



STATE OF ILLINOIS AFRICAN DESCENT-CITIZENS REPARATIONS COMMISSION

RULES OF PROCEDURE

Article 1 - Compliance with Laws

The State of Illinois African Descent-Citizens Reparations Commission shall comply with all applicable laws, rules, and regulations, including those set forth in the Department of Central Management Services Law (“CMS Law”), 20 ILCS 405/ et seq.

Article 2 - Definitions

African Descent-Citizens Reparations Commission (“ADCRC” or “Commission”) means the State of Illinois African Descent-Citizens Reparations Commission as established in Section 405-540 of the CMS Law 20 ILCS 405/.

Chairperson or *Chair* means the Chairperson of the State of Illinois African Descent-Citizens Reparations Commission, who shall be elected during the first meeting.

Commissioner means a member of the State of Illinois African Descent-Citizens Reparations Commission.

Article 3 –Membership

a. Commission Members

The Commission consists of the following individuals:

1. The Governor or his or her designee;
2. One member of the House of Representatives appointed by the Speaker of the House of Representatives;
3. One member of the Senate appointed by the President of the Senate;
4. One member of the House of Representatives appointed by the Minority Leader of the House of Representatives;
5. One member of the Senate appointed by the Minority Leader of the Senate;
6. Three representatives of a national coalition that supports reparations for African Americans appointed by the Governor; and
7. Ten members of the public appointed by the Governor, at least 8 of whom are African American descendants of slavery and from diverse backgrounds, including businesspersons and persons without high school diplomas.

b. Term

Members serve until the objectives and responsibilities of the Commission set forth in 20 ILCS 405/405-540 are accomplished unless a member is removed by the applicable appointing party or resigns from the Commission.

c. Vacancies

Any vacancy occurring on the Commission shall be filled by the Governor, Speaker of the House, President of the Senate, Minority Leader of the House of Representatives, or Minority Leader of the Senate, as applicable, in accordance with Article 3(a), above, and Section 405-540 of the CMS Law 20 ILCS 405/. Any member appointed to fill a vacancy occurring prior to the expiration of the term for which his predecessor was appointed shall be appointed for the remainder of such term.

d. Expenses

Members shall serve without compensation for the duration of the ADCRC, but may be reimbursed for travel expenses.

e. Chairperson

The Chairperson of the Commission shall be elected from among the ADCRC Members during the first meeting. An alternate chair may be voted upon by the Members if the Chair is unable to serve at any scheduled meeting. The Chairperson shall hold an election for the ADCRC 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 ADCRC Members.

1. Chairman:

- The Chairman of the ADCRC shall be elected from among the ADCRC Members during the first meeting.
- Responsibilities:
 - Preside over ADCRC meetings and ensure they are conducted efficiently and effectively.
 - Manage the ADCRC in pursuit of its goals and objectives.
 - Represent the ADCRC 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 Governor, the General Assembly, and other relevant entities.
 - Manage the development and submission of the ADCRC's annual report to the Governor, the General Assembly, and the public.

2. Vice Chairman:

- The Vice Chairman of the ADCRC shall be elected from among the ADCRC Members during the first meeting.
- Responsibilities:
 - Assist the Chairman in their duties and responsibilities and act in their absence or at their direction.

- Serve as a liaison between the Chairman and ADCRC members, subcommittees, and external stakeholders.
- Support the Chairman in promoting transparency, accountability, and effective communication within the ADCRC.
- Lead special projects or initiatives as assigned by the Chairman or the ADCRC.

3. Secretary:

- The Secretary of the ADCRC shall be elected from among the ADCRC Members during the first meeting.
- Responsibilities:
 - Record minutes of ADCRC meetings and maintain accurate records of proceedings, decisions, and actions taken.
 - Assist the Chairman in planning and organizing ADCRC meetings, including preparing agendas and distributing meeting materials.
 - Serve as a point of contact for ADCRC 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 ADCRC's annual report and other official communications as needed.
 - Support the Chairman and Vice Chairman in administrative tasks and other duties as assigned.

f. Duty of Loyalty

Every Member owes a duty of loyalty to the ADCRC, 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 ADCRC 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 ADCRC 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 ADCRC for personal gain or to benefit another at the expense of the ADCRC, 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 ADCRC's needs and making thoughtful decisions in the best interest of the State. No Member may take personal advantage of a business opportunity that is offered to them without disclosing their conflict to the ADCRC.

h. Confidentiality

Each Member must protect confidential and proprietary information brought before the ADCRC 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 State. 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 Department of Central Management Services ("CMS").

Article 4 – Duties and Responsibilities

The ADCRC's authority and responsibility shall be to:

- a. Develop and implement measures to ensure equity, equality, and parity for African American descendants of slavery;
- b. Hold hearings to discuss the implementation of measures to ensure equity, equality, and parity for African American descendants of slavery;
- c. Educate the public on reparations for African American descendants of slavery;
- d. Report to the General Assembly information and findings regarding the work of the Commission under this Section and the feasibility of reparations for Illinois African American descendants of slavery, including any recommendations on the subject; and
- e. Discuss and perform actions regarding the following issues:
 1. Preservation of African American neighborhoods and communities through investment in business development, home ownership, and affordable housing at the median income of each neighborhood, with a full range of housing services and strengthening of institutions, which shall include, without limitation, schools, parks, and community centers.
 2. Building and development of a Vocational Training Center for People of African Descent-Citizens, with satellite centers throughout the State, to address the racial disparity in the building trades and the de-skilling of African American labor through the historic discrimination in the building trade unions. The Center shall also have departments for legitimate activities in the informal economy and apprenticeship.
 3. Ensuring proportional economic representation in all State contracts, including reviews and recommendations for changes to the State procurement and contracting requirements and procedures with the express goal of increasing the number of African American vendors and contracts for services to an equitable

level reflecting their population in the State.

4. Creation and enforcement of an Illinois Slavery Era Disclosure Bill mandating that in addition to disclosure, an affidavit must be submitted entitled "Statement of Financial Reparations" that has been negotiated between the Commission established under this Section and a corporation or institution that disclosed ties to the enslavement or injury of people of African descent in the United States of America.
- f. Every January first, submit an annual report on its actions and any information as required to the Governor and the General Assembly. The report of the Commission shall also be made available to the public on the Internet website of the Department of Central Management Services.

Article 5 – Commission Meetings

a. Schedule, Agenda, and Notice

As soon as practicable after all members have been appointed, the ADCRC 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 in order to vote on matters pending before the ADCRC. Quorum is achieved when a simple majority of voting members are present in person.

d. Voting rules

Matters pending before the ADCRC 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

In order to conduct a fair and informed decision-making process during ADCRC 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 Chair with administrative support from the Department of Central Management Services and provided to the ADCRC prior to the next regularly scheduled meeting. At the next regularly scheduled meeting, the ADCRC will vote to approve the minutes. If changes are needed, the Chair, with administrative support from CMS will incorporate such changes. After the minutes are approved by the ADCRC, the minutes will be posted on the ADCRC website.

g. Ad Hoc Meetings

Ad hoc meetings may be scheduled if the ADCRC is unable to complete its review of matters set forth on the meeting agenda and the ADCRC 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 ADCRC and Subcommittees are open to the public. The ADCRC 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 ADCRC 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 3 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, nor discuss matters which are the subject of public hearings. Speakers should address all comments to the ADCRC 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 ADCRC 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 ADCRC may elect to create subcommittees to be responsible for various duties and responsibilities of the ADCRC. 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.

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; provided however, that such term may not exceed the Member's term on the ADCRC. The Subcommittee Chair shall preside over all Subcommittee meetings and shall provide a report on Subcommittee activities on behalf of the Subcommittee at ADCRC 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 State 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.

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 ADCRC. 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 ADCRC, 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 impartial.

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 the Chair. The Chair will inform the Commission of all reported conflicts of interest at the next regularly scheduled ADCRC meeting.

If the Chair determines that a reported conflict of interest is of such a nature that discussion is warranted or that it is unclear whether a conflict exists, the conflict will be added to the agenda of the next regularly scheduled ADCRC meeting, during which the ADCRC will have an opportunity to request additional information from the interested party and discuss the nature of the potential conflict with the interested Member. After discussion, the interested Member must leave the ADCRC meeting while the conflict of interest is discussed and voted upon. If the ADCRC determines a conflict exists, the interested person will be asked to recuse themselves from participation in discussions or decisions within the ADCRC and its subcommittees and to refrain from voting on all issues/matters related to the conflict.

d. Violations of the Conflict of Interest Policy

If the ADCRC 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 at the next regularly scheduled ADCRC meeting, during which 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 Chair 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, it shall recommend appropriate disciplinary and corrective action to the applicable appointing official.

e. Records of Proceedings

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

The minutes of all ADCRC 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 ADCRC'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 ADCRC, 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 ADCRC, unless the fact of such gifts, entertainment, services or loans are disclosed to the ADCRC. This does not apply to gifts or similar entertainment of nominal value.
- (b) Utilize their positions for personal, professional, political, or monetary gain by acting individually on behalf of the ADCRC.

g. Disclosure Statement

Each Member shall acknowledge that they have received a copy of the State of Illinois African Descent-Citizens 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 ADCRC. This statement shall further include any existing or other material conflicts of interest.

A copy of the disclosure statement, all reported conflicts, and ADCRC determinations regarding Conflicts will be maintained by the Chair for a minimum of two years.

h. Resolution of Conflicts

If a reported conflict is resolved, the Member must notify the Chair. The Chair will notify the ADCRC at the next ADCRC 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 ADCRC meeting for a vote regarding the conflict in the manner provided in Section c, Procedures, of this Conflict of Interest Policy.

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 ADCRC, and depending on the severity of the violations, may recommend prohibiting the member from serving on the ADCRC in the future. All decisions on appointments shall be made by the applicable appointing official.