

CHAMPAIGN COUNTY REPARATIONS COMMISSION

RULES OF PROCEDURE

Article 1 - Compliance with Laws

The Champaign County Reparations Commission (CCRC) shall comply with all applicable laws, rules, and regulations, including those set forth in city(ies) and county ordinances _____.

Article 2 - Definitions

Champaign County Reparations Commission (“CCRC” or “Commission”) means the Champaign County Reparations Commission as established in city(ies) and county ordinances _____.

Chairperson or *Chair* means the Chairperson of the Champaign County Reparations Commission, who shall be elected during the first meeting.

Commissioner means a Member of the Champaign County Reparations Commission.

Article 3 –Membership

a. Commission Members

The Commission consists of the following individuals:

1. One City Council Member of the City of Urbana;
2. One Champaign County Board Member;
3. One City Council Member of the City of *Champaign* (?)
4. One Trustee of the City of *Rantoul* (?)
5. State Representative or designee (non-voting)
6. State Senator or designee (non-voting)
7. Two selected community members of the City of Urbana
8. Two selected community members of the City of Champaign
9. One selected community member of Champaign County (not in *Champaign*, Urbana, or *Rantoul*)
10. Selected community members selected by the cities and county shall have demonstrated knowledge and lived experience relating to historical racial discrimination affecting Black residents within the participating jurisdictions.
11. Two of the nine commissioners shall have experience with organizations that address reparations for Black people or have an academic or vocational background related to reparations for Black people.
12. Community members will be recruited, screened, interviewed, and recommended by the Champaign Urbana Reparations Coalition (CURC) to the city councils, county board, board of trustees (Rantoul), legislative offices, other relevant entities selecting community members.

b. Term

Members serve until the objectives and responsibilities of the Commission set forth in *cities and county ordinances* are accomplished unless a Member is removed by the applicable appointing party or resigns from the Commission.

The appointing entities may recall an appointee under certain circumstances, including but not limited to misalignment with the mission of the Commission, breach of confidentiality, and/or disruptive behavior.

c. Vacancies

Any vacancy occurring on the Commission shall be filled by the three cities and county ordinances. Any Member appointed to fill a vacancy occurring prior to the expiration of the term for which their predecessor was appointed shall be appointed for the remainder of such term.

d. Expenses

Members shall serve without compensation for the duration of the CCRC.

e. Leadership

The Chairperson and Vice-Chairperson of the Commission shall be elected from among the CCRC Members during the first meeting. The Chairperson shall hold an election for the CCRC Secretary, whose duties include liaising with the Chair to plan meetings, receiving agenda items from committee Members, and checking that agreed actions are carried out. The Secretary of the Commission shall be elected from among the CCRC Members.

1. Chair:

- The Chair of the CCRC shall be elected from among the CCRC Members during the first meeting.
- Responsibilities:
 - Preside over CCRC meetings and ensure they are conducted efficiently and effectively.
 - Manage the CCRC in pursuit of its goals and objectives.
 - Represent the CCRC in official capacities, including interactions with government officials, stakeholders, and the public.
 - Oversee the work of subcommittees and ensure coordination and collaboration among Members.
 - Serve as a primary point of contact for communication with the city councils, county board, board of trustees (Rantoul), legislative offices, and other relevant entities.
 - Manage the development and submission of the CCRC's annual report to the city councils, county board, board of trustees (Rantoul), legislative offices, other relevant entities, and the public.

2. Vice Chair:

- The Vice Chair of the CCRC shall be elected from among the CCRC Members during the first meeting.
- Responsibilities:
- Assist the Chair in their duties and responsibilities and act in their absence or at their direction.
- Serve as a liaison between the Chair and CCRC Members, subcommittees, and external stakeholders.
- Support the Chair in promoting transparency, accountability, and effective communication within the CCRC.
- Lead special projects or initiatives as assigned by the Chair or the CCRC.

3. Secretary:

- The Secretary of the CCRC shall be elected from among the CCRC Members during the first meeting.
- Responsibilities:
- Record minutes of CCRC meetings and maintain accurate records of proceedings, decisions, and actions taken.
- Assist the Chair in planning and organizing CCRC meetings, including preparing agendas and distributing meeting materials.
- Serve as a point of contact for CCRC Members to submit agenda items, requests for information, or other correspondence.
- Ensure that agreed-upon actions and follow-up tasks are documented, tracked, and communicated to relevant parties.
- Assist in the preparation and dissemination of the CCRC's annual report and other official communications as needed.
- Support the Chair and Vice Chair in administrative tasks and other duties as assigned.

f. Duty of Loyalty

Every Member owes a duty of loyalty to the CCRC, which requires all Members to act in the interest of advancing the interests of the Commission rather than in their own personal interest, the interest of other CCRC Members, or the interest of the business or institution that employs them. Members should not use their position as Members or information gained through participation in the CCRC in a manner that allows them to secure a financial or any other benefit for themselves, their relatives, another Member, or their employer. Accordingly, no Member may

use his or her position on the CCRC for personal gain or to benefit another at the expense of the CCRC, its mission, or its reputation.

g. Duty of Care

Every Member must discharge his or her duties in good faith with a degree of care that an ordinarily prudent person in a like position would exercise under similar circumstances. This requires using common sense, being diligent and attentive to the CCRC's needs and making thoughtful decisions in the best interest of the Commission. No Member may take personal advantage of a business opportunity that is offered to them without disclosing their conflict to the CCRC.

h. Confidentiality

Each Member must protect confidential and proprietary information brought before the CCRC and must not use confidential information for his or her personal benefit or use such confidential information or his or her position as a Member to the detriment of the Commission. Confidential information is defined as information obtained through the Member's position that has not become public information.

i. Administrative Support

Administrative support will be provided by the Champaign-Urbana Reparations Coalition ("CURC").

Article 4 – Duties and Responsibilities

The CCRC's authority and responsibility shall be to:

- a. Develop and implement measures to ensure equity, equality, and parity for Black residents of Champaign County
- b. Hold public meetings to discuss the implementation of measures to ensure equity, equality, and parity for Black residents of Champaign County;
- c. Educate the public on reparations for Black residents of Champaign County;
- d. Report to the city councils, county board, board of trustees (Rantoul), legislative offices, other relevant entities, and the public, information and findings regarding the work of the Commission, including any recommendations on the subject; and
- e. Discuss and perform actions regarding the following issues:
 1. Educate the public about reparations through public meetings, events, town halls, interviews, focus groups, surveys, social media, and presentations throughout Champaign County.
 2. Investigate disparities in housing, wealth, education, home ownership, healthcare, employment, criminal justice, business, environment, banking, access to healthy

foods, recreation, and other gaps due to historical and present discriminatory practices and structural racism.

3. Create and implement a plan to conduct research on areas of harm, produce a harms report with recommendations, identify sources of funding for reparations, report findings to relevant entities and the public, form an evaluation plan, and diagram legislative actions to enact recommendations.
 4. Hold regular meetings to mark progress and acknowledgement milestones in the work.
- f. Every January first, submit an annual report on its actions and any information as required to city councils, county board, board of trustees (Rantoul), legislative offices, other relevant entities, and the public. The report of the Commission shall also be made available to the public on the internet website of the Champaign County Reparations Commission.

Article 5 – Commission Meetings

a. Schedule, Agenda, and Notice

As soon as practicable after all Members have been appointed but no later than sixty (60) days, the CCRC shall hold its first meeting. Meetings are presided over by the Chair, who sets the agenda for the meeting.

Meeting notices and agendas will be posted in accordance with the Open Meetings Act, 5 ILCS 120.

b. Full Commission Meeting Attendance

Members must attend meetings in person. Notice to the Chair is required for a Member to attend a meeting virtually. A link to attend remotely will be provided to the public in advance of each meeting. When possible, Members should provide advance notice to the Chair, or his or her designee, if they will be unable to attend a scheduled meeting.

Members are only permitted to be absent from three (3) meetings per calendar year. Members attending meetings virtually will be documented as absent as virtual attendance does not count towards quorum. When a Member violates this Meeting Attendance Policy the applicable appointing official will be notified by the Chair unless the Commission determines that extenuating circumstances exist.

c. Quorum

A roll call shall be conducted at each meeting after the meeting is called to order. A quorum must be reached to vote on matters pending before the CCRC. Quorum is achieved when a simple majority of voting Members are present in person.

d. Voting rules

Matters pending before the CCRC subject to vote will be added to the meeting agenda. Members with a conflict of interest, as defined in the Conflict of Interest Policy set forth in Article 7 below, must refrain from voting.

Unless an objection is timely raised by a Member, votes may be conducted via voice or show of hands and will not require a roll call or votes by ballot unless a request is made by the chair, his or her designee or a Member.

e. Conduct

To conduct a fair and informed decision-making process during CCRC and Subcommittee meetings, meetings will be conducted in accordance with Robert's Rules of Order. The Chair is responsible for maintaining order. Members are expected to treat all Members, members of the public, and State employees with civility. Pursuant to Robert's Rules of Order, Members must be recognized by the Chair prior to speaking.

f. Minutes

Minutes will be recorded by the Secretary with administrative support from the Champaign Urbana Reparations Coalition and provided to the CCRC prior to the next regularly scheduled meeting. At the next regularly scheduled meeting, the CCRC will vote to approve the minutes. If changes are needed, the Chair, with administrative support from CURC will incorporate such changes. After the minutes are approved by the CCRC, the minutes will be posted on the CCRC website.

g. Ad Hoc Meetings

Ad hoc meetings may be scheduled if the CCRC is unable to complete its review of matters set forth on the meeting agenda and the CCRC votes to schedule an ad hoc meeting. Ad hoc meetings shall be conducted in accordance with Article 5 of these Rules of Procedure.

h. Public Comment

All meetings of the CCRC and Subcommittees are open to the public. The CCRC will hear any interested member of the public pursuant to the guidelines outlined below.

1. Public comment is encouraged and will be listed as an agenda item at every CCRC and Subcommittee meeting. The public comment period will be held at the end of the meeting and be limited to a total of 30 minutes.
2. Members of the public seeking to comment must register prior to the start of the meeting using the sign-up instructions posted with the official meeting notice. Such instructions include sign-up up to 48 hours in advance of the scheduled meeting.
3. Individuals who have not registered in advance may be allowed to speak after all other members of the public have spoken if time permits.
4. The Chair will open public comment by announcing the allotted time provided for the comment period and for individual speakers.

5. Each individual wishing to be heard during the public comment period, will be given up to 5 minutes to make a comment. A speaker may not yield unused time nor their time to another speaker.
6. Speaker names are called in numerical order. Speakers must give their name and identify the item they will be addressing.
7. Members of the public may submit written comments, which may be read into the record if the submitting individual is not available to attend the meeting.
8. The public comment period may not be used to air personal grievances, make political endorsements or for political campaign purposes, or discuss matters which are not the subject of public meetings. Speakers should address all comments to the CCRC or Subcommittee as a whole and not to individual Members. Discussions between speakers and Members of the audience will not be allowed unless the Chair, in their sole discretion, allows a Member to respond.
9. Questions from the Members will be for clarification purposes only and may be raised only with permission from the Chair.
10. The Chair may assign staff to provide information requested by a speaker during the public comment period.
11. The CCRC or Subcommittee may elect to defer public comment on specific issues that appear on the regular agenda until that specific item is addressed.

The Chair is responsible for maintaining order. Anger, rudeness, ridicule, obscene or profane language, impatience, and lack of respect for others and personal attacks are not acceptable behavior. Any person who violates the rules of decorum may result in the forfeiture of the speaker's right to speak and removal from the meeting.

Article 6 – Subcommittees

The CCRC may elect to create subcommittees to be responsible for various duties and responsibilities of the CCRC. All subcommittee meetings shall be held in accordance with the Open Meetings Act. If subcommittees are formed, all decisions and work product of the subcommittees shall be subject to the approval of the full Commission.

Subcommittees will include at least one Member of the CCRC, but will also tap community members with needed experience and expertise. Each subcommittee member will serve for a term of one year and may be reappointed for a subsequent period of one year.

Each Subcommittee will vote to approve a Subcommittee Chair. The Subcommittee Chair shall serve for a term of one year and may be reappointed for a subsequent period of one year. The Subcommittee Chair shall preside over all Subcommittee meetings and shall provide a report on Subcommittee activities on behalf of the Subcommittee at CCRC Meetings.

Unless specifically stated in this article, all subcommittee meetings shall be run in accordance with Article 5 of these Rules of Procedure and shall allow for public comment on topics falling under the subcommittee's jurisdiction.

Article 7 – Conflict of Interest Policy

a. Purpose

The purpose of the Conflict of Interest Policy is to assist in protecting the legitimacy of the Commission, and to prevent individual or specific agency interests from driving policy, decisions, or recommendations made by the Commission. This Policy is meant to bring to light any new or existing transactions, relationships, or arrangements that might benefit the private interest of a Member or the entity they represent. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to Boards and Commissions, including but not limited to the Illinois Public Officer Prohibited Activities Act (50 ILCS 105), the Illinois Governmental Ethics Act (5 ILCS 420), the Illinois Open Meetings Act (5 ILCS 120), and any applicable local ethics ordinances. In the event of any conflict between this Policy and applicable law, applicable law shall control. Nothing in this Policy shall be interpreted to authorize conduct that is otherwise prohibited by law.

b. Conflicts

A conflict of interest may arise when a person has an existing or potential personal or financial interest or any other interest that impairs, or might appear to impair, his or her independence or objectivity in the discharge of responsibilities and duties to the CCRC. Conflicts may arise from circumstances including, but not limited to, a person's or their family member's direct or indirect ownership in a company or organization, employment by or membership on a board of a company, state agency, public institution of higher education, or organization, membership on a committee, board, council, or commission with a mission that conflicts with that of the CCRC or close personal friendship with a person who owns, is employed by, or a member of a company or organization, or any other circumstance that may cause a Member to be impaired.

For purposes of this Policy, a "financial interest" includes any ownership, compensation arrangement, or other direct or indirect economic benefit.

Any interest in a contract, transaction, or business with the Commission or any participating unit of local government shall be subject to applicable statutory prohibitions. Where Illinois law prohibits such an interest, disclosure and recusal shall not cure the violation.

Any Member who has an actual or apparent direct or indirect conflict of interest must report such conflict in accordance with procedures set forth in this Conflict of Interest policy.

c. Procedures

If a Member has an actual or potential conflict of interest, they must disclose the existence of the financial or personal interest to a staff member from a lead agency. That staffer would document this conflict of interest and make a determination and recommendation to the Chair and/or affected Member re: recusal or some other mitigation measure. The Chair will inform the Commission of all reported conflicts of interest at the next regularly scheduled CCRC meeting.

If the conflict relates to a matter scheduled for consideration before the next regular meeting, the disclosure shall be made at the meeting at which the matter is considered.

If the designated staff member determines that a conflict exists, the interested person will be asked to recuse themselves from participation in discussions or decisions within the CCRC and its subcommittees and to refrain from voting on all issues/matters related to the conflict.

Recusal shall include abstaining from discussion, deliberation, and voting, and, where appropriate, physically leaving the room during consideration of the matter, consistent with applicable law and Open Meetings Act requirements.

d. Violations of the Conflict of Interest Policy

If the CCRC has reason to believe a Member has (i) failed to disclose an actual or possible conflict of interest or (ii) has otherwise violated the Conflict of Interest Policy by participating in discussions or decisions regarding the related matter or votes or attempts to vote on a related matters, they shall inform the Chair of the basis for such belief. The Chair shall report the potential violation to the designated staff member and the Member will be afforded an opportunity to explain the alleged non-compliance.

If, after hearing the response of such individual and making such further investigation as may be warranted by the circumstances, the designated staff member determines that the Member has, in fact, failed to disclose a direct or indirect financial or other actual or potential conflict of interest or has otherwise violated the Conflict of Interest Policy, they shall recommend appropriate disciplinary and corrective action to the applicable appointing official.

Nothing in this section limits any authority of a unit of local government, ethics officer, or inspector general to investigate or enforce violations of applicable law.

e. Records of Proceedings

Records of all reported conflicts and CCRC decisions regarding conflicts, if applicable, shall be maintained by the Chair for a period of no less than two years.

The minutes of all CCRC meetings shall contain:

- (a) The names of the Members who have disclosed or otherwise were found to have a conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present, and the CCRC's determination regarding the conflict of interest, if applicable.
- (b) The names of the persons who were present for discussions and votes relating to the matter before the CCRC, the content of the discussion, and a record of any votes taken in connection with the proceedings.

f. Gifts, Other Relationships, and Benefits

Members or any of their relatives shall not directly or indirectly:

- (a) Accept any gift, entertainment, services, loans, or promises of future benefits from any person who might personally benefit or whose company, organization, or employees might benefit or appear to benefit because of the Member's connection with the CCRC, unless the fact

of such gifts, entertainment, services or loans are disclosed to the CCRC. This does not apply to gifts or similar entertainment of nominal value.

Members shall comply with all applicable state and local gift bans and restrictions, including those set forth in the Illinois Governmental Ethics Act and any applicable local ethics ordinance. To the extent such laws prohibit the acceptance of certain gifts regardless of disclosure, such prohibitions shall control. "Nominal value" shall be interpreted consistent with applicable law or ordinance, and where no definition is provided, Members shall err on the side of non-acceptance.

(b) Utilize their positions for personal, professional, political, or monetary gain by acting individually on behalf of the CCRC.

g. Disclosure Statement

Each Member shall acknowledge that they have received a copy of the Champaign County Reparations Commission Rules of Procedure and the Conflict of Interest Policy, have read and understand the procedure and policy, agree to comply with the procedure and policy. Member shall also understand their actions shall be in furtherance of the mission and purpose of the CCRC. This statement shall further include any existing or other material conflicts of interest.

A Member's obligations under this Policy are in addition to any obligation to file a Statement of Economic Interests or other disclosure required by Illinois law.

A copy of the disclosure statement, all reported conflicts, and CCRC determinations regarding Conflicts will be maintained by the Chair for a minimum of two years or longer if required by applicable law.

h. Resolution of Conflicts

If a reported conflict is resolved, the Member must notify the Chair. The Chair will notify the CCRC at the next CCRC meeting. After a conflict has been resolved, the Member may participate in discussions and vote on related matters unless the Member is unable to act impartially based on the nature of the conflict.

If there is a question regarding whether a conflict has been resolved, the Chair will add such matter to the agenda of the next CCRC meeting for a vote regarding the conflict in the manner provided in Section c, Procedures, of this Conflict of Interest Policy.

Where the underlying interest is prohibited by law, the conflict shall not be deemed "resolved" unless and until the prohibited interest is fully eliminated in compliance with applicable law.

Article 8 – Violations of Rules of Procedure

All violations of the Rules of Procedure shall be recorded by the Chair. If a Member suspects another Member has violated these Rules of Procedure, they must report such potential violation to the Chair. If a Member violates these Rules of Procedure three or more times in any calendar year, the Chair shall make a recommendation to the applicable appointing official to remove the Member from the CCRC, and depending on the severity of the violations, may recommend prohibiting the Member from serving on the CCRC in the future. All decisions on appointments shall be made by the applicable appointing official.

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