

COMMUNITY RELATIONS COMMISSION

Minutes of Regular Meeting

June 9, 2015

A regular meeting of the Community Relations Commission was called to order at 7:00 pm on June 9, 2015 at Alton City Hall, 101 E. 3rd Street, Alton, Illinois.

Members Present: Greg Caffey, Cindy Lolley, Cassandra Campbell, Jaida Moore, Benjamin Golley, Peter Hough, Dr. Kenneth Spells, Michael Varner, Judge Ellar Duff, Chief Jake Simmons, Megan Williams

Members Absent: None

Megan Williams opened the meeting with an introduction of Commissioner and roll call.

ELECTION OF OFFICERS

Ms. Williams requested nominations for Chairperson of the Community Relations Commission. A motion was made by Ms. Campbell to Nominate Benjamin Golley as Chairperson and seconded by Chief Simmons. Motion passed 11 ayes, 0 nays, 0 absent.

Ms. Williams turned over chair of the meeting to Chairman Golley.

Chairman Golley requested nominations for Vice-Chairperson of the Community Relations Commission. A motion was made by Judge Duff to nominate Peter Hough and seconded by Ms. Williams. Motion passed 11 ayes, 0 nays, 0 absent.

Chairman Golley requested nomination for Secretary of the Community Relations Commission. A motion was made by Mr. Varner to nominate Cassandra Campbell and seconded by Ms. Moore. Motion passed 11 ayes, 0 nays, 0 absent.

DETERMINATION OF REGULAR MEETING SCHEDULE

Chairman Golley requested a motion to establish the regular meeting time for the Community Relations Commission. A motion was made by Judge Duff for the meetings to be held the second Sunday of each month at 3 pm and seconded by Mr. Hough. Discussion was held among the Commissioners pertaining to whether or not a Sunday meeting time would be considered reasonable in light of the Open Meeting Act and if it would be convenient for members of the public to attend meetings on a Sunday afternoon. Mr. Varner made a motion to amend the time of the meeting to the first Monday of the each month at 7 pm seconded by Chief Simmons. The amended motion failed 4 ayes, 7 nays, and 0 absent. Judge Duff's original motion passed 9 ayes, 2 nays, 0 absent.

DISCUSSION/ADOPTION OF COMMISSION RULES

Chairman Golley introduced procedural rules as follows:

A. Regular Meetings: The community relations commission (hereinafter '*Commission*') shall hold regular meetings on the 2nd Sunday of each month at the hour of 3:00 p.m. in the council chambers at the City Hall located at 101 East Third Street, Alton, Illinois. Notice of meetings shall comply with the Open Meetings Act (OMA).

B. Special Meetings: Special meetings of the *Commission* may be called by the chairperson; or by any five (5) commissioners after due notice to the chairperson; and after at least seventy-two (72) hours' notice prior to the Special Meeting. The chairperson or Secretary shall give public notice via public media stating the purpose, time, and location of the Special Meeting. No business shall be transacted at the Special Meeting except as stated in the notice of the Special Meeting.

C. Open Meetings Act (OMA): All Commissioners shall complete the on-line Attorney General's Online training within thirty (30) days of their appointment as commissioner.

RULES AND PROCEDURES:

The following rules of order and procedure shall govern the deliberations and meetings of the *Commission*, namely:

GENERAL

Rule 1. Order of business:

- A. Call to order.
- B. Approval of the minutes of the prior meeting.
- C. Report on Communications to the *Commission*.
- D. Reports of subcommittees.
- E. Other business.
- F. Citizen's open forum.
- G. Adjournment.

Rule 2. Any person who has filed a written request or placed a call to the Secretary requesting time shall be permitted an opportunity to address the *Commission* at any of its regular meetings or at special meetings provided that special meetings rules must be observed.

If the request is not in writing, the requestor shall advise the Secretary of the subject matter to address so that the presiding officer of the meeting may recognize the requestor at the appropriate time on the agenda when the subject matter would be

appropriate. If no subject matter is specified, or if the subject matter does not appear to relate to any matter on the agenda of the meeting, the requestor shall be allowed to address the meeting during the public forum portion of the meeting agenda, if time allows.

A person desiring to address the meeting shall be limited to one (5) five minute presentation at any meeting and the presiding officer of the meeting shall advise the person desiring to address the Commission of the time limitation and shall require compliance.

Rule 3. All written reports made shall be deemed a possession of the *Commission* and shall be placed on file with the City Clerk. Reports and motions may be amended, tabled, or withdrawn at any time before the question is taken.

Rule 4. In all cases where a resolution or motion shall be entered on the minutes of the *Commission*, the name of the members moving the same shall be entered in the minutes.

Rule 5. When a question is under debate, no motion shall be received except to adjourn, table, or amend.

Rule 6. Votes on any question shall be recorded with the names of each member-whether ayes or nays. Each Commissioner's vote shall be entered upon the record.

Rule 7. The rules of parliamentary practice contained in Robert's Rules of Order: Newly Revised shall govern the *Commission* in all cases in which they are applicable and when they are not inconsistent with the standing rules and orders of the *Commission*.

Rule 8. The Chairperson or designee shall preside at all *Commission* meetings and shall take the chair at the beginning of each session and call the members to order.

Rule 9. Every question or motion, when duly seconded, shall be distinctly stated by the Chairperson before it is open for debate.

Rule 10. The *Commission* may appoint committees from time to time to assist the *Commission* in carrying out its purpose.

Rule 11. Any Committee to which any matter is referred shall report in writing at the next regular *Commission* meeting. The written report shall state the status of the investigation, the facts, and the recommendations of the committee.

Rule 12. All new business introduced at any meeting shall be referred to the appropriate committee, and laid over until the next regular meeting.

DELIBERATIONS: All deliberations shall be made in compliance with the Open Meetings Act (OMA).

The Commissioners discussed each rule. Rule 2 was discussed in details, particularly in regards to the requirements of the Open Meetings Acts and whether or not the Commissioners wanted individuals to sign up to speak prior to the meetings. The Commissioners agreed that first two paragraphs of Rule 2 needed further review and development. A motion was made by Chief Simmons to adopt all procedures presented except the first two paragraphs of Rule 2 and seconded by Ms. Campbell. Motion passed 11 ayes, 0 nays, 0 absent.

PUBLIC FORUM

Mr. Joshua Young addressed the Commissioners in regards to his concerns in the Community and the Commissioners choice of a meeting date and time.

Mayor Brant Walker addressed the Commissioners thanking each for his and her service on the Commission.

A motion was made by Chief Simmons to go into Closed Session to discuss personnel matters and seconded by Judge Duff. Motion passed 11 ayes, 0 nays, 0 absent.

Commissioners returned from Closed Session. Chairman Golley called roll. All Commissioners were present.

With no further business, a motion was made by Ms. Williams to adjourn and seconded by Mr. Hough. Motion passed 11 ayes, 0 nays, 0 absent.

Respectfully Submitted,

Cassandra Campbell