

BUREAU COUNTY
ENHANCED 9-1-1

**BUREAU COUNTY
EMERGENCY TELEPHONE SYSTEM BOARD**

BY-LAWS

**ADOPTED NOVEMBER 30, 1995
AMENDED September 5, 2023**

Article 1 – Purpose

The Bureau County Emergency Telephone System Board, hereinafter referred to as ETSB, is established pursuant to the Illinois Compiled Statutes, Chapter 50, 50ILCS/750/ (Source: P.A. 85-978) and pursuant to a resolution of the Bureau County Board adopted May 9, 1995, establishing the ETSB.

The powers of the ETSB shall be those powers which are provided by the Illinois Compiled Statutes, Chapter 50, 50ILCS/750/ (Source: P.A. 85-978) and by the ordinance of the Bureau County Board, adopted May 9, 1995, and amended October 10, 1995 and May 12, 1998.

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Article II – Membership

- A. The ETSB shall consist of at least 9 members, but no more than 15 members.**
- B. Members shall be appointed by the County Board Chairman with the advice and consent of the 911 Emergency Telephone Systems Board and shall be for a term of three years or until their successors are appointed and qualified as provided above. The ETSB membership will serve staggered terms such that the terms of one-third of the membership shall expire each year.**
- C. All boards shall include, but are not limited to, the following:**
- 1. A representative of the Bureau County Sheriff's Office;**
 - 2. A representative of the Spring Valley Police Department;**
 - 3. Two representatives from a Bureau County EMS agency;**
 - 4. A representative from the Princeton Police Department;**
 - 5. One representatives from the Princeton Fire Department; and
One representative from a Volunteer Fire Department;**
 - 6. One Bureau County Board Member;**
 - 7. One citizen-at-large from the county.**

Efforts should be made to provide balance in representation of police, fire and ambulance services.

- D. Appointment to fill a vacancy shall be for the remainder of the unexpired term only.**
- E. Members of the ETSB shall not be subjected to removal except for cause and after an opportunity to be heard in their own defense before a meeting of the ETSB. A two-thirds majority of a quorum shall be required to recommend removal of any member from the board. Said recommendations shall be made to the Bureau County Board Chairman.**

F. Members of the ETSB shall attend at least 5 meetings per calendar year and may not be absent more than 2 consecutive meetings. Outside extenuating circumstances will be given consideration and review by the Executive Board. Failure to meet this obligation is grounds for recommendation of removal from the ETSB.

G. Members of the board shall serve without compensation but shall be reimbursed for their actual and necessary expenses as approved by the ETSB.

Article III – Organization

The authority and responsibility of the ETSB shall be as follows:

A. Officers shall be elected each year at the ETSB annual meeting in January.

- 1. Chairman – Shall be one of the members of the ETSB and shall supervise and control all of the business of the ETSB. He/she may sign, with any properly authorized representative of the ETSB, any instruments authorized to be executed, and shall perform all duties incidental to the office of Chairman and those prescribed by the board. The Chairman shall also be Chairman of the Executive Committee. Committees and committee members of the ETSB shall be appointed by the Chairman of the board with the concurrence of the ETSB.**
- 2. Vice Chairman – Shall be one of the members of the ETSB and shall perform the duties of the Chairman in his/her absence. The Vice Chairman shall be a member of the Executive Committee.**
- 3. Secretary – Shall be one of the members of the ETSB and be responsible for the minutes of all meetings, see that notices are duly given in accordance with these by-laws and applicable laws, be custodian of all records of the board and perform all duties incidental to the office of Secretary and those prescribed by the board. The secretary shall be a member of (and Secretary to) the Executive Committee.**

- 4. Treasurer – Shall be Treasurer of Bureau County as provided for in the Illinois Compiled Statutes, Chapter 50, 50ILCS/750/15.4. (c) (Source: P.A. 85-978). The Treasurer will be an ex officio member of the ETSB.**

In the event any of the ETSB offices become vacant, the ETSB shall select at its next meeting a representative to fill the remainder of the unexpired term.

B. The Executive Committee shall consist of the Chairman, Vice Chairman, Secretary and three members of the ETSB elected by the membership.

C. Offices of the ETSB of Bureau County, Illinois shall be in the BuEComm facility, 615 Elm Place, Princeton, IL 61356-1708.

D. Meetings

- 1. Regular ETSB meetings shall be held every other month in Odd months. The dates and time of the monthly meetings shall be established by the ETSB at its annual meeting in January.**

- 2. Special meetings may be held:**

- a. By the call of the Chairman**

- b. By the call of not less than three members of the ETSB, designating the time, date, place and agenda of the special meeting. No less than two days' notice shall be given to each ETSB member. If mailed, the notice of the meeting shall be deemed to be delivered when deposited in a U.S. Post Office, addressed to the member at his/her address as it appears on the records of the board, with proper postage thereon prepaid. Only those items contained on the agenda may be considered at a special meeting.**

- 3. A quorum of the ETSB shall consist of a majority of the membership present.**

- 4. Meetings of the ETSB shall be subjected to provisions of the State of Illinois Open Meeting Act.**
- 5. Except as otherwise required by these by-laws, laws of the State of Illinois, or ordinances of the County of Bureau, Illinois, meetings shall be conducted in accordance with the latest revised edition of Robert's Rules of Order.**

E. Voting

- 1. Each member of the ETSB shall have one vote.**
- 2. Proxy votes will not be allowed.**
- 3. Ex officio members will not be voting members and will not count in a call for a quorum.**
- 4. Expenses of \$10,000 or higher shall require a roll call vote of the ETSB members.**

F. Powers and Duties – The powers and duties of the board shall be defined by ordinance of the municipality or county, or by intergovernmental agreement in the case of a joint board. The powers and duties shall include, but not be limited to, the following:

- 1. Be responsible for carrying out the policies of the ETSB**
- 2. Make administrative decisions concerning the development, efforts, operations, expenditures, hiring and utilization of personnel and equipment, and entering into contracts in accordance with the policies established by the ETSB and all laws applicable to the oversight of 9-1-1 systems.**
- 3. Receive monies from the surcharges imposed under the Illinois Compiled Statutes, Chapter 50, 50ILCS/750/ (Source: P.A. 85-978) and 50ILCS/751**

(Source: P.A. 91-660) and from any other source, for the deposit into the separate account of the ETSB of Bureau County, Illinois.

- 4. Authorize all disbursements of monies from the ETSB account under the signatures of not less than two elected officers, or one elected officer and the E9-1-1 Coordinator, in accordance with the policies and guidelines set by the ETSB and as authorized by law.**
- 5. Acquire, hold and dispose of property.**
- 6. Incur debts, liabilities, or obligations necessary for the accomplishment of its purpose.**
- 7. Adopt methods and procedures for the orderly conduct of business for the development, implementation, and continuation of the 9-1-1 system.**
- 8. Prepare an annual budget for the operation of the ETSB and associated activities.**
- 9. Perform all acts necessary and appropriate to carry out and implement the powers and duties set forth herein in accordance with the statutes of the State of Illinois, ordinances of the County of Bureau, and other applicable governmental rules and regulations.**
- 10. Such other powers or duties as are now or which may hereinafter be conferred by an act commonly called the "Emergency Telephone System Act" (Chapter 50, 50ILCS/750/15.4, et seg, Illinois Compiled Statutes) and any amendment thereto, or as conferred by these by-laws or any amendment hereto, or any powers or duties germane to powers hereinabove set forth.**

Article IV – Amendments

These by-laws may be amended at any meeting of the ETSB by two-thirds (2/3) majority of all members. All proposed amendments shall be submitted in writing to all members of the board at least thirty days prior to such meeting.

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