

**CITY OF CHICAGO
DISTRICT COUNCIL 12 BYLAWS**

Adopted 5/22/2023; Amended 9/20/2023

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PREAMBLE

In July 2021, the Chicago City Council passed legislation to establish the District Councils. Nothing in these bylaws is intended to or shall operate to limit the authority granted to the District Council by the Municipal Code. The organization and rules of the District Council shall be as follows.

ARTICLE I: DISTRICT COUNCIL PURPOSE AND DUTIES

A. Purpose

Pursuant to MCC 2-80-070, the purpose of the District Council is to: (1) build connections between the police and the community; (2) collaborate in the development and implementation of community policing initiatives; (3) ensure regular community input for Commission efforts; (4) ensure that within each District there is a forum where District residents can raise and work to address any concerns about policing in the District, including but not limited to police interactions with youth and people of all immigration statuses; (5) ensure the independence and increase the legitimacy of the Commission by participating in the selection of its members; (6) participate in the selection of Commissioners who will fulfill the purposes listed in Section 2-80-030 of this Chapter; and (7) assist the Commission in fulfilling the purposes listed in Section 2-80-030.

B. Duties

Pursuant to MCC 2-80-070(e), the District Council shall :

1. Hold public meetings at least monthly to discuss policing issues;
2. Work with the Police District Commander and community members to help develop and implement community policing initiatives;
3. Delegate one or more District Council members to attend quarterly meetings with representatives from each District Council to identify trends and concerns;
4. Delegate one or more District Council members to attend annual meetings with representatives from each District Council to propose priorities for the Commission;
5. Work to develop and expand restorative justice and similar programs in the District;
6. Encourage Police Department members to facilitate access to community resources;
7. Assist and engage with members of the public, including gathering input from the public regarding public safety and policing in their districts;
8. Report findings, conclusions, and recommendations to the Commission as requested; and
9. Exercise any other powers delegated by the Commission.

ARTICLE II: MEMBERSHIP

A. Requirements

The District Council is composed of 3 District Council Members. The requirements to serve on the District Council are set out in 2-80-070(b)(1) and 65 ILCS 5/3.1-10-5.

B. Composition

Pursuant to MCC 2-80-070(g), the District Council shall have a Chair, a member of the Nominating Committee, and a Community Engagement Coordinator. District Council members shall determine which member shall serve as Chair, which member shall serve on the Nominating Committee, and which member shall serve as Community Engagement Coordinator. Within 30 days of members taking office, the District Council shall submit to the Commission a document identifying who has been selected to fill each of these positions. If 30 days after taking office the District Council has not filled one or more of these positions, the Commission shall assign roles by a majority vote of the Commission.

1. Chair

One member of the District Council shall serve as the Chair, who is the administrator and clerk of the District Council. The Chair will work to ensure that the District Council adheres to the Illinois Open Meetings Act. The Chair will work to ensure that meetings adhere to Robert's Rules of Order.

2. Nominating Committee Member

One member of the District Council shall serve as a member of the Nominating Committee. The Nominating Committee is responsible for nominating a list of candidates to be appointed to the Commission. The Nominating Committee will adhere to the process and timeline outlined in MCC 20-80-040(c).

3. Community Engagement Coordinator

One member of the District Council shall serve as a Community Engagement Coordinator. The Community Engagement Coordinator will lead District Council efforts to meet with district residents, other community stakeholders, Chicago Police Department District leadership, and others to ensure the concerns of the community are being addressed, as well as develop initiatives and programs that further the purposes set forth above. All District Council members may participate in community engagement activities.

C. Terms of Office

The District Council is composed of three members who are elected to serve four-year terms. No person

may serve more than a total of 12 years on a District Council in their lifetime.

D. District Council Vacancies

If a vacancy occurs on the District Council, then the vacancy shall be filled pursuant to 65 ILCS 5/3.1-10-51. When the Mayor is filling a District Council vacancy, the remaining member or members of the District Council shall, within 30 days of the vacancy being created, identify three people who meet the qualifications established in 2-80-070(b)(1) and 65 ILCS 5/3.1-10-5 and submit their names to the Commission. From among the names submitted by the District Council, the Commission shall, within 60 days of the vacancy being created, select a person to recommend to the Mayor to fill the vacancy. If all of the positions on a District Council become vacant, the Commission shall, within 60 days of the creation of each vacancy, select a person who meets the qualifications established 2-80-070(b)(1) and 65 ILCS 5/3.1-10-5 to recommend to the Mayor to fill the vacancy.

E. Resignation

A District Council Member who wishes to resign from the District Council shall provide advanced written notification of resignation to the Executive Director, Deputy Director for District Councils, Community Outreach Coordinator, and the President of the Commission and such notice shall indicate the effective date of resignation. The Executive Director shall notify the Mayor of the expected vacancy.

F. Training and Pledges

District Council Members shall complete all mandatory trainings and pledges for City of Chicago elected officials, including the following:

1. Filing an Annual Statement of Financial Interests with the Chicago Board of Ethics
2. Filing an Annual Statement of Economic Interests with the Cook County Clerk's Office
3. Filing an Ethics Pledge with the Chicago Board of Ethics
4. Filing a Code of Conduct Pledge with the Chicago Board of Ethics
5. Completing Online Open Meetings Act training on the Illinois Attorney General website
6. Completing online ethics and sexual harassment training

ARTICLE III: MEETINGS

A. Regular Meetings

Pursuant to MCC 2-80-070(e)(1), the District Council shall hold public meetings at least monthly to discuss policing issues.

B. Quarterly Meetings

Pursuant to MCC 2-80-070(e)(3), the District Council shall delegate one or more District Council members to attend quarterly meetings with representatives from each District Council to identify trends and concerns.

C. Annual Meetings

Pursuant to MCC 2-80-070(e)(4), the District Council shall delegate one or more District Council members to attend annual meetings with representatives from each District Council to propose priorities for the Commission.

D. Special meetings

Special Meetings may be held for a specific purpose or purposes and shall not take the place of a regular District Council meeting unless so determined at a prior regular meeting. Pursuant to ILCS 120/2.02(a), except in the event of a bona fide emergency, notice of a special meeting, including the agenda for said meeting, shall be provided at least 48 hours in advance. In an emergency situation, notice of the meeting shall be given as soon as possible.

E. Closed Sessions

During any regular or special meeting, the District Councils may hold closed sessions to discuss matters as permitted in 5 ILCS 120/2(c). The closed session shall be called by the majority vote of a quorum, taken at a meeting open to the public. Before convening a closed session, the presiding Officer shall announce the purpose of the closed session and the time when the closed session is expected to conclude.

E. Public Comment

The District Council values and encourages public comment and participation at meetings. There will be a public comment period at every regular District Council meeting. Each speaker will be given two minutes to address matters on the agenda. The District Council shall set aside at least twenty (20) minutes for public comment at each meeting. If attending an in-person meeting, speakers must fill out a speaker form before the meeting begins to be recognized. If attending virtually, speakers must email or call the District Council before the virtual meeting begins to be recognized. The Chair of the meeting may adjust the time allowed for public comment, though all speakers must be subject to the same time limits. The District Council reserves the right to hear public comments outside the scope of the agenda. Members of the public who are not fluent in English can request that the District Council provide an interpreter given 5 business days' notice to the District Council before the meeting. Those using an interpreter will be given 4 minutes to address matters on the agenda to accommodate for the additional time required for translation. Interpreter services are subject to availability of CCPSA and the City of Chicago.

F. Conduct at Meetings

The Chair has the power and duty to remove someone for:

1. Disorderly conduct that disrupts the due and orderly course of the meeting such as making noise, speaking out of turn, being rude or disrespectful toward other participants in the meeting, or otherwise refusing to comply with these rules of conduct governing District Council meetings.

2. A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of the meeting.
3. Disobedience of any lawful order of the Chair, which shall include, but not be limited to, an order to be seated.

G. Voting

A motion or resolution will pass upon the affirmative vote of a majority of the District Council Members present unless a more stringent voting requirement is set by City Charter, City Municipal Code, or these Bylaws on a certain matter.

Dissenting opinions will be entered into meeting minutes upon request.

H. Proxies

There shall be no vote by proxy at any District Council meeting.

I. Quorum

2/3 of the District Council shall constitute a quorum.

J. Participation via Telephone or Videoconference

In accordance with 5 ILCS 120/7, if a quorum of District Council Members are physically present, a majority of the District Council may allow a District Council Member to attend the meeting by other means if a District Council Member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency. "Other means" is by video or audio conference. If a District Council Member wishes to attend a meeting by other means, the District Council Member must notify the remaining District Council Members and the Deputy Director for District Councils before the meeting unless advance notice is impractical.

K. Minutes

Minutes shall be kept for both open and closed sessions in accordance with 5 ILCS 120/2.06. All closed meetings must be recorded via audio or video. The minutes of open meetings shall be available for public inspection within 10 days of approval of such minutes by the District Council. Minutes of meetings closed to the public shall be available only after the District Council determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. The District Council shall periodically, but no less than every six months, meet to review minutes of all closed minutes. At such meetings a determination shall be made and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes, or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

L. Parliamentary Procedure

Wherever these Bylaws are silent, the District Council shall conduct its meetings in accordance with the current edition of Robert's Rules of Order.

ARTICLE IV: DISTRICT COUNCIL SPOKESPERSONS

A. Interaction with Press

The District Council is its own public body and therefore determines its community communications. The Public Affairs Director and the Deputy Director for District Councils can provide support for interaction with the media and for other communications efforts.

B. First Amendment Rights

Nothing in this section shall limit or infringe on any member's right to free speech and expression as an individual.

ARTICLE V: CONDUCT

A. Code of Conduct

District Council Members shall comply with applicable sections of the governmental ethics ordinance outlined in MCC Chapter 2-156.

B. Applicability of City of Chicago Personnel Rules

All District Council staff are subject to the rules of conduct set forth in the City of Chicago's personnel rules.

ARTICLE VI: COMMUNITY OUTREACH COORDINATOR

A. Community Outreach Coordinator Appointment

Nomination: The appointment of the Community Outreach Coordinator shall be initiated by a nomination made by any District Council Member during a regular District Council meeting. The nomination should include the candidate's qualifications and a brief statement of their suitability for the role.

Discussion and Evaluation: Following the nomination, the District Council shall engage in a thorough discussion and evaluation of the candidate's qualifications, experience, and suitability for the role. This discussion should consider the candidate's ability to assist in fulfilling the duties of Council members of this district as requested in accordance with Article I.

Vote: After a comprehensive discussion, a formal vote shall be held. A simple majority vote of the District Council Members present is required for the nomination to pass.

Appointment: If the nomination passes, the candidate shall be appointed as the Community Outreach Coordinator and assume duties upon motion passing by majority vote.

B. Community Outreach Coordinator Dismissal

Motion to Dismiss: The dismissal of the Community Outreach Coordinator may be initiated by a motion made by any District Council Member during a regular District Council meeting. The motion should include specific reasons for dismissal. The Deputy Director for District Councils will be notified 48 hours prior to a meeting in which any of the procedures contemplated in Article VI are discussed or voted on.

Discussion and Evaluation: Following the motion to dismiss, the District Council shall engage in a thorough discussion and evaluation of the reasons for dismissal.

Vote: After a comprehensive discussion, a formal vote shall be held. A two-thirds majority vote of the District Council Members present is required for dismissal.

Dismissal: If the dismissal motion passes, the Community Outreach Coordinator shall be immediately relieved of their duties for this district. Dismissal of district duties do not have correlation to overall employment at the CCPSA office. The District Council shall promptly (48 hours of passed motion) notify the CCPSA of the dismissal and the reasons for it.

C. Quorum for Appointment and Dismissal Votes

Quorum Requirement: A quorum consisting of at least 2 out of the 3 District Council Members must be present for any vote related to the appointment or dismissal of the Community Outreach Coordinator.

ARTICLE VII: AMENDMENTS

These Bylaws may be amended during any regular District Council meeting by written resolution and by a vote of a majority of the District Council Members.