

CITY OF CHICAGO
DISTRICT COUNCIL [14] BYLAWS

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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. The Chair has no executive power or authority to make individual decisions representing the 14th District Council nor to put out information on behalf of the council that has not been shared with the entire 14th District Council and approved by at least a majority.

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 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 meeting chair 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.

A meeting chair's actions as authorized by this subsection may be overruled by a majority vote of the District Council.

F. Conduct at Meetings

The meeting 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 meeting chair, which shall include, but not be limited to, an order to be seated.

A meeting chair's actions as authorized by this subsection may be overruled by a majority vote of the District Council.

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.

M. Meeting Agendas

1. Creation and Advance Sharing of the Agenda

Each member of the District Council shall have the opportunity to add items to the agenda for each public meeting of the District Council. The agenda shall be shared with all members of the District Council each time new items are added. Department staff shall consult with the District Council members about any advised changes to the agenda items, such as for legal compliance issues or for practicality, clarity, and accessibility considerations.

2. Modification and Approval of the Agenda

Prior to five days before the start of the respective meeting, a District Council member who submits an agenda item may modify or remove the item they submitted. Members of the District Council may also add, modify, or remove agenda items by a majority agreement. Members of the District Council operating under a majority agreement will have until 48 hours prior to the meeting to make changes to any items for vote, and until the start of the meeting to make changes to any items for discussion. After any alterations, the agenda shall be shared with all District Councilors.

3. **Items for Vote**

If a member of the District Council submits a new business item for vote to the agenda, the member shall provide the other members of the District Council with a full description of the item to be considered at least 24 hours in advance of the meeting. If the member does not submit a full description in time, when the item is taken up for consideration, any member of the District Council may raise an objection, in which case the District Council will move onto the next item of business.

4. **Standing Agenda Items**

The 14th District Council shall have three standing agenda items for each meeting to house various topics of relevance to our work. Councilors may bring more specific topics, speakers, or materials to house under these larger categories, and constituents may ask questions and raise ideas and concerns. These placeholder discussion topics to be included in each 14th District Council public monthly meeting agenda are:

I) Police Accountability.

II) Restorative Justice.

III) Evidence-based Approaches to Community Safety.

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 or civilian's right to free speech and expression as an individual.

C. Official Platforms, Channels, and Publication of Materials

Department staff shall not upload any notice and agenda or any other information or materials on behalf of the 14th District Council or to any of our official, government, or city websites, platforms and channels, without the approval of a majority of the 14th District Council—except as required under local, state, and federal law. Any material on an official platform that violates these bylaws shall be removed.

D. Representatives of the District Council

1. Members of the 14th District Council have exclusive rights to the following activities, that they may delegate to CCPSA staff:

a) Speaking on behalf of the 14th District Council,

b) Making Council recommendations to the Chicago Police Department,

c) Carrying out the mandate for the 14th District Council set forth in City Council ordinance 2-80-070,

2. Groups or individuals who are not explicitly empowered within these Bylaws as official representatives of the 14th District Council should not engage in activities which imply that they

represent the Council.

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.

ARTICLE VII: ENLISTMENT OF VOLUNTEERS

A. Enlistment of Volunteers

Pursuant to MCC 2-80-070(h), District Councils may enlist qualified volunteers to assist them in carrying out their duties, including but not limited to serving on committees, pursuant to this section. For example, District Councils may enlist volunteers to ensure that the perspectives and experiences of district residents who are not United States citizens are reflected and incorporated in the District Council's work.

B. Votes to Establish Volunteer Arrangements

To establish a formal volunteer entity, the District Council shall hold a vote in a public meeting to decide whether to use MCC 2-80-070(h) to establish the formal volunteer entity. Such vote shall take place if the District Council seeks to enlist a volunteer entity that adopts a name to hold recurring meetings on a topic related to District Council work or that will have a formalized membership, decision making structure, designated roles, or titles. To vote on a volunteer arrangement under MCC 2-80-070(h), a member of the

District Council may submit a written proposal outlining the purpose of the volunteer entity and the scope of the volunteer entity's activities.

If the District Council votes to establish a formal volunteer entity under Section (h), the District Council shall determine the following:

- i. If the entity operates under a name or maintains any public presence;
- ii. If the entity will have any defined membership, designated roles, or titles;
- iii. If the entity will have a formal decision-making process;
- iv. If the entity's activities will include holding any external communications, meetings or events or produce any publications; or
- v. If the entity will be charged with presenting recommendations or proposals on a regular basis to the District Council or individual members of the District Council.

C. **Volunteer Activities**

Volunteer activities shall take the form of either advisory assistance or general support. The District Council and members of the District Council shall not delegate official duties to volunteers, grant volunteers substantive decision-making authority, or hold out volunteers as agents, representatives, proxies, stand-ins, or spokespersons for the District Council.

D. **First Amendment Rights**

Nothing in this Article shall be interpreted as curtailing the First Amendment rights of civilians who take part in supporting the District Council.

ARTICLE VIII: PROHIBITION OF IMPERSONATION OF PUBLIC OFFICIALS

A. Pursuant to state law, 720 ILCS 5/17-2(b)(2), a person commits a false personation if he or she knowingly and falsely represents himself or herself to be a public officer or a public employee or an official or employee of the federal government. If a member of the District Council has reason to believe that a member of the public is impersonating being a public officer of the District Council, the District Council member may report the matter to the proper authorities to investigate the issue.

ARTICLE VIII: PROHIBITION OF IMPERSONATION OF PUBLIC OFFICIALS: Meeting Roles

To ensure that our meetings are fully documented, this proposed amendment mandates that all comments, regardless of the chair's personal views, be included in the minutes unless deemed inappropriate by the council majority or the whole. This will help prevent selective omissions

and foster accountability within our council and the community.

Three roles must be performed for each meeting. Only a member of the District Council may serve as meeting chair, but staff and volunteers may assist with minutes and timekeeping. A single person may perform multiple roles. A member of the CCPSA Staff who attends a 014 District Council meeting will take the minutes. If a CCPSA staff member is absent, the District