



STANDING ORDER ON STAFF DECISION-MAKING AUTHORITY IN COMMISSION CASES

This standing order implements Commission Regulation 220.320 as amended effective July 1, 2008. That regulation provides that the Chair and Commissioner of the Commission on Human Relations may authorize one or more senior staff of the Commission, either individually or collectively as specified, to issue orders and render decisions not within the authority of appointed hearing officers or the Board of Commissioners. This order authorizes the senior staff to act as follows:

Compliance Committee. The following senior staff titles shall serve *ex officio* on the Compliance Committee:

- First Deputy Commissioner
- Deputy Commissioner (2)
- Director of Human Rights Compliance (2)
- Director of Inter-Group Relations
- One Advisory Council Director selected as follows:

Unless otherwise directed by the Chair and Commissioner, each Advisory Council Director will serve a one-year term rotating in alphabetical order of the ordinance-authorized councils beginning with the African Council Director on January 1, 2009. Currently authorized councils are the following:

African affairs
Arab affairs
Asian affairs
Immigrant and refugee affairs
Latino affairs
Lesbian, gay, bisexual and transgender issues
Veterans affairs
Women

Authority. The Compliance Committee shall have the collective authority to render the following decisions, by majority vote of the members:

- Determinations of whether there is substantial evidence of an ordinance violation (Reg. 220.310)
- Approval of settlement agreements (Reg. 230.130(a))
- Dismissals based on requests for voluntary withdrawal of a claim or complaint prior to commencement of the hearing process (Regs. 210.190 and 230.130(d))
- Dismissals for failure to provide information adequate to enable service (Reg. 210.125)
- Dismissals due to no action possible against a respondent (Reg. 210.195)
- Dismissals for failure to cooperate prior to commencement of the hearing process (Regs 210.127 and 235.210)
- Decisions on requests for review of dismissals entered by the Commission (i.e. before commencement of the hearing process) (Reg. 250.140)
- Orders of default for conduct occurring before commencement of the hearing process (Regs. 210.260(a) and 235.310)
- Orders regarding monetary sanctions for conduct occurring before commencement of the hearing process (Section 235.400)

- Orders regarding sanctions for failure to participate in a settlement conference (Reg. 230.110)
- Decisions on motions to vacate or modify sanctions for conduct occurring before commencement of the hearing process (Reg. 235.150(d))
- Decisions on requests for enforcement of approved settlement agreements (Reg. 230.140)
- Decisions on requests for enforcement and *sua sponte* orders for enforcement of final orders based on rulings of the Board of Commissioners. (Reg. 250.220)

Adjudication Supervising Attorneys. The following senior staff titles have the authority listed below in their capacities as supervising attorneys in the Adjudication Division of the Commission:

- Deputy Commissioner, Adjudication
- Director of Human Rights Compliance (2)

Authority. Each Adjudication supervising attorney has the individual authority to issue the following orders and render the following decisions, subject to the oversight of the Deputy Commissioner for the Adjudication Division:

- Decisions on motions to dismiss and *sua sponte* dismissals for lack of jurisdiction and/or failure to state a claim on which relief can be granted. (Reg. 210.330)
- Investigative orders (Reg. 220.120), extensions of time (Reg 210.320(c)), briefing orders (Reg. 210.350), and other orders or decisions issued during the complaint filing and investigation processes. (Reg. 210.310)
- Protective orders and orders sealing a hearing record. (Regs. 220.410(a)(2) and 240.520)
- Signing of subpoenas. (Reg. 220.210)
- Decisions on objections to investigative orders and subpoenas issued during the investigative process. (Regs. 220.120(c) 220.230(a))
- Assignment of mediators, orders scheduling settlement conferences, and decisions whether to hold a settlement conference. (Part 100(8) and Reg. 230.110)

Assignment of Hearing Officers. The following senior staff titles have the individual authority to assign hearing officers and issue orders commencing the hearing process (Reg. 240.110), subject to the oversight of the Chair and Commissioner:

- Deputy Commissioner, Adjudication
- Director of Human Rights Compliance (2)
- First Deputy Commissioner
- Chair and Commissioner

Signing of Commission-Initiated Complaints. The following senior staff titles have the individual authority to sign a Commission-initiated complaint (Reg. 210.130), subject to the oversight of the Chair and Commissioner. Any staff member who signs a complaint on behalf of the Commission shall not participate in any decision concerning that case.

- Deputy Commissioner, Community Relations
- First Deputy Commissioner
- Chair and Commissioner

CHICAGO COMMISSION ON HUMAN RELATIONS

By:

 Dana V. Starks, Chair and Commissioner
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