



## **EQUITY AND EMPOWERMENT COMMISSION**

**Thursday, February 22, 2018**

**6:00 p.m.**

**Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston  
Aldermanic Library**

### **AGENDA**

- 1. Call to order**
- 2. Declaration of a Quorum: Jane Grover**
- 3. Public Comment**
- 4. Election of Chair and Vice-Chair**
- 5. Commission Bylaws**
- 6. Staff Report**
- 7. Adjournment**

**Equity and Empowerment Commission Meeting  
Minutes of January 18, 2018  
Lorraine H. Morton Civic Center  
Aldermanic Library – 7:00 p.m.**

MEMBERS PRESENT: Jane Grover, Julie Corbier de Lara, Monte Dillard, Timothy Eberhart, Delores Holmes, Alejandra Ibanez, Kathy Lyons, Mario Vela

MEMBERS ABSENT: Ald. Melissa Wynne

STAFF PRESENT: Mayor Steve Hagerty, Dr. Patricia Efiom, Janella Hardin

---

**I. CALL TO ORDER: JANE GROVER, CHAIR**

A quorum being present, Chair Jane Grover called the meeting to order at 7:05pm.

**II. COMMISSIONER INTRODUCTIONS**

Chair Jane Grover asked each Commissioner to introduce themselves, how they identify racially and state their interest in equity and empowerment.

**III. MAYORAL ADDRESS**

Mayor Steve Hagerty spoke about appointing members to the boards, committees and commissions. He has been a supporter of organizations that address inequality. He hopes the commission will hold broad equity discussions including race, age, disability, etc. to help change practices in the community. He also stressed the focus on empowerment to hear the voices of those that aren't being heard.

**IV. PUBLIC COMMENT**

Elliot Zashin, Organizer of Reclaim Evanston, spoke about his interest in the work of the commission.

Eileen Heineman, YWCA, spoke about her support of the commission and encouraging the empowerment of voices.

Jessie Feldman, League of Women Voters, came to observe and support the Equity and Empowerment Commission.

**V. COMMISSION MEETING SCHEDULE**

The group agreed that the Equity and Empowerment Commission meetings will be held monthly on the fourth Thursday from 6-7:30pm in the Aldermanic Library. The next scheduled meeting is Thursday, Feb 22, 2018 at 6pm.

**VI. COMMISSION TRAINING**

Dr. Patricia Efiom discussed the roles and responsibilities of the City Council form of government, the Open Meetings Act, rules of procedure and the primary role of Commission members.

The Equity & Empowerment Commission is an advisory Board that reports to the City Council. The Commission is not an adjudicating body.

**VII. INTRODUCTION OF BYLAWS**

The bylaws will be introduced at the next meeting.

**VIII. ADJOURNMENT**

Motion to adjourn made by Delores Holmes and seconded by Kathy Lyons. The Committee voted unanimously to adjourn at 8:54pm.

# BYLAWS OF THE EQUITY AND EMPOWERMENT COMMISSION

EVANSTON  
EQUITY AND EMPOWERMENT  
COMMISSION

BYLAWS

TABLE OF CONTENTS

<i>ARTICLE</i>	<i>DESCRIPTION</i>	<i>PAGE</i>
ARTICLE I .....	Name and Authority .....	1
ARTICLE II .....	Mission .....	1
ARTICLE III .....	Membership .....	2
ARTICLE IV .....	Officers.....	4
ARTICLE V .....	Meetings .....	5
ARTICLE VII.....	Amendments .....	5

**THE EQUITY AND EMPOWERMENT COMMISSION  
OF THE CITY OF EVANSTON**

**BYLAWS**

**ARTICLE I**

**Name and Authority**

- Section 1** The name of this organization shall be “The Equity and Empowerment Commission” of the City of Evanston, Illinois,” hereafter referred to as the “Commission.”
- Section 2** The establishment of this Commission is provided for in Evanston City Code 85-O-17 “Equity and Empowerment” Commission.”
- Section 3** The business of the Commission is conducted in accordance with the Illinois Open Meetings Act; applicable ordinances adopted by the Evanston City Council, including the Equity and Empowerment Ordinance 85-O-17 as amended; Title 2, Chapter 12 Where Evanston ordinances conflict with these Bylaws, the former shall prevail pursuant to Evanston’s home rule authority.

**ARTICLE II**

**Mission**

- Section 1** The Evanston “Equity and Empowerment” Commission is a public body established by City ordinance. The purpose of the Equity and Empowerment Commission (“Commission”) is to identify and eradicate inequities in the City of Evanston, including City services, programs, human resources practices, and decision-making processes. The Commission will work with community partners and businesses to promote equity and inclusion within the City and provide guidance, education, and assistance to City departments to build capacity in achieving equitable outcomes and services. Further, the Commission will be transparent and collaborative with both internal and external engagement, holding all accountable for measurable improvements and outcomes. Finally, the Commission will promote, support, and build capacity with laws, ordinances, and regulations related to equity and empowerment within the City.
- Section 2** The Commission is responsible for evaluating, developing and recommended equity tools, to be used to examine policies, practices, services and programs. The Commission shall develop ways to measure and monitor community relations, race relations, and civil rights issues, particularly those that are sources of intergroup conflict; study and investigate issues of prejudice, bigotry, and

discrimination for the purpose of developing action strategies to address them; develop strategies to improve quality of life, livability and equity for all residents of Evanston; submit an annual report to City Council on the goals, activities and accomplishments of the Commission and; create subcommittees, as necessary, in furtherance of the Commission’s purpose.

**Section 3** The Commission shall develop strategies to promote equity and empowerment as a basic human right of all residents. The Commission shall be committed to improving quality of life for all residents through active community engagement.

**ARTICLE III**

**Membership**

**Section 1 Members**

The Mayor shall appoint nine (9) Evanston residents to serve as members of the Commission. Commissioners shall serve without compensation and are residents of the City of Evanston.

The membership must include the following:

One (1) member who has the training and/or experience representing the needs of those who have a physical or mental disability;

Five (5) members who have experience in human rights, social justice advocacy, or similar areas;

One (1) member who is an Alderman.

The Commission’s membership must be representative of the City of Evanston’s constituent makeup, including but not limited to: race, color, religion, national origin, sex, sexual orientation, gender identity, marital status, age, source of income, physical disability and mental disability.

**Section 2 Conflicts of Interest**

All members of the Commission agree to abide by all duties and obligations imposed on Commission members in the City’s Code of Ethics in City Code Title 1, Chapter 10, and “Board of Ethics.” The Board of Ethics’ supplemental policy is intended to clarify and prevent the personal interests of Commission members from interfering with the performance of their duties or from resulting in personal or political gain at the expense of Evanston taxpayers.

The Commission strives to maintain the highest ethical standards to avoid conflicts of interest. All members of the Commission shall act in good faith in all

relationships touching upon their responsibilities to the Commission and shall avoid any conflict of interest.

For the purpose of this policy, the definitions found in the City of Evanston's Code of Ethics in City Code Title 1, Chapter 10, "Board of Ethics," shall apply.

Supplemental Policy:

Each member of the Commission shall disclose to the Commission in writing each City-funded entity to which the Commission member contributes a sum of money greater than one thousand dollars (\$1,000.00) in any calendar year.

Each member of the Commission shall recuse himself/herself/themselves from voting on any matter in which that member has an apparent or actual conflict of interest.

### **Section 3 Expenses**

All appointed members of the Commission shall serve as such without compensation. Expenses incurred by any member in the performance of official duties may be reimbursed in accordance with policies and procedures established by the City of Evanston.

## **ARTICLE IV**

### **Officers**

#### **Section 1 Elected Officers**

The elected officers of the Commission shall consist of a Chair and a Vice-Chair.

#### **Section 2 Election of Officers**

- A. In January of each year, the Commission shall nominate candidates for the Chair and Vice-Chair positions.
- B. The Commission shall prepare a slate of candidates for each office, to be presented at the February meeting.
- C. Any Commission member may make additional nominations at the February meeting, with the consent of the nominee, prior to any vote.
- D. Commission members shall elect officers by voting upon the slate of candidates and any additional nominees by no later than the March meeting.



**Section 3      Terms of Office**

Term of Office: Commission members are appointed to three (3) year terms by the Mayor with the advice and consent of the City Council. Non-aldermanic members may serve for not more than two (2) full terms.

The Chair and Vice-Chair shall be elected for one-year terms from April 1 to March 31. No member shall serve more than two consecutive three-year terms in each office.

**Section 4      Attendance, Removal from Office, Vacancies**

A vacancy in any office shall be filled by a vote of the Commission at the next regular meeting following the occurrence of the vacancy. The officer is elected for the duration of the unexpired term.

If a Commission member fails to attend three (3) consecutive regular Commission meetings without a reasonable cause, or otherwise neglects the duties as a Commission member, the Chair, with the assent of the Commission, may recommend to the Mayor that the seat be declared vacant.

Any vacancy shall be filled by the Mayor as soon as possible.

A member of the Commission may be removed by the Mayor for absenteeism, neglect of duty, misconduct or malfeasance in office, after being given a written statement of the charges and an opportunity to refute them at a hearing with the Mayor.

**Section 5      Duties of Officers**

- A. The Chair shall assure that the policies, programs and orders of the Commission are carried out.
- B. The Chair shall preside at all meetings of the Commission. The Vice-Chair shall preside in the Chair's absence.
- C. The Chair shall be responsible for calling meetings of the Commission pursuant to the Open Meetings Act and for assuring an agenda for each meeting.
- D. The Chair may appoint committees to consist of two members for specific tasks.

**ARTICLE V**

## Meetings

### **Section 1 Regular and Special Meetings**

- A. Regular meetings shall be held on the fourth Thursday of each month at 6:00 p.m. in the Civic Center, 2100 Ridge Avenue, unless such day shall be a legal holiday observed by the City or another conflict exists, in which case the regular meeting shall be held at such other time as the Commission may decide upon proper notification pursuant to the Open Meetings Act.
- B. Special meetings shall be held upon the request of the members of the Commission.
- C. Notice of all regular and special meetings of the Commission shall be communicated to members at least one week before the meeting by action at a previous meeting, or by mail, email, or by telephone.
- D. Meetings shall be open to the public in accordance with the ordinance of the City of Evanston and the Open Meetings Act.
- E. Notice of all regular and special meetings of the Commission shall be communicated to the public by publication of an agenda in accordance with the Open Meetings Act.

### **Section 2 Quorum**

A majority of the members of the Commission constitutes a quorum for the transaction of business.

### **Section 3 Voting**

At any meeting at which a quorum is present, the affirmative vote of the majority of the members present shall carry any issue. The Chair is a voting member of the Commission and may vote on any issue.

### **Section 4 Parliamentary Procedure**

Unless inconsistent with these Bylaws or otherwise decided by the Commission, all meetings shall be conducted in accordance with *Robert's Rules of Order Newly Revised* (Tenth Edition).

## **ARTICLE VI**

### Amendments

- Section 1** These Bylaws may be amended at any meeting of the Commission by the affirmative vote of a majority of members in office. Written notice of proposed amendment(s) shall be given to all members at least two weeks prior to the meeting at which the amendment(s) is/are to be considered.
- Section 2** Any proposed amendment(s) to the Bylaws shall be included in the meeting packet at which they will be voted upon.
- Section 3** The City Manager shall be advised of any changes in these Bylaws.
- Section 4** The Commission shall review its Bylaws annually.