



EQUITY AND EMPOWERMENT COMMISSION

Thursday, April 26, 2018

6:30 p.m.

Sherman Methodist Church, 2214 Ridge Avenue, Evanston, IL

AGENDA

- 1. Call to order**
- 2. Declaration of a Quorum: Jane Grover, Chair**
- 3. Public Comment**
- 4. Minutes of March 22, 2018 Meeting**
- 5. Commission Bylaws**
- 6. City Structure, Erika Storlie**
- 7. Shorefront Legacy Center, Dino Robinson**
- 8. STAR Communities Framework**
- 9. Sharing: Events, developments, announcements, community opportunities**
- 10. Adjournment**

**Equity and Empowerment Commission Meeting
Minutes of March 22, 2018
Lorraine H. Morton Civic Center
Aldermanic Library – 6:00 p.m.**

MEMBERS PRESENT: Julie Corbier de Lara, Monte Dillard, Timothy Eberhart, Kathy Lyons, Mario Vela, Ald. Melissa Wynne, Alejandra Ibanez

MEMBERS ABSENT: Jane Grover, Delores Holmes

STAFF PRESENT: Dr. Patricia A. Efiom, Janella Hardin

I. CALL TO ORDER: MARIO VELA, VICE-CHAIR

A quorum being present, Vice-Chair Mario Vela called the meeting to order at 6:03pm.

II. PUBLIC COMMENT

Ted Smukler, Director of Organizing for Open Communities came to speak in support of the Equity and Empowerment Coordinator position. He inquired about the priority-based budgeting process and if an equity lens would be applied.

Dr. Patricia A. Efiom explained that the equity lens is being used in the current priority-based budgeting process. Citizen comment will also be built into the budget discussion process.

III. APPROVAL OF THE MINUTES OF THE FEBRUARY 22, 2018 MEETING

Ald. Wynne moved to recommend approval of the Minutes of the February 22, 2018 Equity and Empowerment Commission Meeting, seconded by Monté Dillard. A voice vote was taken. **Motion passed unanimously.**

IV. PROPOSAL TO CHANGE THE COMMISSION TIME

● **Rotating meeting venues**

Vice-Chair Vela discussed the proposed recommendation that as a means of "listening" to the community, the Commission would hold monthly meetings at different organizations in the community. The host organization would have the opportunity to share their work with the Commission. Vela also raised the question of goals the Commission wanted to accomplish and he welcomed feedback and ideas on the Commission's priorities.

● **Agenda suggestions**

Timothy Eberhart joined the Commission to represent the work of Environmental Justice. His current role with Citizens for a Greener Evanston is centered around the waste transfer station in the 5th ward. Currently work is being done to determine how to access the impact of the waste transfer station

on such issues as air quality. Recommendations for how issues should be addressed will be made to City Council. The lack of community engagement around this issue is particularly concerning. Eberhart is part of a larger group that includes Emerge ETHS and Northwestern representatives that are working to propose legislation to present to City Council for consideration. He plans to bring a full presentation to either the May or June meeting Commission meeting for the purpose of Commissioner's input.

Dr. Efiom discussed the possibility of Citizen's for a Greener Evanston hosting a Commission meeting. The meeting could potentially be held at Gibbs Morrison Cultural Center and include a tour of the waste transfer station.

- **Agenda outline**

Vice-Chair Vela presented a draft agenda outline for each meeting. Future agenda items will include and information on City operations by Deputy City Manager Erika Storlie, ethics training by Assistant City Attorney Mario Treto and Ald. Cicely Fleming will be invited to provide information on the National League of Cities equity work.

V. INTRODUCTION OF COMMISSION BYLAWS

The Commissioners will review the bylaws and be prepared to adopt at the next meeting.

VI. STAFF REPORT

Dr. Efiom distributed an outline of the Government Alliance on Race and Equity framework.

VII. ANNOUNCEMENTS

Julie de Lara Corbier distributed information about a documentary being show by host Evanston CASE.

VIII. ADJOURNMENT

Motion to adjourn made by Ald. Wynne and seconded by Kathy Lyons. The Committee voted unanimously to adjourn at 7:42 p.m.

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.