

Constitution
And
Bylaws of the
Northeastern Illinois
Regional Crime Laboratory

Northeastern Illinois Regional Crime Laboratory Constitution and Bylaws

Table of Contents – Constitution and Bylaws

Article I	Name	4
Section 1	Name.....	4
Article II	Purpose	4
Section 1	Purpose.....	4
Article III	Organization.....	4
Section 1	Organization	4
Article IV	Membership	5
Section 1	Regular Members	5
Section 2	Membership Status.....	5
Section 3	New Members.....	6
Section 4	Resignation	6
Section 5	Reinstatement.....	6
Section 6	Members Emeritus	6
Article V	Dues and Assessments.....	7
Section 1	Dues, Fees, and Assessments	7
Section 2	Payment Required	7
Article VI	Assets and Finances	7
Section 1	Retention	7
Section 2	Financial Accounting.....	7
Section 3	Checks, drafts, and financial instruments.....	8
Section 4	Deposits	8
Section 5	Gifts.....	8
Section 6	Dissolution.....	8
Section 7	Liability	8
Section 8	Purchasing	9
Article VII	Representatives	9
Section 1	Representatives	9
Section 2	Voting Rights	9
Article VIII	Boards and Directors.....	9
Section 1	Crime Laboratory Executive Director	9
Section 2	Executive Board	10
Section 3	Board of Directors.....	13
Article IX	Elections.....	14
Section 1	Procedure.....	14
Section 2	Voting.....	15
Section 3	Vacancies	15
Section 4	Term of Office	15
Article X	Committees	16
Section 1	Committee Quorum.....	16
Section 2	Committee Recommendations	16
Section 3	Committee Reports.....	16
Section 4	Committee Chair Responsibility	16
Article XI	Meetings	16

Northeastern Illinois Regional Crime Laboratory Constitution and Bylaws

Section 1	General Meetings.....	16
Section 2	Annual Meeting	17
Section 3	Special Meetings	17
Section 4	Notice of Meetings	17
Section 5	Quorum.....	17
Section 6	Voting.....	17
Section 7	Parliamentary Authority.....	17
Article XII	Adoption	18
Section 1	Initial Adoption of Constitution and Bylaws	18
Article XIII	Amendment	18
Section 1	Effective Date.....	19
Article XIV	Resolutions.....	19
Section 1	Requirements	19

Northeastern Illinois Regional Crime Laboratory Constitution and Bylaws

Article I Name

Section 1 NAME

- 1.1) This organization shall be known as the Northeastern Illinois Regional Crime Laboratory, hereinafter to be referred to as the Crime Lab.

Article II Purpose

Section 1 PURPOSE

- 1.1) The purposes of the Crime Lab are as follows:
 - 1.1.1 To provide forensic and criminalistics services to its member law enforcement agencies.
 - 1.1.2 To furnish written reports and analyses of such services as may be provided to its members.
 - 1.1.3 To testify in court proceedings as to the results of such services as provided to its members.
 - 1.1.4 To provide expert assistance to its member agencies in the collection, preservation, and analysis of physical evidence pursuant to crime scene processing and criminal investigations.
 - 1.1.5 To provide for specialized training in forensic science to authorized employees of law enforcement or other criminal justice agencies.
 - 1.1.6 To strive towards continued improvement in forensic science.

Article III Organization

Section 1 ORGANIZATION

- 1.1) The NORTHEASTERN ILLINOIS REGIONAL CRIME LABORATORY, as a legal entity, shall be formed as an Illinois Intergovernmental Cooperative under the provisions of the Illinois Compiled Statutes (5 ILCS 220 et seq.) also known as The Illinois Intergovernmental Cooperation Act.
- 1.2) This Intergovernmental Cooperative shall have all the rights, privileges and powers as ascribed by the Illinois Intergovernmental Cooperation Act.

Northeastern Illinois Regional Crime Laboratory Constitution and Bylaws

- 1.3) This Intergovernmental Cooperative shall be subject to the provisions of the Illinois Open Meetings Act (5 ILCS 120 et seq.) as they pertain to the organization.
 - 1.3.1 For the purposes of compliance with the Illinois Open Meetings Act, all meeting notices shall be posted in a public-viewable area at the main facility of the Crime Lab.
- 1.4) This Intergovernmental Cooperative and its records shall be subject to the provisions of the Illinois Freedom of Information Act (5 ILCS 140 et seq.) except as exempted according to 5 ILCS 140/7 of the Act.
- 1.5) This Intergovernmental Cooperative and its records shall be subject to the provisions of the Illinois Local Records Act (50 ILCS 205 et seq.) as they pertain to the organization.

Article IV Membership

Section 1 REGULAR MEMBERS

- 1.1) Any county, municipality, or other unit of local government or entity in Illinois that has an established law enforcement arm authorized by State or Federal Statute is eligible for membership under the following provisions:
 - 1.1.1 The Executive Board has the authority to accept or deny any membership application.
 - 1.1.2 The corporate authorities of the county, municipality, or other unit of local government or law enforcement (Member) has adopted a resolution authorizing the execution of the Intergovernmental Agreement and the Chief Executive Officer has executed the Intergovernmental Agreement (Agreement) establishing itself as a member of the Cooperative as provided for in 5 ILCS 220 et seq.

Section 2 MEMBERSHIP STATUS

- 2.1) Any Member in compliance with all the membership requirements of the Constitution and Bylaws of the Crime Lab shall be considered to be a Member in Good Standing.
- 2.2) Any Member not in compliance with all the membership requirements of this Constitution and Bylaws including failure to pay all applicable dues, fees, and assessments may be suspended from membership, for a specific period of time or until compliance is restored, by a majority vote of the Board of Directors present at any properly convened meeting.

Northeastern Illinois Regional Crime Laboratory Constitution and Bylaws

- 2.3) Any Member not in compliance with all the membership requirements of this Constitution and Bylaws including failure to pay all applicable dues, fees, and assessments may be permanently excluded from membership upon a two-thirds (2/3) vote of the entire Board of Directors.
- 2.4) Non-compliant Members shall be provided with a written notice, sent by certified mail to the Chief Executive of that Member's law enforcement agency, at least thirty (30) days prior to the imposition of any sanctions provided for in this Section.

Section 3 NEW MEMBERS

- 3.1) Entities meeting the requirements of Section 1 above and who have petitioned the Crime Lab for membership after the first organizational meeting may be admitted as Members of the Crime Lab upon a majority vote of the Executive Board present at any properly convened meeting.

Section 4 RESIGNATION

- 4.1) Any Member may resign from its affiliation with the Crime Lab by exercising its termination powers in accordance with the Intergovernmental Agreement.

Section 5 REINSTATEMENT

- 5.1) Upon written request signed by a former member filed with the Secretary, the Board of Directors may by the affirmative vote of two-thirds of the Board members present at a properly convened meeting reinstate such former member of membership upon such terms as the Board of Directors may deem appropriate.

Section 6 MEMBERS EMERITUS

- 6.1) The honorary title of Member Emeritus may be granted upon action of the Executive Board to any individual or individuals who have made a significant contribution to the furtherance of the Crime Lab, to the law enforcement profession, or to the field of criminalistics.
- 6.2) Members Emeritus shall have all the rights and privileges of any representative of a Member in Good Standing except that they shall not be entitled to vote or hold any office in organization, nor shall they be entitled to any of the services provided by the Crime Lab.

Northeastern Illinois Regional Crime Laboratory Constitution and Bylaws

Article V Dues and Assessments

Section 1 DUES, FEES, AND ASSESSMENTS

- 1.1) Members shall pay to the Crime Lab such dues, fees and assessments as are established by a Resolution of the Board of Directors.
- 1.2) These dues and assessments shall include, but are not limited to:
 - 1.2.1 Annual membership assessment
 - 1.2.2 Facility occupation and maintenance fees
 - 1.2.3 Capital improvement fees
 - 1.2.4 Fees for any services provided by the Crime Lab that are not covered under the annual membership assessment
 - 1.2.5 Training fees for periodic, formalized training to law enforcement personnel.

Section 2 PAYMENT REQUIRED

- 2.1) All dues and assessments, unless otherwise indicated on the face of the invoicing document as authorized by the Board of Directors, shall be paid by the Member to the Crime Lab within thirty (30) days of notice.
- 2.2) Failure to pay any and all dues, fees, or assessments established by the Board of Directors on a timely basis may be considered cause for the exclusion or suspension of that Member from the Crime Lab.

Article VI Assets and Finances

Section 1 RETENTION

- 1.1) All rights, title, and interest, both legal and equitable, in and to property of the Crime Lab shall remain with the Crime Lab

Section 2 FINANCIAL ACCOUNTING

- 2.1) The fiscal period for the Crime Lab shall run from May 1 to April 30 of the following year. Member assessments may be paid according to the fiscal year for that agency.
- 2.2) All documentation and recordkeeping pertaining to the financial matters of the Crime Lab shall be in substantial compliance with currently accepted business and accounting practices as determined by an annual audit.

Northeastern Illinois Regional Crime Laboratory Constitution and Bylaws

Section 3 CHECKS , DRAFTS , AND FINANCIAL INSTRUMENTS

- 3.1) All checks, drafts or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Crime Lab shall be signed by such officer or officers, agent or agents of the Crime Lab and in such manner as shall from time to time be determined by resolution of the Executive Board. In the absence of such determination by the Executive Board, such instruments shall be signed by the President or designee.

Section 4 DEPOSITS

- 4.1) All funds of the Crime Lab shall be deposited from time to time to the credit of the Crime Lab in such banks, trust companies or other depositories as the Board of Directors may select in accordance with Illinois laws governing the deposit and investment of public funds.

Section 5 GIFTS

- 5.1) The Board of Directors may accept, on behalf of the Crime Lab, any contribution, gift, or bequest providing that such contribution, gift, or bequest is not in violation of the Illinois Governmental Ethics Act (5 ILCS 420 et seq.).

Section 6 DISSOLUTION

- 6.1) The assets of the Crime Lab will, upon dissolution of the Crime Lab, shall be sold at auction; the proceeds of which shall be used to first reduce the existing liabilities of the Crime Lab.
- 6.2) Any remaining assets or liabilities of the Crime Lab shall be apportioned to the Members in good standing at the time of such dissolution according to the same formula used to establish the annual membership assessment.

Section 7 LIABILITY

- 7.1) The Crime Lab shall carry sufficient general liability and comprehensive insurance as to protect the fiscal health of its members. This insurance shall include, but not be limited to: general liability, comprehensive coverage of equipment and facility contents, property and casualty, employment liability, unemployment compensation, worker's compensation, and automotive liability.
- 7.2) Any insurance policy carried by the Crime Lab shall indemnify the organization, its employees, and agents for any actions taken in the furtherance of their official duties for the Crime Lab.

Northeastern Illinois Regional Crime Laboratory Constitution and Bylaws

- 7.3) Member agencies shall be covered as additionally insured on any and all general liability and comprehensive insurance policies carried by the Crime Lab.

Section 8 PURCHASING

- 8.1) Capital equipment and improvements purchased by the Crime Lab requires approval of the Executive Board.

Article VII Representatives

Section 1 REPRESENTATIVES

- 1.1) The Chief Executive Officer or designee of each Member shall act as a representative to the Crime Lab. The Chief Executive shall provide the Crime Lab with written authorization for the designee to act as agency representative.

Section 2 VOTING RIGHTS

- 2.1) The right to vote in any General Meeting of the Crime Lab is a privilege granted to the duly designated representative of a Member in Good Standing.
- 2.2) The right to vote in any Committee of the Crime Lab shall be limited to a duly appointed member of that Committee.
- 2.3) The right to vote in any Executive Board Meeting of the Crime Lab shall be limited to members of the Executive Board.
- 2.4) The right to vote in any Board of Directors Meeting of the Crime Lab shall be limited to members of the Board of Directors.

Article VIII Boards and Directors

Section 1 CRIME LABORATORY EXECUTIVE DIRECTOR

1.1) Description and duties

- 1.1.1) The Crime Laboratory Executive Director manages the operations of the Crime Lab by directing and coordinating all Crime Lab activities consistent with established goals, objectives and policies as set by the Executive Board.

Northeastern Illinois Regional Crime Laboratory Constitution and Bylaws

- 1.1.2 The Crime Laboratory Executive Director shall be a full-time employee of the Crime Lab and report directly to the Executive Board.
- 1.1.3 The Crime Laboratory Executive Director shall establish and maintain Standardized Operating Guidelines and procedures that govern the day-to-day operation of the Crime Lab including, but not limited to employee policies, forensics, courtroom testimony, and the collection, handling, analysis, and reporting of physical evidence.
- 1.1.4 The Crime Laboratory Executive Director shall be authorized to make changes in the Personnel Handbook (see approval of Executive Board). The Crime Laboratory Executive Director shall have sole authority in the hiring, firing, and discipline of Crime Lab employees, except that in the event of a vacancy in the position of Executive Director, the sole authority to hire, fire, and discipline employees falls to the Executive Board.
- 1.1.5 The Executive Director shall keep and maintain a complete and accurate record of the receipts and disbursements of the Crime Lab and its annual budget, its property, assets and liabilities. The annual audit shall be included as a part of this official record.
- 1.1.6 The Executive Director shall advise the Executive Board on all current and future budgetary issues.

Section 2 EXECUTIVE BOARD

2.1) Organization

- 2.1.1 The Officers of the Executive Board shall consist of a President, Vice-President, Secretary, and Treasurer and a Member at Large.
- 2.1.2 A majority of the Officers of the Executive Board shall constitute a quorum and, unless otherwise specified herein, all questions which arise at its meetings shall be determined by the vote of the majority of the Officers present.

2.2) Duties of the President

- 2.2.1 The President shall preside at all meetings of this organization, maintaining order and enforcing the Constitution and Bylaws of the Crime Lab.
- 2.2.2 The President shall appoint committee chairmen, and be an ex-officio, non-voting member of all standing committees.

Northeastern Illinois Regional Crime Laboratory Constitution and Bylaws

- 2.2.3 The President shall conduct all elections and supervise all elections by the membership and announce the results of all voting. The President shall be authorized to vote in any election as any other Member.
- 2.2.4 The President shall protect the impartiality of the Office by only voting on a motion before the membership, the Board of Directors, or the Executive Board to break a tie vote or when a super-majority vote is required.
- 2.2.5 Nothing in this Section shall prohibit the President from voting on any motion to accept or reject an Amendment to the Constitution and Bylaws, or to cast ballots for the election of Officers of the Executive Board or Board of Directors.

2.3) Duties of the Vice President

- 2.3.1 The Vice President shall assume all duties and responsibilities of the President during any vacancy in that office, or during the President's absence or inability to perform those duties by reason of illness or disability.

2.4) Duties of the Secretary

- 2.4.1 The Secretary shall record and file the names and addresses of all Members, representatives, committee chairmen and committee members.
- 2.4.2 The Secretary shall attend all meetings of the Crime Lab and maintain the official minutes of the Crime Lab, recording all business conducted therein with the exact wording of each motion that was seconded, by whom the motion was made and who seconded it, and whether that motion was carried or defeated.
- 2.4.3 The Secretary or designate shall ensure that a quorum of the voting membership is present prior to conducting any business and shall present the minutes of the previous meeting and all correspondence received by the Crime Lab pertinent to the business at hand.
- 2.4.4 The Secretary shall receive and answer all correspondence as directed by the President and shall maintain files of all such correspondence.
- 2.4.5 The Secretary shall mail notice to all members of the date, time and place of special meetings, elections, installations and special events and post such notice as required by the Illinois Open Meetings Act.
- 2.4.6 The Secretary shall bring a copy of this Constitution and Bylaws to each meeting for reference of all concerned.

Northeastern Illinois Regional Crime Laboratory

Constitution and Bylaws

- 2.4.7 The Secretary may designate a member representative or employee of the Crime Lab to perform any of the duties of Secretary as detailed in this Section while maintaining responsibility for the performance of such duties.
- 2.4.8 The President may appoint any member of the Executive Board to assume the duties of the Secretary in the event of the Secretary's absence.

2.5) Duties of the Treasurer

- 2.5.1 The Treasurer, with the approval of the Board of Directors, shall maintain an annual budget of anticipated revenues and expenditures; that budget is to be presented to the general membership prior to the Annual Meeting.
- 2.5.2 The Treasurer shall be the Custodian of all funds maintained by the Crime Lab. At each General Meeting of the membership, the Treasurer shall submit a written itemized statement of the receipts and disbursements of the Crime Lab since the previous General Meeting and a statement of the assets and liabilities of the Crime Lab.
- 2.5.3 The Treasurer shall review the quarterly financial statements of the Crime Lab and the annual audit.
- 2.5.4 The Treasurer shall be an ex-officio member of any committee involved with finance, budget, assessments, or planning.
- 2.5.5 The President may appoint any member of the Executive Board to assume the duties of the Treasurer in the event of the Treasurer's absence.

2.6) Duties of the Member at Large (MAL)

- 2.6.1 The member at large represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure.
- 2.6.2 The MAL conducts projects to further the goals of the organization or to develop services for the membership. The MAL could serve as chair of any ad hoc committee formed to develop these projects.
- 2.6.3 The MAL listens to membership and communicates their issues, needs and interests to the Board of Directors.
 - * Identifies potential problems and opportunities.
 - * Works toward common goals as a team member.
 - * Sets objectives and develops action plans for selected and/or assigned projects.

Northeastern Illinois Regional Crime Laboratory Constitution and Bylaws

2.7) Authority and Duties of the Executive Board

- 2.7.1 The Executive Board shall have sole authority to approve the hiring, firing, and discipline of the Executive Director.
- 2.7.2 In the event of a vacancy in the position of Executive Director, the Executive Board shall assume the duties of the Executive Director and may designate some or all of those duties to one or more individuals until the position of Executive Director has been filled.
- 2.7.3 The Executive Board shall have the sole authority to approve the employment policies of the Crime Lab. The Executive Board shall have the sole authority to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Crime Lab.
- 2.7.4 The Executive Board may authorize any officer or officers, agent or agents of the Crime Lab to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Crime Lab and such authority may be general or restricted to specific instances.
- 2.7.5 The Executive Board shall have the sole authority in designating certain individuals as Members Emeritus in accordance with Article IV Section 3 of this Constitution and Bylaws.
- 2.7.6 The Executive Board shall be responsible for the presentation of a fair and equitable means for funding the operation of the Crime Lab to the Members.
- 2.7.7 Disbursements authorized by the Executive Director of the Crime Lab which would result in a variance with the approved budget must meet with the approval of the Executive Board.
- 2.7.8 The Executive Board shall review the By-Laws every two calendar years.
- 2.7.9 The Executive Board shall review the Personnel Handbook every two years. Amendments can be made to the Handbook with a Bulletin. Amendments made by Bulletin shall be incorporated into the Handbook during the next review.

Section 3 BOARD OF DIRECTORS

3.1) Organization

- 3.1.1 The Officers of the Board of Directors shall consist of the Executive Board and eleven other member representatives (Trustees).

Northeastern Illinois Regional Crime Laboratory Constitution and Bylaws

3.1.2 A majority of the Officers of the Board of Directors shall constitute a quorum and, unless otherwise specified herein, all questions which arise at its meetings shall be determined by the votes of the majority of the Officers present.

3.2) Authority and Duties

3.2.1 The Board of Directors shall have full authority to carry out its duties as defined in this Constitution and Bylaws.

3.2.2 The Board of Directors shall have full power and authority during the intervals between General Meetings to perform all functions and do all acts which might be done by the Crime Lab except that it shall not have the power to amend the Constitution or its Bylaws.

3.2.3 The Board of Directors shall report at the General Meetings of the Crime Lab all measures considered since the last General Meeting, for the general welfare of the Crime Lab and shall suggest means of advancing the purposes of the Crime Lab.

3.2.4 The Board of Directors shall have the sole authority to approve or revise the annual budget for the Crime Lab.

3.2.5 The Board of Directors shall have sole authority to impeach any member of the Executive Board or Board of Directors for cause, subject to the requirement that two-thirds (2/3) of the entire Board of Directors shall vote in favor of the removal. For purposes of this vote, each member of the Board of Directors shall vote by roll call.

Article IX Elections

Section 1 PROCEDURE

- 1.1) Regular elections for the Officers of the Executive Board and Board of Directors (hereinafter referred to collectively as Officers) shall be held at the Annual Meeting of the membership.
- 1.2) The initial election of Officers of the Executive Board and Board of Directors shall be held at the first organizational meeting of the Members immediately after the establishment of the Crime Lab, who shall serve until the first Annual Meeting.
- 1.3) Nominations for elected positions shall be accepted from the floor; however, no more than three (3) nominations for each Office of the Executive Board shall be voted upon.

Northeastern Illinois Regional Crime Laboratory Constitution and Bylaws

- 1.4) In the event that more than three (3) nominations for any Office of the Executive Board are accepted from the floor, a preliminary runoff election shall be held by a show of hands of the active members present and voting.
- 1.5) The three (3) candidates for each Office of the Executive Board with the highest number of votes shall be considered by the members as the nominees for that position.
- 1.6) Elections of officers shall be held in the following order, President, Vice-President, Secretary, Treasurer, Member at Large and Board of Directors.

Section 2 VOTING

- 2.1) Votes shall be cast for the Officers of the Executive Board by voice vote and the Secretary shall tabulate the votes. The nominee for each Office receiving the most votes shall be elected to that office.
- 2.2) Votes shall be cast for the Board of Directors by ballot with the Member Representative being entitled to vote for up to eleven (11) different nominees. Cumulative voting is not permitted. The nominees for the Board of Directors receiving the most votes shall be elected to the Board of Directors. The results of the election of each Office shall be announced by the President.

Section 3 VACANCIES

- 3.1) Any vacancies of officers of the Crime Lab shall be filled by appointment of the Executive Board at the next Executive Board meeting after the vacancy. This appointment shall be for the remaining term of the office.

Section 4 TERM OF OFFICE

- 4.1) The term of office for each officer of the Executive Board of the Crime Lab shall be one year.
- 4.2) No officer of the Executive Board shall hold the same Office for more than two consecutive terms.
- 4.3) The term of office for each officer of the Board of Directors of the Crime Lab not a member of the Executive Board shall be one year.
- 4.4) Nothing in this Section shall be construed to limit an officer of the Board of Directors of the Crime Lab who is not a member of the Executive Board from serving for multiple consecutive terms of office.
- 4.5) The term of office for all officers of the Crime Lab elected at the first organizational meeting of the Members of the Crime Lab after its inception shall be from that date until the first Annual Meeting.

Northeastern Illinois Regional Crime Laboratory Constitution and Bylaws

Article X Committees

Committees are appointed as needed by the Executive Board. Committees are comprised of the Executive Director (and/or the Assistant Laboratory Director) at least one member of the Executive Board and a minimum of two members of the Laboratory Membership. The chair of the Committee shall be appointed by the Executive Board President. Committee findings are presented at the next available membership meeting. Findings shall be made available to the membership prior to the meeting and a vote to accept/modify the findings will be finalized.

Section 1 COMMITTEE QUORUM

- 1.1) A Quorum of any committee shall be a majority of the committee members.

Section 2 COMMITTEE RECOMMENDATIONS

- 2.1) Committee recommendation shall be made on the basis of a majority vote of the committee.

Section 3 COMMITTEE REPORTS

- 3.1) The distribution of committee reports, as may be determined by the President, shall be accomplished by the Secretary.

Section 4 COMMITTEE CHAIR RESPONSIBILITY

- 4.1) The Chair of each committee is expected to maintain knowledge and awareness of the progress of the committee and address such written reports or recommendations made to the convening authority on activities of the committee's areas of concern.
- 4.2) The Chairperson of the committee shall call and preside at committee meetings and direct the assignment of committee members.
- 4.3) The Chairperson of the committee may designate a committee member to act as chair on a temporary basis.

Article XI Meetings

Section 1 GENERAL MEETINGS

- 1.1) General meetings shall be held as specified by Resolution of the Executive Board. Meeting dates shall be announced at the prior General Meeting, unless otherwise specified by the Executive Board.

Northeastern Illinois Regional Crime Laboratory Constitution and Bylaws

Section 2 ANNUAL MEETING

- 2.1) The Annual Meeting shall be a General Meeting held each June for the purpose of election and installation of new officers, the President's report to the membership and discussion of the accomplishments and activities of the past year and future goals of the organization.

Section 3 SPECIAL MEETINGS

- 3.1) Special meetings may be called by the President, by majority vote of the Executive Board or by written request to the President by twenty (20) percent of the active membership. Such written request shall state the reason for the meeting, and at such Special Meeting the reason for the meeting may be the only item discussed or acted upon.

Section 4 NOTICE OF MEETINGS

- 4.1) The Secretary shall ensure that each meeting of the Crime Lab is posted in accordance with the requirements of the Illinois Open Meetings Act (5 ILCS 120 et seq.)
- 4.2) The Secretary shall send notice of all Special Meetings to the representatives of each Member in Good Standing by email, fax, or US Postal Service at least seven (7) calendar days prior to said meeting stating the time, place, date and purpose of such Special Meeting.

Section 5 QUORUM

- 5.1) A quorum of this organization shall constitute of a majority of the representatives of the Members in Good Standing in the presence of a presiding officer.

Section 6 VOTING

- 6.1) Except as expressly stated otherwise herein, at any meeting of the organization, each representative of a Member in Good Standing shall be entitled to one vote on each issue submitted to the membership.

Section 7 PARLIAMENTARY AUTHORITY

- 7.1) Robert's Rules of Order, 10th edition by Perseus Publishing as authorized by the Robert's Rules Authorship Committee, shall be used to govern all procedures relative to all issues unless specifically listed in this Constitution and Bylaws.

Northeastern Illinois Regional Crime Laboratory Constitution and Bylaws

Article XII Adoption

Section 1 INITIAL ADOPTION OF CONSTITUTION AND BYLAWS

- 1.1) The Constitution and Bylaws of the Crime Lab shall be adopted by a majority vote of the representatives of the members of the Crime Lab at the first organizational meeting of the Members of the Crime Lab after its inception.

Article XIII Amendment

Section 1 AMENDMENT PROPOSALS

- 1.1) The Constitution and Bylaws of the Crime Lab may be amended at any General Meeting by a two-thirds (2/3) affirmative vote of those present at a meeting of the Members where a quorum exists.
- 1.2) The Board of Directors may make non-substantive changes to the Constitution and/or Bylaws in order to correct for errors in grammar, spelling, punctuation, and cross-references when the correct cross-reference is obvious, the use of incorrect words when the correct word is obvious, and to adjust the numbering of individual sections to maintain proper numerical sequence.
- 1.3) Amendment proposals to this Constitution and its Bylaws shall be considered when twenty (20) percent of the representatives of the Members in Good Standing submit a signed petition requesting such an amendment, or by a unanimous vote of the Executive Board.
- 1.4) The Secretary shall post a copy of the proposed amendment with a notice of the date, time and place such amendment shall be submitted to the members for adoption.
- 1.5) Such meeting, if not a General meeting, shall be called by the Executive Board and held not less than ten (10) days or more than sixty (60) days subsequent to the posting of the proposed amendment.
- 1.6) An emergency By-Law temporary change may be enacted by the Executive Board. The effect of the change must be approved by the Members in Good Standing within 60 days of the change by a 2/3 vote of such Members.
- 1.7) Any Member in Good Standing or the Executive Director can submit a Amendment Change. The Executive Board has the authority to decline or accept the change for a vote by the Members.

Northeastern Illinois Regional Crime Laboratory Constitution and Bylaws

Section 2 EFFECTIVE DATE

- 2.1) All amendments passed and adopted by the Crime Lab in accordance with the Constitution and Bylaws shall be in full force and effect upon the adjournment of the meeting wherein considered and adopted, provided an exception to this is not otherwise contained in the language of the amendment itself.

Article XIV Resolutions

Section 1 REQUIREMENTS

- 1.1) Every resolution, unless involving amendment to this Constitution and Bylaws shall be made in writing and presented to the Board of Directors for consideration and report prior to their meeting.
- 1.2) Every resolution to be introduced to the membership for approval shall be provided to each Member in Good Standing at least ten (10) days prior to the meeting.