



# **11<sup>TH</sup> DISTRICT COUNCIL**

**COMMUNITY COMMISSION FOR PUBLIC SAFETY AND ACCOUNTABILITY**

## **CITY OF CHICAGO DISTRICT COUNCIL 011 BYLAWS**

*Adopted August 8, 2025*

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## PREAMBLE

In July 2021, the Chicago City Council passed legislation to establish the District Councils. Nothing in these bylaws is intended to or shall operate to limit the authority granted to the District Council by the Municipal Code. The organization and rules of the District Council shall be as follows.

## ARTICLE I: DISTRICT COUNCIL PURPOSE AND DUTIES

### A. Purpose

Pursuant to MCC 2-80-070, the purpose of the District Council is to: (1) build connections between the police and the community; (2) collaborate in the development and implementation of community policing initiatives; (3) ensure regular community input for Commission efforts; (4) ensure that within each District there is a forum where District residents can raise and work to address any concerns about policing in the District, including but not limited to police interactions with youth and people of all immigration statuses; (5) ensure the independence and increase the legitimacy of the Commission by participating in the selection of its members; (6) participate in the selection of Commissioners who will fulfill the purposes listed in Section 2-80-030 of this Chapter; and (7) assist the Commission in fulfilling the purposes listed in Section 2-80-030.

### B. Duties

Pursuant to MCC 2-80-070(e), the District Council shall :

1. Hold public meetings at least monthly to discuss policing issues;
2. Work with the Police District Commander and community members to help develop and implement community policing initiatives;
3. Delegate one or more District Council members to attend quarterly meetings with representatives from each District Council to identify trends and concerns;
4. Delegate one or more District Council members to attend annual meetings with representatives from each District Council to propose priorities for the Commission;
5. Work to develop and expand restorative justice and similar programs in the District;
6. Encourage Police Department members to facilitate access to community resources;
7. Assist and engage with members of the public, including gathering input from the public regarding public safety and policing in their districts;
8. Report findings, conclusions, and recommendations to the Commission as requested; and
9. Exercise any other powers delegated by the Commission.

## ARTICLE II: MEMBERSHIP

### A. Requirements

The District Council is composed of 3 District Council Members. The requirements to serve on the District Council are set out in 2-80-070(b)(1) and 65 ILCS 5/3.1-10-5.

### B. Composition

Pursuant to MCC 2-80-070(g), the District Council shall have a Chair, a member of the Nominating Committee, and a Community Engagement Coordinator. District Council members shall determine which member shall serve as Chair, which member shall serve on the Nominating Committee, and which member shall serve as Community Engagement Coordinator. Within 30 days of members taking office, the District Council shall submit to the Commission a document identifying who has been selected to fill each of these positions. If 30 days after taking office the District Council has not filled one or more of these positions, the Commission shall assign roles by a majority vote of the Commission.

#### 1. Chair

One member of the District Council shall serve as the Chair, who is the administrator and clerk of the District Council. The Chair will lead the District Council's public meetings, ensuring the District Council follows its agenda, observes and upholds decorum, and provides a forum where District residents can raise and work to address any concerns about policing in the District. The Chair will work to ensure that the District Council adheres to the Illinois Open Meetings Act. The Chair will work to ensure that meetings adhere to Robert's Rules of Order and any other rules of order outlined under these bylaws. The Chair will be the primary point of contact for all official communication and media contact on behalf of the District Council. The Chair is responsible for organizing the district strategy, plans, and programs which will be pursued by the District Council on a yearly basis. All District Council members may participate in community engagement activities. All District Council members shall seek to establish, develop, and maintain relationships throughout the community as necessary to conduct business.

#### 2. Nominating Committee Member

One member of the District Council shall serve as a member of the Nominating Committee. The Nominating Committee is responsible for nominating a list of candidates to be appointed to the Commission. The Nominating Committee will adhere to the process and timeline outlined in MCC 20-80-040(c). In emergency situations and all other situations in which the Chair is otherwise indisposed or unavailable, the Nominating Committee Member shall serve as the temporary Chair for the purpose of conducting District Council business, temporarily assuming all the roles and responsibilities of the Chair. All District Council members may participate in community engagement activities. All District Council members shall seek to establish, develop, and maintain relationships throughout the community as necessary to conduct business.

#### 3. Community Engagement Coordinator

One member of the District Council shall serve as a Community Engagement Coordinator. The Community Engagement Coordinator is responsible for proposing strategic community engagement goals and priorities and organizing the District Council's community engagement plans, with the support of staff and input from the other members of the District Council. The

Community Engagement Coordinator will perform this work in a manner that serves the strategic goals and interests of the District Council and ensures the District Council may carry out its purposes and responsibilities under MCC 2-80-070. While each member of the District Council may participate in their own engagement activities, each member will make it a priority to participate in the opportunities outlined in the community engagement plan. The District Council will aim to ensure the members share these activities in an even and balanced manner based on opportunities, fairness, equity, special interests, availability, and expertise of each member of the District Council. When the District Council is unable to reach a decision regarding which member will attend a meeting, the District Council will decide the matter by majority vote. The Community Engagement Coordinator shall provide updates on the outcomes of the District Council's community engagement activities from the previous month and plans for the upcoming month. The Community Engagement Councilor will also ensure the District Council properly addresses concerns raised by the community and considers relevant community input in its deliberations, final actions, and strategic planning. All District Council members may participate in community engagement activities. All District Council members shall seek to establish, develop, and maintain relationships throughout the community as necessary to conduct business.

### **C. Terms of Office**

The District Council is comprised of three members who are elected to serve four-year terms. No person may serve more than a total of 12 years on a District Council in their lifetime.

### **D. District Council Vacancies**

If a vacancy occurs on the District Council, then the vacancy shall be filled pursuant to 65 ILCS 5/3.1-10-51. When the Mayor is filling a District Council vacancy, the remaining member or members of the District Council shall, within 30 days of the vacancy being created, identify three people who meet the qualifications established in 2-80-070(b)(1) and 65 ILCS 5/3.1-10-5 and submit their names to the Commission. From among the names submitted by the District Council, the Commission shall, within 60 days of the vacancy being created, select a person to recommend to the Mayor to fill the vacancy. If all of the positions on a District Council become vacant, the Commission shall, within 60 days of the creation of each vacancy, select a person who meets the qualifications established 2-80-070(b)(1) and 65 ILCS 5/3.1-10-5 to recommend to the Mayor to fill the vacancy.

### **E. Resignation**

A District Council Member who wishes to resign from the District Council shall provide advanced written notification of resignation to the Executive Director, Deputy Director for District Councils, Community Outreach Coordinator, and the President of the Commission and such notice shall indicate the effective date of resignation. The Executive Director shall notify the Mayor of the expected vacancy.

### **F. Ineligibility for Office**

Pursuant to 5 ILCS 280/1, District Council Members shall be ineligible to continue to hold office upon conviction of any felony, bribery, or perjury.

## **G. Training and Pledges**

District Council Members shall complete all mandatory trainings and pledges for City of Chicago elected officials, including the following:

1. Filing an Annual Statement of Financial Interests with the Chicago Board of Ethics
2. Filing an Annual Statement of Economic Interests with the Cook County Clerk's Office
3. Filing an Ethics Pledge with the Chicago Board of Ethics
4. Filing a Code of Conduct Pledge with the Chicago Board of Ethics
5. Completing Online Open Meetings Act training on the Illinois Attorney General website
6. Completing online ethics and sexual harassment training

## **ARTICLE III: MEETINGS**

### **A. Regular Meetings**

1. Pursuant to MCC 2-80-070(e)(1), the District Council shall hold public meetings at least monthly to discuss policing issues.
2. At each regular public meeting, each member of the District Council shall have the opportunity to provide an update to the public on their work as a member of the District Council.
  - 1) For individual updates, each member of the District Council will limit their remarks to three minutes, not including time for questions, comments, and discussion. If a member wishes to provide an update that is longer than three minutes, the other members of the District Council present must first give approval. The Chair shall ensure the District Council adheres to the time limit.
  - 2) Members of the District Council will distribute their updates to the other members at least 24 hours prior to when the public meeting is scheduled to begin, providing the other members with the opportunity to review and prepare questions or comments.

### **B. Quarterly Meetings**

Pursuant to MCC 2-80-070(e)(3), the District Council shall delegate one or more District Council members to attend quarterly meetings with representatives from each District Council to identify trends and concerns.

### **C. Annual Meetings**

Pursuant to MCC 2-80-070(e)(4), the District Council shall delegate one or more District Council members to attend annual meetings with representatives from each District Council to propose priorities for the Commission.

### **D. Special meetings**

Special Meetings may be held for a specific purpose or purposes and shall not take the place of a regular District Council meeting unless so determined at a prior regular meeting. Pursuant to ILCS 120/2.02(a), except in the event of a bona fide emergency, notice of a special meeting, including the agenda for said meeting, shall be provided at least 48 hours in advance. In an emergency situation, notice of the meeting shall be given as soon as possible.

### **E. Closed Sessions**

During any regular or special meeting, the District Councils may hold closed sessions to discuss matters as permitted in 5 ILCS 120/2(c). The closed session shall be called by the majority vote of a quorum, taken at a meeting open to the public. Before convening a closed session, the presiding Officer shall announce the purpose of the closed session and the time when the closed session is expected to conclude.

### **E. Public Comment**

The District Council values and encourages public comment and participation at meetings. There will be a public comment period at every regular District Council meeting. Each speaker will be given two minutes to address matters on the agenda. The District Council shall set aside at least twenty (20) minutes for public comment at each meeting. If attending an in-person meeting, speakers must fill out a speaker form before the meeting begins to be recognized. If attending virtually, speakers must email or call the District Council before the virtual meeting begins to be recognized. The Chair of the meeting may adjust the time allowed for public comment, though all speakers must be subject to the same time limits. The District Council reserves the right to hear public comments outside the scope of the agenda. Members of the public who are not fluent in English can request that the District Council provide an interpreter given 5 business days' notice to the District Council before the meeting. Those using an interpreter will be given 4 minutes to address matters on the agenda to accommodate for the additional time required for translation.

### **F. Schedules, Attendance, and Absences**

1. District Council members will endeavor to attend all District Council meetings for the duration of each meeting.
2. Prior to the start of each calendar year, the District Council shall vote at a public meeting on a calendar of regular monthly public meetings for the upcoming year. The District Council shall strive to ensure that the agreed-upon calendar is accessible for all members of the District Council for at least three fourths (3/4ths) of all regular monthly meetings.
3. Members of the District Council will refrain from scheduling conflict meetings and activities on the dates and times of regular public meetings unless the conflict is unanticipated and unavoidable.

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4. If new circumstances arise during the calendar year such that a member of the District Council will no longer be able to attend regular public meetings, the District Council shall hold a public meeting to vote on a new calendar. For any calendar-wide changes, the District Council shall ensure it complies with all relevant provisions of the Illinois Open Meetings Act.
5. The District Council will refrain from rescheduling any single public meetings unless circumstances deem the change necessary or highly advised. Situations that warrant a rescheduling of a meeting may include, but are not limited to, holidays, inability to reach quorum, and an unanticipated meeting in the community that conflict with the District Council meeting.
6. An excused absence is one where the District Council member notifies the rest of the District Council and the assigned staff support prior to the meeting that the member will be absent due to one or more valid excuses outlined under these bylaws. If the circumstances prevent the District Council member of providing notice of the excuse prior to the meeting, the member will provide notice as soon as practicable thereafter.
7. Valid excuses are the following:
  - 1) Illness;
  - 2) Family leave;
  - 3) Work or personal conflicts that are emergencies or otherwise unavoidable;
  - 4) Religious or cultural holidays;
  - 5) Any other excuses that are found to be valid by agreement of the rest of the District Council.
8. If a member of the District Council has an unexcused absence rate of 25 percent or more from District Council public meetings after the first six months of the District Council member's term, or three consecutive unexcused absences from District Council meetings, the District Council may pass a resolution of censure by a vote of the majority of the District Council. The resolution will be posted on the main website of the District Council.

### **G. Conduct at Meetings**

#### **1. Rules of Decorum**

The following represent the rules of decorum for public meetings of the District Council:

- 1) No interrupting the proceedings or the comments of any person recognized by the Chair in any manner;
- 2) No making profane, vulgar, threatening, abusive, disruptive, or slanderous remarks;
- 3) No displaying disruptive behavior, including disruptive or disrespectful conduct during others' presentations;

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- 4) No displaying demeaning, discriminatory, or harassing behavior and speech directed towards others;
- 5) No holding, waving, or displaying any banner or sign in a way that causes a physical hazard or blocks another person's view of the proceedings; or
- 6) No refusing to follow the instructions of the Chair or comply with these policies or any other rules governing the proceedings.

### 2. Enforcement of Decorum

Any member of the District Council may raise a point of order as to whether a person has violated the rules of decorum established under these bylaws.

- 1) When a member of the District Council raises a point of order, the Chair may ask the Councilor to explain the basis for the point of order. When asked, the member should identify the specific rule of decorum that the speaker violated.
- 2) After hearing the reasons for the point of order, the Chair or a majority of District Council members present may determine whether a violation has occurred.
- 3) If it is determined that a violation of the rules of decorum occurred, the Chair will instruct the person who violated decorum to cease the violation and inform others to not commit the same violation.
- 4) If it is determined that a person violated the rules of decorum, the Chair will have the authority to order removal of the person from the meeting. Removal should only be ordered as a final resort or under extraordinary circumstances, such as a violation that creates safety risks for others.

When addressing violations of decorum, the Chair may take one or more of the following steps to address the violation depending on its severity:

- 1) Attempt to continue the meeting.
- 2) Call for order.
- 3) Call for order again and ask District Council staff to attempt to address the disruption if it is safe to do so.
- 4) Recess the meeting to address the violation.
- 5) Give a warning to the individual or individuals that the District Council will seek removal if violation continues. At this point, the Chair should briefly state what the violation is and why it is undermining the District Council's ability to hold its meeting.
- 6) Give a final warning that the District Council will order removal and reiterate the reasons.
- 7) As a final resort, order removal.



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All members of the District Council are responsible for upholding decorum and for refraining from encouraging or inciting violations of decorum.

- 1) The District Council will use Robert's Rules of Order to address situations in which a member of the District Council violates the rules of decorum or encourages or incites violations by others.
- 2) A member of the District Council may interrupt another member of the District Council to raise a point of order. The member raising the point of order will be expected to specifically cite how the recognized member violated decorum or encouraged or incited a violation by others.
- 3) After a point of order is made, the Chair may determine if a member of the District Council is out of order and may direct that member to cease violating decorum or encouraging or inciting violations by others.

### **H. Voting**

A motion or resolution will pass upon the affirmative vote of a majority of the District Council Members present unless a more stringent voting requirement is set by City Charter, City Municipal Code, or these Bylaws on a certain matter.

Dissenting opinions will be entered into meeting minutes upon request.

### **I. Proxies**

There shall be no vote by proxy at any District Council meeting.

### **J. Quorum**

2/3 of the District Council shall constitute a quorum.

### **K. Participation via Telephone or Videoconference**

In accordance with 5 ILCS 120/7, if a quorum of District Council Members are physically present, a majority of the District Council may allow a District Council Member to attend the meeting by other means if a District Council Member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency. "Other means" is by video or audio conference. If a District Council Member wishes to attend a meeting by other means, the District Council Member must notify the remaining District Council Members and the Deputy Director for District Councils before the meeting unless advance notice is impractical.

## **L. Minutes**

Minutes shall be kept for both open and closed sessions in accordance with 5 ILCS 120/2.06. All closed meetings must be recorded via audio or video. The minutes of open meetings shall be available for public inspection within 10 days of approval of such minutes by the District Council. Minutes of meetings closed to the public shall be available only after the District Council determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. The District Council shall periodically, but no less than every six months, meet to review minutes of all closed minutes. At such meetings a determination shall be made and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes, or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

## **M. Parliamentary Procedure**

Wherever these Bylaws are silent, the District Council shall conduct its meetings in accordance with the current edition of Robert's Rules of Order.

# **ARTICLE IV: DISTRICT COUNCIL SPOKESPERSONS**

## **A. Interaction with Press**

The District Council is its own public body and therefore determines its media communications. The Public Affairs Director and the Deputy Director for District Councils can provide support for interaction with the media and for other communications efforts. All District Members are responsible for individual media training and must obtain majority agreement before speaking to the press on behalf of the District Council. District Council Members should inform the District Council of all media or press interaction where they are present and acting in or referred to in their official capacity before the interaction takes place or, in emergency or otherwise unplanned communication, in a timely manner.

## **B. Refinement of Chair Responsibilities**

1. Build strong and trusting relationships with city-wide media to effectively communicate official District Council positions.
2. Design, develop, and implement an effective strategy for earned media, internal and external communications 11<sup>th</sup> district residents, and the general public.
3. Assist the Community Engagement Coordinator in planning and coordination of public events to generate earned media, including press conferences, rallies, and more.
4. With the input of other district council members, develop a strategic, forward-thinking plan to reach a greater targeted audience of activists and supporters in the 11<sup>th</sup> district through social media, mobile and email campaigns.
5. Develop and maintain relationships with communications staff from all relevant entities to ensure unified, consistent messaging.

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6. Pitch story ideas to media and attract positive press coverage; write and distribute press releases and secure placement of other publications such as letters to the editor and other opinion pieces.
7. Provide rapid response to developing news through social and earned media.
8. Schedule and prepare for media interviews: write talking points and assist with developing topline positions—with necessary input from other District Council members.
9. Serve as the on-the-record spokesperson for the District Council.
10. In conjunction with the community engagement coordinator, work with community, grassroots, religious and other organizations to advance 11<sup>th</sup> District priorities.
11. Work with polling, market research and other data and integrate that information into strategic communication plans.

### **C. First Amendment Rights**

Nothing in this section shall limit or infringe on any member's right to free speech and expression as an individual.

## **ARTICLE V: CONDUCT**

### **A. Code of Conduct**

District Council Members shall comply with applicable sections of the governmental ethics ordinance outlined in MCC Chapter 2-156.

### **B. Applicability of City of Chicago Personnel Rules**

All District Council staff are subject to the rules of conduct set forth in the City of Chicago's personnel rules.

### **C. Group Agreements of the District Council**

Members of the District Council agree to the following group agreements for the purpose of helping the District Council achieve its purposes and responsibilities under MCC 2-80-070:

1. Work to advance the well-being of the District Council
  - 1) Members will conduct themselves in a manner that supports the proper governance and functioning of the District Council. While members may pursue their own objectives, those objectives should not come at the cost of the well-being and longevity of the District Council.

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- 2) Members will seek consensus when possible. The District Council will explore ways to reach full agreement on issues with due diligence and good faith efforts.
  - 3) All members agree to maintain and uphold decorum at public meetings.
  - 4) If any member of the District Council disagrees with the outcome of a vote carried out properly and publicly by the remaining members, the District Council will work to maintain an organized course of action and proceedings for the future. No single vote is more important than keeping a well-organized and participatory District Council body.
2. Hard on issues but soft on people
- 1) Members of the District Council agree to fair play and fair dealings. That means avoid impugning another member's character when engaging in meetings with outside groups, constituents, etc.
  - 2) District Council members are encouraged to take whatever strong stances they wish to have on substantive issues, to promote their views, to explain why they disagree with their fellow Councilor's views – but without turning the discourse into personal commentaries that hurt the Council's stature.
3. Resolution mentality
- 1) If an issue arises, the affected District Council member will seek out a meeting to resolve the issue right away.
  - 2) Assume good intentions when discussing the issue and aim to have the other member understand the problem.
  - 3) A Councilor whose actions led to an issue should strive to understand, own the impact despite good intentions, and explore ways to avoid repeats.
4. Cordiality makes for good governance:
- 1) One voice at a time
  - 2) Share the space
  - 3) Respect the time

### **D. Resolution Accountability**

The Deputy Director for District Councils and the General Counsel for the CCPSA department shall support the District Council in understanding, adhering to, and addressing deviations from the group agreements and other provisions of the bylaws. The Deputy Director and the General Counsel will provide the following services:

1. Attending quarterly special meetings of the District Council, as needed, to discuss the group agreements.

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2. Raising concerns and initiating reviews of possible deviations from the group agreements and the bylaws.
3. Receiving complaints from members of the District Council regarding alleged deviations by other members.
4. Providing advisory opinions and recommended corrective actions for the District Council to consider.
5. Summoning mediation sessions.
6. Publishing documentation of any findings and recommendations after reviewing possible deviations, regardless of whether the review was self-initiated or initiated upon request by a member of the District Council.

Within 60 days of adoption of these bylaws, the Deputy Director and the General Counsel shall establish a procedure for the initiation and review of complaints of deviations from group agreements and bylaws.

### **E. Censure of District Council Members**

The District Council maintains the authority and responsibility for passing resolutions of censure and taking other lawful and permissible measures to address concerns regarding adherence to these bylaws. The District Council may pass a resolution of censure for violations of these bylaws, including but not limited to deviations from group agreements, unexcused absences, and violations of decorum.

Resolutions of censure require a two-thirds (2/3) vote of the members of the District Council. In the event of censure, the Chair shall describe the behavior for which the member is being censured as part of the resolution. Upon passage of the resolution, the resolution will be published as part of the public record alongside the meeting minutes. In the case that the Chair is the Council member being censured, one of the other District Council members will be responsible for drafting the resolution.

## **ARTICLE VI: AMENDMENTS**

These Bylaws may be amended during any regular District Council meeting by written resolution and by a vote of a majority of the District Council Members.