

# **BY-LAWS OF THE URBANA HUMAN RELATIONS COMMISSION**

## **ARTICLE I            AUTHORITY**

### Section 1:

The authority to establish the Urbana Human Relations Commission is set forth pursuant to the Urbana Human Rights Ordinance, as amended. Urbana Human Relations Commission herein after “Commission” is defined in Ordinance No. 7879-92, as amended, of the City of Urbana Municipal Code, hereinafter “HRO.”

## **ARTICLE II            GENERAL PROVISIONS**

### Section 1:

These rules are supplementary to the provisions of the HRO as they relate to procedures of the Human Relations Commission. If there is a conflict between these rules and the HRO, the HRO shall prevail.

### Section 2:

Nothing herein shall be construed to give or grant to the Commission the power of authority to alter or change the HRO.

### Section 3:

The City of Urbana Attorney shall be consulted regarding questions of law. The Urbana Human Rights and Equity Officer or their Designee, hereinafter “Officer,” shall be consulted regarding provisional interpretations of the HRO.

## **ARTICLE III           CHAIR AND VICE CHAIR**

### Section 1:

All proceedings and administrative functions of the Commission shall be directed by a Chair, who shall preside over all meetings of the Commission and otherwise supervise the affairs of the Commission as outlined in Section 3 herein.

### Section 2:

The Commission shall designate the Chair and a Vice Chair by majority vote. In the event of death, absence, removal of cause, or resignation of the Chair, the Vice Chair shall preside. Upon vacancy of the Chair, the Commission may vote to recommend a current serving member of the Commission for appointment as Chair.

### Section 3:

If present and able, the Chair shall supervise the affairs of the Commission and shall:

- a) Preside at all hearings and meetings of the Commission,
- b) Ensure and maintain proper order and decorum of the Commission and the public in all proceedings,
- c) Decide all points of procedure or order in accordance with these and other applicable rules,

- d) Provide for the oath or affirmation to be administered to all witnesses in cases before the Commission, and
- e) Take such actions and exercise such powers as are specifically outlined herein.

Section 4:

There shall be an annual election of the Chair and Vice-Chair in June of each year. The newly elected officers will take office at the first meeting of the next fiscal year.

## **ARTICLE IV            MEETINGS**

Section 1:

No less than one regular meeting shall be held each month at a place to be specified, unless the Chair or Vice Chair determines that cancellation of a regular meeting is appropriate under this Article, Section 2.

Section 2:

Regular meetings may be cancelled by the Chair or Vice Chair when the Chair determines that because of the requirements of these by-laws the Commission will be unable to conduct any business, or in the event of hazardous or inclement weather.

Section 3:

Special meetings may be called at the discretion of the Chair, or upon the request of two (2) or more members, provided that no less than forty-eight (48) hours' notice is given to each member, and provided that all notice requirements have been met for those hearings requiring notice pursuant to Section 4 of this Article. Additionally, no special meeting shall be held without the oral approval of a quorum of the Commission.

Section 4:

All meetings shall be open to the public, noticed, and posted in accordance with the *Illinois Open Meetings Act* (ILCS 120/1.01 *et seq.*).

Section 5:

A quorum shall consist of the number of members defined by the Human Rights Ordinance for any regular or special meetings, and is required for any decision, determination, or official action by the Commission.

Section 6:

A meeting may proceed with less than a quorum present, but no decision, determination, or official action can be taken

Section 7:

All meetings of the Commission shall proceed as follows:

- a) Call to order, roll call, and declaration of a quorum
- b) Approval of the agenda
- c) Approval of minutes of previous meeting(s)
- d) Invited participation

- e) Public participation
- f) Unfinished business
- g) New business
- h) Officer's report
- i) Announcements
- j) Adjournment

Section 8:

All regular meetings of the Commission shall begin at 5:30 p.m. All meetings of the Commission shall end no later than 7:00 p.m., unless the Commission shall vote to extend the meeting to a specified time.

## **ARTICLE V            COMPLAINTS, REPORTS, AND HEARINGS**

Section 1:

Informal appeals hearings for formal complaints, full hearings for formal complaints, and hearings for reports of concern regarding the City shall be held pursuant to Hearing Procedures as adopted by the Commission.

Section 2:

Formal complaints submitted directly to the Commission will be forwarded to the Officer to be investigated.

Section 3:

All hearings held before the Commission or before a duly appointed Hearing Officer or an informal appeal hearing panel shall be public and subject to the *Illinois Open Meetings Act* (ILCS 120/1.01 *et seq.*).

## **ARTICLE VI            FORM AND CHARACTER OF MOTIONS AND DECISIONS**

Section 1:

The Commission shall conduct its vote in public session.

Section 2:

The form and character of motions shall conform to those offered in *Robert's Rules of Order, Revised*, except as specified herein, provided however, that all motions and decisions shall conform to applicable Illinois Law.

Section 3:

Any commissioner may make a motion.

Section 4:

A Motion to Approve that fails, either by failure to receive a second or by failure to receive the required number of affirmative votes, shall be deemed a denial and shall be dispositive of the issue.

**Section 5:**

Any commissioner may second any motion, provided that he/she has not offered the motion pursuant to Section 3 herein. Alternately, the Chair may declare a motion dead for lack of second.

**Section 6:**

A second shall be required prior to the Commission's voting on any motion; however, a second shall not be construed as an indication of how the member offering the second intends to vote.

**Section 7:**

In the event of a tie vote, the motion shall be defeated.

**Section 8:**

Any member who becomes aware that they have a potential conflict of interest regarding a matter shall notify the Chair at the earliest opportunity. If it is determined that the member does have a direct conflict of interest, or prejudice sufficient to impair their ability to fairly weigh evidence, such member shall not participate in the public hearing or discussion at any meeting that relates to that particular matter, nor shall the member vote on the matter.

**Section 9:**

On any matter before the Commission, any member declining to vote for any reason shall announce their intention to abstain before the public hearing is closed and shall state the reason for abstention.

**Section 10:**

An abstention shall not be counted in the determination of a motion, but shall be recorded.

**Section 11:**

Voice votes requiring the affirmative vote of a majority may be taken on procedural matters including, but not limited to:

- a) Approval of minutes of previous meetings,
- b) Changes to the agenda,
- c) Continuing of public hearings,
- d) Closing of public hearings
- e) Adoption of the Summary of Evidence, and
- f) Adoption of Findings of Fact, either individually or *en masse*.

**Section 12:**

Any member of the Commission may request a roll call vote in lieu of a voice vote on any matter.

**Section 1:**

Minutes of each meeting shall be maintained and kept on file with the City of Urbana.

**Section 2:**

All minutes of the Commission shall be public records. Such records shall be maintained in accordance with the *Illinois public Records Act*, (50 ILCS 205/1 *et seq.*) and the *Freedom of Information Act*, (5 ILLCS 140/01 *et seq.*)

**Section 3:**

The Officer shall serve as Secretary to the Commission except during hearings involving ordinance violations where the Chair deems it appropriate and necessary, in which case the Chair may serve as, or appoint, a secretary.

**Section 4:**

The Secretary shall perform or supervise all clerical work of the Commission and shall:

- a) Maintain the case docket, case log, and all case files,
- b) Prepare an agenda as directed by the Chair,
- c) Send out or cause to be published all required notices and publications,
- d) Furnish the Commission with all pertinent information and memorandum regarding items before the Commission,
- e) Attend all meetings and hearings of the Commission,
- f) Summarize the testimony of those appearing before the Commission,
- g) Record and maintain permanent minutes of the Commission proceedings showing the vote of each member upon every question, or if absent or failing to vote, indicating that fact,
- h) Make record of examinations and official actions,
- i) Record the names of all persons appearing before the Commission,
- j) Conduct the routing correspondence of the Commission and such other correspondence as directed by any member of the Commission, and
- k) Post the agenda and all accompanying documents provided to the Commission, aside from unapproved minutes, in notices of upcoming meetings.

**ARTICLE VIII****AWARDS****Section 1:**

Each year, the Chair shall appoint one member to serve on the Martin Luther King, Jr., Celebration Committee.

**Section 2:**

After someone leaves the Commission after serving at least one full term, they should, if they wish, be given a Certificate of Appreciation at their last known Commission meeting. This could be a framed certificate signed by the Mayor and Commission Chair.

**ARTICLE IX****SEPARABILITY**

Section 1:

Should any Article or Section of these by-laws be found to be illegal, the remaining sections shall remain in effect.

**ARTICLE X            AMENDMENT TO THE RULES**

Section 1:

These rules may be amended by an affirmative majority vote of all members of the Commission.

Section 2:

The proposed amendment must be presented at a regular or special meeting preceding the meeting at which the vote is taken.

Section 3:

These rules may be suspended for cause upon affirmative vote of a majority of members, unless such rule is required by state statute or other applicable law.

The foregoing rules and regulations are hereby adopted by the Urbana Human Relations Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

SIGNED:

\_\_\_\_\_ Frances Rigberg, Chair  
Urbana Human Relations Commission

ATTEST:

\_\_\_\_\_ Peter Resnick, Vice Chair  
Urbana Human Relations Commission