BYLAWS
OF THE
FRANKLIN COUNTY
JOINT EMERGENCY TELEPHONE SYSTEM BOARD
FRANKLIN COUNTY, ILLINOIS

(Amended May 17, 2016)

ARTICLE 1.

PURPOSE

Pursuant to Ordinance No. 1992-1 adopted January 13, 1992, by the County Board of Franklin County, Illinois, and Ordinance No. 1992-3, adopted April 21, 1992, by the County Board of Franklin County, Illinois, and an Intergovernmental Agreement adopted May 22, 2006 and approved by the Illinois Commerce Commission on February 7, 2007, by the City of Benton and the Village of West City and the County Board of Franklin County, Illinois, creating a Franklin County Joint Emergency Telephone System Board under the provisions of the Act known as the "Emergency Telephone System Act" (Chapter 134, Sec. 30.01, et seq., Illinois Revised Statutes 1989), the purposes of this Franklin County Joint Emergency Telephone System Board (FCJETSB) are:

a. Planning a 911 system.

b. Coordinating and supervising the implementation, upgrading or maintenance of the system, including the establishment of equipment specifications and coding systems.

c. Receiving monies from the surcharge and from any other source, for deposit into the Joint Board.

d. Authorizing all disbursements from the Joint Board.

e. Hiring any staff necessary for the implementation or upgrade of the system.

f. Adopt bylaws for the transaction of its business.

The FCJETSB of Franklin County, Illinois shall also have such powers as are now, or may hereafter be, granted by the Emergency Telephone System Act.

ARTICLE 2.

OFFICES

The FCJETSB may have and may maintain in Franklin County, Illinois, any office or offices as may be deemed necessary or appropriate to facilitate the work of the Board.

ARTICLE 3.

THE BOARD

Section 1. General Powers: The appointed members shall constitute the Board of the FCJETSB. The management and control of the affairs of the FCJETSB of Franklin County shall be vested in the Board members, and such members shall possess and may exercise all of the powers as are now, or may hereafter be, granted under the Emergency Telephone System Act (Chapter 134, Sec. 30.01 et seq;, Illinois Revised Statutes, 1989) and such other powers not inconsistent with said Act as may be necessary to effectuate the purposes of said Act. The members shall have full power to pass necessary ordinances, resolutions, rules and regulations for the proper management and conduct of the business of the Board and for carrying into effect the object for which such Emergency Telephone System Act was created.

Section 2. Board Members: The FCJETSB shall have 9 members (3 from each of the 3 County Board Districts). The term of office for a Board Member shall be 3 years.

Board Member	Term Expiration	Qualification	District
Jeff Tharp, Chairman	April 2019	Public Safety	3
David Bartoni, Vice-Chairman	April 2018	Public Member	3
Amy Spotanski-Tipton, Secretary	April 2019	Public Safety	1
Richard Lenard, Asst. Treasurer	April 2018	Public Member	2
Jody Allen	April 2017	Public Safety	3
Shane Cockrum	April 2017	Public Safety	2
Rich Good	April 2018	Public Safety	1
Jeremy Parke	April 2017	Public Safety	1
David Rea	April 2019	FC Board Member	2

Each Board Member shall continue in office until a successor is appointed and qualifies by taking their oath of office. At the expiration of the term of each of the Board Members, and of each succeeding Member, or in the event of a vacancy, resignation, removal or refusal to act, the Chairman of the County Board of Franklin County, Illinois, shall appoint a Board Member to hold office, in the case of a vacancy occurring for whatever reason, for the unexpired term, or in the case of expiration, for a term of 3 years, or until the successor is appointed and has qualified. Each such appointment shall become effective upon the filing by the Chairman of the County Board of Franklin County, Illinois, of a certificate of appointment in the office of the County Clerk for Franklin County, Illinois. Any Board Member may be appointed to succeed him or herself.

Section 3. Oath: Each person appointed as a member of the FCJETSB shall qualify by taking and subscribing to an oath to uphold the constitution of the United States and of the State of Illinois and to well and faithfully discharge his or her duties, which oath shall be filed with the Secretary of the Board and maintained in the 911 Administrative Office.

Section 4. Qualifications: The FCJETSB shall consist of 9 members all of whom shall be appointed by the Chairman of the County Board of Franklin County, Illinois. The FCJETSB shall include one member (and only one) who also serves on the County Board. The FCJETSB shall also include at least one public member who is a resident of the local exchange service territory included in the 911 coverage area. The balance of the Board shall be representative of the 911 public safety agencies, including but not limited to police departments, fire departments, emergency medical service providers, and emergency services and disaster agencies, and appointed on the basis of their ability or experience.

Section 5. Economic Interest: No person who is appointed as a Board Member shall have a financial interest in the creation of or in the continued existence of the 911 System. No Board Member shall acquire any interest, direct or indirect, in any contract or proposed contract of the 911 System, or in any land, building or buildings or other property or facilities in which the FCJETSB has an interest. If a Board Member at any time holds or controls an interest, direct or indirect, in any property which the FCJETSB is about to acquire, he shall disclose the same in writing to the FCJETSB and such disclosure shall be entered upon the minutes of the FCJETSB.

Section 6. Attendance at Meetings: It is expected that Members shall attend all Board Meetings to the extent possible. Failure to attend meetings on a consistent basis diminishes the Board's ability to conduct business, lessens the broad based representation intended in the Board's design and is grounds for removal by the appointing authority.

Section 7. Reimbursement: Each Board Member shall be entitled to reimbursement for any necessary expenditures in connection with the performance of his or her duties.

Section 8. Employees: The Board may employ such technical, professional and clerical assistants as are necessary and expedient for the proper performance of its duties and for the accomplishment of the objects and purposes of the Board. The salaries, fees or other compensation of any such employee shall be fixed and determined by the FCJETSB.

ARTICLE 4.

OFFICERS

Section 1. The officers of the FCJETSB shall be a Chairman, a Vice Chairman, a Secretary, an Assistant Treasurer, and such other officers as may be elected or appointed in accordance with the provisions of this Article. The Board may elect or appoint such other officers, including one or more Assistant Secretaries and one or more Assistants to the Assistant Treasurer as it may determine desirable, for such terms as they may decide upon, such officers to have the authority and to perform the duties prescribed, from time to time, by the Board. Any two or more offices may be held by the same person except the offices of Chairman and Secretary may not be held by the same person. The Secretary need not be a Board Member, and if such is not a Board Member, he or she shall receive compensation in such amount as shall be determined by the FCJETSB.

Section 2. Chairman: The Chairman shall be the executive officer of the Board and shall preside at all meetings of the Board, shall sign all contracts and other documents authorized by the Board, shall enforce all ordinances of the Board, and shall exercise general supervision of all elected and appointed officers and employees and of the business and property of the Board, subject to the ratification and approval of the Board.

Section 3. Vice Chairman: The Vice Chairman shall, in the absence of the Chairman or in the event of the Chairman's refusal or inability to act, be vested with the powers and shall perform the duties of the Chairman.

Section 4. Secretary: The Secretary shall be responsible for the corporate seal and of all books and papers pertaining to that office, shall attest and affix the corporate seal to all instruments requiring such action when authorized by ordinance or by vote of the Board, shall supervise and handle any correspondence for the Board, shall see that all notices are duly given and all publication of notices are properly made, and shall sign the complete record of the Minutes and proceedings of the Board. A Minute Book for the recording of the corporate action of the Board shall be maintained in the 911 Administrative Office.

Section 5. Treasurer: The County Treasurer of Franklin County, Illinois, shall be custodian of the Emergency Telephone System Fund as provided for in the Emergency Telephone System Act.

Section 6. Assistant Treasurer: The role of the Assistant Treasurer shall be to provide support to the 911 Administrative Office in the event that the 911 Director is unable to fulfill his or her fiduciary responsibilities due to an extended absence of any kind. The Board approved document titled, "Policy and Procedures for Expenditures from the Emergency Telephone System Fund," outlines the responsibilities of the 911 Director which would be assumed by the Assistant Treasurer should the need arise.

Section 7. Assistant Secretaries and Assistants to the Assistant Treasurer: Any and all Assistant Secretaries and Assistants to the Assistant Treasurer shall perform such duties as may be assigned to them by the 911 Director and approved by the FCJETSB.

Section 8. Election and Term of Office: The officers of the FCJETSB shall be elected annually by the FCJETSB at the Annual Meeting. In the event of a vacancy in any office (except for the office of Treasurer, which is filled by the County Treasurer of Franklin County, Illinois), a successor shall be elected by the Board to hold office until the next annual meeting or until his or her successor is chosen and has qualified. In the event of the temporary absence or inability of any officer to act as such, the Board may fill the office pro tempore. New offices may be created or filled at any meeting of the Board. Each officer shall hold office until his or her successor shall have been duly elected and shall have qualified.

Section 9. Removal of Officer: Any officer or agent elected or appointed by the FCJETSB may be removed by the Board whenever, in its judgment, the best interests of the FCJETSB will be served thereby (except for the office of Treasurer which is filled by the County Treasurer of Franklin County, Illinois), but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

ARTICLE 5.

MEETINGS

Section 1. Annual Meeting: The Annual Meeting of the FCJETSB shall be held on the third Tuesday of April of each year, at 8:30 o'clock a.m. at the Franklin County 911 Administrative Office located at 907 West Washington Street, Benton, Illinois, or at an alternate time and location as determined by the Board.

Section 2. Regular Meeting: Regular meetings of the FCJETSB shall be held on the third Tuesday of each month at 9:00 o'clock a.m. at the Franklin County 911 Administrative Office located at 907 West Washington Street, Benton, Illinois, or at an alternate time and location as determined by the Board.

Section 3. Special Meetings: Special meetings of the FCJETSB may be called by the Chairman whenever he or she shall deem it necessary or shall be called by the Secretary at the request of any three Board Members. Written notice shall be given to each Board Member of the time and place of such special meeting by depositing the same in the United States mail at least 48 hours before said meeting.

Section 4. Closed Executive Session: The Illinois Open Meetings Act [5 ILCS 120/1 et seq.] specifies a number of topics that should be discussed in a non-public forum called Closed Meetings or Executive Session. All such meetings of the FCJETSB shall be audio taped.

Section 5. Quorum: A majority of the FCJETSB in attendance at a meeting shall constitute a quorum for the transaction of the business of such meeting. With a 9 member Board, 5 members in attendance would constitute a quorum.

Section 6. Manner of Acting: The concurring vote of a majority of all the FCJETSB members shall be necessary to exercise any of the powers granted to said Board by the Franklin County Board and the Emergency Telephone System Act. With a 9 member Board, 5 concurring votes constitute a majority. If only 5 members are present at a meeting (a minimum quorum), 3 concurring votes constitute a majority.

Section 7. Order of Business: The order of all meetings of the Board shall be as follows:

(1) Call to Order
(2) Approval of Minutes
(3) Payment of Bills
(4) Old Business
(5) New Business
(6) Comments from Board
(7) Comments from Audience
(8) Executive Session
(9) Next Meeting Date & Time
(10) Adjournment

Section 8. Ordinances and Reports to be in Writing: All ordinances, resolutions, orders, reports and proceedings shall be in writing.

Section 9. Voting: The ayes and nays shall be taken upon the passage of all ordinances and upon all other business formally before the FCJETSB and shall be entered upon the minutes of the proceedings.

Section 10. Rules and Regulations: The FCJETSB may from time to time adopt by resolution such rules and regulations not inconsistent with the statutes of the State of Illinois and provisions of the Emergency Telephone System Act for the proper management and conduct of the Board as it may deem necessary.

Section 11. Rules of Order: The "Robert's Rules of Order Newly Revised" shall govern in all questions of procedure not provided for by these Bylaws and any amendments thereto, or in such rules and regulations as may be hereafter adopted. The FCJETSB will also endeavor to comply with the "Guide to the Illinois Open Meetings Act," the purpose of said guide (as stated by the Attorney General of the State of Illinois) "is intended to be a helpful contribution in ensuring open and honest government in every corner of Illinois."

ARTICLE 6.

CORPORTATE SEAL

A corporate seal in the form of a circle shall be provided which shall have engraved thereon the name of the Franklin County Joint Emergency Telephone System Board and the year in which it was established (2007).

ARTICLE 7.

FISCAL YEAR

The fiscal year of the FCJETSB shall end on the 30th day of November each year. The 911 Director will be responsible for preparing a "911 Administrative Office" business plan for each fiscal year (December 1st through November 30th) for FCJETSB approval. Once approved by majority vote of the FCJETSB, the business plan will be rolled-up to the Franklin County Budget. The "Policy and Procedures for Expenditures from the Emergency Telephone System Fund" establishes financial governance for the FCJETSB and is incorporated by reference to these Bylaws.

ARTICLE 8.

BOOKS AND RECORDS

The FCJETSB shall maintain a complete record of the minutes and proceedings of the Board which shall be kept in a Minute Book, signed by the Secretary and maintained in the 911 Administrative Office. The FCJETSB shall preserve and keep the monthly financial statements of the 911 Administrative Office so as to maintain a true and accurate account of its receipts and disbursements.

An annual audit, beginning with fiscal year 2007-2008, shall be made of the FCJETSB books, records and accounts and the auditor's report and findings shall be presented to the FCJETSB and the appointing authority, the Chairman of the Franklin County Board. All records of the FCJETSB shall be open to public inspection at all reasonable hours.

ARTICLE 9.

CONTRACTS, CHECKS, BONDS, DEPOSITS AND FUNDS

Section 1. Execution: All leases, contracts, deeds of conveyance or instruments in writing approved by the FCJETSB, shall be executed in the name of the Board by the Chairman, unless otherwise authorized by the Board.

Section 2. Checks, Drafts, etc: All checks, drafts, bonds or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the FCJETSB shall be signed by the County Treasurer of Franklin County, Illinois, as the custodian of the Emergency Telephone System Fund.

Section 3. Deposits: All funds of the FCJETSB shall be deposited by the Franklin County Treasurer from time to time to the credit of the Board in such places of deposit as may be designated by resolution of the Board, provided, however, that only a savings and loan association or a regularly organized state or national bank may be designated as a depository. When a bank or savings and loan association has been designated as a depository, it shall continue as such depository until ten days have elapsed after a new depository is designated.

Section 4. Gifts: The FCJETSB shall not accept any gift, contribution, bequest or devise for any purpose unless expressly permitted under the State Gift Ban Act (5 ILCS 425/).

Section 5. Payment of Monies: No Emergency Telephone System Fund monies shall be paid without prior approval of the FCJETSB except as provided for in the Board approved document, "Policy and Procedures for Expenditures from the Emergency Telephone System Fund." However, the 9-1-1 Administrative Office is authorized to pay regular recurring monthly bills upon receipt to avoid late fees (such as utility and communication bills and loan payments).

ARTICLE 10.

AMENDMENTS

These Bylaws may be amended or repealed and new Bylaws adopted, at any meeting of the FCJETSB upon a majority vote of the then acting Board Members.

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Approved by majority vote at the May 17, 2016 meeting of the Franklin County Joint Emergency Telephone System Board

Amy S Tipton Date: 5-17-16

Amy Spotanski-Tipton, FCJETSB Secretary