

ILLINOIS JUVENILE JUSTICE COMMISSION

RULES OF PROCEDURE

AMENDED 12/88

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**ILLINOIS JUVENILE JUSTICE COMMISSION
TEXT OF PROPOSED RULES OF PROCEDURE**

SECTION 1.1

Declaration

The Illinois Juvenile Justice Commission, hereafter called Commission, in order to fulfill its statutory purpose and responsibilities and to serve the citizens of Illinois, hereby establishes Rules of Procedure by which:

- A. Its authority to plan for and supervise the administration of the Federal Juvenile and Delinquency Prevention Act funds is exercised.
- B. Its responsibility to advise the Division of Community Health and Prevention of the Department of Human Services.

It is the purpose of these Rules of Procedures to clarify the means by which the Commission will delegate authority without avoiding responsibility and respond to the needs of the applicants and grantees.

SECTION 1.2

Authority and Responsibilities

The Commission shall have the powers and duties as set forth in the Act creating the Department of Human Services, Codifying its power and duties, and repealing certain Acts and Section, as amended, Illinois Revised Status, Chap. 20, Sec. 505/17a-9: "The Commission shall carry out the rights, powers and duties established in subparagraph (3) of paragraph (a) of section 223 of the Federal "Juvenile Justice and Delinquency Prevention Act of 1974," as now and hereafter amended. The commission shall determine the priorities for expenditure of funds made available to the State by Federal Government pursuant to the Act. The Commission shall have the following powers and duties:

- A. Development, review and final approval of the State's Juvenile Justice plan for funds under the Federal " Juvenile Justice and Delinquency Prevention Act of 1974," as amended;
- B. Review and approval or disapproval of juvenile justice and delinquency prevention grant applications to the Department for federal funds under that Act;
- C. Annual submission of recommendations to the Governor and the General Assembly concerning matters relative to its function;
- D. Responsibility for the review of under allocated to Illinois under the "Juvenile Justice and Delinquency Act of 1974" to ensure compliance with all relevant federal laws and regulations; and
- E. Function as the advisory committee for the State Youth and Community Services Program as authorized under Section 17 of this Act, and in that capacity be authorized and empowered as assist and advise the Secretary of Human Services on matters related to juvenile justice and prevention programs and services.

SECTION 1.3

Definitions

- A. **Commission** – “The term commission” means the Illinois Juvenile Justice Commission, as established in Chapter 20, Section 505/17a-9 of Illinois Revised Statutes, and as described in Section 1.2 above.
- B. **Department** – The term “Department” means the Illinois Department of Human Services, whose powers included those specified in Chapter 23, Section 5017a-5 of Illinois Revised Statutes.
- C. **Secretary**– The term “Secretary” means the Secretary of the Department of Human Services.
- D. **Chairperson** – The term “chairperson” means the chairperson of the Illinois Juvenile Justice Commission who shall be appointed by the Governor.
- E. **Concept Paper** – The term “concept Paper” means a brief written narrative which contains a statement of the Juvenile justice problems to be addressed through federal Juvenile Justice and Delinquency Prevention Act funding; clear, measurable goals and objectives; a description of the proposed project; and a budget.
- F. **Applicant** – The term “Applicant” means any legally incorporated unit of general local Government, local or regional planning body, state agency or private group (local or statewide) which has applied to the Commission/Department for a grant of Juvenile Justice and Delinquency Prevention Act funds.
- G. **Application** – The term “Application” means a written product, submitted at the request of the Department and Commission on a DHS/IJJC form, which addresses all the elements listed in the form and includes the necessary original signatures.
- H. **Grant** – The term “Grant” means a contract for the award of funds between the Commission/Department and the party to who federal Juvenile Justice and Delinquency Prevention Act funds have been approved.
- I. **Grantee** – The term “Grantee” means any applicant which is receiving a grant of federal Juvenile Justice and Delinquency Prevention Act funds from the Commission’s Rules of Procedure
- J. **Funds in Imminent Danger of Lapse** – The term “Funds in Imminent Danger of Lapse” means unobligated and/or unawarded federal Juvenile Justice and Delinquency Prevention Act funds due to revert back to the federal Government in less than 210 days.
- K. **Emergency Award** – The term “Emergency Award” Means an award of up to \$25,000 of federal Juvenile Justice and Delinquency Act funds which may be made by the Chairperson in response to a written request by a party to address a sudden unexpected set of circumstances which adversely affect the juvenile justice system, and to which an immediate response is required.
- L. **Adverse Action** – The term “Adverse Action” means any one or more of the following with respect to federal Juvenile Justice and Delinquency Prevention Act funds:

1. The denial of a grant application or concept paper by the Secretary or the Planning and Grants Committee;
 2. The suspension, rescission or termination of a grant by the Secretary or the Planning and Grants Committee;
 3. The denial of a request for a material grant revision;
 4. A decision by the Commission sustaining in whole or in part the action taken by the Secretary or the Planning and Grants committee in a, b, and c, of this section
- M. **Party Aggrieved** – The term “Party Aggrieved” means any applicant or grantee which has been the subject or an adverse action with respect to federal Juvenile Justice and Delinquency Prevention Act finds.

SECTION 1.4

Composition

Twenty-five members shall be appointed by the Governor and have training, experience, or special knowledge concerning the prevention and treatment of juvenile delinquency or the administration of justice. After the initial terms of the office as provided by the statute, each member shall serve a three-year term.

- A. Members of the Commission shall include at a minimum:
1. Representatives of units of local government.
 2. Representatives of law enforcement and juvenile justice agencies such as:
 - a. Law enforcement
 - b. Corrections
 - c. Probation
 - d. Juvenile/Family Court Judges
 3. Representatives of public delinquency prevention and treatment agencies.
 4. Representatives of private organizations concerned with:
 - a. Preserving and Strengthening Families
 - b. Parent Groups
 - c. Delinquency Prevention and Treatment
 - d. Neglected and Dependant Children
 - e. Quality of Juvenile Justice, Education, or Social Services
 - f. Youth Development
 5. Representatives of organizations which use volunteers to work with delinquents.
 6. Representatives of community-based prevention or treatment programs. (no longer required by JJDP Act)

7. Representatives of business employing youth. (no longer required by JJDP Act)
 8. Youth workers
 9. Persons with special experience/competence in addressing problems of school violence/vandalism and alternatives to suspension and expulsion.
 10. Persons with special experience/competence in addressing problems related to learning disabilities, emotional difficulties, child abuse/neglect and youth violence.
- B. At least one-fifth of the members of the Commission shall be under the age of 24 at the time of appointment;
 - C. At least three of the members shall have been or shall currently be under jurisdiction of the juvenile justice system.
 - D. A majority of the members, including the Chairperson, shall not be full-time employees of the Federal, State, or Local government or full-time elected officials.
 - E. Membership shall be racially diverse and include both men and women.

SECTION 1.5

Officers

- A. **Chairperson** – The Chairperson shall be a Commission member designated by the Governor. The Chairperson shall be the chief officer of the commission.
- B. **Vice Chairperson** – The Vice-Chairperson shall be a commission member and shall be elected by the Commission. Upon written direction from the Chairperson, the Vice-Chairperson shall serve as chief officer of the Commission and shall fulfill any other duties as designated by the Chairperson.

SECTION 1.6

Meetings

- A. **Regular Meetings** – Regular meetings of the Commission shall be held at least four times per Calendar year commencing at a time and location determined by the Chairperson. The Chairperson, at his discretion, may cancel or reschedule any regular meeting by written notice within a reasonable time prior to the scheduled meeting date. The time and place of all such meetings scheduled or rescheduled shall be given to the commission members at least seven days prior to this meeting date.
- B. **Special Meetings** – Special meetings of the commission may be called at the discretion of the Chairperson or by a written request signed by at least five commissioners. An agenda, together with a notice of the time and place of any such meeting, must be provided to the commission members at least seven days prior thereto. Only matters contained in the agenda shall be voted on at any special meeting. The Chairperson may cancel a special meeting at his discretion, provided that a meeting called by the commissioners may be canceled only with their consent.

- C. **Quorum** – In order to transact business, a simple majority of those appointed to and seated on the IJJC must be present in person at the initial roll call at the commencement of any regular or special meeting and they shall constitute a quorum. IJJC members attending in person, by video teleconference, or by telephone shall be considered present, as permitted by the Open Meetings Act. If a quorum is not present at the scheduled time of the meeting, the Chairperson may continue a roll call for a reasonable time. Thereafter, if a quorum is not reached, the meeting may continue, provided no official action is taken. Official action may be taken if and when a quorum is subsequently reached.
- D. **Passage of Motions** – After a quorum is announced, a majority of those voting (defined as those who cast “yes” or “no” votes) on a motion shall be sufficient to pass and make it the official act of the Commission. Actions taken by the Secretary awarding or denying grant applications, it taken pursuant to authority delegated him or her by the commission, also will be deemed official acts of Commission. However, this shall not abrogate the right of any applicant to appeal nor any Commissioner to exercise the right to introduce new business in conformity with sub-section 1 of the section. However, a motion whose effect would be to suspend, terminate or rescind an awarded grant shall require a three-fifths vote of those members voting “yes” or “no” in order to secure passage.
- E. **Voting Procedures** – The Chairperson shall have the right to call for a vote by voice vote, or by leave to adopt a previous roll call vote, in all cases unless there is an objection by one member, in which case a roll call vote shall be taken. The minutes shall reflect the results of each roll call.
- F. **Secretary** – The Chairperson shall appoint a Secretary who shall: draft minutes for the approval of the commission meetings as required by the State Public Meetings Act; and perform such other tasks as the Chairperson designates. The Secretary need not be a commission member, but if the Secretary is not a commission member, he or she may not exercise the powers and functions of Commission members prior to the next Commission meeting, at which time they shall be submitted to the Commission for approval. Copies of the approved minutes shall be promptly sent to the Governor’s office, applicable federal agencies and anyone who requests them.
- G. **Public Meeting Act** – In accordance with Illinois Revised Statutes chapter 102, section 41-46, commonly known as the “Public Meetings Act,” the Commission adopts the following:
1. It is the policy of the Commission that all actions be taken openly and deliberations by conducted openly except as provided in the statute.
 2. The provisions of the sub-section apply to the commission and its committees and subcommittees.
 3. All meetings shall be held at specific times and places which are convenient to the public. No meetings shall be held on a legal holiday.
 4. Public notices of all meetings shall be given as follows.
 - a. The Commission shall give public notice of the schedule of regular meetings at the beginning of each calendar year and shall state the regular dates, times and places of such meeting. Public notices of any special meeting, or any rescheduled regular hours before such meeting. However, this requirement of public notice of reconvened meeting does not apply to any case where announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda. The meetings of all other bodies referred to in paragraph 2 of this subsection will be announced as far in advance of the scheduled date thereof as practicable, and in any event at least 24 hours before meetings.

- b. Public notice shall be given by posting a copy of the notice at the Chicago office of the Secretary. The Commission shall supply copies of the notice of its regular meetings, and of the notice of any special, rescheduled or reconvened meeting, to any local radio or television station that has filled an annual request for such notice. Any such news media shall also be given the same notice of all special, rescheduled or reconvened meetings in the same manner as it is given to members of the Commission. The same procedures shall be followed with respect to all other bodies mentioned in paragraph 2 of this sub-section.
5. In addition to the notice required by paragraph 4, of this sub-section, if a change is made in regular meeting dates, at least 10 days notice of such change shall be posted at the Chicago and Springfield offices of the Secretary and supplied to those news media which have filed an annual request for notice as provided in paragraph 4, sub-paragraph b of this sub-section.

H. **Participation in Meetings**

1. **Proxies** – Proxies to votes shall not be permitted. A Commission member must be present to record his or her vote and to present a motion or motions. Commission members, when unable to attend, may present signed and dated written communications which may be distributed or read to Commission members by the Chairperson; a motion or motions may made by other members concerning the contents of such communications.
 2. **Telephonic Participation** – A Commission member is permitted to participate in Commission meetings via teleconference or videoconference.
 3. **Discussion** – Non-members may not address the Commission or otherwise participate in its meeting in any manner. The Chairperson, however, may at his discretion or upon request of three or more commission members, invite or allow through appropriate arrangements, non-members to address the commission. However, the Secretary and other department staff designated by the Secretary shall have the right to address the Commission.
 4. **Disruption** – anyone disrupting or otherwise interfering with the conduct of a meeting, at the discretion of the Chairperson, may be removed from the place of the meeting.
- I. **Agenda** – The Chairperson shall prescribe the agenda for all Commission meetings. Any Commissioner or the Secretary may have an item placed on the agenda by notifying the Chairperson of his or her desires in that regard in writing at least 21 days prior to the Commission meeting. Such notification also should include a copy of any written materials that the Commissioner wishes to distribute to the Commission. In addition, in every agenda, except at a special meeting, there shall always be a category entitled “New Business” for the initiation of matters that would adversely affect the rights of any part(ies) may not be finally acted on unless the party(ies) affected has been given adequate prior notice thereof.
- J. **Expenses** – commission members shall be entitled to reimbursement for reasonable expenses incurred in connection with their duties in compliance with applicable regulations and procedures.
- K. **Attendance** – The Chairperson shall inform the governor of any Commissioner who misses an inordinate number of commission or committee meetings during any of the 12 month period. After each regular meeting the Secretary shall submit to the Chairperson an attendance record concerning Commissioners. A cumulative attendance record shall be distributed to Commissioners in the regular Commission mailings.

SECTION 1.7

Ad Hoc Committees

- A. **Composition** – The Chairperson may create committees and shall appoint all committee members, chairpersons and vice chairpersons, all of whom shall serve at his or her pleasure. The Chairperson shall be an ex-officio member of all such committees. Committee activities shall be consistent with the provisions of these Rules of Procedure and governed by the actions of Chairperson and/or the Commission.
- B. **Powers** – Ad Hoc committees shall exercise those powers as are appropriate to their mission and responsibility. They also shall have such other powers and duties as designated by the Chairperson. Committee reports and recommendations shall be submitted to the Chairperson within the time prescribed by him or her and they shall be advisory only.
- C. **Meetings** – Either the Chairperson or the ad hoc committee chairperson may schedule meetings as far in advance of the schedule date thereof as practicable and in any event at least 24 hours before meetings, subject to the requirements of Section 1.6, sub-section G of these Rules of Procedures.
- D. **Minutes and Reports** – Minutes shall be kept in the same form and manner as the Commission. Copies of such minutes shall be furnished to all members of the committee, the Chairperson, and Secretary prior to the next ad hoc committee meeting. The committee chairperson may designate anyone to serve as secretary.
- E. **Quorum** – No business may be conducted by an ad hoc committee unless a majority of its regular members are present.
- F. **Rules** – Ad hoc committees shall be governed to the extent possible by these Rules of Procedure.

SECTION 1.8

Standing Committees

The Commission shall establish two standing committees: An Executive Committee and a Planning and Grants Committee. All voting members of these committees shall be Commissioners. The Chairperson shall have the right to attend and vote at any committee of the Commission. These committees shall have the powers and duties provided in Section 1.9 and 2.0 of these Rules of Procedure and in addition shall be subject to the following requirements:

- A. **Composition** – The Chairperson shall appoint one or more chairpersons of each standing committee and shall designate the other members of these committees, all of whom shall serve at his or her pleasure.

- B. **Minutes and Reports** – Minutes shall be kept in the same form and manner as those of the Commission. Copies of such minutes shall be furnished to all members of the committee in the next regular mailing. Committee Chairperson may designate anyone to be committee secretary.
- C. **Meetings** – Either the Chairperson or the committee chairperson may schedule meetings upon 10 days written notice to the committee members. Scheduled meetings may be rescheduled up 24 hours notice to committee members, subject to the requirements of Section 1.6, sub-section G. of these Rules of Procedure. An emergency meeting of the commission’s Executive Committee may be scheduled upon 24 upon 24 hours notice to the committee members.
- D. **Quorum** – No business may be conducted by a standing committee unless a minimum of 4 of its members are present.
- E. **Rules** – Standing committees shall be governed to the extent practicable by these Rules of Procedures.

SECTION 1.9

Executive Committee

- A. **Composition** – The Chairperson, Vice Chairperson and at least three Commissioners appointed by the Chairperson, who shall serve at his or her pleasure, shall constitute the Executive Committee of the Commission. The members of the Committee shall include one or more members of the Planning and Grants Committee. The Chairperson shall be the chairperson of the Executive Committee, the Chairperson shall adhere to applicable State and Federal statutes and regulations.
- B. **Authority and Responsibility** – The Executive Committee shall have the following authority and responsibilities:
 - 1. **Appeal of Adverse action** – The Executive Committee shall hear and take final action on appeals of adverse action by parties aggrieved and to report thereon to the full Commission, as set forth in Section 2.4 of these rules of Procedure.
 - 2. **Review of Department Applications** – The Executive Committee shall review and recommend approval or disapproval to the full Commission of all applications in which the Department is the applicant.
 - 3. **Commission Bylaws and Operating Procedures** – The Executive committee shall initially consider any proposed changes to the commission’s Rules of Procedure and shall submit its recommendation to the full Commission.
 - 4. **Other Duties** – the Executive Committee shall consider all other matters referred to it from time to time by the Commission and the Chairperson.

SECTION 2.0

Planning and Grants Committee

- A. **Composition** – The Planning and Grants Committee shall be comprised of at least 7 Commissioners, appointed in accordance with Section 1.8, sub-section A. of these Rules of Procedure.

- B. **Meetings** – Regular meetings of the Planning and Grants Committee shall be held in conjunction with regularly scheduled meetings of the Commission. Special meetings shall be scheduled as in Section 1.8, sub-section C.
- C. **Authority and Responsibility** – The Planning and Grants Committee shall have the following authority and responsibilities:
1. **Review of Comprehensive Plan** – The Planning and Grants Committee shall review and recommend approval or disapproval of an annual Comprehensive Plan as described in Section 2.2, sub-section A to the full Commission.
 2. **Revision of the Comprehensive Plan** – The Planning and Grants Committee shall periodically review the allocation of funds in an approved Comprehensive Plan and recommend to the full Commission the reallocation of funds as in Section 2.2, sub-section B, paragraph 2, sub-paragraph b.
 3. **Review of Concept Papers** – The Planning and Grants Committee shall review and recommended to the full Commission for approval or disapproval any concept paper or request for proposal presented by the Secretary.
 4. **Review of Competitive Applications** – The Planning and Grants Committee shall review and recommend to the full Commission the award or denial of all applications submitted in response to Requests for Applications issued jointly by the Department and Commission; the scope of the Planning and Grants Committee’s review and basis for its recommendation to the Commission shall be limited to the materials submitted by the applicant by the due date specified in the applicable request.
 5. **Review of Non-Competitive Applications** – The Planning and Grants Committee shall review applications referred to it by the Secretary which have been invited after on-site program development where a juvenile justice problem has been identified and where there would be no competition for funds.
 6. **Review of Proposals for Funds in Imminent Danger of Lapse** – The Planning and Grants Committee shall review and approve or disapprove proposals submitted for funding with funds in imminent danger of lapse.
 7. **Revision of Grants** – The Planning and Grants Committee shall have the authority to review an application for conformity to an approved concept paper, an approved Comprehensive Plan and Commission priorities, and to approve or deny requested adjustments or revisions in awarded grants referred to it under Section 2.3, sub-section B, paragraph 5 of these Procedures. Notice of any such action shall be provided to all Commission members in the next regularly scheduled Commission mailing.
 8. **Suspension of Grants** – The Planning and Grants Committee shall have the authority to approve or deny the continued suspension of any grant referred to it under Section 2.3, sub-section B, paragraph 7, sub-paragraph a. of these Procedures.
 9. **Termination and Rescission of Grants** – The Planning and Grants Committee shall have the authority to approve or deny the termination and rescission of any grant referred to it under Section 2.3, sub-section B, paragraph 7, sub-paragraph b of these procedures.
 10. **Voting** – Approval of a motion by Planning and Grants Committee shall require simple majority of those members present and voting “yes” or “no”.

Report to Commission – All actions taken by the Planning and Grants Committee shall be presented to the full Commission at its next meeting and set forth in the minutes of the Committee.

SECTION 2.1

Staffing

The Secretary shall designate a staff person who shall provide for clerical support for the Commission, to maintain records, prepare notices and agendas for each meeting and otherwise carry out the functions of the Commission. The Chief, Bureau of Youth Services and Delinquency Prevention, Division of Community Health and Prevention, has been so designated by the secretary.

SECTION 2.2

Comprehensive Plan

Comprehensive Plan – In order to receive its annual formula grant under the provisions of the “Juvenile Justice and Delinquency Act of 1974”, as amended, the Secretary shall submit an annual comprehensive Plan to the Commission to address the state’s compliance with the Act. Upon approval by the Commission the Secretary shall submit this plan to the federal government.

- A. Annual Report – The Planning and Grants Committee shall recommend the annual Comprehensive Plan to the full Commission for approval.
- B. Revision of Comprehensive Plan
 - 1. Upon written approval of the Chairperson and the Secretary, the Department shall have the authority to approve or disapprove the following revisions to the Comprehensive Plan:
 - a. Movement of funds among program areas, either among projects or project areas, which result in a cumulative increase or decrease of less than 15% of the total allocation in any program area.
 - 2. The Planning and Grants Committee shall periodically review the allocation of funds in an approved Comprehensive Plan and may recommend to the Commission the reallocation of funds among program and project areas, when such reallocation result in a cumulative increase or decrease of more than 15% of the total designated in any one program area. Matters to be considered at the time of reallocation shall include, but are not limited to:
 - a. The possible lapse and/or refund of funds;
 - b. The re-allotment of funds allocated to a specific grantee for which no satisfactory application has been received;
 - c. The availability of funds from programs for which applications sufficient to deplete the allocated funds have not been received.
 - d. Funds in imminent danger of lapse.
 - 3. Upon the written approval of the Chairperson and the Secretary, the Department shall have the authority to designate grantees eligible for funds when such a designation and subsequent award of funds is necessary to preclude the imminent lapse of funds.

4. Any other requested revisions to the Comprehensive Plan must be referred to the Planning and Grants Committee for approval or denial.
5. Notice of all actions to revise the Comprehensive Plan must be referred to the Planning and Grants Committee for approval or denial.
6. Commission actions to revise the Comprehensive Plan shall be submitted to the Office Juvenile Justice and Delinquency Prevention as provided in Chapter 2 of the Office Juvenile Assistance, Research and Statistics, M7100.B guidelines as amended.

SECTION 2.3

Grant Processing and Administration

A. Concept Papers

1. Acceptance of Concept Papers – The Secretary shall accept for consideration only concept papers that are requested by the Commission or Secretary to address a particular juvenile justice problem.
2. Approval or Denial of Concept Paper – The Secretary shall refer all accepted concept paper to the Planning and Grants Committee. In the case of concept papers which are submitted in response to a request for Concept Papers (RFC) the Secretary shall recommend to the Planning grants Committee one or more of the concept papers be the basis of a grant applicant. The Planning and Grants Committee shall make a recommendation to the full Commission to approve or disapprove each concept paper. Those concept papers that are approved will provide the basis for action grant applications for non-competitive grants. Parties submitting a concept paper which is not approved shall be informed, within 7 days of the Commission’s action, of a right to appeal pursuant to section 2.4 of these rules of procedure.

B. Grants Applications

1. Acceptance of Grant Applications – The Secretary shall accept for review any grant application that is submitted under the following circumstances:
 - a. Any grant application that is submitted pursuant to Commission approval of a concept paper;
 - b. Any grant application requesting emergency assistance;
 - c. Any grant application that is submitted pursuant to a competitive process;
 - d. Any grant application for refunding of a project for which continuation funds shall have to be provided in an approved Comprehensive Plan.
2. Refusal of Grant Application – The Secretary shall refuse to accept any grant application that is submitted under the following circumstances:
 - a. Unencumbered and uncommitted funds allocated in an approved Comprehensive Plan no longer available;
 - b. The application does not fall within a program area of an approved Comprehensive Plan;

- c. The Application is not submitted within the time limits prescribed for that particular category of grant as provided for in an approved Comprehensive Plan and/or other legally adequate notice promulgated by the Commission. In the case of an application for continuation funding, the application must be submitted prior to the end date of the current grant period.;
- d. The application does not comply with applicable State or Federal Employment Opportunity Guidelines and non-discrimination regulations;
- e. The applicant has failed to comply with applicable State or Federal Equal Employment Opportunity Guidelines or Equal Employment Opportunity Review Procedures, during the life of a previous grant and where appropriate corrective action has not been taken.
- f. The Application fails to conform with applicable Federal, State or Department laws, rules, procedures, policies or guidelines.

3. Award or Denial of Action Grants

a. Award or Denial of Action Grants

The Secretary shall have the authority to award any application that is in conformance with a Commission approved concept paper. The Secretary, upon the approval of the full commission, shall award or deny any grant application that is submitted as a result of a competitive process. Upon receipt of applications submitted in response to a Request for Applications (RFA) the Secretary shall recommend to the Planning and grants Committee that one or more or none of the applications be funded. Upon written approval from the Chairperson and the Secretary, and with staff review and recommendation, the Department shall have the authority to award or deny any grant application for emergency assistance providing the grant falls within a program area in an approved Comprehensive Plan.

- b. Notification of any action taken by the Secretary pursuant to Section 2.3, sub-section B, paragraph 3, sub-paragraph a, b, c, d, and e shall be furnished to all Commission members in the next regular mailing. The reporting of a denial shall include all reasons for denial.
4. Basis for Denial of a Grant Application – One or more of the following shall be the basis for the denial of a grant application:
- a. Unencumbered and uncommitted funds allocated in an approved Comprehensive Plan no longer remain available;
 - b. Applicant fails to supply information detailing a description of the problem to be addressed, measurable goals and objectives which have relevance to juvenile justice, a description of the target population, a discussion of the proposed project and a budget and budget narrative.
 - c. Applicant's proposal is similar to another program tried previously under similar circumstances that failed;
 - d. Application has general lack of merit, or, in the case of a competitive grant, lack of comparative merit;
 - e. Application or applicant's program has had poor performance in the past;
 - f. Application is not in conformance with an approved concept paper;

- g. Materials submitted are not in conformance with the applicable Request for Concept Papers or Applications which an approved concept paper;
 - h. Applicant has failed to comply with applicable State or Federal Equal Opportunity Guidelines and Equal employment opportunity Review Procedures during the life of a previous grant;
 - i. Applicant fails to conform with applicable Federal and state or department laws, rules, procedures, or guidelines;
5. Deviation from Approved Concept paper – The Secretary may refer any grant application to the Planning and Grants Committee for determining conformance with an approved concept paper, an approved Comprehensive Plan or Commission priorities;
6. Adjustments to the Grants – Subject to the limitations of Chapter 5 of the Office of Justice Assistance, Research and Statistics, M7100. 1B guidelines, the Secretary shall have the authority to approve or disapprove adjustments in awarded grants if he determines such action to be necessary for the successful conduct of the project or to refer such revisions to the Planning and Grants Committee;
7. Award of Funds in Imminent Danger of Lapse
- a. The Commission shall annually accept for consideration proposals for funding with funds in imminent danger of lapse.
 - b. The Commission shall annually accept for consideration proposals for funding with funds in imminent danger of lapse.
 - (i) Equipment Purchases
 - (ii) Media packages
 - (iii) Printing
 - (iv) Short-term research
 - (v) Summer youth activities
 - (vi) Training
 - c. Awards shall not exceed \$25,000.
 - d. Terms of award shall not exceed six months.
 - e. All awards will be one-time only. No continuation funding will be available.
 - f. Authority for review and approval or disapproval of the proposals shall be vested in the Planning and Grants Committee.
 - g. The Planning and grants Committee shall not be obliged to approve any funds if:
 - (i) No funds exist
 - (ii) No proposals of sufficient merit are submitted
 - h. Decisions made by the Planning and grants Committee shall be deemed final and not appealable.
8. Emergency Granting Procedures
- a. Upon written approval the concurrence of the Chairperson, the Chairperson of the Planning and Grants Committee, and the Secretary, and with staff review and recommendation, the Department

shall have the authority to act on a written request for emergency assistance which addresses the following requirements:

- (i) The assistance required directly affects the operations of the juvenile justice system;
- (ii) The required assistance is of such an immediate nature as to require a determination that precludes normal grant procedures;
- (iii) The emergency assistance will significantly facilitate the return to the program's
- (iv) The request shall include a brief statement of the nature of the emergency, the effect that the emergency is having on the operation of the juvenile system, the purpose of the award, the anticipated impact that the award will have, and a budget itemized by category.

b. Request for emergency funding shall supersede requests for funds in imminent danger of lapse.

9. Suspension, Termination and Rescission of Grants

- a. Suspension – Upon appropriate investigation and after notice to the grantee regarding any irregularity, the Secretary shall have full authority to suspend any awarded grant for cause provided that notice of such action, together with a summary of the circumstances prompting it, shall be submitted to each Commission member with 30 days of the action. Such suspension shall not be continued beyond the next regularly scheduled Planning and grants Committee meeting unless or/and until the Planning and Grants Committee approves such action.
- b. Termination and Recession – Upon appropriate review and investigation and after notice to the grantee regarding any irregularity, the Secretary shall have the authority to recommend to the Planning and Grants Committee the termination or rescission of any awarded grant for cause. The Secretary shall submit his/her recommendation, together with a summary of the circumstances prompting it, to the Planning and Grants Committee at its next regularly scheduled meeting.

SECTION 2.4

Appeals Procedures

- A. Scope of Appeals Procedures – The Appeals procedure of this Section shall become effective upon the taking of an adverse action, and shall govern all aspects of appeals from such adverse action short of judicial appeal.
- B. Adverse Action in writing – All adverse actions must be in writing and accompanied by specific reasons for taking such actions.
- C. Reasons for Adverse Action – The reasons for an adverse action are as follows:
 - 1. In the case of denial of a grant application per Section 2.3, sub-section B, paragraph 4, sub-paragraph a, b, c, d, e, f, g, and h.
 - 2. In the case of suspension, rescission or termination of a grant, a failure to meet civil rights compliance requirements or any other legal requirements or conditions imposed by the Office of the Juvenile Justice Programs or the Commission/Department.
 - 3. In the case of the disapproval of a request for a material revision in an awarded grant.

4. In the case of the decision not to invite a full grant application from an unsuccessful bidder who responded to a Request for Concept Papers
- D. Transmittal of Reason(s) to Party Aggrieved – Within 14 days after an adverse action, the party aggrieved will be mailed notification of the action and Supplied with a statement of the reasons therefore.
 - E. Answer to Adverse Action – Within 14 days from the day for mailing of the notice of adverse action and reasons therefore, the party aggrieved may answer and appeal the decision, by so stating in writing. The written answer and appeal shall be addressed to the Chairperson and shall arrive at the Commission's office within 14 day period.
 1. Denial of Competitive Grant Application – In the case of a competitive concept paper or competitive grant application, the party aggrieved must provide evidence, in writing, that one of the following grounds for appeal exists:
 - a. an element of the score sheet or scoring process was defective.
 - b. an element of the score sheet or scoring process was defective.
 - c. A subjective judgement was made which was unfair, (i.e. bias, prejudice, or conflict of interest).
 2. Other Adverse Actions – The written answer and appeal shall contain specific reasons stating why the action allegedly was in error. If no timely appeal is taken from an adverse action, such action will be deemed final, and no further processing before the Executive Committee will be undertaken.
 - F. Action or Answer to Adverse Action – The Chairperson shall review the answer and appeal to determine if grounds exist. In reviewing the answer and appeal the Chairperson may consult with other commissioners.
 1. Action by Chairperson – If the Chairperson determines that no grounds for appeal exist the request for appeal shall be denied in writing within 14 days. The Chairperson shall report all such actions to the full commission at its next meeting.
 2. Hearing before Executive Committee – Upon determining that grounds for appeal exist, the Chairperson shall convene a special meeting of the Executive Committee to consider the matter. In the case of competitive concept papers or competitive applications, the Chairperson shall convene the Executive Committee within 30 days of the finding of grounds.
 - a. General Rules for Conduct of Hearing
 - (i) Open Hearing – All appeal hearings of the Executive Committee shall be open to all interested parties and conducted in accordance with Commission policy outlined in Section 1.6, sub-section g.
 - (ii) Place of Hearing – The place of a particular hearing will be designated by the Chairperson of the Executive Committee. Every effort will be made to hold the hearing in a place convenient to the Committee and the party aggrieved.
 - (iii) Expedition of Hearings – all hearings which are held under this part shall proceed in an expeditious manner and shall be subjected to such procedural rules as the Committee deems necessary.

- (iv) Rights of Party Aggrieved – Any party aggrieved participating in a hearing under this part shall be notified of the hearing and shall be allowed to present evidence on his/her behalf.
- (v) Scope of Hearings – The information considered by the Executive Committee at the appeal hearing shall be limited as follows:
 - aa. In the case of a denied competitive concept paper or application, to the information contained in the Department and Commission’s applicable request and the materials submitted by the applicant by the date specified in the request and the materials submitted in the answer to adverse action.
 - bb. In all other instances, to any information the Executive Committee deems necessary to a through deliberation of the matter begin appealed.
- vi) Voting – Approval of a motion by the Executive Committee shall require a simple majority of those members present and voting “yes” or “no”.
- vii) Decisions of the Executive Committee – At the close of the hearing the Executive Committee will render its decision to the party aggrieved. Within 10 days thereafter, the Executive Committee will submit its decision in writing to the party aggrieved. All such actions will be reported to the full Commission at its next meeting.
- b. Power of the Executive Committee – Based upon the reasons for the adverse action and the answer and appeal submitted by the party aggrieved, the Executive Committee may:
 - (i) In the case of a grant application, deny the application in whole or in part, or reopen the application for further proceedings.
 - (ii) In the case of an In the case of an awarded grant, completely affirm the Planning and Grants Committee’s decision to suspend, rescind or terminate the grant, completely reverse and decision or affirm such decision in part.
 - (iii) In The Case of a denied competitive concept paper or competitive application, affirm the invitation of an application from another respondent to the same Request, or re-open the competitive process by calling for the re-issuance of a new Request for Concept Papers/or Request for Applications.

SECTION 2.5

Amendment of Rules of Procedure

Rules of Procedure which do not affect the rights and entitlements of the public as expressed in administrative rules and implementing procedures, may be amended at any regular or special meeting of the Commissioners in writing at least 7 days prior to such meeting. These Rules of Procedure shall be reviewed annually by the Executive Committee.

SECTION 2.6

Robert’s Rules of Order

All matters not covered by these Rules of Procedure shall be governed by the latest edition of Robert's Rules of Order.

Section 2.7

Conflict of Interest

A. Preamble

PA 89-507 created in the Illinois Juvenile Justice Commission to be the supervisory board for the federal juvenile justice program in Illinois. To so qualify, membership of the Commission must include representative of units of local government and juvenile justice agencies such as law enforcement, correction or probation personnel, and juvenile or family court judges among others.

The Act further requires that at least 66 2/3% of federal juvenile justice funds be expended through grants to units of general local government, local private agencies, and Indian tribes (1) to develop and implement effective methods of preventing and reducing juvenile delinquency, including methods with a special focus on maintaining and strengthening the family unit so that juveniles may be retained in their homes; (2) to develop and conduct effective programs to prevent delinquency, to divert juveniles from the traditional juvenile justice system and to provide critically needed alternatives in institutionalization; (3) to improve the quality of juvenile justice and (4) to increase the capacity of local governments and public agencies to conduct effective juvenile justice and delinquency prevention and rehabilitation programs and to provide research, evaluation, and training services in the field of juvenile delinquency prevention.

B. Definitions

1. Affiliation: A Commissioner shall be considered to be affiliated with an organization if (s)he or his/her spouse or minor child is:
 - a. A director, officer, trustee, or employee.
 - b. An independent contractor who has received fees or payments in the year preceding the filing of the affiliation statement.
 - c. A contributor, directly or through an entity which (s)he controls at an amount which is more than 5% of the organization's annual budget and which is more than \$1,000.
2. Direct Pecuniary Interest: An individual who receives or will receive juvenile justice grant funds shall be considered to have a direct financial interest in a grant.
3. Indirect Pecuniary Interest: An individual shall be considered to have an indirect pecuniary interest if the Commissioner is affiliated with a grantee who receives or will receive juvenile justice funds. Commissioners who are affiliated with a grantee whose receipt of a grant would total less than 5% of the grantee's total annual budget shall not be barred from voting or otherwise participating in discussion related to that organization. Employees of State agencies or local governments may vote or participate in discussion related to other State agencies or local governments.

C. Conflict of Interest

1. All members of the Commission shall annually complete:
 - a. Illinois Juvenile Justice Commission (IJJC) Statement of Affiliation.
 - b. Board of Ethics Economic Statement for his/herself and immediate family members.
2. After reviewing the documents listed in 1a and b above, staff will inform affected Commissioners' and Chairperson of any possible conflict situations.
3. All IJJC members or the Chairperson on their behalf must publicly disclose their interest in any concept paper or grant in which they have a direct or indirect pecuniary interest.
4. No member shall vote or participate in the decision-making to approve any concept paper or grant to a recipient which employs the IJJC member or his/her immediate family or grant to a recipient which employs the IJJC member or his/her immediate family or his/her business associate has a direct or indirect pecuniary interest.
5. No IJJC member shall accept any stipend, fee, gratuity or consideration of any kind or nature from any person, unit, agency or organization for the purpose of influencing a vote, decision or recommendation of a Commissioner on a matter before the Commission. A Commissioner shall be permitted to accept meals and other hospitality offered while one of the aforementioned parties is sharing youth related information of a non-grant related nature with the Commissioner and shall be permitted to accept articles recognizing efforts on behalf of youth so long as these articles have no resale value.
6. No IJJC member shall receive any funds, other than reimbursement for their actual expenses in the performance of their duties, from grants or contracts approved by the IJJC.
7. The decision of the Chairperson with respect to conflict with interest situations shall be final unless the situation involves the Chairperson in which in this instance the Vice-Chairperson's decision shall be final.

D. Penalties

Violations of this rule shall be noted in the first meeting of the Commission following discovery of the violation and shall constitute grounds for the immediate suspension and possible rescission or termination of the grant in question pursuant to Section 2.4 or these Rules of Procedure.

Last amended: June 11, 2025 (page 7, Section 1.6 C. Quorum was updated to allow flexibility in meeting).