

**General Terms:**

All members of the Torch Run State Committee must complete a Class A Registration.

The Class A Registration process is divided into two parts: Protective Behavior Training and Concussion Training. Class A Registration was created as a way to protect athletes, volunteers, and the integrity of Special Olympics Illinois. This application process is required for all volunteers who have close contact with athletes or who handle the financial assets of Special Olympics Illinois. This includes Coaches, Torch Run State Committee members, Chaperones, Unified Partners, Staff, and Board Members.

State Committee members removed from an elected position remain part of the State Committee upon good standing.

State Committee members are comprised of current or retired law enforcement, probation, corrections and law enforcement support services personnel.

**Torch Run Leadership**

A. State Torch Run Director

- a. The state Torch Run Director is an active or retired law enforcement person whose primary responsibility is the planning and direction of the Law Enforcement Torch Run for Special Olympics Illinois. A law enforcement individual who has the clearance, time, energy, and resources to coordinate and manage Illinois LETR initiatives. Team player experienced in handling committees, deadlines, and projects. Minimum three-years on State Committee and/or five years active with Torch Run required. The Torch Run Director will appoint an Assistant Torch Run Director if that position becomes vacated. The appointed Assistant Torch Run Director will remain in place until the next election – as determined by the State Committee.

(Voted on by the State Committee for up to three two-year terms. Voting can be done electronically. Can be extended after six years for one-year increments with a three-fifths (60 percent) supermajority vote. This voting requirement could be qualified to include the entire committee membership or to include those present. Terms run January through December. Letter of intent must be given to Torch Run Staff Liaison by the end of August)

b. JOB DESCRIPTION FOR STATE TORCH RUN DIRECTOR

## Illinois Law Enforcement Torch Run Bylaws



Chair the committee, work with Special Olympics Illinois Torch Run Team to build and maintain the committee, provide orientation, job descriptions, direction, motivation, etc.

Lead key statewide Torch Run events (i.e. Kickoff Conference, O'Hare Plane Pull, Dunkin' Cop on a Rooftop, Truck Convoys etc.) From start to finish, understand sponsorships and mechanics of these events

Maintain regular contact with Illinois law enforcement organizations through reports, meetings, emails and/or telephone calls

Maintain constant coordination, communication and cooperation with Special Olympics Illinois Torch Run Team

Work with representatives of sponsors to ensure proper visibility, inclusive of their representatives, etc.

Work with Special Olympics Illinois staff and Special Olympics Illinois Torch Run Team to identify potential state sponsors and ensure proper handling

Ensure that communication between committee members and others is timely and complete

Work with Special Olympics Illinois Torch Run Team to ensure proper use of logo and name on all materials

Work to recruit other Law Enforcement affiliates throughout the state to join the Torch Run movement.

Attend LETR Kickoff Conference, Final Leg, Summer Games and International Conference

### B. Torch Run Assistant State Director

- a. The Assistant Torch Run Director is a retired or active law enforcement person whose primary responsibility is assisting the Torch Run Director in planning and direction of the Law Enforcement Torch Run for Special Olympics Illinois. A law enforcement individual who has the clearance,

time, energy, and resources to help coordinate and manage the Illinois LETR initiatives. Team player experienced in handling committees, deadlines, and projects. Minimum three-years on State Committee and/or five years active with Torch Run required. The Torch Run Assistant State Director will fill in for a vacant State Director until the next election – as determined by the State Committee.

(Nominated by the Torch Run Director to a vote by the State Committee. Nominations can also be done by the State Committee. Must need a second on any vote. Voted on by the State Committee for up to three two-year terms. Voting can be done electronically. Can be extended after six years for one-year increments with a three-fifths (60 percent) supermajority vote. This requirement could be qualified to include the entire membership or to include those present. Terms run January through December. Term will alternate with the Torch Run Director. Letter of intent must be given to Torch Run Staff Liaison by the end of August)

**b. JOB DESCRIPTION FOR ASSISTANT TORCH RUN DIRECTOR**

Work closely with Torch Run Director and Special Olympics Illinois Torch Run Team coordinating all aspects of the Torch Run, including but not limited to: Annual Torch Run, Statewide fundraising events, awareness activities, etc.

Represent the Torch Run in Torch Run Director's absence. Lead meetings in absence of Director. Serve as support Torch Run contact along with Torch Run Director and Special Olympics Illinois Torch Run Team

Attend key statewide Torch Run events (i.e. Kickoff Conference, O'Hare Plane Pull, Dunkin' Cop on a Rooftop, Truck Convoys, Final Leg, Summer Games etc.)

Attend LETR Kickoff Conference, Final Leg, Summer Games and International Conference

**C. Three District Coordinators (responsible for a multi-county Leg in either the north, central or southern portion of Illinois)**

- a. Individual responsible for advising and overseeing the development of Torch Run programs in the Legs within their region. The District Coordinator is responsible for coordinating the Law Enforcement Torch Run in a multi- Leg area. The District Coordinator is also responsible for assisting the Leg Leaders and agency representatives with the development and successful operation of fundraising projects. They will focus on recruitment, retention and succession planning.

(Voted on by the State Committee (or Area represented) for up to three two-year terms. Voting can be done electronically. Can be extended after six years for one-year increments with a three-fifths (60 percent) supermajority vote. This requirement could be qualified to include the entire membership or to include those present. Terms run January through December.)

Other duties as assigned by Director.

- b. **JOB DESCRIPTION FOR THE NORTHERN, CENTRAL AND SOUTHERN DISTRICT COORDINATOR**

Prior to the annual Torch Run Kick-Off Conference, coordinate a district meeting with Leg Leaders, inviting agencies within the region to discuss and prepare for the forthcoming Kick-Off Conference and the Torch Run campaign.

After the conference, ensure the Leg Leaders in the region establish and conduct a Leg meeting to plan for the Torch Run and fundraising events within their respective Leg.

Communicate frequently with the Leg Leaders and Special Olympics Torch Run Team to ensure the Torch Run and Statewide Fundraising events are on track (i.e. Polar Plunges, Dunkin' Cop on a Rooftop etc.)

During the Intra-State Relay (aka Torch Run), ensure the Leg Leaders are working together to get the torch and flag/banner moved along the route.

Attend the LETR Kickoff Conference, Final Leg and Summer Games.

Attendance to International Conference highly encouraged

Before the December State Committee meeting, ensure the agency and Leg Leaders return all funds raised and unsold t-shirts to SOILL.

Serve as interim Leg Leader in case of position vacancy until a new Leg Leader is selected. Assist LETR Leadership and Torch Run Staff in identification of new Leg Leader prospects.

State Committee will determine which Legs each District Coordinator oversees.

#### D. LEG LEADERS

- a. 24 Leg Leaders (responsible for a multi-county region) Leg Leaders must be very organized and have the ability to coordinate and motivate groups of people. They must also have the ability to work within the committee structure. The Leg Leader is responsible for recruitment of runners and fundraising for his/her Leg. This individual is also responsible for all logistical needs along the specified Leg of the Torch Run. In addition, each Leg Leader should have excellent rapport with law enforcement agencies within their geographic region of the state. The Torch Run State committee is comprised of the Torch Run Director, Assistant State Director, District Coordinators, Leg Leaders, Torch Run Ambassadors, Families Liaison, Athlete Liaison and Appointed Members.

(Leg Leaders are selected by the participants within their respective Leg.)

#### b. JOB DESCRIPTION FOR LEG LEADERS

Responsible to hold Leg meetings/conference calls/personal phone calls (minimum of 3 per year) with all department reps, with first meeting or calls occurring within a month of the Torch Run Statewide Kickoff (SOILL will set up conference/Zoom calls for you, just call 1-800-394-0562)

Attend Monthly Torch Run State Committee Meetings (minimum attendance of 25% of meetings required)

Work closely with department/agency coordinators to track accountability of merchandise sales

Communicate regularly and work closely with the Torch Run District Coordinator assigned to their Leg and Special Olympics Illinois Torch Run Team.

Assist with the coordination of Law Enforcement participation at all Special Olympics Illinois competitions and events, when requested by a Special Olympics Illinois Region Director or the Special Olympics Illinois Torch Run Team.

Will assist in business involvement/sponsorship and law enforcement recruitment.

Serves as a liaison with Special Olympics Illinois Region Directors

Can appoint At-Large/Assistant Leg Leaders upon approval of the State Committee

**c. Fundraising Responsibilities**

Work and encourage all departments in Leg to conduct fundraisers or raise money for Torch Run

Follow-up with Department/Agency Coordinators so donations are forwarded in a timely manner

Make sure departments/agencies are filling out and turning in donor forms for all monies raised. Remit all donations to Special Olympics Illinois by cut-off date set by Torch Run Director and Special Olympics Illinois Torch Run Team

**d. Intra-State Relay Responsibilities**

Recruit as many runners as needed to cover distance

Assure all Leg Runner Registration Forms and Waivers are filled out completely and signed and submit to Special Olympics Liaison (See materials section)

Provide orientation and assign runners to segments of route

Communicate with local law enforcement to secure escort along route ( i.e traffic control, securing lead and tail vehicles)

Communicate with Torch Run District Coordinator, Special Olympics Illinois Torch Run Team and communities along the route to ensure that permits and clearances are obtained

Work with Special Olympics Illinois Torch Run Team along route to maximize media coverage and involvement with Special Olympics athletes

Place sponsor banners and signage according to instructions from Torch Run Director and Special Olympics Illinois Torch Run Team

**E. At-Large/Assistant State Committee Members**

- a. (At-Large/Assistant State Committee Members are nominated by Leg leaders and voted on by the State Committee. Once approved, they have full voting rights on the State Committee for up to two years.)

**b. DESCRIPTION FOR AT-LARGE/ASSISTANT STATE COMMITTEE MEMBERS**

Responsible to assist at Leg meetings/conference calls/personal phone calls (minimum of 3 per year) with all department reps, with first meeting or calls occurring within a month of the Torch Run Statewide Kickoff (SOILL will set up conference/Zoom calls for you, just call 1-800-394-0562)

Attend Monthly Torch Run State Committee Meetings (minimum attendance of 25% of meetings required)

Communicate regularly and work closely with their Leg Leader and Special Olympics Illinois Torch Run Team.

Assist with the coordination of Law Enforcement participation at all Special Olympics Illinois competitions and events, when requested by their Leg Leader or the Special Olympics Illinois Torch Run Team.

Will assist in business involvement/sponsorship and law enforcement recruitment.

Serves as a liaison with Special Olympics Illinois Leg leaders

c. Fundraising Responsibilities

Work and encourage all departments in Leg to conduct fundraisers or raise money for Torch Run

F. Torch Run Ambassadors

- a. The Torch Run Ambassador is a retired law enforcement person whose primary responsibility is to serve as an official liaison for the Illinois Law Enforcement Torch Run. The Ambassador serves as an Official Liaison between SOILL Torch Run and state and local officials. Ambassadors can be consulted on policy and in decision making. They will work to create Good Will for LETR through interactions with others at events.

(A Law Enforcement Torch Run Ambassador shall be appointed by the CEO of Special Olympics Illinois upon the recommendation of the LETR Director. There is no term limitation for Ambassador. An Ambassador may step down at any time upon written notification to the Torch Run Director or be removed at the will of the CEO. The number of Torch Run Ambassadors is not limited. Any Torch Run Ambassador should have served in some capacity as a Torch Run Director, Assistant Torch Run Director, District Coordinator, Leg Leader and/or a State Committee member)

b. DESCRIPTION FOR TORCH RUN AMBASSADORS

Participate in events, meetings, and social functions in Torch Run Leadership absence

Establish and maintain relationship with state and local leaders in order to facilitate two-way communication

Participate in state and local initiatives as needed and when directed by the LETR Director



Serve as support to Torch Run Leadership and the Special Olympics  
Illinois Torch Run Team

c. Qualifications

A law enforcement individual who has proven passion for Special  
Olympics and the Law Enforcement Torch Run

This individual should display interest in building and maintaining  
relationships with Special Olympics Illinois Board, staff and Leg Leaders

They should demonstrate leadership qualities and be a team player  
experienced in handling committees, deadlines, and projects

They should also have the ability to think strategically, broadly and  
“outside the box”

**LIAISONS**

G. Athlete Liaison

- a. The Athlete Liaison is a Special Olympics Illinois Athlete whose primary  
responsibility is to represent the interests of all Special Olympics Illinois  
athletes on the LETR State Committee.

(The Athlete Liaison will serve a maximum of one 3 year term on the  
LETR Council. Athlete is appointed by Director of Athletes and Family  
Initiatives and Special Olympics Illinois Torch Run Team and approved by  
the State Committee. Terms run January through December.)

b. JOB DESCRIPTION FOR ATHLETE LIAISON

Promote Torch Run Programs and events to other Special Olympics  
Illinois athletes

Assist in the recruitment of Special Olympics Illinois athletes for  
participation in LETR events

Attend Monthly Torch Run State Committee Meetings (minimum  
attendance of 25% of meetings required)

Attend and participate in various LETR events; including, but not limited to – LETR Kick-off, Dunkin’ Cop on a Rooftop, Texas Roadhouse Benefit Lunch, Plane Pulls & Truck Convoys and Summer Games

Assist in the outreach and recruitment of inactive police departments or agencies

Communicate regularly with Special Olympics Liaison and Torch Run Leadership

Serves as a Liaison with the Families Liaison and Director of Athletes and Family Initiatives

c. Qualifications

Athlete Liaison must be an active Special Olympics Illinois athlete and Global Messenger. They must also be actively involved with the Law Enforcement Torch Run for a minimum of 2 years prior to appointment.

H. Families Liaison

- a. The Families Liaison is a Special Olympics Illinois family member whose primary responsibility is represent the Special Olympics Illinois families’ interests on the Torch Run State Committee.

(The Family Liaison will serve a maximum of one 3 year term on the LETR Council. The Family Liaison is appointed by Director of Athletes and Family Initiatives and Special Olympics Illinois Torch Run Team and approved by the State Committee. Terms run January through December.)

b. JOB DESCRIPTION FOR FAMILIES LIAISON

Promote Torch Run Programs and events to Family Committee through active participation

Recruit other LETR families to attend and engage at Special Olympics events and/or LETR Fundraisers

Attend Monthly Torch Run State Committee Meetings (minimum attendance of 25% of meetings required)

Attend and participate in various LETR events; including, but not limited to – LETR Kick-off, Dunkin’ Cop on a Rooftop, Texas Roadhouse Benefit Lunch, Plane Pull & Truck Convoys and Summer Games

Recruit local inactive departments by encouraging participation in LETR events

Communicate regularly with Special Olympics Illinois Torch Run Team and Torch Run Director

Serves as a Liaison with the Athlete Liaison and Director of Athletes and Family Initiatives

Work to recruit family members of LETR to work with the State Committee and Leg Leaders at Torch Run events

c. Qualifications

Family Liaison must have a background in law enforcement and be a parent or family member of a current Special Olympics Illinois athlete

This person will serve on both the SOILL Family Committee and LETR State Committee.

This individual must be very organized and have the ability to coordinate and motivate people

I. Department/Agency Coordinators

- a. The Department/Agency Coordinator is a law enforcement person whose primary responsibility is coordination, fundraising and growth of the Torch Run within his/her department/agency. Department/Agency Coordinators must be very organized and have the ability to coordinate and motivate people.

b. JOB DESCRIPTION FOR DEPARTMENT/AGENCY COORDINATORS

Promote Torch Run Programs to their departments and communities through active participation

Develop fundraising strategies which best suit their organization and communities

Attempt to attend and participate in Torch Run State-wide Kick-off, Region Spring Games, Region Competitions and Summer Games

Responsible for tracking and accountability of all merchandise received

Responsible for tracking and accountability of all funds raised by department to benefit SOILL. Ensure all funds are submitted along with a completed Donor Form within two weeks of any given event.

## **APPOINTEES**

### J. Illinois Association of Chiefs of Police (ILACP) Appointed Member

- a. Upon a State Committee vacancy, the ILACP shall appoint or reappoint one member every two years, unless an ILACP appointee cannot for any reason complete his or her term or is removed prior to the end of the appointee's term, in which case the ILACP may appoint a replacement to serve the remainder of the appointee's term.

The ILACP shall notify the Torch Run Director of the identity of the ILACP appointee prior to the Illinois LETR Kick-off Conference at the beginning of such term.

(Each member appointed by the ILACP shall serve for a term of two (2) years in alignment with the ILACP annual conference.)

### b. JOB DESCRIPTION FOR ILACP APPOINTEE

Serve as liaison between the Illinois LETR State Committee and the ILACP

Work with the Illinois LETR State Committee using ILACP members and contacts in regions to help revive or secure inactive departments/agencies

Assist the Illinois LETR State Committee with the facilitation of the annual Illinois LETR Kick-off Conference and annual ILACP Special Olympics IL Auction

Promote the goals of the Illinois Law Enforcement Torch Run, the State Committee, and Special Olympics Illinois in the ILACP community

Attend and/or participate in various LETR events; including, but not limited to – Kickoff Conference, Summer Games, Dunkin’ Cop on a Rooftop

Communicate regularly with Special Olympics Illinois Torch Run Team and Torch Run Director

**K. Illinois Sheriffs’ Association (ISA) Appointed Member**

- a. Upon a State Committee vacancy, the ISA shall appoint or reappoint one member every two years, unless an ISA appointee cannot for any reason complete his or her term or is removed prior to the end of the appointee's term, in which case the ISA may appoint a replacement to serve the remainder of the appointee's term.

The ISA shall notify the Torch Run Director of the identity of the ISA appointee prior to the Illinois LETR Kick-off Conference at the beginning of such term

(Each member appointed by the ISA shall serve for a term of two (2) years in alignment with the ISA annual conference.)

**b. JOB DESCRIPTION FOR ISA APPOINTEE**

Serve as liaison between the Illinois LETR State Committee and the ISA

Work with the Illinois LETR State Committee using ISA members and contacts in regions to help revive or secure inactive departments/agencies

Assist the Illinois LETR State Committee with the facilitation of the annual Illinois LETR Kick-off Conference

Promote the goals of the Illinois Law Enforcement Torch Run, the State Committee, and Special Olympics Illinois in the ISA community

Attend and/or participate in various LETR events; including, but not limited to – Kickoff Conference, Summer Games, Dunkin’ Cop on a Rooftop

Communicate regularly with Special Olympics Illinois Torch Run Team and Torch Run Director

**L. Illinois State Police Appointed Member**

- a. Upon a State Committee vacancy, the Illinois State Police Director shall appoint or reappoint one member every two years, unless an ISP appointee cannot for any reason complete his or her term or is removed prior to the end of the appointee's term, in which case the ISP may appoint a replacement to serve the remainder of the appointee's term.

The ISP shall notify the Torch Run Director of the identity of the ISP appointee prior to the Illinois LETR Kick-off Conference at the beginning of such term.

(Each member appointed by the ISP shall serve for a term of two (2) years with term running January – December).

**b. JOB DESCRIPTION FOR ISA APPOINTEE**

Serve as liaison between the Illinois LETR State Committee and the Illinois State Police

Work with the Illinois LETR State Committee to help revive or secure inactive ISP districts

Promote the goals of the Illinois Law Enforcement Torch Run, the State Committee, and Special Olympics Illinois in the ISP community

Assist Special Olympics Illinois Torch Run Team and Leg Leaders in recruitment of ISP participation in various LETR events; Kickoff Conference, Summer Games, Dunkin’ Cop on a Rooftop, etc.

Communicate regularly with Special Olympics Illinois Torch Run Team and Torch Run Director

**M. Illinois Department of Corrections Appointed Member**

- a. Upon a State Committee vacancy, the IDOC State Director shall appoint or reappoint one member every two years, unless an ISP appointee cannot for any reason complete his or her term or is removed prior to the end of the appointee's term, in which case, IDOC may appoint a replacement to serve the remainder of the appointee's term.

IDOC shall notify the Torch Run Director of the identity of the IDOC appointee prior to the Illinois LETR Kick-off Conference at the beginning of such term.

(Each member appointed by the IDOC Director shall serve for a term of two (2) years with term running January – December).

- b. **JOB DESCRIPTION FOR IDOC APPOINTEE**

Serve as liaison between the Illinois LETR State Committee and the Illinois Department of Corrections

Work with the Illinois LETR State Committee to help revive or secure inactive IDOC facilities

Promote the goals of the Illinois Law Enforcement Torch Run, the State Committee, and Special Olympics Illinois in the IDOC community

Assist Special Olympics Illinois Torch Run Team and Leg Leaders in recruitment of IDOC participation in various LETR events; Kickoff Conference, Summer Games, Dunkin' Cop on a Rooftop, etc.

Communicate regularly with Special Olympics Illinois Torch Run Team and Torch Run Director

## **COMMITTEES**

Only State Committee members may be committee chairpersons. Appointed by Illinois Law Enforcement Torch Run Director. The Torch Run Director has the ability to appoint ad-hoc committees. Each committee chairperson shall appoint a vice-chairperson. The vice-chairperson does not need to be a member of the State Committee. Committees may include members of the State Committee and other persons from the Law Enforcement Torch Run community and from the Special Olympics Illinois community, who have experience or knowledge that would assist the committee. Any committee must contain at least one member from the northern, central and southern district.

The ILACP, ISA and IDOC may appoint a non-voting member to each committee.

### **A. Affiliates Committee**

- a. Identify associations, organizations, and groups that have a connection with law enforcement.

Encourage each such association, organization, or group to participate in and support Torch Run activities and Special Olympics Illinois.

### **B. Marketing and Development Committee**

- a. Work with SOILL staff to identify, develop and cultivate sponsors and fundraising ideas that will assist Illinois LETR.

Work with the SOILL staff to develop sponsorship packages.

Collaborate with SOILL staff to make presentations to potential sponsors.

Work with the State Committee to meet sponsor expectations in accordance with sponsorship agreements between SOILL and sponsors.

Conduct training for Torch Run fundraising strategies in collaboration with SOILL staff.

Work with Marketing and Communications team to develop toolkits to create consistent messaging



C. Military Initiatives Committee

- a. Develop and maintain strategies to promote the Law Enforcement Torch Run within Illinois' military community.

Identify and engage senior military personnel as advisors to the committee.

Represent the State Committee at military conferences and events to enhance the knowledge and understanding of Illinois Law Enforcement Torch Run by military personnel.

Increase military participation in Illinois Law Enforcement Torch Run events.

D. Elections Committee

- E. The Elections Committee is composed of at least three members of the State Committee who are not eligible for re-election during the current year. (One member from each district)

The Elections Committee oversees the elections to for all State Committee leadership positions.

- a. ELECTIONS AND APPOINTMENT PROCESS

- i. Elections to the State Committee Leadership

Elections to the State Committee Leadership will be held annually in November or at such time and/or place as the State Committee may designate.

- ii. Candidacy

Qualified persons interested in seeking election within the State Committee shall submit a letter describing their qualifications to be elected to said position.

Applications must be in writing and received by the Elections Committee Chair by a date specified by the Elections Committee.

iii. Uncontested Elections

In the event that there is only one qualified candidate running for an elected office, i.e., Torch Run Director, Torch Run Assistant Director and/or District Coordinator, the State Committee will approve the election of said candidate for the stated position and stated term and the candidate shall be installed in office at the conclusion of the election process.

iv. Election to State Committee Positions Quorum

At least two-thirds of all State Committee members must be present in person or online to elect the Torch Run Director or Assistant Torch Run Director positions

v. Nominations

Any State Committee member may nominate an eligible member for election.

vi. Election vote

Elections will be held at the time and date and in the manner as determined by the Elections Committee with the approval of the Torch Run Director, unless he/she is a candidate for election, then the Assistant Torch Run Director must approve.

A candidate who receives a plurality of votes cast shall be elected. If the election vote results in a tie, a run-off election shall be held until a candidate receives the largest number of votes, who then shall be elected.

vii. Vacancies

In the event a member of the State Committee cannot complete his or her term, the Torch Run Director may nominate an eligible person to fill the vacancy for the remainder of the term.

The nomination must be approved by a vote of the State Committee

Vacancies that may occur with the Department of Corrections, the Illinois State Police, ILACP or ISA appointed member will be addressed by those respected associations

## **AMENDMENTS**

### **A. AMENDMENT OF POLICIES AND PROCEDURES/BI-LAWS**

Any State Committee member may propose amendments to these Policies and Procedures/By-Laws.

A two-thirds affirmative vote of all State Committee voting members is required to approve a proposed amendment to these Policies and Procedures/By-Laws.

Notice, in writing must be given to all Committee Members at least 60 days prior to voting. The method and time of voting shall be included in this notice.

## **REMOVALS**

### **A. REMOVAL OF A MEMBER OF THE STATE COMMITTEE**

A State Committee member may be removed for cause, which may include, but is not limited to, termination from employment by a Law Enforcement Agency, a Special Olympics Program, or being arrested for, charged with or convicted of a crime, conduct involving moral turpitude, or malfeasance.

A member of the State Committee may be removed upon petition to the Committee by another State Committee member, a Torch Run Director or a Special Olympics Illinois Program representative. Once a petition is received, the Torch Run Director will appoint, from the members of the State Committee, a person to investigate the charges and present their findings to the State Committee. The Torch Run Director may suspend a member of the State Committee pending completion of the investigation. The Torch Run Director may be suspended by the SOILL CEO. The Assistant

Torch Run Director will serve as Torch Run Director in his absence or when he is unable to carry on his duties.

Removal of a member of the State Committee requires a three-fourths affirmative vote of the other members of the State Committee.

Any individual on the State Committee shall be automatically removed from the State Committee if that person ceases to be a Law Enforcement person, with the exception of retirement in good standing.

**Addendums:**

- All State Committee members must be a Class-A volunteer for Special Olympics Illinois
- IDOC and ISP Liaisons are only appointed by their Director upon a vacancy on the State Committee
- State Committee members removed from an elected position remain part of the State Committee upon good standing.
- State Committee members are comprised of current or retired law enforcement, probation, corrections and law enforcement support services personnel.
- At-Large State Committee/Assistant Leg Leaders are voted on by the State Committee. They have full voting rights/ Two-year term.
- State Committee needs to determine how many District Coordinators are needed. There are currently three District Coordinator positions slotted for the State Committee.
- Upon adoption of this document – State Committee will re-align Legs to better fit current SOILL Regions.