

CARBONDALE HUMAN RELATIONS COMMISSION BY-LAWS

ARTICLE I NAME AND AUTHORITY

The name of this organization is Carbondale Human Relations Commission. Its principal office shall be located at City Hall, Carbondale, Illinois. Its authority is derived from City Ordinance No. 2003-13.

ARTICLE II PURPOSE AND FUNCTION

The Carbondale Human Relations Commission shall:

- A. Serve as an advisory body to the City Council on human relations;
- B. Study problems in the City of Carbondale relating to the relationships among individuals and groups of all kinds, and make recommendations to the City Council for the betterment of such relationships within the community.
- C. Invite and enlist the cooperation of all groups included in Ordinance No. 2003-13, TITLE ONE – CHAPTER FOURTEEN, ARTICLE I., 1-141-1: DECLARATION OF POLICY which includes race, color, religion, sex, age, disability, marital status, familial status, sexual orientation, national origin or ancestry, as well as persons representing various economic, educational, and social groups in all areas of the City of Carbondale, and act as a coordinating agency among these and other groups in the community in the establishment and maintenance of educational programs in the community designed to bring about better human relations;
- D. Promote mutual understanding and foster equality and respect among all groups referenced in Section C above, and generally throughout the community so as to prevent discriminatory practices in human relations;
- E. Institute and conduct educational and other programs to promote the equal rights and opportunities of all persons referenced in Section C above and to promote understanding among persons and groups referenced in Section C above;
- F. Assist the general public in contacting the appropriate agency and/or person to file a complaint, for example, with the Illinois Human Rights Commission and/or the Equal Employment Opportunity Commission for alleged discrimination under the Illinois Human Rights Act.
- G. Prepare and submit to the Carbondale City Council an annual report on its progress in accomplishing the duties of the Commission;
- H. Make recommendations to the appropriate agency or organization in regard to promoting positive human relations;
- I. Receive and review a semi-annual report from the Carbondale Police Department that shall include a general summary of complaints, dispositions and noticeable trends in human relations in regard to the interaction between the general public

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and the Carbondale Police Department. Upon review and discussion of the report, the Commission may make recommendations to the Carbondale Police Department, the City Manager or the City Council on how to address negative trends or reduce complaints. Any specific complaint involving a Carbondale Police Officer shall be referred directly to the City Manager to be handled in accordance with the Governing Rules of the Board of Fire and Police Commissioners, the Carbondale Police Department Rules & Regulations, and/or an applicable collective bargaining agreement;

- J. Request an annual report from any law enforcement agency that performs law enforcement duties in the City of Carbondale, which shall include a general summary of complaints, dispositions and noticeable trends between the general public and the law enforcement agency in the City of Carbondale. Such agencies shall include, but not be limited to, Southern Illinois University Department OF Public Safety, Jackson County Sheriff's Department, Illinois Secretary of State Police, and the Illinois State Police. Upon review, the Commission may make recommendations to the law enforcement agencies on how to address negative trends or reduce complaints. Any recommendation shall be included in the Commission's annual report to the City Council; and
- K. Adopt by-laws for the regulation of the Commission in conducting meetings and carrying out the duties and functions provided in accordance with the Illinois Open Meetings Act. Such by-laws shall be adopted upon the affirmative vote of a majority of the Commission members then holding office.

The Human Relations Commission may invite and enlist the cooperation of racial, religious and ethnic groups, organized high school and post-secondary student organizations, community organizations, labor and business organizations, fraternal and benevolent societies, veterans' organizations, professional and technical organizations, and other groups in the City of Carbondale in carrying out its duties and responsibilities. The Commission may aid in the formation of local community groups in such Neighborhoods as it may deem necessary or desirable to carry out specific programs designed to lessen tensions or improve understanding in the community. The Commission shall cooperate with state and federal agencies whenever it deems such action appropriate in effectuating good human relations.

ARTICLE III COMPOSITION

Section 1 – Membership

The Carbondale Human Relations Commission shall be comprised of eleven (11) members who shall be called Commissioners. Members of the Commission shall reflect the broad ethnic and cultural diversity from within the Carbondale community. Members shall reside throughout the community including the Northeast, Northwest, Southeast, and Southwest sections, and wherein the business community is represented. One

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member shall be a full-time student enrolled at Southern Illinois University Carbondale. All members shall permanently reside within the corporate limits of the City of Carbondale, or in the alternative, within one and one-half miles of the corporate limits.

Section 2 – Manner of Selection

Members of the Human Relations Commission shall be appointed by the Mayor with the advice and consent of the City Council.

Section 3 – Term of Appointment

Appointment to membership shall be for a period of three (3) years from the date of the appointment and until a successor has been appointed and qualified, except for the student member who shall serve a term of one year, beginning on June 1 of each year. As each original member's term expires, said member will be replaced by a Commissioner who will serve for a term of two years.

Section 4 – Removal and Resignation

Any Commissioner may be removed by the City Council upon a majority of the City Council members determining that the role of the individual on the Commission no longer serves the best interests of the City of Carbondale and its citizens. Resignation of any Commissioner shall be accepted upon presentation in written form setting forth the reasons for such resignation.

Section 5 – Compensation

All Commissioners shall serve without compensation but may be reimbursed for any personal expenses incurred during the performance of their duties.

ARTICLE IV OFFICERS

Section 1 - Officers

The officers of the Carbondale Human Relations Commission shall consist of a Chair and Vice-Chair.

Section 2 – Appointment

The Chair shall be appointed by the Mayor with the advice and consent of the City Council. The Human Relations Commission may, on an annual basis, recommend to the

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Mayor a person to serve as Chair. The Vice-Chair shall be elected from and by a majority of the Carbondale Human Relations Commission members present and voting. Said officers shall be elected at the annual meeting in June and serve for one year.

Section 3 – Duties

The Chair shall preside at all meetings of the Commission and shall hold such other responsibilities as are normally assumed by such officer. The Vice-Chair shall preside in the absence of the Chair and shall be responsible for preparing a statement of financial needs for the coming fiscal year for Commission approval. The *ex officio* City Representative shall be responsible for notifying members of meetings; managing the Commission's correspondence; recording the deliberations at each meeting; preparing the minutes and supplying a copy of the minutes to the members.

ARTICLE V FINANCE

Section 1 – Source

The operation of the Carbondale Human Relations Commission shall be supported with funds provided by the Mayor and the City Council as need arises. The Chair shall make the necessary arrangements with the appropriate City officials for the allocation and distribution of these funds. Monies may also be received from other sources.

Section 2 – Disbursement

The disbursement of funds for the work of the Commission shall be handled by the regular corporate arrangements of the City of Carbondale.

ARTICLE VI MEETINGS

Section 1 – Meetings

The Carbondale Human Relations Commission shall meet not less than once each month for the transaction of such business as may come before it. The day and time of such meetings shall be determined by the Commission.

Section 2 – Notices of Meetings

Notice of all regular or special meetings shall be provided to the Commissioners and to the general public in accordance with the Illinois Open Meetings Act. The purpose for which a meeting is called shall be stated in the notice.

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Section 3 – Special Meetings

A special meeting of the Commission may be called by either the Chair or by not less than one-third (1/3) of the membership of record.

Section 4 – Quorum

Not less than 51% of the members holding office shall constitute a quorum for the transaction of business.

Section 5 – Order of Business

The order of business of the regular meeting shall be:

- a) Roll call
- b) Approval of minutes
- c) Announcements
- d) Issues
- e) Public Comments
- f) Process Assessments
- g) Adjournment

ARTICLE VII

COMMITTEES

Section 1

The Carbondale Human Relations Commission shall form committees as needed to conduct its business. Each Commissioner shall be a member of one committee and other such committees as assigned.

Section 2 – Committee Membership

Committees shall consist of a minimum of two (2) Commissioners of the Carbondale Human Relations Commission. Non-commissioners, including experts or consultants needed to assist in reaching conclusions and recommendations for action in reference to the subject under consideration, may serve on committees.

Section 3 – Committee Appointments

The Chair of the Carbondale Human Relations Commission, with the consent of each of the Commissioners concerned, shall appoint the members of committees. The Human

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Relations Commission Chair shall designate the chair of each such committee and shall invite, or cause to have invitations extended to such non-commissioners as are considered qualified to serve as experts or consultants to committees, on a non-fee basis, unless otherwise provided by channels beyond the purview of the Commission.

Notice of Committee Meetings

Committee meetings shall be called by the respective Committee Chair, or any two Commission members; or by the Chair of the Human Relations Commission at a time and place agreed upon by a majority of the committee members.

Section 5 – Quorum

A majority of committee members of record shall constitute a quorum for meeting of all committees.

ARTICLE VIII VOTING AND CONDUCT OF BUSINESS

Section 1 – Conduct of Business

A majority of members present and voting shall be sufficient to decide an issue.

Section 2 – Voting Rights

Each Commissioner of the Carbondale Human Relations Commission shall be entitled to one vote on each matter submitted to a vote of the Commission as a whole.

Section 3 – Voting Rights, Committee Members

Each member of a committee shall be entitled to one vote on each matter submitted to the vote of such committee.

ARTICLE IX AMENDMENTS

Amendments may be made to the By-Laws at any regular meeting of the Carbondale Human Relations Commission, provided that: 1) a written notice has been tendered to the Commissioners and the Mayor of the intention to amend; and 2) the amendment or amendments have been discussed by the Commission at a regular meeting prior to the meeting at which action is taken. Other revisions to the By-Laws will be approved by the same manner as is stated for the approval of amendments.

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ARTICLE X REPEAL

These By-Laws, or parts thereof, may be repealed by the Carbondale Human Relations Commission under the same conditions prescribed in Article IX.

ARTICLE XI REVIEW

The By-Laws shall be reviewed at least every two years, revised as necessary, and dated to indicate the date of the last review.

Adopted by the Carbondale Human Relations Commission on this 2nd Day of June 2003.

Samuel Goldman, Chair

Richard C. Hayes, Vice-Chair

Revised and Amended by the Carbondale Human Relations Commission on this 7th Day of October 2013.

Jerrold Hennrich, Acting Chair

Jerrold Hennrich, Vice-Chair