

CODE OF ORDINANCES  
Chapter 2 - ADMINISTRATION  
ARTICLE V. - BOARDS, COMMITTEES AND COMMISSIONS  
DIVISION 3. COMMUNITY RELATIONS COMMISSION

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*--- Amended on 4/26/2022 by Village of Niles Board of Trustees ---*

***DIVISION 3. COMMUNITY RELATIONS COMMISSION<sup>1</sup>***

**Sec. 2-311. Commission created, membership, term.**

- (a) There is hereby established and created a Community Relations Commission for the village. The commission shall be composed of nine members who shall be residents of the village and who shall reflect, so far as possible, the various neighborhoods, ethnic and racial groups, and various business interests of the village, and whose training, interests, background and experience will aid the commission in its work. The Director of Family Services and the Chief of Police or their designated representatives shall serve the commission as ex officio members. One Village Trustee shall be appointed by the Village President with the advice and consent of the Board of Trustees who shall also serve the commission as an ex officio member.
- (b) The Village President, by and with the consent of the Board of Trustees, shall appoint or reappoint all citizen members or shall fill vacancies in membership of the commission, as may be required from time to time. All appointees shall hold their office for the term of one year and thereafter until their successors shall have been duly appointed and qualified. If a commission member is not present for three consecutive regular meetings, or four regular meetings in any one calendar year, or otherwise fails to meet the purpose of the commission, the Village President may terminate the appointment by written notice given to the terminated member and to the Village Clerk. Vacancies shall be filled in the same manner as indicated above.

**Sec. 2-312. Officers, meetings and procedures.**

- (a) The Village President, by and with the consent of the Board of Trustees, shall appoint a chairperson of the commission from its members, who shall serve for a term of one year, or until his successor shall be appointed and shall qualify.
- (b) The commission may elect from its members a Secretary and such other officers as may be necessary and shall adopt such rules of order concerning meetings, public hearings and rules of procedure, as to them shall seem advisable.
- (c) Regular meetings of the commission shall be held at least one time during each calendar quarter, the dates and times of which shall be decided by the commission. Special meetings may be called by the chairperson at the chair's initiative, or upon the written request of three members of the commission. The commission may meet from time to time to work on projects or problems of commission concern and the commission members may also meet in subcommittees as the needs of the commission shall warrant.

**Sec. 2-313. Compensation.**

The members of the commission shall serve without compensation, but may be reimbursed for expenses incurred in the operation and conduct of affairs of the commission which expenses have been approved in advance by the Village Manager.

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<sup>1</sup>Cross reference(s)—Human relations, ch. 58.

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**Sec. 2-314. Purpose.**

The purpose of the Community Relations Commission shall be to foster and promote understanding, mutual respect, cooperation and positive relations between and among all residents of the Village of Niles regardless of race, color, sexual orientation, religion, gender, age, disability, national origin or ancestry to the end that a sense of shared community among residents is strengthened, the value of each individual is affirmed and the constitutional rights of all are realized. The Commission shall promote adequate housing for all the community's people, to create and/or maintain sound viable neighborhoods, to meet the needs for housing and to expand housing opportunities for all members of the community. The commission will also assist in the development of public information and related communication programs to enhance the quality of life for all village residents.

**Sec. 2-315. Responsibilities.**

The Community Relations Commission shall have the following duties and responsibilities:

- (1) Provide a forum for community or neighborhood issues which relate to human relations issues or concerns as listed in Article 3 of the Illinois Human Rights Act, 775 ILCS 5/3-101 et seq., as now and hereafter amended.
- (2) Invite and enlist the cooperation of various local groups, community organizations, professional and technical organizations, as well as real estate sales and management groups in the village to carry out community relations activities. Promote and utilize the Village block party program and any other Village programs to enhance and improve community relations within the Village.
- (3) Assist residents in contacting appropriate federal, state, county or other local agencies to provide assistance in handling complaints regarding discrimination, civil rights and community relations issues.
- (4) Act as the hearing and conciliation mechanism for the village's fair housing ordinance.

**Sec. 2-316. Functions.**

- (a) The commission may hold public hearings, as deemed necessary, and under the general guidelines as further stipulated in section 2-317 of this article and shall report the findings and results of all such hearings along with appropriate recommendations to the Village Board of Trustees.
- (b) All activities of the commission whether investigating complaints of discrimination or pursuing programs and activities to enhance and improve community and human relations within the village, shall be deemed advisory in nature and the results of all such investigations and all program or policy initiatives shall be reported to the Village President and Board of Trustees for final consideration and action.
- (c) The commission shall issue a written report to the Village Board of Trustees each year during the month of May. The report shall include all programs, investigations and activities of the commission for the preceding year.

**Sec. 2-317. Investigations and hearings.**

- (a) For the purpose of carrying out the functions here and above provided, the Community Relations Commission may conduct investigations and hold public hearings when deemed necessary to obtain facts and testimony required to formulate recommendations for the Village Board of Trustees. When previously authorized by the Village Board of Trustees, the commission may require, by subpoena, the attendance and testimony of witnesses and the production of documentary evidence relating to any matter under investigation and hearing. The attendance of witnesses or the production of documentary evidence may be

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required in any designated place of the hearing within the village and before the commission as a whole, or before a duly constituted subcommittee of the commission. Witnesses summoned before the commission, or a subcommittee of the commission, shall be paid the same fees and mileage that are paid witnesses in the circuit court of this state.

- (b) In case of disobedience to the subpoena, the commission may petition the circuit court of the county for an order requiring the attendance and testimony of witnesses, for the production of documentary evidence, or both. The chairperson of the commission or the chairperson of a subcommittee of the commission conducting a public hearing is hereby authorized to administer an oath and provide for the transcription of all testimony taken.

**Sec. 2-318. Reserved.**

Editor's note(s)—Ord. No. 2016-27, § 1, May 24, 2016 repealed § 2-318, which pertained to fair housing subcommittee. See Code Comparative Table for complete derivation.

**Sec. 2-319. Reserved.**