

COMMISSION BYLAWS

ARTICLE I – THE COMMISSION

- Section 1. Name of Commission.** The name of the Commission is the “Community Development Commission” of the City of Chicago.
- Section 2. Offices of the Commission.** The offices of the Commission shall be the same as the main offices of the Department of Planning and Development (“DPD”). At the time of the adoption of these rules, such offices are in City Hall, 121 N. LaSalle Street, Room 1000, Chicago, Illinois 60602.
- Section 3. Purpose of Commission.** The Commission serves as the commission established by the City of Chicago pursuant to Section 11-74.4-4(k) of the Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4-1, et seq. (as amended, the “TIF Act”), Section 11-74.6-15(l) of the Industrial Jobs Recovery Law, 65 ILCS 5/11-74.6-1, et seq. (as amended, the “IJR Law”) and Chapter 2-124-020 of the Municipal Code of Chicago (as amended, the “Municipal Code”). The Commission shall have all of the authority and powers granted to the Commission under the TIF Act, the IJR Law and the Municipal Code from time to time, regardless of any provision of these Bylaws.

Actions taken by the Commission include:

1. Grant authority to prepare a Feasibility Study and Housing Impact Study
2. Accept for review the Eligibility Report and Redevelopment Plan [and Housing Impact Study, if applicable], set the date for a public meeting of the Joint Review Board, and to set the date for a public hearing
3. Recommend to the City Council the approval of the Eligibility Report and Redevelopment Plan [and Housing Impact Study, if applicable], the Designation as a Redevelopment Project Area, and Adoption of Tax Increment Allocation Financing
4. Grant authority to prepare a Feasibility and Housing Impact Study regarding the proposed TIF Redevelopment Area Amendment
5. Accept for review the proposed TIF Redevelopment Area Amendment, set the date for a public meeting of the Joint Review Board, and to set the date for a public hearing
6. Recommend to the City Council the approval of the Eligibility Report and Redevelopment Plan [and Housing Impact Study, if applicable] for the proposed TIF Redevelopment Project Area
7. Grant authority for the City to acquire property located within a TIF Redevelopment Area
8. Grant authority to negotiate a redevelopment agreement with a developer for the redevelopment of property located within a TIF Redevelopment Area and recommend to the City Council the designation of the developer [and to negotiate a land sale agreement with the developer, if applicable]
9. Grant authority for the City to enter into a land sale agreement with a developer within a TIF Redevelopment Project Area

Section 4. Bylaws of Commission. These bylaws are adopted pursuant to the authority in Section 2-124-060 of the Municipal Code. If any provision in these Bylaws conflicts with the TIF Act, the IJR Law, the Municipal Code or the Open Meetings Act, 5 ILCS 120/1, et seq. (the "Open Meetings Act") then such provision shall have no effect to the extent of such conflict.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Commission shall be a Chair, Vice-Chair and Secretary. At the discretion of the Commission, an Assistant Secretary may be elected.

Section 2. Chair. The Chair shall be the "chairman" referred to in Section 2-124-020(a) of the Municipal Code of Chicago ("Code") and shall be designated by the Mayor of the City of Chicago. The Chair shall preside at all meetings of the Commission and any public meetings or public hearings held by the Commission. In the absence of or recusal by the Chair, the Vice-Chair shall perform the duties of the Chair. In the absence of or recusal by both the Chair and the Vice-Chair, the Chair shall appoint another member of the Commission to perform the duties of the Chair. The Chair may execute such instruments in the name of the Commission as the Commission shall designate. The Chair may submit such recommendations and information to the Commission as he may consider appropriate.

Section 3. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In the case of the resignation or death of the Chair, the Vice-Chair shall perform the duties of the Chair until such time as a new Chair is designated.

Section 4. Secretary. The Secretary, with the assistance of DPD, shall keep the records of the Commission and shall act as secretary of the meetings of the Commission and record all votes. The Secretary, with the assistance of DPD, shall keep a record of the proceedings of the Commission, and shall perform all duties incident to the office.

Section 5. Assistant Secretary. An Assistant Secretary, who need not be a member of the Commission, may be elected and shall perform the duties of the Secretary at the discretion of the Commission.

Section 6. Election. The Vice-Chair and Secretary of the Commission shall be elected from among the members thereof at the annual meeting and shall hold office for a term of one year or until their respective successors are duly elected and qualified. However, if any such officer ceases to be a member of the Commission, they shall automatically cease to be an officer of the Commission. In the event that an office becomes vacant, an election may be held to fill said office for the unexpired term thereof at a regular or special meeting of the Commission. An Assistant Secretary who need not be a member of the Commission, may be elected by the Commission and shall hold office for a term of one year or until a successor is duly elected and qualified.

Section 7. Committees. The Chair may from time to time appoint from the members of the Commission to such committee or committees as shall be deemed requisite or

advisable to act upon such matter or matters as the Commission shall by resolution designate.

Section 8. Removal. The Mayor of the City of Chicago, in their sole discretion, may remove any member from office.

ARTICLE III – MEETINGS

Section 1. Annual Meetings. The annual meeting of the Commission shall be the first regular meeting of the year.

Section 2. Regular Meetings. Regular meetings of the Commission shall be held on the second Tuesday of each month at 1:00 p.m. At the beginning of each calendar year a schedule of all regular meetings which list the time and place of such meetings shall be made available. If a change is made in regular meeting dates at least ten days' notice must be provided in accordance with the Open Meetings Act. (5 ILCS 120/2.03). The Chair may, when they consider it expedient, designate a different place and hour for the regular meeting, providing that 48 hours' written notice thereof is given to each member of the Commission, and public notice is also given at least 48 hours before such meeting, which notice also shall include the agenda for the rescheduled meeting, and the other requirements of Section 120/2.02 of the Open Meetings Act are satisfied.

Section 3. Special Meetings. The Chair may, when they deem it expedient, and shall, upon written request of two members, addressed to the Secretary and the Assistant Secretary, call a special meeting of the Commission for the purpose of transacting any business designated in the call. Written notice must be given to each member of the Commission no later than 48 hours before such meeting. Public notice must also be given at least 48 hours before such meeting, and in accordance with the Open Meetings Act. At such special meeting no business shall be considered other than that which is germane to a subject on the special agenda.

Section 4. Quorum. Pursuant to Section 2-124-020 of the Code, five members shall constitute a quorum for the purpose of conducting the business of the Commission and exercising its powers and for all purposes. A smaller number may convene, adjourn, or reschedule a meeting from time to time until a quorum is obtained. The affirmative vote of (i) five members or (ii) a majority of those members present and voting on a matter, whichever of (i) or (ii) is greater, is required for the exercise of any of the powers of the Commission.

Section 5. Minutes of Meetings. Minutes of all meetings shall be kept as required by Section 2.06 of the Open Meetings Act. All resolutions shall be set forth in the minutes of the proceedings of the Commission.

Section 6. Manner of Vote. Voting on all questions coming before the members shall be by roll call, and the ayes, nays, and abstentions shall be entered in the minutes of such meeting.

Section 7. Agendas. All agendas must be posted on the City Website and in City Hall no later than 48 hours prior to the scheduled meeting. Copies of staff reports for the items on the agenda will be posted to the City Website.

Section 8. Conduct of Business. All matters of procedures not covered by these Rules and Procedures of the Commission shall be governed by Robert's Rules of Order. At the regular meetings of the Commission, the following shall be the order of business:

1. Roll Call
2. Approval of minutes of the previous meeting
3. Old Business and Continued Items
4. New Business
5. Adjournment

This order may, however, be amended from time to time at the discretion of the Chair.

Section 9. Remote Participation by Commissioners. All public meetings of the Commission and its committees may be conducted remotely by means of video, audio, telephonic or other electronic connection ("remote meeting") in accordance with subsection (e) of Section 7 of the Open Meeting Act, codified at 5 ILCS 120/7(e). If a quorum of the members of the Commission is physically present, a majority of the Commission may vote to allow a member of the Commission to attend the meeting remotely if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; (iii) a family or other emergency; or (iv) unexpected childcare obligations.

Section 10. Public Participation. Any member of the general public may address orally, in person or in writing, any committee of, or meeting of, the Commission at any meeting required to be open to the public under the above Act; provided that oral public comment at meetings of the Commission shall be subject to the limits set forth below.

Any person who orally addresses a committee of, or meeting of, the Commission shall:

- (1) limit their remarks to three minutes, and if the person intends to address more than one item, use that time, at the Chair's direction, to address one, or several, such items;
- (2) limit their remarks to the subject matter appearing on the agenda of the meeting;
- (3) refrain from profane language, obscene conduct, or disruptive comments;
- (4) submit their request to speak no later than 5 minutes prior to the start of the scheduled meeting on forms provided by the Commission; and
- (5) comply with the order of the Chair of the meeting.

The Chair of the meeting has authority and discretion to: (i) curtail or limit public comment if the commenter fails to comply with this Rule, and (ii) allow reasonable variances from the three-minute time limit in appropriate, non-discriminatory, circumstances.

Public statements submitted in writing must be submitted via email to cdc@cityofchicago.org no later than 24 hours before the start of the meeting.

ARTICLE IV – PUBLIC HEARINGS AND OTHER POWERS

Section 1. Public Hearings and other powers. The commission shall have the power described under the TIF Act and the IJR Law, including without limitation the power to hold the public hearings required under the TIF Act and the IJR Law and the power to make recommendations to City Council concerning the adoption of redevelopment plans, redevelopment projects and designation of redevelopment project areas under the TIF Act and the IJR Law.

ARTICLE V – AMENDMENTS

Section 1. Amendments to Bylaws. The bylaws of the Commission may be amended only by affirmative vote of five members (or such greater number as may be required) constituting a majority of those members present and voting on a matter, at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all of the members.

Adopted: February 17, 1976

Amended: January 14, 2025; February 14, 2023; August 9, 2022; February 8, 2005; December 20, 1988; April 1984