

Illinois Homeland Security Advisory Council Bylaws



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Article I: Name, Background and Mission

Section 1: Name

The name of this entity is the Illinois Homeland Security Advisory Council, herein referred to as IL-HSAC.

Section 2: Background

The Illinois Terrorism Task Force (ITTF) was formalized in 2000 by State of Illinois Executive Order 2000-10 and established as a permanent entity in 2003 by Executive Order 2003-17. By Executive Order 2023-03, the previous ITTF Executive Order was rescinded. The ITTF was renamed the Illinois Homeland Security Advisory Council (IL-HSAC) and all current members of the ITTF were re-appointed as members of IL-HSAC.

Section 3: Mission

The IL-HSAC serves as an advisory body to the Governor, the Governor's Homeland Security Advisor and the Illinois Emergency Management Agency and Office of Homeland Security. The IL-HSAC as an advisory body shall:

- 1) Develop and make recommendations regarding the State's domestic terrorism preparedness strategy;
- 2) Make recommendation related to the appropriate training of local, regional, and State officials to respond to terrorist incidents involving conventional, chemical, biological, and/or nuclear weapons;
- 3) Seek appropriate input from federal agencies, including but not limited to the United States Department of Justice, the Federal Bureau of Investigation, the Federal Emergency Management Agency, the United States Department of Health and Human Services, and the United States Department of Homeland Security;
- 4) Serve as the Illinois Senior Advisory Committee (SAC) with respect to funds received through the federal Homeland Security Grant Program and provide recommendations on issues related to the application for and use of all appropriate federal funding that relates to preventing, protecting against, mitigating, responding to and recovering from acts of terrorism and other threats;
- 5) Provide recommendations on issues related to the application for and use of all appropriate State and other funds as may be appropriate and available relating to homeland security;
- 6) Provide recommendations on issues relating to public safety preparedness and mutual aid to include strategies and tactics to coordinate multi-agency response to significant events, act of terrorism or natural disasters where coordination of local, state and private resources is necessary;
- 7) Develop further recommendations relating to coordinating public safety resources and combating terrorism in Illinois;
- 8) Recommend any changes in Illinois state statutes, administrative regulations, or in the Illinois Emergency Operations Plan, that, in its view, may be necessary to accomplish its established objectives; and
- 9) Submit an annual report to the Governor by March 1st of each year. The report shall detail the activities, accomplishments and recommendations of the IL-HSAC in the preceding year.

Article II: Membership

Section 1: Membership Composition

The membership of the IL-HSAC is comprised of entities from state and local government, the private sector, and nongovernmental entities. The IL-HSAC strives to include “whole community” intrastate partners. This is achieved by balancing representation among entities with operational responsibilities for prevention, protection, mitigation, response, and recovery activities within the state.

Section 2: Membership Requirements

a. General Requirements

Entities seeking membership on the IL-HSAC must make an official request in writing to the IL-HSAC Chair Pro Tempore explaining what contributions the entity could make toward achieving the statewide homeland security mission. The Chair Pro Tempore will seek approval from the Governor’s Homeland Security Advisor/IL-HSAC Chair regarding membership on the IL-HSAC. Within 30 days of approval for membership, a member organization must provide in writing to the IL-HSAC the name, job title, address, phone number, and email address of 1) its Delegate and 2) up to two Alternate Delegates. Upon the IL-HSAC’s receipt of this information and the Delegate’s and Alternate Delegates’ completion of all required training as set forth in this Section, the Delegate and Alternate Delegate(s) shall have the authority to represent and vote on behalf of the member organization. The IL-HSAC must be notified within 14 days in writing of a change to a member organization’s Delegate or Alternate Delegate and/or changes to the Delegate’s or Alternate Delegates’ contact information.

b. Attendance

Attendance is confirmed by either oral roll call or physical attendance evidenced by initialing the meeting sign-in sheet. A Delegate from each member organization must attend at least half of the scheduled full membership meetings per calendar year. Failure to attend the requisite number of meetings will result in automatic suspension of IL-HSAC membership on December 31 of the year in question. If the entity would still like to be a member of IL-HSAC, then, no later than January 31 of the following year, the entity shall submit a written request for rescission of the suspension to the Chair Pro Tempore. As a condition for the request for rescission to be granted, the entity shall include in the request a schedule specifying which Delegate(s) will be attending particular meetings for that year in order to meet the attendance requirement, as well as commitment by such Delegate(s) to attend the specified meeting(s).

c. Required Training

Delegates and Alternate Delegates of IL-HSAC member organizations are required to complete online training regarding open meetings; ethics; harassment and discrimination prevention; diversity, equity, and inclusion; and security awareness as required by the State of Illinois’ laws and as instructed by the IL-HSAC Chair, IL-HSAC Ethics Officer and/or the IL-HSAC Open Meetings Officer.

Delegates and Alternate Delegates shall complete the training online using the state’s designated training applications. Completion will be recorded in the online systems; however, Delegates and Alternate Delegates shall provide a copy of the completion certificates to the IL-HSAC Chair Pro Tempore or his or her designee if requested. Failure of any Delegate or Alternate Delegate of an IL-HSAC member organization to complete all required trainings by the stated deadlines will result in the suspension of voting privileges for that individual and may result in penalties as provided under the appropriate state law or regulation.

Section 3. Advisory Members

Advisory members of the IL-HSAC are recognized subject matter experts on homeland security issues who do not have the authority to vote as part of the IL-HSAC but may take part in meeting discussions and participate on committees. Such subject matter experts may also represent other lawfully established entities in the state with responsibilities related to homeland security. Agencies and organizations of the federal government, which may have a conflict of interest regarding voting on funding/budgetary issues, must be advisory members. Entities seeking appointment as advisory members of the IL-HSAC must make an official request in writing to the IL-HSAC Chair Pro Tempore explaining what contributions the entity could make toward achieving the statewide homeland security mission. The Chair Pro Tempore will seek approval from the Governor's Homeland Security Advisor/IL-HSAC Chair regarding an entity's appointment as an advisory member on the IL-HSAC.

Article III: Governance

Section 1. Chair

The Governor's Homeland Security Advisor shall serve as the Chair of IL-HSAC.

Section 2. IL-HSAC Chair Pro Tempore

The Governor's Homeland Security Advisor shall select and appoint a Chair Pro Tempore of IL-HSAC who will be responsible for the day-to-day administration of the IL-HSAC and management of IL-HSAC business. The Chair Pro Tempore of IL-HSAC may be compensated for his or her services and/or reimbursed for reasonable travel and other work-related expenses. Any agreement to compensate or reimburse the Chair Pro Tempore shall be in writing.

Section 3. Standing Committees

The Chair Pro Tempore, in consultation with the Chair, shall establish standing committees to assist in formulating and implementing policies, goals and objectives of the IL-HSAC. The Chair Pro Tempore, in consultation with the Chair, will appoint each member entity to at least one committee. Member entities are required to attend committee meetings and participate in committee activities. Each standing committee should strive to maintain representation from jurisdictions and organizations that are geographically dispersed regionally and/or statewide, as applicable. Advisory Members as described in Article II Section 3 herein may participate on standing committees without voting rights.

Each standing committee is required to establish a membership roster and submit it to the IL-HSAC Chair Pro Tempore or his or her designee annually by December 31. Standing committees shall:

- a) Review the Illinois Homeland Security Strategy,
- b) Recommend changes to the IL-HSAC Chair as deemed programmatically necessary,
- c) Establish short- and long-term priorities to support the implementation of the Illinois Homeland Security Strategy and mission of the committee; and
- d) Make recommendations regarding the programming or reprogramming of homeland security grant funds.

Committee meetings are subject to the requirements of the Illinois Open Meetings Act [5 ILCS 120] ("Act") and should follow requirements of the Act as outlined in these

bylaws. Minutes should be recorded for each committee meeting and voted on at the next committee meeting. Once approved, they should be provided to the IL-HSAC Chair Pro Tempore within 30 days.

Section 3. Committee Co-Chairs

The IL-HSAC Chair Pro Tempore, in consultation with the Chair, shall endeavor to appoint one state agency co-chair and one non-state agency co-chair to each of the IL-HSAC standing committees. Co-chairs must be current Delegates or Alternate Delegates of an IL-HSAC member organization. The committee co-chairs are responsible for coordinating meetings for the committees. Co-chairs from each committee must submit to the IL-HSAC Chair and Chair Pro Tempore a committee meeting schedule, including the date, location, and agenda for each meeting. The meeting schedule is due annually on December 31 for the upcoming year.

During full membership IL-HSAC meetings, committee co-chairs may report pertinent issues covered during their committee meetings, policy and budgetary motions of their committee, and programmatic proposals of statewide significance. If making a report, they should provide to the IL-HSAC Chair Pro Tempore or his or her designee a written copy immediately following the IL-HSAC meeting.

Committee co-chairs shall submit an annual report no later than January 15 each year. The report will include a narrative description and quantitative information on the committee's accomplishments from the previous calendar year and goals for the upcoming year. Committees' annual reports will be submitted in a format prescribed by the Chair Pro Tempore, in consultation with the Chair. This information will be included in the IL-HSAC Annual Report submitted to the Governor each year by March 1, as required by Executive Order 2023-03.

Article IV: Meetings

Section 1. Schedule

IL-HSAC meetings are held as determined by the Chair Pro Tempore, in consultation with the Chair, according to the meeting schedule established prior to January 1 of each calendar year. The Chair Pro Tempore, in consultation with the Chair, may call an unscheduled or emergency meeting if an issue requires the review and approval of the IL-HSAC. Notice for any unscheduled or emergency meeting shall be given as provided in the Act. IL-HSAC meetings are held in Springfield, except as established by the Chair Pro Tempore, in consultation with the Chair.

Section 2. Quorum

A quorum is needed in order to conduct business or have a vote, with each voting member organization getting one vote. For purposes of full membership meetings and committee meetings, a quorum is defined as a majority of the established membership entities. A roll call or similar procedure will be utilized to determine that a quorum is present.

Section 3. Open Meetings Act

The IL-HSAC and its members will comply with the Act. In accordance with the Act, all IL-HSAC full membership and committee meetings are open to the public, and announcements of meeting times, dates, locations and meeting minutes will be maintained by the Chair Pro Tempore. Meetings may be closed pursuant to the Act; however, no final actions may be taken.

Section 4. Meeting Agendas and Minutes

Agendas shall be posted according to the requirements of the Act. Agendas shall include date/time of the meeting and the subject matter of any motions for which a vote will be taken at the meeting.

Minutes will be recorded at the IL-HSAC full membership and committee chair meetings and will be emailed to task force members. Minutes must include but are not limited to: 1) the date, time and place of the meeting; 2) the members of the IL-HSAC recorded as present or absent and whether the members were physically present or present by means of video or audio conference; and 3) a summary of discussion on all matters proposed, deliberated or decided, and a record of any votes taken. Pursuant to the Act, minutes of open meetings will be made available for public inspection within 10 days after approval of such minutes by the IL-HSAC. Minutes of closed meetings are available after determination by the IL-HSAC that it is no longer necessary to keep the records confidential to protect the public interest or individual privacy. IL-HSAC meeting minutes are available on the IL-HSAC website which can be found on the IEMA-OHS website under the Homeland Security tab.

Section 5. Voting

Votes may be held only when a quorum is present in person, or virtually when allowable. Each member organization may cast one vote. The vote may be cast by either the Delegate or the Alternate Delegate in good standing with the IL-HSAC. "Good standing" means that the Delegate or Alternate Delegate has provided the Chair Pro Tempore or his or her designee with current contact information and is up to date with all required trainings. This applies to the full IL-HSAC and any committee or formal subordinate group of members. A simple majority is required for a motion to pass. The IL-HSAC will utilize a voice vote for most motions. The Chair Pro Tempore may ask for a roll call vote if the result of the voice vote cannot be determined or at the Chair Pro Tempore's discretion.

Section 6. Roberts Rules of Order

The IL-HSAC, its committees and any other sub-groups shall follow Robert's Rules of Order to conduct meetings.

Article V: Illinois Homeland Security Strategy

The IL-HSAC is responsible for maintaining constant vigilance over the ever-changing threat environment. Communication, collaboration and the building of enduring relationships are the strengths of the IL-HSAC. The IL-HSAC must remain flexible and prepared to address any emerging threat. As a baseline, the membership of the IL-HSAC will annually approve an Illinois Homeland Security Strategy with associated key performance measures for the upcoming year, providing a consistent statewide plan for the state of Illinois to conduct preparedness activities that address capability gaps identified through the State Preparedness Report. This plan shall also support the desired outcomes associated with the Federal Emergency Management Agency's core capabilities identified through the Threat and Hazard Identification and Risk Assessment (THIRA) or similar assessment of statewide threats and vulnerabilities. The approved Illinois Homeland Security Strategy will serve as the basis for the development and implementation of the State's preparedness policies.

Article VI: Changes to the Bylaws

The IL-HSAC will review these bylaws on an as-needed basis. Any revisions will be voted on by IL-HSAC membership. If approved by majority vote, the change/revision will be made and take effect immediately, unless otherwise specified. In the interest of full transparency, these bylaws, as well as the IL-HSAC Charter, are available on the Illinois Emergency Management Agency and Office of Homeland Security website.

Executive Order 2023-03

(Portion Applicable to the Creation of the Homeland Security Advisory Council)

IV. **ESTABLISHMENT OF ILLINOIS HOMELAND SECURITY ADVISORY COUNCIL**

- A. Executive Order 2003-17 is hereby revoked, and the Illinois Terrorism Task Force is hereby renamed the "Illinois Homeland Security Advisory Council" (IL-HSAC) and established as a permanent body, reporting to the Homeland Security Advisor and vested with the powers and duties described herein.
- B. The current members of the Illinois Terrorism Task Force are hereby appointed as members of the IL-HSAC. Additional members of the IL-HSAC may be appointed with the nomination of the Homeland Security Advisor and the approval of the Governor.
- C. Members of the IL-HSAC shall serve without pay, but may receive travel and lodging reimbursement as permitted by applicable state or federal guidelines.
- D. The Homeland Security Advisor shall serve as Chair of the IL-HSAC. The Homeland Security Advisor may appoint one or more persons to carry out the administrative functions of the IL-HSAC. The Homeland Security Advisor shall report to the Governor or the Governor's designee on all activities of the IL-HSAC.

V. **POWERS AND DUTIES OF THE ILLINOIS HOMELAND SECURITY ADVISORY COUNCIL**

- A. The IL-HSAC, as an advisory body to the Homeland Security Advisor, shall develop and make recommendations regarding the State's domestic terrorism preparedness strategy.
- B. The IL-HSAC shall make recommendations to IEMA & OHS and to the Homeland Security Advisor related to the appropriate training of local, regional and State officials to respond to terrorist incidents involving conventional, chemical, biological and/or nuclear weapons.
- C. The IL-HSAC shall seek appropriate input from federal agencies, including but not limited to the United States Department of Justice, the Federal Bureau of Investigation, the Federal Emergency Management Agency, the United States Department of Health and Human Services, and the United States Department of Homeland Security.
- D. The IL-HSAC shall serve as the Illinois Senior Advisory Committee (SAC) with respect to funds received through the federal Homeland Security Grant Program. In that capacity, the IL-HSAC shall provide recommendations to IEMA & OHS and to the Homeland Security Advisor on issues related to the application for and use of all appropriate federal funding that relates to preventing, protecting against, mitigating, responding to and recovering from acts of terrorism and other threats.
- E. The IL-HSAC shall provide recommendations to IEMA & OHS and to the Homeland Security Advisor on issues related to the application for and use of all appropriate State and other funds as may be appropriate and available relating to homeland security.
- F. The IL-HSAC shall provide recommendations to IEMA & OHS and to the Homeland Security Advisor on issues relating to public safety preparedness and mutual aid to include strategies and tactics to coordinate multi-agency response to significant events, act of terrorism or natural disasters where coordination of local, state and private resources is necessary.
- G. The IL-HSAC shall develop further recommendations relating to coordinating public safety resources and combating terrorism in Illinois and shall present such recommendations to the Homeland Security Advisor.
- H. The IL-HSAC shall recommend to IEMA & OHS and to the Homeland Security Advisor any changes in Illinois state statutes, administrative regulations, or in the Illinois Emergency Operations Plan, that, in its view, may be necessary to accomplish its established objectives.
- I. The Homeland Security Advisor shall submit an annual report to the Governor by March 1st of each year. The report shall detail the activities, accomplishments and recommendations of the IL-HSAC in the preceding year.

Illinois Homeland Security Advisory Council Organizations

Ameren
American Public Works Association
American Red Cross
American Water
Associated Fire Fighters of Illinois
Aurora University
Cities of Bloomington-Normal
Cities of Champaign-Urbana
City of Chicago
City of Joliet
City of Naperville
City of Peoria
City of Quincy
City of Rockford
City of Springfield
Collaborative Healthcare Urgency Group
Cook County Department of Emergency Management and Regional Security
DuPage County Office of Homeland Security and Emergency Management
Illinois Association of Chiefs of Police
Illinois Association of County Engineers
Illinois Association of Public Health Administrators
Illinois Association of School Boards
Illinois Board of Higher Education
Illinois Campus Law Enforcement Administrators
Illinois Coalition of Community Blood Centers
Illinois College of Emergency Physicians
Illinois Commerce Commission
Illinois Community College Board
Illinois Coroners Association
Illinois Council of Code Administrators
Illinois Department of Agriculture
Illinois Department of Central Management Services
Illinois Department of Corrections
Illinois Department of Human Services
Illinois Department of Innovation and Technology
Illinois Department of Military Affairs
Illinois Department of Natural Resources
Illinois Department of Public Health
Illinois Department of Transportation
Illinois Department on Aging
Illinois Emergency Management Agency and Office of Homeland Security
Illinois Emergency Services Management Association
Illinois Environmental Protection Agency
Illinois Firefighters Association
Illinois Fire Chiefs Association
Illinois Fire Service Institute
Illinois Health and Hospital Association
Illinois Law Enforcement Alarm System
Illinois Law Enforcement Training and Standards Board

Illinois Medical Emergency Response Team
Illinois Public Health Mutual Aid System
Illinois Public Works Mutual Aid Network
Illinois School Psychologists Association
Illinois Sheriffs' Association
Illinois State Board of Elections
Illinois State Police
Illinois Statewide Interoperability Executive Committee
Lake County Emergency Management Agency
Logan County Emergency Management Agency
McHenry County Emergency Management Agency
Metro East (St. Clair-Madison)
Mid-West Truckers Association
Mutual Aid Box Alarm System
Nicor Gas
Office of the Illinois State Fire Marshal
Ogle County Emergency Management Agency
Peoples Gas and North Shore Gas companies
Quad Cities (Moline-East Moline-Rock Island)
Regional Superintendents of Schools
Secretary of State Police
Will County Emergency Management Agency

Advisory Members

Argonne National Laboratory
Federal Bureau of Investigation
Federal Emergency Management Agency Region V
Illinois Broadcasters Association
Illinois Governor's Office
Offices of the United States Attorneys
State Universities in Illinois Emergency Management Coalition
United States Coast Guard
United State Department of Agriculture
United States Department of Energy
United States Department of Homeland Security
United States Department of Justice
United States Marshals Office
United States Postal Inspection Service
United States Navy
United States Transportation Security Administration