

**CITY OF CHICAGO  
DISTRICT COUNCIL 11 BYLAWS**

*Adopted May 24, 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 be the primary point of contact for all official communication and media contact on behalf of the District Council. The Chair is responsible for organizing the district strategy, plans, and programs which will be pursued by the District Council on a yearly basis. 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. All District Council members may participate in community engagement activities. All District Council members shall seek to establish, develop, and maintain relationships throughout the community as necessary to conduct business.

#### **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). In emergency situations and all other situations in which the Chair is otherwise indisposed or unavailable, the Nominating Committee Member shall serve as the temporary Chair for the purpose of conducting District Council business, temporarily assuming all the roles and responsibilities of the Chair. All District Council members may participate in community engagement activities. All District Council members shall seek to establish, develop, and maintain relationships throughout the community as necessary to conduct business.

#### **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. It is the responsibility of the Community Engagement Coordinator to wholistically and completely, brief, advise, and inform, all other District Council members of community issues, feedback, problems, concerns, and any other information pertinent to conducting District Council business in a timely manner. All District Council members may participate in community engagement activities. All District Council members shall seek to establish, develop, and maintain relationships throughout the community as necessary to conduct business.

### **C. Terms of Office**

The District Council is comprised 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. Ineligibility for Office**

Pursuant to 5 ILCS 280/1, District Council Members shall be ineligible to continue to hold office upon conviction of any felony, bribery, or perjury.

### **G. 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.

## **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. All District Members are responsible for individual media training and must obtain majority agreement before speaking to the press on behalf of the District Council. District Council Members should inform the District Council of all media or press interaction where they are present and acting in or referred to in their official capacity before the interaction takes place or, in emergency or otherwise unplanned communication, in a timely manner.

## **B. Refinement of Chair Responsibilities**

1. Build strong and trusting relationships with members of the local community and city-wide media to effectively communicate official District Council positions.
2. Design, develop and implement an effective strategy for earned media, internal and external communications 11<sup>th</sup> district residents and the general public.
3. Assist in the planning and coordination of public events to generate earned media, including press conferences, rallies, and more.
4. Develop a strategic, forward-thinking plan to reach a greater targeted audience of activists and supporters in the 11<sup>th</sup> district through social media, mobile and email campaigns.
5. Develop and maintain relationships with communications staff from all relevant entities to ensure unified, consistent messaging.
6. Pitch story ideas and attract positive press coverage; write and distribute press releases and secure placement of other publications such as letters to the editor and other opinion pieces.
7. Provide rapid response to developing news through social and earned media.
8. Schedule and prepare for media interviews: write talking points and assist with developing topline positions—with necessary input from other District Council members.

9. Serve as the on-the-record spokesperson for the District Council.
10. Work with community, grassroots, religious and other organizations to advance 11<sup>th</sup> District priorities.
11. Work with polling, market research and other data and integrate that information into strategic communication plans.

### **C. 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: 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.