

**Champaign County
Racial Justice Task Force**

Thursday, March 10, 2016 – 6:30 p.m.

Lyle Shields Meeting Room, Brookens Administrative Center
1776 East Washington Street, Urbana, Illinois

Agenda Item

- I. **Call To Order**
- II. **Roll Call/Introductions**
- III. **Approval of Agenda**
- IV. **Approval of the Minutes**
 - A. February 25, 2016
- V. **Public Participation**
- VI. **Task Force Member Updates**
- VII. **Meeting Rules**
- VIII. **Community Meetings**
- IX. **Special Guest & Recommended Readings**
- X. **Interns and Logistics**
- XI. **Subcommittee Discussion**
- XII. **Task Force Member Comments**
- XIII. **Adjournment**

Champaign County Racial Justice Task Force (RJTF)
Meeting Minutes
Thursday February 25, 2016
6:30 pm

I. Call to Order

Facilitator Samuel Byndom called the meeting to order at 6:30 p.m.

II. Roll Call

Members Present: Sara Balgoyen, Lynn Branham, Kimberley Bryan, Pamela Burnside, Brenda Butts, Samuel Byndom, Alex Evans, Amy Felty, David Harber, Ryan Hughes, Artice James, Esther Patt, Henry Ross, Kevin Schneider, Susan Silver, Demario Turner, Francena Turner, Gerald Walter, Rosita Byrd

Members Absent: Maryam Ar-Raheem, Walter Feinberg, Carolyn Randolph, (Alt) Ellyn Dee.

III. Approval of Agenda

Esther Patt moved to accept the agenda. Kevin Schneider seconded the motion. The motion carried.

IV. Approval of Minutes

Kevin Schneider moved that to approve the amended minutes. Sara Balgoyen seconded the motion. The motion carried.

V. Public Participation

There was no public participation.

VI. Meeting Rules

Esther Patt moved to adopt Robert's Rules of Order (RRO). Kevin Schneider seconded the motion. Kevin Schneider moved to adopt the County Board standard of 5 minutes per person and 60-minute total limit for public participation. Brenda Butts seconded the motion. Lynn Branham and Alex Evans expressed concern about the adoption of RRO stifling organic conversation. Kevin Schneider and David Haber noted that there is space within RRO for free-flowing discussion. Due to the concerns raised, Kevin Schneider moved to table the adoption of RRO until the next meeting. Brenda Butts seconded the motion. Francena Turner said that she did not want to table the vote when simplified versions of RRO are available online. Pamela Burnside, Kevin Schneider, Kim Bryan, and Esther Patt suggested we adopt RRO and amend them later if need be. Brenda Butts indicated that she wanted to see them first. The motion to table adopting RRO until the next meeting carried. The motion to adopt the County Board's standard of 5 minutes per person and 60-minute total time limit for public participation carried.

VII. Communication & Outreach

Kevin Schneider moved to open discussion and Ryan Hughes seconded it. Several members suggested various modes of task force and community communication to include: public meetings held in various parts of the county, Dropbox, Google Docs, a Facebook page, a website, a RJTF email account, and the county board's website. David Harber expressed concern about sharing copyright protected readings publically. Kim Bryan asked who would manage social media/web based spaces. Amy Felty expressed concern about open meetings regulations. Artice James moved to go to the County Board and request that there be a public comment section added to the task force page/section. Lynn Branham seconded the motion. Amy Felty and

Artice James volunteered to investigate these concerns (public comments section, open meetings requirements, the task force establishing its own email,) and share their findings at the next meeting. The motion carried.

VIII. Development of Mission Statement

Sara Balgoyen suggested that volunteers take on the mission statement and report back to the group. Esther Patt suggested that the focus be on what we want to accomplish within our timeframe and the structure of the task force. Kevin Schneider suggested that the focus be on racial disparities in the criminal justice system without taking anything off the table. Kim suggested the statement remain broad. After some discussion on specific wording, the following mission statement was drafted:

The Champaign County Racial Justice Task Force seeks to address causes and impact of racial disparities in the jail population and in the criminal justice system more broadly. It will report findings and a list of recommendations to the County Board and community. It is committed to working with all members of the public.

Kevin Schneider moved that this mission statement be adopted. Kim Bryan seconded the motion. Sara Balgoyen expressed concern that the word “jail” limits the work. Brenda Butts, Lynn Branham, Amy Felty, and Kimberley Bryan expressed concerns about other structural issues not being included in the mission statement such as education, housing, and policing. Esther Patt, Kevin Schneider, and Francena Turner argued that the terms “causes and impact” encompassed those concerns. The motion carried.

IX. Determination of Meeting Days, Times, and Location

Kevin Schneider moved to adopt the meeting schedule as written with the times changed to 6:30-8:30 p.m.) Rosita Byrd seconded the motion. After discussion about other possible rooms and meeting days, the motion carried.

X. Suggested Agenda Items for the Next Meeting

- A. Role Call/Introductions
- B. Subcommittees/ Public Meetings (Town Hall like)
- C. Feedback from Artice/Amy Communications
- D. Logistical Support/Interns
- E. Suggested Guests/Readings
- F. Member comments
- G. Adoption of meeting rules/parliamentarian

XI. Adjournment

The meeting was adjourned at 8:35 pm.

Roberts Rules of Order – Simplified

Guiding Principle:

Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.

Everyone has the right to know what is going on at all times.

Only urgent matters may interrupt a speaker.

Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3^{rds} vote.

You have heard enough discussion.

Move to close the debate. Requires a 2/3^{rds} vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3^{rds} vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3^{rds} vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.

Call for orders of the day.

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

You are unsure that the president of the board has announced the results of a vote correctly.

Without being recognized, call for a "division of the house." At this point a roll call vote will be taken.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

You may INTERRUPT a speaker for these reasons only:

to get information about business – **point of information**

to get information about rules – **parliamentary inquiry**

if you can't hear, safety reasons, comfort, etc. – **question of privilege**

if you see a breach of the rules – **point of order**

if you disagree with the president of the board's ruling – **appeal**

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√