

ORDINANCE NO. O2020-40

**AN ORDINANCE AMENDING TITLE 2 OF THE WARRENVILLE CITY CODE TO ESTABLISH THE INCLUSION, DIVERSITY, EQUITY, AND AWARENESS COMMISSION**

WHEREAS, the City is a home rule municipal corporation pursuant to Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the City has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

WHEREAS, pursuant to Title 2 of the Warrenville City Code, the City has established various boards and commissions to aid in the administration and governance of the City; and

WHEREAS, the Mayor and the City Council desire to establish a new Inclusion, Diversity, Equity, and Awareness Commission to support, encourage, and promote initiatives and programs in the City that inspire inclusivity, diversity, and equity; and

WHEREAS, the Mayor and the City Council have determined that it is in the best interest of the City and the public to amend the City Code to establish a new Diversity, Equity, and Awareness Commission, pursuant to this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF WARRENVILLE, DUPAGE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Recitals. The recitals listed above are incorporated in this Ordinance as if fully set forth in this Ordinance.

SECTION 2: Inclusion, Diversity, Equity, and Awareness Commission. Title 2, titled "Boards and Commissions," of City Code is hereby amended to add a new Chapter 12 as set forth in Exhibit A attached to and, by this reference, made a part of this Ordinance.

SECTION 3: EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its passage, approval, and publication in the manner provided by law.

PASSED THIS \_\_\_\_ day of \_\_\_\_\_, 2020.

- AYES:
- NAYS:
- ABSENT:
- ABSTAIN:

APPROVED THIS \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

## EXHIBIT A

### Chapter 12: Inclusion, Diversity, Equity, and Awareness Commission.

#### Section 2-12-1: Created

There is hereby created the Inclusion, Diversity, Equity, and Awareness Commission, which shall be advisory to the City Council and to city staff as requested by the Council.

#### Section 2-12-2: Intent and Purpose

It shall be the intent and purpose of the Inclusion, Diversity, Equity, and Awareness Commission to support, encourage, and promote initiatives and programs that inspire inclusivity, diversity, and equity.

#### Section 2-12-3: Commission Membership

A. Appointment: The Inclusion, Diversity, Equity, and Awareness Commission shall consist of seven members appointed by the mayor, by and with the advice and consent of the City Council, to serve without compensation. The initial terms of all original members of the Commission shall commence upon their appointments. Two of the seven commissioners initially appointed shall serve for a term of approximately one year, from January 1, 2021 through April 30, 2022; two of the seven commissioners initially appointed shall serve for a term of approximately two years from January 1, 2021 through April 30, 2023; and three of the seven commissioners initially appointed shall serve for a term of approximately three (3) years from January 1, 2021 through April 30, 2024. Determination of the terms of the seven commissioners initially appointed shall be by lot. Thereafter, all appointments shall begin on May 1 and end on April 30.

B. Non-Resident Membership: The Mayor may appoint up to one non-resident commissioner to serve on the Commission.

C. Terms: Each member shall serve for a term of three years, with each term commencing on May 1, except for the initial appointments as provided in Section 2-12-3(A).

D. Vacancies: Vacancies on the Commission shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which original appointments are required to be made.

E. Removal: A Commission member may be removed by the Mayor, with the approval of a majority vote of the City Council.

F. Chair: The mayor shall designate one of the members of the Commission to be the Chair. The Chair shall be appointed annually in May of each year, except that the first chairman shall be appointed as soon as possible following the appointment of the initial seven commissioners.

G. Secretary: The Commission shall elect a secretary who is a member of the Commission.

H. Ex Officio Membership: In addition to the seven voting members provided for by Section 2-12-3(A), the Commission may also include the following ex-officio members who shall each serve for one-year terms and have the same responsibilities as a commissioner, except for voting:

1. One Student Commissioner enrolled at, and nominated by, Wheaton Warrenville South High School. The Student Commissioner must be enrolled in either their Junior or Senior year in high school.

2. The Executive Directors, or the Executive Director's designee, of the Library, Park District, Fire Protection District, and Community Unit School District 200.

3. A staff member appointed by the City Administrator to serve as liaison to the Commission, and to provide logistical staff support as needed.

4. One Alderman appointed by the City Council to be a liaison between the Commission and City Council.

#### **Section 2-12-4: Meetings**

A. Regular Meetings: Regular meetings shall be monthly on a day certain as determined by the Chair of the Commission.

B. Special Meetings: Special meetings of the Commission may be called by the Chair from time to time. Members of the Commission must receive notice not less than 48 hours prior to a special meeting. Notice of said special meeting must be posted in the City Hall not less than 48 hours before said meeting. Special meetings may also be called by the written request of any two members of the Commission. Such written request shall be received by the Chair no less than five days prior to the requested date of meeting.

C. Quorum: A majority of the Commission members shall be necessary to constitute a quorum to transact any Commission business at any regular or special meeting of the Commission, including the conduct of public hearings.

D. Rules of Procedure: The Commission shall enact rules of procedure not inconsistent with ordinances or statutes that further enhance the purpose of the commission. In the absence of any contrary rules, "Robert's Rules of Order" shall govern the deliberations of the Commission.

#### **Section 2-12-5: Duties**

The commission shall perform the following duties:

A. Serve as an advisory body to the City Council.

B. Promote mutual understanding and foster equity, inclusion, and respect among all people regardless of race, color, religion, age, marital status, familial status, sexual orientation, gender, gender identity, national origin or ancestry, physical and mental ability, political affiliations, and economic status.

C. Evaluate City practices and procedures for opportunities to improve communication and engagement with the community, identify barriers that may prevent some from participating, and provide recommendations to the City Council.

D. Create and share educational materials and programs aimed at informing the public to encourage understanding and open dialog on issues of discrimination and inequity.

E. Work with other community partners and taxing districts on initiatives and programs that encourage diversity, equity, and inclusion throughout the community.

F. Participate in diversity and inclusion training to increase awareness and develop cultural competence.

G. Create and present an annual work plan with goals and initiatives to further the City's diversity goals.

F. Present an annual report of accomplishments to the City Council.

**Section 2-12-6: Reports and Records**

A. The Commission shall keep permanent records and minutes of its meetings, showing the vote of each member upon each topic submitted to it.

B. The Commission shall prepare and submit minutes of each meeting to the mayor and City Council in a timely manner.

C. The Commission shall submit its recommendations to the mayor and City Council in writing, together with any findings of fact necessary to support said recommendations.

D. A minority report may be attached to the majority recommendation.