RIVER FOREST
DIVERSITY, EQUITY AND INCLUSION ADVISORY GROUP
MEETING AGENDA

A meeting of the River Forest Diversity, Equity and Inclusion Advisory Group will be held on Tuesday, December 7, 2021 from 7:00-9:00 P.M. in **Room 113** in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

Physical attendance at this public meeting may be limited, with DEI Advisory Group officials, staff and consultants having priority over members of the public. Public comments and any responses will be read into the public meeting record. You may submit your public comments via email in advance of the meeting to: Lisa Scheiner at lscheiner@vrf.us. You may view or listen to the meeting by participating online or via telephone. Join the meeting at https://us02web.zoom.us/j/88029631372, or call (312) 626-6799 and use meeting ID 880 2963 1372. If you would like to participate online or over the phone, please email lscheiner@vrf.us by 4:00 PM on the day prior to the meeting with your name and the last four digits of the phone number you will be using to call in.

  I.   Call to Order/Roll Call

  II.   Approval of Minutes of the November 16, 2021 DEI Advisory Group Meeting

  III. Public Comment

  IV.   Small group discussion

  V.   Unfinished Business

        a. DEI Education

        b. Continued Discussion & Direction Regarding Execution of DEI Goals and Responsibilities

  VI.   New Business

  VII. Confirmation of Next Meeting Dates

  VIII. Adjournment

A meeting of the River Forest Diversity, Equity and Inclusion Advisory Group (DEIAG) was held on Monday, November 16, 2021 from 7:00-9:00 P.M. in the Room 113 in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

I.   CALL TO ORDER

The meeting was called to order at 7:07 p.m. Upon roll call, the following persons were:

Present: Addy, Austin, Bachner, Baird, Brandhorst, Credi, Desorbo-Quinn, Duba-Clancy, Economos (arrived 7:48 p.m.), Grant, Iverson, Johnson, Johnson, Keskitalo, Khaledan, Kirk, McAdams, Nicholas, Oates, Oliver, Petrov, Rogers, Scheiner, Simon, Szerszenowicz-Olweny, Weissenberger, Yoon

Absent: Arauz, Bonner, Burkett, Foster, Graham, Hartshorn, Herrman, Kang, Kreisman, Macaulay, Navarro, Papirnik, Peavy, Riley, Schumacher, Shea

II.   OCTOBER 19, 2021 MINUTES

A MOTION was made by Khaledan and SECONDED by Simon to approve the October 19, 2021 minutes of the DEI Advisory Group. On voice vote, motion passed.

III.   PUBLIC COMMENT

Chairperson Bachner read a land acknowledgement statement.

Credi stated the Pledge of Allegiance.

IV.   SMALL GROUP DISCUSSION

None.

V.   UNFINISHED BUSINESS

New Members Petrov and Oliver introduced themselves to the Advisory Group.

DEI Education: Chairperson Bachner introduced a social identity educational exercise including dominant and marginalized identities.

Members shared their reactions to questions posed during the exercise. Some members asked how the exercise is related to the work of the group. Some members stated that they think the exercise is helpful in building self-awareness regarding social identity and is related to the work of the group.

Chairperson Bachner stated that the group has requested education regarding DEI. As an Advisory Group, they will spend some time on education and some time on executing the goals and responsibilities of the group. She said that anyone who is not comfortable with the exercise is not required to participate.

Weissenberger asked that it be placed on the record that he does not think the exercise is related to the Resolution adopted by the Village Board of Trustees. Chairperson Bachner stated that she and Chairperson Johnson have shared the work of the DEI Advisory Group with the full Board. She said that DEI work takes time and is often not in a straight line.

Trustee Johnson said that at the last meeting Weissenberger made a motion to have the chairpersons bring education to the group as they saw fit. Weissenberger said that it was his view the education work would not be introspective but would be education from other sources such as Village Staff.

VI.   NEW BUSINESS

No action taken.

VII.   CONFIRMATION OF MEETING DATES

There was a brief discussion regarding possible December meeting dates. Scheiner stated she would reach out to the Advisory Group via email to determine whether or not there would be a quorum for December 7, 14, or 21.

VIII.   ADJOURNMENT

A MOTION was made and SECONDED to adjourn the meeting at 9:00 p.m. On voice vote, the motion passed.

_____   _____
Erika Bachner   Date
Chairperson

_____   _____
Ken Johnson   Date
Chairperson

_____   _____
Lisa Scheiner   Date
Chairperson

Village of River Forest Diversity, Equity and Inclusion Advisory Group

Purpose
The purpose of the Diversity, Equity and Inclusion (DEI) Advisory Group is to develop a diversity, equity and inclusion initiative for the Village of River Forest.

Mission
The mission of the Diversity, Equity and Inclusion Advisory Group is to remove barriers that prevent the participation, engagement and an equitable and welcoming environment for all our residents, business members, visitors, employees in municipal services community and civic engagement; and, in doing so, build trust amongst all parties.

Initial Goals
The mission of the Diversity, Equity and Inclusion Advisory Group are:
- Engage a third party consultant with experience in diversity, equity and inclusion, matters.
- The consultant will design a comprehensive work plan to inform how the Village can best approach diversity, equity and inclusion (including implicit bias) in the Village's internal policies and practices.
- The review will **assess** the Village, its departments, and their practices, policies, systems, and structures to provide an equity analysis and to identify potential unintended consequences.
- Create a plan that **builds** DEl knowledge, awareness and skills among the Village employees and stakeholders.
- Partner with the Village of Maywood (Twin Villages Covenant) and Dominican University TRHT Campus Center.
- Create a working group to advise the Village Administrator and the Village Board. The working group will provide feedback for the creation of a RFP as well as review of responses. The responsibility for ultimate oversight of the program would remain with the Village Administrator.
- Develop relationships with community members, working group members, and other stakeholders to foster mutual respect and trust.

Responsibilities
The responsibilities of the River Forest Equity Advisory Group are:
- Assess the Village as a municipal organization to provide an equity analysis of its practices, policies, systems, and structures to identify potential unintended consequences, which includes the following:
    - Draft an RFP, select and engage a consultant to conduct the assessment
    - The scope of services for this assessment may include, but is not limited to, Review of current and future ordinances and resolutions to assess equity implications and find opportunities to minimize systemic disadvantages.
    - Review of vendor relationships, hiring and firing policies, and budgets to assess equity implications and impact.
  - Based on the assessment, the Advisory Group will work with the consultant to:
    - Review the items that have been identified through this assessment and develop a short and long term plan and process for reviewing and making recommendations to reform to current Village practices, policies, systems, and structures.
    - Review and develop tools, including racial equity impact assessment tools, that Village staff, departments, boards, commissions, and working groups can use to assist their efforts to ensure equitable administration of functions within their purview.

- Act as an advisory group to carry out Village partnerships and priorities related to equity, including but not limited to:
    - Partnering with the Village of Maywood on the Twin Village Covenant.
    - Partnering with Dominican University's Truth, Racial Healing and Transformation (TRHT) Campus Center.
    - Other partnerships as identified by the group, Village, and community.

- Act as a community resource with respect to issues of equity, including but not limited to:
    - Be a source for residents and community members to communicate comments and concerns at advisory group meetings, or in other ways, regarding equity issues in our Village and assist in the Village's efforts to educate the public about how their comments and concerns can be addressed.
    - Support the Village in the compilation, documentation, and identification of information and data relating to equity within the Village.
    - Promote and celebrate equitable relationships and opportunities and foster mutual respect and trust in the community.

- Commitments common to all River Forest working groups, boards, and commissions:
    - Operate with clarity and transparency.
    - Make recommendations to the Village President and Village Board of Trustees for adoption of policies, programs, and/or goals which would improve or sustain equity.
    - To perform such other duties and functions as may be requested of it by the Village board of trustees as aligned with the mission.

GUIDELINES FOR DIALOGUE

1. **Confidentiality.** We want to create an atmosphere for open, honest exchange. What is said in the space stays in the space. What is learned in the space can leave the space.

2. **Our primary commitment is to learn from each other.** We will listen to each other and not talk at each other. We acknowledge differences amongst us in backgrounds, skills, interests, and values. We realize that it is these very differences that will increase our awareness and understanding through this process.

3. **Speak from personal experiences.** Use "I" statements to share thoughts and feelings. You cannot speak for your group; just because you are does not mean you understand.

4. **We will work with awareness of status differences within this workshop.** We recognize that there may be significant differences in professional position and power among the participants in this workshop. So, we will try in our own participation to be open and honest without endangering ourselves. Likewise, as we interact with other participants, we will support their self-exploration, but we will respect whatever limits they themselves set on their self exposure.

5. **We recognize that there may be persons in the workshop who are in "solo status" (or nearly so) in regard to certain identities.** Because of many factors, importantly including historical patterns of exclusion and privilege, some identities (racial, gender, class, sexual, etc.) are underrepresented in this workshop. We will support them in their own decisions about how to participate; we will not expect them to "educate" others of us; and we will be aware of the patterns of over and underrepresentation in this workshop.

6. **Do not demean, devalue, or "put down" people** for their experiences, lack of experiences, or difference in interpretation of those experiences.

7. **Assume best intentions.** Trust that people are doing the best they can and that everyone is attempting to balance being honest, vulnerable, and imperfect with standards of perfection, mastery, and survival.

8. **Take responsibility for your impact.** Our intentions do not negate the negative impact we may have on someone. We will hold ourselves accountable by challenging ourselves to be quick to sincerely apologize and then open to learning when we do not understand.

9. **Challenge the idea and not the person.** If we wish to challenge something that has been said, we will challenge the idea or the practice referred to, not the individual sharing this idea or practice.

10. **Speak your discomfort.** If something is bothering you, please share this with the group. Often our emotional reactions to this process offer the most valuable learning opportunities.

11. **Monitor your airtime.** Be mindful of taking up much more space than others. On the same note, empower yourself to speak up when others are dominating the conversation.

GUIDELINES FOR DIALOGUE

12. **Be fully present.** Our time together is precious and limited. Everyone at the table has significant contributions to make and we need you to fully participate with both your head and your heart.

13. **Redefine the term "Safe Space."** Conflict and discomfort are often a part of growth. Make sure to differentiate between feelings of discomfort and experiences with conflict and being unsafe.

14. **Trust the process**. The journey to our destinations offer us the chance to gain insights about ourselves and others. These insights help us grow and change and contribute to our cohesion, offering us opportunities for gratitude and appreciation on the way to goal achievement.

Robert's Rules Cheat Sheet

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Adjourn	"I move to adjourn."	No	Yes	No	No	Majority vote
Recess	"I move to recess for/until…"	No	Yes	No	Yes	Majority vote
Complain about hearing, comfort, etc.	"Point of privilege…"	Yes	No	No	No	Chair
End debate and vote on question	"I move the previous question."	No	Yes	No	No	Majority vote
Suspend further consideration of something	"I move to table this matter."	No	Yes	No	No	2/3 vote
Postpone deciding the question	"I move to postpone this matter until…	No	Yes	Yes	Yes	Majority vote
Amend a motion	"I move to amend this motion by…"	No	Yes	Yes	Yes	Majority vote
Introduce business (a **main motion**)	"I move that…"	No	Yes	Yes	Yes	Majority vote

The motions and points listed above are in order of preference. When a motion or point of inquiry is pending, only those listed *above* the pending point may be raised.

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Redress any violation of the body's Rules	"Point of order…"	Yes	No	No	No	Chair
Request information	"Point of inquiry…"	Yes	No	No	No	N/A
Verify a recent voice vote by actual count (before next motion only)	"I call for division."	Yes	No	No	No	Majority vote
Prevent body from considering a matter	"I object to considering this question."	Yes	No	No	No	2/3
Consider a suspended matter	"I move to take from the table…"	Yes	Yes	No	No	Majority
Reconsider a previous motion	"I move to reconsider…"	Yes	Yes	No	No	2/3
Consider something out of schedule	"I move to suspend the rules to consider…"	No	Yes	No	No	2/3
Vote on the Chair's decision	"I appeal the Chair's decision."	Yes	Yes	Yes	No	Majority

The motions and points above have no precedence. Any of them may be raised in response to any motion or question, with the exception of the **three items in gray** (motion to adjourn, motion to recess, and point of privilege

MAIN MOTIONS
To Introduce New Business

Obtaining and assigning the floor

- A member raises their hand (or rises, depending on your rules) and waits to be acknowledged
- The chair recognizes the member by name

Note. It is never proper to raise your hand or rise to be acknowledged while another is speaking. If your point or motion is one of the kind that can interrupt the speaker, make your point or motion without waiting for recognition.

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to")* ... and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

- Members can debate main motions before the question is voted on or otherwise decided.
- Before speaking in debate, members must obtain the floor.
- The maker of the motion has first right to the floor.
- Debate must be confined to the merits of the motion.
- Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

- The chair asks: *Are you ready for the question?*
- If no one rises to claim the floor, the chair proceeds to take the vote.
- The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*
- Depending on your rules, some kinds of business may call for a vote by show of hands.

The chair announces the result of the vote.

- *The ayes have it, the motion carries, and* ... (indicating the effect of the vote) or
- *The nays have it and the motion fails*

If the count may be incorrect, a member calls for division

- If any member feels that the tally of voice votes is incorrect, they may call for division.
- Any call for division, unless the result of the previous vote was obvious (e.g. a unanimous or nearly-unanimous vote) must be honored.
- The chair will instruct the body on how to vote (e.g. by show of hands or by standing), and the body will vote accordingly.

WHEN DEBATING YOUR MOTIONS

- Listen to the other side
- Be polite
- Focus on issues, not personalities
- Avoid questioning motives

MOTIONS, GENERALLY

MAIN MOTION
You want to propose a new idea or action for the group.
- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION
You want to change some of the wording that is being discussed.
- After recognition, "Mister Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Mister Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Mister Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE
You feel that an idea or proposal being discussed needs more study and investigation.
- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY
You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.
- After recognition, "Mister Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION
You think discussion has gone on for too long and you want to stop discussion and vote.
- After recognition, "Madam Chairman, I move the previous question."

LIMIT DEBATE
You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.After recognition, "Mister President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY
You want to kill a motion that is being discussed.
- After recognition, "Mister Chairman, I move to postpone the question indefinitely."

RECESS
You want to take a break for a while.
- After recognition, "Mister Chairman, I move to recess for ten minutes."

ADJOURNMENT
You want the meeting to end.

MOTIONS, GENERALLY

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION
You have made a motion and after discussion, are sorry you made it.
- After recognition, "Mister Chairman, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY
At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.
- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES
The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.
- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE
The noise outside the meeting has become so great that you are having trouble hearing, or the temperature in the room is uncomfortable, or some other concern.
- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE
You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.
- After recognition, "Mister Chairman, I move that we go into a committee of the whole."

POINT OF ORDER
It is obvious that the meeting is not following proper rules. E.g. a motion is passed without the right kind of vote, or a member is breaking the rules of debate.
- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INQUIRY
You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.
- Without recognition, "point of inquiry."

POINT OF PARLIAMENTARY INQUIRY
You are confused about some of the parliamentary rules.
- Without recognition, "Point of parliamentary inquiry."

MOTIONS, GENERALLY

APPEAL FROM THE DECISION OF THE CHAIR
The Chair has made a decision that you wish the body to vote on.
- Without recognition, "I appeal from the decision of the Chair."