

## COUNCIL BYLAWS

### MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS JOINT ADMINISTRATIVE COUNCIL

#### ARTICLE I PURPOSE

The **MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS JOINT ADMINISTRATIVE COUNCIL**, hereinafter referred to as the Council, is an intergovernmental cooperative organization, voluntarily established by its members pursuant to the Constitution of the State of Illinois, 1970, Article VII, Section 10 and pursuant to the Intergovernmental Cooperation Act (5 ILCS 220/1 *et. seq.*) for the purpose of coordinating specialized response services for the Fire Department members of the MABAS Divisions where it is desirable to best serve the interest of the Fire Departments in preserving the life, property, health, safety and welfare of the public.

#### ARTICLE II POWERS

The Council shall have the following powers in its own name:

- A. To enter into contracts in its own name, including contracts for the performance of services to other governmental units and non-governmental units.
- B. To employ agents and employees. Approve compensation for and hire, contract or otherwise employ the services of an Administrative Coordinator to oversee the day-to-day activities of the Council and coordination of the affiliated specialized response teams, vehicles and equipment.
- C. Appoint Team Leaders for each Division's specialized response teams.
- D. To acquire, lease, rent, hold and dispose of property, both real and personal.
- E. To incur debts, liabilities or obligations necessary for the accomplishment of its purpose within its approved budget.
- F. To purchase, rent or lease necessary equipment and machinery.
- G. To form sub-committees.

- H. Adopt policies and procedures consistent with the Intergovernmental Agreement.
- I. Prepare and maintain equipment replacement schedules for team related vehicles and equipment.
- J. To exercise all powers necessary and incidental to carrying out the purposes set forth in Article I of these Bylaws.

**ARTICLE III**  
**COMMITTEE MEMBERSHIP**

The Council shall be comprised of six (6) members, three (3) members selected or appointed by MABAS Division 4 and three (3) members selected or appointed by MABAS Division 5. Names of Council members shall be certified in writing from the President of the respective MABAS Division.

**ARTICLE IV**  
**ORGANIZATION**

**Meetings:**

- A. All meetings shall be conducted in accordance with the provisions of the Illinois Open Meetings Act.
- B. Council meetings shall be conducted at a minimum of quarterly each calendar year. Annually, the Council shall determine and post a listing of meeting dates, times and locations in accordance with the Illinois Open Meetings Act.
- C. Special Committee meetings may be called by the Chairperson of the Council, or by any three members of the Council acting in concert, as follows:
  - 1. 48 hour minimum written notice and agenda of special meetings shall be given to all Council members as well as the Presidents of MABAS Divisions 4 & 5.
  - 2. Business conducted at special Council meetings shall be limited to those items specified on the agenda.
- D. A quorum is required to be present at a meeting location to conduct business. A quorum is defined as four (4) Council members; a minimum of two are required from each respective Division.

- E. Each Council member is entitled to one (1) vote on any matter before the Council. In the event of a tie vote, the motion shall fail.
- F. Minutes shall be taken of all meetings, and amended and approved at a subsequent meeting.

**Governance:**

- A. The Council shall elect from among themselves a Chairman, Vice-Chairman and Secretary/Treasurer. Said election shall occur at the first regularly scheduled meeting each calendar year.
- B. In the event that the sitting Chairman, Vice-Chairman, or Secretary/Treasurer dies, becomes incapacitated, or is no longer actively serving on the Council, the Council shall elect a replacement from among themselves at a regular or special meeting.

**Duties:**

- A. The Chairman shall:
  - 1. Ensure that the Council operates in compliance with the Intergovernmental Agreement creating said committee as well as these Bylaws.
  - 2. Approve the agenda for all Council meetings and insure that all required notices and postings are accomplished.
  - 3. Conduct meetings of the Council.
  - 4. Be the direct supervisor of the Administrative Coordinator.
  - 5. Perform all duties incident to the office of Chairman and other such duties as may be prescribed by the MABAS Divisions.
- B. The Vice-Chairman shall:
  - 1. In the event of the absence of the Chairman, or in the event of his/her inability or refusal to act, shall assume the duties and responsibilities of the Chairman.
  - 2. Perform all duties incident to the office of Vice-Chairman and other such duties as may be prescribed by the Chairman.

C. The Secretary/Treasurer shall:

1. Keep the minutes of the meetings; maintain the records of the Council; provide notice and agendas for all meetings to the Council members as well as the Presidents of MABAS Divisions 4 & 5.
2. Comply with the provisions of the Illinois Open Meetings Act.
3. Comply with the provisions of the Illinois Freedom of Information Act.
4. Serve as the Council's compliance officer for both the Open Meetings and Freedom of Information acts.
5. Receive and disperse the funds of the Council, maintain necessary insured bank accounts and present a financial report at all regular meetings.
6. Turn over to his/her successor, at the end of their term of office, all records of the Council.

**ARTICLE V**  
**BUDGETING, ASSESSMENTS AND EXPENDITURES**

- A. The fiscal year for the Council is hereby established, commencing on the 1<sup>st</sup> day of January each calendar year and ending on the 31<sup>st</sup> day of December of that same year.
- B. Annually, before the 1<sup>st</sup> day of October, the Council shall prepare a tentative budget for the operations of the Council for the subsequent fiscal year. Said tentative budget shall be forwarded to the Presidents of MABAS Division 4 & 5 for ratification of the respective Divisions. Said tentative budget shall include, but not be limited to:
1. A statement of current and projected fund balances for December 31<sup>st</sup> of the current year.
  2. Projected expenditures for the operation of the Council for the fiscal year.
  3. Required assessment from each MABAS Division to fund the Council's operation. The formula for this assessment shall be reviewed annually by the Council with any suggested changes fully explained.
  4. Recommendations for capital expenditures, repairs and operations for the Division for the next fiscal year.


- C. All Council funds shall be maintained by the Secretary/Treasurer within insured or collateralized bank accounts. All expenditures shall be budgeted and/or approved by the Council. Signors for all Council accounts shall include the Chairman, Vice-Chairman and Secretary/Treasurer. Expense checks or drafts shall require the signature of two signors.
- D. Expenditures in excess of \$20,000 shall require a sealed bid process.
- E. Within the 1<sup>st</sup> quarter, an audit group comprised of two members from each division who do not serve on the Council shall be appointed by the MABAS Division Presidents to perform an audit and review of the revenues and expenses of the Council for the prior year. The audit group's report shall be forwarded to member departments within both MABAS Divisions.

**ARTICLE VI**  
**AMENDMENT TO BYLAWS**

These Bylaws may be amended from time to time as approved by each Division.

- A. Each Division must individually approve these Bylaws or amendments thereto by majority vote of all divisional Member Units, as defined in the enabling Intergovernmental Agreement. For clarity, this vote requires the affirmative vote of the majority of the Member Units for each Division, not a majority of a quorum at the meeting.
- B. Proposed bylaws or changes must be distributed to each Member Unit fire department chief a minimum of fourteen (14) calendar days in advance of the meeting where such bylaws, or changes to current bylaws will be considered.
- C. Upon adoption or modification by both MABAS Divisions, the Member Units shall receive a copy of the amended or modified bylaws within fourteen (14) calendar days.

APPROVED BY MABAS DIVISION 4 THIS 11 DAY OF August, 2015.

BY:   
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PRESIDENT

ATTEST:

  
\_\_\_\_\_  
SECRETARY

APPROVED BY MABAS DIVISION 5 THIS 19 DAY OF August, 2015.

ATTEST:

BY:   
PRESIDENT

  
SECRETARY