



## Human Relations Committee

333 S. Tanner Street  
Rantoul, IL 61866

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### **BYLAWS / RULES OF PROCEDURE**

Pursuant to the authority granted by Resolution 03-21-1329 adopted by the Village Board, the Human Relations Committee has adopted the following Bylaws and Rules of Procedure to be effective June 1, 2021.

#### **Article I: Committee Organization and Officers**

##### **A. Appointment and Term**

1. As provided by Resolution 03-21-1329, the Committee shall consist of seven (7) members appointed by the Village President, subject to the approval of the Board of Trustees.
2. Any appointive member of the Committee shall be a qualified elector of the Village, and have been a resident thereof for at least a year.
3. Except as provided in Resolution 03-21-1329, members shall serve four (4) year terms.
4. Members of the Committee may be removed by the Village President for non-performance of duty, misconduct in office, or other cause upon written charges filed with the Village Board, and after a public hearing has been held before the Village Board regarding the charges. Three consecutive absences without good cause shall be grounds for removal. The grounds for removal shall be served upon the member so charged at least ten days prior to the hearing, either personally or by registered mail, or by leaving the same at his or her usual place of residence. The member shall be given an opportunity to be heard and answer the charges. A majority vote of all the corporate authorities then holding office shall be necessary to sustain the removal.
5. Vacancies shall be filled for the unexpired term.

##### **B. Authority and Duties**

The Human Relations Committee has the authority and duties as set forth in Resolution 03-21-1329, which includes:

1. Receive, record, and conciliate complaints charging discrimination with regard to housing, public accommodation, and lending practices within the Village of Rantoul;
2. Develop and make recommendations to the Village President and Board of Trustees regarding programs aimed at addressing discrimination based on race, religion, national origin, cultural background, sex, sexual orientation, age disability, or other such factors, as well as education and public awareness programs concerning human rights and equal opportunities issues within the community; and,
3. Not less than once a year, make a written report to the Village President and Board of Trustees concerning the activities of the Committee.

### C. Committee Officers

1. The Committee shall choose one of its members to act as Chair and Vice-Chair of the Committee.
2. Upon a vacancy occurring in the office of Chair or Vice-Chair, the Committee will select another of its members to serve in such capacity.

### D. Duties of Officers

1. Chair. The Chair shall preside at meetings of the Committee. The Chair directs the development of agendas for Committee meetings. The Chair may appoint sub-committees, with the consent of the Committee, to perform the tasks assigned. The Chair acts as spokesperson, and appears before other bodies on behalf of the Committee. The Chair is responsible for communication with the members of the Committee, with the goal of keeping the members informed of significant items.
2. Vice-Chair. The Vice-Chair performs the duties of the Chair in the absence of the Chair.
3. Secretary. The Village President shall assign a Secretary to assist the Committee. The Secretary ensures the recording of all meetings, prepares and distributes minutes of meetings, and maintains the records of the Committee.

### E. Committee Meetings

1. Regular meetings. The Committee shall establish a date, time, and place for its regular meetings. Regular meetings shall be held at least once each month. No official meeting shall be held without a quorum, which shall consist of four (4) members.
2. Special meetings. Special meetings maybe called by the Chair, or by any two members of the Committee. All members of the Committee shall be notified of the date, time, and place of a special meeting at least 48 hours prior to the meeting, pursuant to the requirements of the Open Meetings Act.
3. Agenda. The Secretary of the Committee shall prepare an agenda, pursuant to direction from the Chair, for each regular meeting and any special meeting. All agendas shall be posted pursuant to the Open Meetings Act.
4. Roberts Rules of Order. Robert's Rules of Order, current edition, shall govern the conduct of the meetings of the Committee or any sub- committee.
5. All meetings shall be held and conducted in accordance with the Open Meetings Act. The Committee may go into closed session for those purposes as are allowed by the Open Meetings Act, which includes conciliation of complaints of discrimination in the sale or rental of housing.
6. During any declared emergency which results in meetings of public bodies to be held virtually, the Village will be the host of such meetings, and provide the platform and any links to such platform in order to conduct the meetings.

## **Article II: Rules of Procedure for Complaints of Discrimination**

### **A. Filing of Complaint**

1. A complaint alleging a type of discrimination which the Committee is authorized to receive must be filed within 180 days of the alleged conduct.
2. A complaint, in writing and under oath, alleging a charge of discrimination must be filed with Village's Office of Community Development.
3. The complaint shall contain the following information:
  - i. The name and contact information for the complainant;
  - ii. The identity of the Respondent and any contact information for such person or entity; and,
  - iii. The facts on which the complaint is based in sufficient detail as would inform any interested party as to the time, place, and facts surrounding the alleged violation.
4. Within 7 days of the filing of the complaint, it shall be served on the Respondent by certified mail, return receipt requested.
5. If the Respondent is a person, the complaint shall be sent to the last known address.
6. If the Respondent is a corporation or similar entity, the complaint shall be sent to its registered agent, as well as the appropriate local office.

### **B. Review of Complaint**

Upon the filing of a complaint, the Committee shall review the facts and circumstances as alleged in the complaint. The purpose of the review is to determine if the complaint involves simple, non-complex issues, or if the complaint involves extensive, complex issues.

1. **Simple, Non-complex Circumstances.** If the Committee determines that the complaint involves simple, non-complex circumstances and issues, the Committee shall retain jurisdiction of the complaint.
2. **Extensive, Complex Circumstances.** If the Committee determines that the complaint involves extensive, complex circumstances and issues, the Complainant shall be informed to file a formal complaint with the Illinois Department of Human Relations, and the Committee will not retain jurisdiction of the complaint.

### **C. Response to Complaint**

Upon a determination that the Committee will retain jurisdiction of a complaint, the complaint shall be served on Respondent. Respondent shall file a written response to the complaint within 14 days. The Respondent shall serve the response upon the complainant and the Committee by first class mail.

### **D. Conciliation**

1. Upon receipt of Respondent's response to a complaint, the Committee shall attempt to conduct informal conciliation to address the allegations and circumstances of the complaint, and any response submitted by the Respondent.

2. If the Respondent and Complainant agree to a conciliation agreement, such agreement shall be presented to the Committee, and the Committee shall dismiss the complaint stating the terms of the agreement, and furnish a copy of the dismissal and agreement on the parties.
3. Nothing said or done during the course of conciliation may be made public, or used in any subsequent proceeding.
4. The Committee may dismiss a complaint if it is satisfied that:
  - i. The Respondent has eliminated the effects of the discrimination charged, and has taken steps to prevent its reoccurrence;
  - ii. The Respondent offers, and the Complainant declines to accept the terms of a conciliation agreement, which the Committee finds are sufficient to eliminate the effect of the discrimination charged and prevent its reoccurrence; or,
  - iii. The Complainant fails, or refuses to negotiate or accept a reasonable conciliation agreement.
5. If no conciliation agreement is reached, and the complaint is not otherwise dismissed, the complainant shall be referred to the Illinois Department of Human Rights.

#### E. Timing

When a complaint has been filed, the Committee shall, within 60 days:

1. Issue a decision dismissing the complaint pursuant to a conciliation agreement between the parties; or,
2. Refer the Complainant to the Illinois Department of Human Rights for the filing of a formal charge with that Department.

#### F. Confidentiality

Except as may otherwise be provided herein, the Committee shall maintain the confidentiality of the Parties and the facts, circumstances, and material regarding any complaint filed with the Committee.