAB shall be held no less than quarterly, with date, place and time set by the CCCAB and posted publically.
- Section 2. Special Meetings
Special meetings of the CCCAB may be held at any time on the call of the Chair in consultation with RPC.
- Section 3. Quorum
A simple majority of the board members in office shall constitute a quorum for the transaction of business at any meeting of the CCCAB. Once a quorum is established, additional members may participate in the meeting by telephone. Voting by proxy is not allowed.
- Section 4. Minutes and Actions
RPC staff will be responsible for the taking and keeping on file of meeting minutes and following up with actions approved by the board.

ARTICLE VIII - COMMITTEES OF THE CCCAB

- Section 1. Standing and Special Committees
The CCCAB may establish and dissolve standing and special committees by majority vote. Committees will have responsibilities defined by the CCCAB. Each committee, to be appointed by the Chair, will have at least three (3) CCCAB members, one of whom will act as chair. All committees are advisory and will report to the CCCAB.
- Section 2. Small Business Loan Committee: The Small Business Loan Committee shall operate under the Department of Commerce and Economic Opportunity (DCEO) regulations, policies, and procedures which qualify the committee to make CSBG, revolving loan fund, and micro loans. As required by DCEO, the committee shall consist of 2 bankers, 2 economic development professionals, 2 CSBG client representatives, 2 public sector representatives, and 1 lawyer. At least 2 of the 9 committee members must also be members or delegates of the Community Action Board.

ARTICLE IX - AMENDMENTS

These by-laws may be amended, altered or repealed, and new and other by-laws may be made or adopted by a simple majority vote at any meeting of the CCCAB for which no less than fourteen (14) days' notice has been given. All changes in the by-laws will be forwarded to the Champaign County Regional Planning Commission for concurrence.

ARTICLE X - PARLIAMENTARY AUTHORITY

Parliamentary procedure, such as Robert's Rules of Order, shall govern the conduct of all meetings of the CCCAB, except where otherwise provided in these by-laws.

Adopted: January 1984

Last reviewed: April 2015; Last amended: June 2015