

State of Illinois

Illinois Purchased Care Review Board

BYLAWS

Adopted December 4, 1978

Amended February 5, 1991

Amended March 2, 2004

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Illinois Purchased Care Review Board

BYLAWS

Amended February 3, 2004

I. NAME

The name of this organization shall be the Illinois Purchased Care Review Board.

II. PURPOSE

The purpose of the Illinois Purchased Care Review Board is to review and approve or disapprove costs of nonpublic facilities that have been first determined eligible by the *Illinois State Board of Education* for their educational programs pursuant to minimum educational standards as found in the Rules and Regulations for Educating Handicapped Children in Nonpublic Facilities under Section 14-7.02 of the School Code of Illinois.

III. POWERS AND DUTIES

- A. The Illinois Purchased Care Review Board shall establish rules and regulations for its operations and shall establish uniform standards and criteria which it shall follow.*
- B. The Review Board shall review the costs for special education and related services provided by eligible nonpublic schools, special education facilities, and out-of-state public school education programs and shall approve or disapprove individual facility rates with respect to allowable costs.
- C. The Review Board shall establish uniform definitions and criteria for accounting separately for the costs of special education and related services, and room and board.
- D. The Board shall also establish guidelines for the coordination of services and financial assistance provided by all State agencies to assure that no otherwise qualified handicapped child receiving services under Article 14 of the The School Code of Illinois shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity provided by any State agency.
- E. The Review Board shall seek the advice of the Advisory Council on Education of Handicapped Children on the rules and regulations to be promulgated by it relative to providing education services.

- F. The Review Board may employ staff and contract with independent auditors for such services as may be needed to verify that all fees, tuitions and charges are fair and justified.

* The Powers, Duties, and Membership all reference The School Code of Illinois.

IV. MEMBERSHIP

- A. Members of the Board shall consist of the following persons or their designees: The directors of Children and Family Services, Public Health, Public Aid, and the Bureau of the Budget; the Secretary of Human Services, the State Superintendent of Education; and such other persons as the Governor may designate. (105 ILCS 5/14-7.02)
- B. Designated and Alternative representatives of each member agency shall be made in writing to the Chairperson prior to the exercise of voting privilege at any regular or special meeting.
- C. Reimbursement of Member Expenses.
 - 1. Members shall be reimbursed through their own agencies for all ordinary and necessary expenses in performing their duties as members of the Board.
 - 2. Members who are not employees of the state shall be reimbursed by the Illinois' Purchased Care Review Board for all ordinary and necessary expenses incurred in performing their duties as members of the Board.

V. OFFICERS

- A. Officers
 - 1. The officers shall be a Chairperson, Vice-Chairperson and Secretary.
 - 2. Members of the Illinois Purchased Care Review Board shall elect all officers from their membership at the regularly scheduled meeting in June of each year, with new officers being installed at the regularly scheduled meeting in July. Offices shall be held by the member agencies, as elected, with duties performed by the appointed representatives.
 - 3. The officers shall be elected by roll call ballot after nominations from the floor.

4. No officer shall serve for more than two consecutive terms in the same office but may be elected to subsequent terms after an intervening term or terms.
5. Vacancies occurring in the offices of Chairperson or Vice-Chairperson shall be filled by the Board at the next regular or special meeting thereof for the unexpired term of such officer.

B. Duties

1. The Chairperson shall preside over all meetings of the Board, call meetings as herein provided, and perform such other special duties as may be vested in him/her by the Board.
2. The Vice-Chairperson shall preside over all meetings in the absence of the Chairperson and perform such other special duties as may be vested in him/her by the Board.
3. The Secretary shall be responsible to insure that the minutes of all proceedings at regular and special meetings of the Board are recorded and maintained by the staff recording secretary and that all books and records are maintained in the administrative offices of the Illinois State Board of Education. The Secretary shall perform such other duties pertaining to the office as the Board may from time to time direct.

VI. **MEETINGS**

- A. Meetings will be held in accordance with the Open Meetings Act Amendment (5 ILCS 120/1 et seq.),(PA93-523) of the Illinois Compiled Statutes, effective January 1, 2004.

B. Regular Meetings

1. The Board shall meet on the first Tuesday of each month unless otherwise specified by the Board
2. The Board shall adopt an annual meeting calendar at the regular June meeting of each year, effective July 1 for the new fiscal year.

C. Special Meetings

1. The Chairperson shall have the authority to call special meetings.
2. A majority of members of the Board may request that a special meeting be called by the Chairperson.

3. At least forty-eight (48) hours in advance of the special meeting, the members of the Board shall be provided with written notice which shall include the time, place, and purpose of the special meeting, members who called the meeting and other related and necessary materials.
 4. No business other than that on the agenda shall be transacted except by consent of a majority of the Board.
 5. The special meetings of the Board shall be held in Springfield or at such other locations as may be determined in advance by the Board.
- D. A majority of the members of the Board or such designees as are provided for in the rules and regulations shall constitute a quorum.
- E. Agenda
1. The Chairperson shall cause to be prepared, in writing, the agenda for regular and special meetings.
 2. The agenda when the Board shall meet in regular session shall include, but not be limited to, the following items: Call to Order and Roll Call, Approval of Minutes, Committee Reports, Old Business, New Business, Announcements, and Adjournment.
 3. At least three (3) days before the date of a regular meeting the members shall be given written notice of the agenda and other related and necessary material.
 4. Any member may place items on the written agenda by contacting the chairperson in writing prior to the time the written agenda shall be sent to the members.
 5. All communications to the Board from non-members, regarding matters to be submitted to the Board for consideration, shall be in accordance with the "State Officials and Employees Ethics Act" (PA93-617) signed by the Governor on December 9, 2003.
- F. Voting Procedure
1. Every motion or resolution considered by the Board shall be voted upon by calling the ayes and nays. Any motion or resolution involving the expenditure of money shall be voted upon by call of the roll. Others may be by voice vote unless it is requested by one

or more members that other motions be voted upon by call of the roll.

2. The Chairperson will always vote last and shall be permitted to vote on all matters.

VII. COMMITTEES

A. Establishment

1. The Chairperson shall establish all committees and appoint a chairperson.
2. The Chairperson shall specify the charges to all committees, shall regularly request reports to the Board concerning their activities and shall dissolve them when their specific charges have been completed.
3. The committee chairperson shall call meetings as necessary for the committee to complete its assignment. Notice shall be given to each member at least three days in advance of each meeting, containing the time, place, and agenda.

B. Standing Committees

Standing committees shall consist of the Nominations Committee, which shall be appointed by the Chairperson annually, subject to Board approval.

VIII. PARLIAMENTARY AUTHORITY (Open Meetings Act)

Board meetings shall be conducted according to parliamentary procedure as established by Robert's Rules of Order, for small boards, except as modified by the Board and by the Open Meetings Act Amendment (SB1586)(aka P.A. 93-0523) effective 8/12/03.

IX. AMENDMENTS

- A. Except for those sections prescribed by statutes, these By-laws may be amended at a regular or special meeting of the Board by a majority vote of the Board providing such amendments have been filed, in writing, fourteen (14) days prior to such meeting

- B. A provision of the By-laws may be suspended upon a three-fifths (3/5) vote of the members of the Board.