

Illinois Terrorism Task Force Bylaws



December 11, 2013

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Article I: Name, Background and Mission

Section 1: Name

The name of this entity is the Illinois Terrorism Task Force, referred to as the ITTF.

Section 2: Background

The 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.

Section 3: Mission

The ITTF serves as an advisory body to the Governor, the Governor's Homeland Security Advisor and the Illinois Emergency Management Agency. The ITTF provides recommendations and guidance on homeland security laws, policies, protocol, and procedures. Through a diverse partnership of local, state and federal government representatives, as well as private and non-governmental organizations, the ITTF focuses on establishing and maintaining long-term strategic solutions to the threats and realities of terrorism and all hazards, including technological, chemical, man-made and natural disasters, and major events. The ITTF also serves as the state homeland security strategic planning and policy body for U.S. Department of Homeland Security grant programs. In this role, the ITTF is the state's Senior Advisory Committee, ensuring that all available preparedness funding sources are effectively utilized in a collaborative manner.

Article II: Membership

Section 1: Membership Composition

The membership of the ITTF represents state, urban area and local government, the private sector, and nongovernmental entities. The ITTF strives to include "whole community" intrastate and interstate partners, with balanced 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 ITTF must make an official request in writing to the ITTF Chair explaining what contributions the entity could make toward achieving the statewide homeland security mission. The Chair will seek approval from the Governor's Homeland Security Advisor regarding an entity's permanent membership on the ITTF. Within 30 days of approval for membership, a member organization must provide in writing to the ITTF the name, address, phone number, and email address of 1) its Appointee and 2) at least two Alternate Appointees. Upon the ITTF's receipt of this information, the Appointee and Alternate Appointees shall have the authority to represent and vote on behalf of the member organization. The ITTF must be immediately notified in writing of a change to a member organization's Appointee or Alternate Appointees and/or changes to the Appointee's or Alternate Appointees' contact information. Failure of a member organization to attend, as evidenced by initialing the meeting sign-in sheet, at least half of the scheduled full membership meetings per calendar year will result in the immediate suspension of voting rights and termination of

membership effective January 1 of the next calendar year. The entity will be required to request re-establishment of membership in writing to the Chair and must demonstrate intent to comply with the membership requirements outlined in these bylaws.

b. Ethics Act Training

Appointees and Alternate Appointees of ITTF member organizations are required to complete ethics training prescribed by the State Officials and Employees Ethics Act (5 ILCS 430). Failure of any Appointee or Alternate Appointee of an ITTF member organization to complete ethics training as required under the State Officials and Employees Ethics Act will result in the suspension of voting privileges for that individual and may result in penalties as provided under the State Officials and Employees Ethics Act.

c. Open Meetings Act Training

Pursuant to the Open Meetings Act, Appointees and Alternate Appointees of ITTF member organizations must successfully complete an electronic training about the Act within the time frame specified in the Act and file a copy of the certificate of completion with the ITTF Chair.

Section 3. Advisory Members

Advisory members of the ITTF are recognized subject matter experts on homeland security issues who do not have the authority to vote as part of the ITTF but may take part in meeting discussions and participate on committees. 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 ITTF must make an official request in writing to the ITTF Chair explaining what contributions the entity could make toward achieving the statewide homeland security mission. The Chair will seek approval from the Governor's Homeland Security Advisor regarding an entity's appointment as an advisory member on the ITTF.

Article III: Governance

Section 1. Chair

The Governor shall appoint a Chair to serve as the administrator of the ITTF. In the event the Chair is unable to serve in the capacity of administrator of the task force or the Chair position is vacant, the Director of the Illinois Emergency Management Agency will appoint an interim administrator.

Section 2. Standing Committees

The Chair may establish standing committees to assist in formulating and implementing policies, goals and objectives of the ITTF. Participation on committees is open to organizations with subject matter expertise or programmatic interest that are member entities of the ITTF or at the discretion of the ITTF Chair or committee chair(s). Each standing committee should strive to maintain representation from jurisdictions and organizations that are geographically dispersed regionally and/or statewide, as applicable. For voting purposes, each participating organization may cast one vote.

Annually by December 31, each standing committee is required to establish a membership roster and submit it to the ITTF Chair or the Chair's designee.

Standing committees shall review the Illinois Homeland Security Strategy and recommend changes to the ITTF Chair as deemed programmatically necessary, establish short- and long-term priorities to support the implementation of the Illinois Homeland Security Strategy and mission of the committee, and conduct programmatic and budgetary oversight of its assigned projects awarded federal preparedness funds. Annually, each committee shall create and approve a proposed programmatic budget for review by the full ITTF and approval by the Governor's Homeland Security Advisor.

Committee meetings are subject to the requirements of the Illinois Open Meetings 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 ITTF Chair within 30 days.

Section 3. Committee Co-Chairs

The ITTF Chair shall appoint two co-chairs to each of the ITTF standing committees. Co-chairs must be current Appointees or Alternate Appointees of an ITTF member organization. The committee co-chairs are responsible for coordinating meetings for the committees. Co-chairs from each committee must submit to the ITTF Chair 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 ITTF 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 ITTF Chair or Chair's designee a written copy immediately following the ITTF meeting.

Committee co-chairs shall submit annually by December 31 a report that includes the committee's accomplishments for the calendar year and goals for the upcoming year. This information is included in the ITTF Annual Report submitted to the Governor each year by March 1 outlining the activities, accomplishments and recommendations of the task force for the preceding calendar year.

Article IV: Meetings

Section 1. Schedule

ITTF meetings are held six times a year, or as determined by the Chair, according to the meeting schedule established prior to January 1 of each calendar year. The Chair may call an unscheduled meeting if an issue requires the review and approval of the ITTF. ITTF meetings are held in Springfield, except as established by 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. When an issue for vote is brought forward, a motion must be made to accept it, and the motion must be seconded and then passed. The vote of the majority of members present is needed to pass a motion. The ITTF will utilize a voice vote for motions. The Chair may ask for a roll call vote if the result of the voice vote cannot be determined or at the Chair's discretion.

Section 3. Open Meetings Act

The ITTF and its members will comply with the Open Meetings Act [5 ILCS 120]. In accordance with the act, all ITTF 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. Meetings may be closed pursuant to the Open Meetings Act; however, no final actions may be taken.

Section 4. Remote Attendance

a. Full ITTF Meetings

Full membership meetings may be held remotely only when the Chair declares in advance that remote attendance will be permitted. In such instances, participants will count toward a quorum under the following circumstances: 1) public notice and public access are provided at a publicly accessible location; 2) members must notify the Chair or the Chair's designee of their intent to participate remotely at least 72 hours prior to the meeting; 3) members must receive approval from the Chair or the Chair's designee prior to the meeting as to the means of the proposed remote attendance; and 4) members may attend remotely if unable to attend physically because of personal illness or disability, employment purposes or business of the public body, or a family emergency or other exigent circumstance approved by the Chair or the Chair's designee.

b. Committee Meetings

Pursuant to Section 2.01 of the Open Meetings Act, committee meetings may be held remotely either by audio or video conferencing with participants counting toward a quorum under the following circumstances: 1) public notice and access are provided at a publicly accessible location; 2) members must notify their committee chair of their intent to participate remotely at least 72 hours prior to the meeting unless advance notice is impractical; and 3) members may attend remotely if unable to attend physically because of personal illness or disability, employment purposes or business of the public body, or a family emergency or other exigent circumstance.

Section 5. Meeting Minutes

Minutes will be recorded at the ITTF 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 ITTF 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 Open Meetings Act, minutes of open meetings will be made available for public inspection within seven days after approval of such minutes by the ITTF. Minutes of closed meetings are available after determination by the ITTF that it is no longer necessary to keep the records confidential to protect the public interest or individual

privacy. ITTF meeting minutes are available on the ITTF website:
<http://www.iema.illinois.gov/ITTF/default.asp>.

Article V: Illinois Homeland Security Strategy

Annually, the membership of the ITTF will approve a homeland security strategy and associated key performance measures for the upcoming year. Through the approval of the strategy and key performance measures, the ITTF will provide a consistent, statewide plan for the state of Illinois to conduct preparedness activities that support the goals and objectives of the Illinois Vision 2020 Summit and 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 ITTF's preparedness policies and programmatic activities.

Article VI: Administration of Federal Preparedness Funds

Section 1. State Administrative Agency

The Illinois Emergency Management Agency is designated by the Governor as the U.S. Department of Homeland Security (DHS) State Administrative Agency (SAA) and, as such, is responsible, in partnership with the University of Illinois Center for Public Safety and Justice and Illinois Law Enforcement Alarm System, for grant management and administration and for the allocation of Homeland Security Grant Program (HSGP) funds to grantees. The SAA's responsibilities include, but are not limited to, submission of the HSGP application to DHS and implementation of the Initial Strategy Implementation Plan, Biannual Strategy Implementation Report, THIRA and State Preparedness Report. The SAA also is responsible for assisting federal and state auditors with completion of regular programmatic and financial reviews of the homeland security program. In addition, the SAA regularly assists grantees with the implementation of programmatic activities as outlined in their project application. Some of the programmatic functions performed by the SAA include annual documentation of project activities, administration of financial documents and reimbursements, and development of homeland security planning documents and policies.

Section 2. Budget

Annually, the SAA is responsible for the development and submission of the HSGP application to DHS according to the instructions outlined in the Funding Opportunity Announcement. The SAA utilizes the ITTF for the identification and prioritization of homeland security programs and associated activities necessary to support the Illinois Homeland Security Strategy. These programs and associated activities are then consolidated into project investments for submission to DHS as part of the annual HSGP application. It is the policy of the ITTF to approve HSGP funded projects that support regional or statewide preparedness for the whole community, opposed to localized, disparate efforts.

The programs and associated activities submitted by the SAA to DHS as part of the HSGP application are approved by the ITTF membership. The ITTF standing committees are responsible for the initial identification and prioritization of the projects based on

their responsibility, authority and expertise. The identified programs and associated activities are prioritized by the ITTF committees based on the following criteria:

1. Does the project address a statewide or regional desired outcome outlined in the THIRA?
2. Can the project be completed in 12 months or less?
3. Is there a cost for the project that is being funded through a state or local (non-federal) source?
4. Does the project maintain (sustain) a capability previously developed with federal preparedness funds?
5. Does the project support an "all-hazard" state or local capability?
6. Is there a plan in place to continue/sustain the project?

Upon receipt of the HSGP grant award from DHS, the SAA will issue contracts or grant agreements to entities to implement the programs and associated activities outlined in the project investments approved by the ITTF in accordance with the Notice of Award letter from DHS. Once the contracts or grant agreements have been fully executed, subsequent programmatic and budgetary changes to the project investments must be authorized by the SAA. The SAA is responsible for determining the threshold for HSGP project investment changes that requires ITTF membership approval. The criteria that will be considered by the SAA to determine the need for ITTF approval of a project investment change include, but are not limited to, the following:

1. Project budget reallocation between approved line items that exceeds 20 percent of the total contract or grant agreement amount
2. Project budget reallocation between approved line items that exceeds \$100,000
3. Revised project scope of work is not clearly identified in the approved contract or grant agreement

Article VII: Changes to the Bylaws

The ITTF will review these bylaws on an as-needed basis. Any revisions will be voted on by ITTF 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 ITTF Charter, are available on the ITTF website: <http://www.iema.illinois.gov/ITTF/default.asp>.

Appendix



EXECUTIVE ORDER

NUMBER 17 (2003)

EXECUTIVE ORDER CREATING A TERRORISM TASK FORCE

WHEREAS, the threat of terrorist attacks in the United States is real, as witnessed by the events of September 11, 2001; and

WHEREAS, the centralized coordination and communication among various entities at the State, regional and local levels is essential for the prevention of terrorism; and

WHEREAS, domestic preparedness to respond to terrorist attacks is a priority of the highest magnitude for federal, state and local governments; and

WHEREAS, the Illinois Terrorism Task Force has established a working partnership among public and private stakeholders from all disciplines and regions of the State, to facilitate the coordination of resources and the communication of information essential to combat terrorist threats; and

WHEREAS, the Illinois Terrorism Task Force has proven to be an effective entity in developing and implementing the domestic preparedness strategy of the State of Illinois.

THEREFORE, I hereby order the following:

Executive Order 2000-10 is hereby revoked, and the Illinois Terrorism Taskforce is hereby established as a permanent body, vested with the powers and duties described herein.

I. ESTABLISHMENT OF THE ILLINOIS TERRORISM TASKFORCE

- A. I hereby establish the Illinois Terrorism Taskforce as an advisory body, reporting directly to the Governor and to the Deputy Chief of Staff for Public Safety.
- B. The current members of the Illinois Terrorism Taskforce are hereby reappointed. Additional members of the Illinois Terrorism Taskforce may be appointed with the nomination of the Chair and the approval of the Governor.
- C. Members of the Illinois Terrorism Task Force shall serve without pay, but may receive travel and lodging reimbursement as permitted by applicable state or federal guidelines.
- D. The Governor shall appoint a Chair to serve as the administrator of the Illinois Terrorism Task Force. The Chair shall report to the Deputy Chief of Staff for Public Safety on all activities of the Illinois Terrorism Task Force. The Chair shall also serve as a policy advisor to the Deputy Chief of Staff for Public Safety on matters related to Homeland Security.

II. POWERS & DUTIES OF THE ILLINOIS TERRORISM TASKFORCE

- A. The Illinois Terrorism Task Force, as an advisory body to the Governor and the Deputy Chief of Staff for Public Safety, shall develop and recommend to the Governor the State's domestic terrorism preparedness strategy.
- B. The Illinois Terrorism Task Force shall develop policies 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 Illinois Terrorism Task Force shall oversee the weapons of mass destruction teams, which the Governor may deploy in the event of a terrorist attack to assist local responders and to coordinate the provision of additional State resources. The Illinois Terrorism Task Force shall develop appropriate protocol, staffing, training and equipment guidelines for the weapons of mass destruction teams.
- D. The Illinois Terrorism Task Force 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.
- E. The Illinois Terrorism Task Force shall recommend to the Governor 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.
- F. The Illinois Terrorism Task Force shall advise the Illinois Emergency Management Agency on issues related to the application for and use of all appropriate federal funding that relates to combating terrorism.
- G. The Illinois Terrorism Task Force shall develop further recommendations to combat terrorism in Illinois and shall present such recommendations to the Deputy Chief of Staff for Public Safety.
- H. The Chair of the Illinois Terrorism Task Force 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 Task Force in the preceding year.

III. SAVINGS CLAUSE

Nothing in this Executive Order shall be construed to contravene any state or federal law.

IV. SEVERABILITY

If any provision of this Executive Order or its application to any person or circumstance is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or application of this Executive Order which can be given effect without the invalid provision or application. To achieve this purpose, the provisions of this Executive Order are declared to be severable.

Illinois Terrorism Task Force Member Organizations*

Adams/McDonough Counties
Air One
American Public Works Association
American Red Cross
Archer Daniels Midland Company
Associated Fire Fighters of Illinois
City of Aurora
Cities of Bloomington-Normal
Cities of Champaign-Urbana
City of Chicago
City of Joliet
City of Naperville
City of Peoria
City of Rockford
City of Springfield
Collaborative Healthcare Urgency Group
Cook County Department of Homeland Security and Emergency Management
DuPage County Office of Homeland Security and Emergency Management
Illinois Association of Chiefs of Police
Illinois Association of Public Health Administrators
Illinois Association of School Boards
Illinois Attorney General's Office
Illinois Board of Higher Education
Illinois Campus Law Enforcement Administrators
Illinois Coalition of Community Blood Centers
Illinois College of Emergency Physicians
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 Military Affairs
Illinois Department of Natural Resources
Illinois Department of Public Health
Illinois Department of Transportation
Illinois Department on Aging
Illinois Emergency Management Agency
Illinois Emergency Services Management Association
Illinois Environmental Protection Agency
Illinois Firefighters Association
Illinois Fire Chiefs Association
Illinois Fire Services Association
Illinois Fire Service Institute

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 Health Association
Illinois Public Works Mutual Aid Network
Illinois Sheriffs' Association
Illinois State Police
Illinois State's Attorneys Association
Lake County Emergency Services and Disaster Agency
Metro East (St. Clair-Madison)
Mutual Aid Box Alarm System
Office of the Illinois State Fire Marshal
Quad Cities (Moline-East Moline-Rock Island)
Regional Superintendents of Schools
Secretary of State Police
University of Illinois Center for Public Safety and Justice
Will County Emergency Management Agency

Non-voting Advisory Members

Argonne National Laboratory
Caterpillar
ChicagoFIRST
Federal Bureau of Investigation
Federal Emergency Management Agency-Region V
Governor's Office
Illinois Broadcasters Association
JPMorgan Chase & Co.
Metropolitan Chicago Healthcare Council
U.S. Army
U.S. Attorney's Office
U.S. Coast Guard
U.S. Department of Energy
U.S. Department of Homeland Security
U.S. Department of Justice
U.S. Marshals Service
U.S. Navy
U.S. Office of the Attorney General
U.S. Postal Inspection Service
U.S. Transportation Security Administration

*list current as of December 11, 2013