



ILLINOIS CORONER TRAINING BOARD

BY-LAWS

Adopted September 29, 2016

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Illinois Coroner Training Board

ARTICLE I

Name

The name of this organization shall be the Illinois Coroner Training Board, herein referred to as the "Board, ICT Board or CTB" and created pursuant to the Coroner Training Board Act [55 ILCS 135/ (P.A. 099-0408)].

ARTICLE II

Purpose

The purpose of the Board is to establish and maintain standards for Illinois coroner training and certification that are relevant, realistic and responsive, and that encourage adherence to high standards of professional practice and ethical conduct when performing medicolegal death investigations.

ARTICLE III

Duties of the Board

The Board shall:

1. Establish and enforce training for the office of the Coroner by conducting or approving training programs in death investigation for coroners.
2. To establish by rule appropriate mandatory minimum standards relating to the training of coroners, including, but not limited to, Part 1760 of Chapter V of Title 20 of the Illinois Administrative Code. The Board shall consult with the Illinois Coroners and Medical Examiners Association when adopting mandatory minimum standards.
3. Develop/approve a curriculum for a forty-hour training course for new coroners and approve the qualifications of the instructors who teach the course.

1. Two duly elected/appointed coroners actively serving from Illinois
2. One forensic pathologist from the Cook County Medical Examiner's Office
3. One forensic pathologist from an Illinois county other than Cook County
4. One citizen of Illinois who is not currently or was a coroner or forensic pathologist.

Section 4.

1. The Governor shall appoint each member of the Board for a term of three years; except that, of the membership initially appointed, one coroner and one forensic pathologist shall be appointed for a term of one year, the second coroner, second forensic pathologist and the citizen member shall be appointed for a term of three years. Successors shall be appointed in like manner with terms expiring the first Monday of August each three years thereafter.
2. Each member shall serve until their respective successors are appointed and qualify.
3. If a coroner, forensic pathologist or citizen member becomes ineligible to serve on the Board by leaving office, ceasing employment as a forensic pathologist, is no longer a resident of Illinois or for any other circumstance, that member's term on the Board shall expire. The Governor shall appoint a suitable person to fill the vacancy on the Board for the unexpired term.
4. Board members may be reappointed by the Governor for successive terms.
5. The members of the Board shall serve without compensation but shall be entitled to reimbursement for their actual expenses in attending meetings and in the performance of their duties hereunder from the funds appropriated for that purpose. All reimbursement of appropriate Board expenses shall be in accordance with State of Illinois established rates.

1. In the event the Chairperson position is vacated due to reasons identified in Section 3, the Vice-Chairperson shall assume the role of Chairperson for the remainder of the term.
2. In the event the Vice-Chairperson position is vacated due to reasons identified in Section 3, a special election shall be conducted at the next regular meeting of the Board in order to fill the vacancy. Nominations shall be accepted at the meeting and an election will be conducted following the close of nominations. The newly elected Vice-Chairperson shall serve the remaining term.

Section 4. Duties of the Chairperson shall be to:

1. Preside at all meetings of the Board.
2. Develop meeting agendas.
3. Observe and enforce the by-laws and policies of the Board.
4. Appoint appropriate Board members to necessary Board committees immediately following the election of officers and establishment of committees, or as soon as practicable, subject to confirmation by the majority vote of the Board.
5. Receive resignations and written notices of impending vacancies or notices of change of status in the voting membership and communicate with the Governor or his/her staff during the process of filling such vacancies.
6. Perform all such other duties incident to the office as provided by these by-laws.
7. Communicate and work with fellow Board members, the Executive Director and other Board staff to effectuate all Board related business.
8. Ensure the Board is meeting all statutory obligations.

Section 5. Duties of the Vice-Chairperson shall be to:

1. Exercise the functions of the Chairperson in the absence, during the absence, and during the inability of the Chairperson to perform, or upon the Chairperson's request.

13. Maintain accurate lists of members of the Board and all Board committees.

Section 7. In the absence of both the Chairperson and the Vice-Chairperson at any meeting in which a quorum is present, the Chairperson shall designate another Board member to serve as Chairperson for that meeting only. If the Chairperson is unable to designate another Board member to serve as Chairperson, the Vice-Chairperson shall designate another Board member to serve as Chairperson for that meeting only.

ARTICLE VI

Meetings

Section 1. The Board shall meet a minimum of four times per year. Special meetings of the Board may be called at any time by the Chairperson or at the request of any two Board members.

Section 2. A quorum of the Board shall be a majority of the total voting membership of the Board.

1. Remote meeting attendance by Board members shall be allowed by phone or video conferencing (when available) provided a majority of a quorum is present in person for the meeting.

2. Any meeting of the Board may be cancelled by the Chairperson three business days prior to such meeting or when the Chairperson determines there will be no quorum present at such meeting.

3. Remote voting by Board members attending the meeting by video conferencing or phone shall be allowed.

Section 3. In the absence of a quorum, any business transacted is null and void, except:

1. To fix the time in which to adjourn.

2. To adjourn.

3. To recess.

4. To take measures to obtain a quorum.

- b. Oral notice is deemed given effective when communicated in a comprehensible manner.
 - c. Notice transmitted by facsimile, electronic transmission or other form of wire or wireless communication is deemed given when the transmission is completed. Public notice will be provided as specified in statute or regulation for the minimum notice period allowable.
- 2. Waiver of notice: A member may waive notice requirements for any meeting before or after the time and date of the meeting stated in the notice. Such waiver shall be delivered to the Executive Director of the Board for filing with the Board records. A member's attendance at or participation in a meeting constitutes a waiver of the notice requirements.
 - 3. Attendance: Board members may attend Board meetings in person at the location specified in the meeting notice, by telephone, or by video conferencing (when available) as may be arranged by the Executive Director of the Board or other Board staff, except as provided in Article V.1.5.a.

ARTICLE VII

Committees

- Section 1. The Chairperson shall be responsible for the creation of necessary committees and the appointment of Board members and others to serve upon these committees.
 - 1. The Chair of each committee shall be a currently serving Board member.
 - 2. Committee members may be comprised of Board and non-Board members.
- Section 2. The Chairperson shall be responsible for assigning Board members to liaison with external entities that serve the interests and obligations of this Board, subject to the majority approval of the Board.

ARTICLE X

Parliamentary Authority

Section 1. Robert's Rules of Order, Newly Revised, may be used as a guideline but shall not be binding to the operation of the Coroner Training Board or its committees.

ARTICLE XI

Adoption of By-Laws

Section 1. These by-laws shall take effect immediately upon majority vote of the Board and the signature of the Chairperson.

ARTICLE XII

Conflict of Interest

Section 1. Any potential conflict of interest shall be disclosed to the Board and the remaining members of the Board will determine whether a conflict exists. If a conflict is determined, by the Board, to exist, the member shall be recused from the vote on that issue. No member of the Board shall be permitted to vote on items brought before the Board or directly engage in tasks or duties of the Board wherein a financial conflict of interest exists.

By-laws adopted September 29, 2016

Signed: 
Duane Northrup, Chairperson