

RULES GOVERNING PRACTICE AND PROCEDURE BEFORE  
THE SKOKIE HUMAN RELATIONS COMMISSION

RULE 1 -- DEFINITIONS

When used in these rules:

- A. The term "Anti-Discrimination Ordinance" shall mean VO #67-10-G-254, as amended by VO #68-12-G-353, and VO #68-12-G-354.
- B. The term "Commission" shall mean the Skokie Human Relations Commission.
- C. The term "Chairman" shall mean the duly appointed Chairman of the Commission, or in his absence or inability to serve, the Co-Chairman, or in his absence the acting Chairman.
- D. The term "Director of Human Resources" shall mean the administrative director of the Commission, or, in his absence or inability to serve, the acting director, both acting for and on behalf of the Commission.
- E. The term "investigator" shall mean the person assigned to investigate the complaint on file before the Commission.
- F. The term "Unlawful Housing Practice" shall mean one or more acts prohibited by the Anti-Discrimination Ordinance.
- G. The term "Complainant" shall mean any person who files a complaint with the Commission.
- H. The term "Respondent(s)" shall mean any person, group of persons, corporation or organization accused by a complainant of having committed an "unlawful housing practice".
- I. The term "Party" or "Parties" shall mean either the complainant or the respondent or both.
- J. The term "Complaint" shall mean a sworn statement filed on the form provided for this purpose by the Commission, and as amended under these rules.
- K. The term "Conciliation Conference" shall mean the same as "Conciliation Hearing".
- L. The term "mail" shall mean certified mail with return receipt requested unless otherwise specified herein.
- M. The term "Commission Panel" shall mean the three commissioners appointed by the Chairman to conduct the Conciliation Conference.

## RULE 2 -- COMPLAINT

### A. WHO MAY FILE

Any person claiming to be aggrieved by an unlawful housing practice, may file a complaint with the Commission.

### B. FORM

The complaint shall be in the form hereto attached or the equivalent thereof.

### C. CONTENT

A. Complaint shall contain the following:

1. The full name, address (and telephone number, if any) of the complainant.
2. The full name, address (and telephone number, if known) of the respondent(s).
3. The alleged unlawful housing practice and a plain and concise statement of the particulars thereof.
4. The date or dates of the alleged unlawful housing practice, and if the alleged unlawful housing practice is of a continuing nature, the dates between which said continuing acts of discrimination are alleged to have occurred.
5. Names and addresses of witnesses to said alleged unlawful housing practice.

### D. PLACE OF FILING

A complaint shall be filed with the Commission at its office by personal delivery or ordinary mail.

### E. TIME OF FILING

A complaint must be filed within 30 days from the date of the alleged occurrence of the unlawful housing practice, and the respondent shall be informed promptly by mail of such filing and sent a copy of the complaint by mail. The date of filing shall be the date of the postmark if the complaint is mailed, or the date of delivery of the complaint to the Commission office.

If the alleged unlawful housing practice is of a continuous nature, the date of the occurrence of said unlawful housing practice shall be deemed to be any date subsequent to the commencement of the unlawful housing practice up to and including the date upon which the unlawful housing practice shall have ceased.

### F. AMENDMENT TO COMPLAINT

A complaint, or any part thereof, may be fairly and reasonably amended as a matter of right by the Director or by the complainant prior to the issuance of a notice of the conciliation conference, and thereafter at the discretion of the Commission Panel.

Such right to amend shall include the correction of any clerical errors, and the substitution and addition of the names of respondents due to errors in their designation or omissions made in the original complaint.

The amended complaint must be signed and sworn to under oath.

#### G. WITHDRAWAL OF COMPLAINT

A complaint, or any part thereof, may, upon notice to the respondent, be withdrawn by the complainant prior to the issuance of a notice of the conciliation conference only with the written consent of the Director, and thereafter only with the written consent of the Commission Panel.

### RULE 3 -- COMMISSION COMPLAINT

#### A. INITIATION

Whenever the Commission has, through good cause shown and, when after appropriate investigation and good cause shown, the Commission has reason to believe that any person has committed an unlawful housing practice, the Commission may at a regular or special meeting having a quorum present, initiate a complaint on its own motion.

#### B. FORM

A Commission complaint shall be prepared on a form which shall not require notarization, shall be signed by the Chairman, and shall include the content set forth in Rule 2-C, with the exception of Item 1.

### RULE 4 -- INVESTIGATION

#### A. INVESTIGATION

The Director of Human Resources shall initiate an investigation of the charges made in the complaint, and if the Director determines that probable cause exists, he shall notify the chairman of the Human Relations Commission, and the chairman shall set a date for a conciliation conference. In the event the Director finds that probable cause does not exist, he shall dismiss the complaint and notify the chairman and the parties in writing.

#### B. RECONSIDERATION BY THE COMMISSION

A complainant may apply to the Director or to the Commission Panel for a reconsideration of a dismissal of his complaint. Such application must be in writing, state specifically the grounds upon which it is based, and be filed in the office of the Commission within 15 days from the date of the mailing of the notice of dismissal. The Director or the Commission Panel may order the complaint reinstated within 10 days after receipt of such application for reconsideration.

## RULE 5 -- CONCILIATION

### A. COMMISSION PANEL

A panel of three (3) commission members, and any attorney duly licensed by the State of Illinois, designated by the chairman, shall undertake a conciliation conference with the parties. The conciliation conference shall be convened within three (3) days after written notice is issued by the Director to all parties, by certified mail. The conference shall be private and shall include only those parties involved in the case, the Commission Panel, attorney, and the Director.

### B. NON-DISCLOSURE

The members of the Commission or its staff shall not disclose the filing of a complaint nor what transpires during the course of investigation, nor what transpires during the course of conciliation, except as such disclosures are deemed essential to said investigations and endeavors at conciliation. Nothing in this paragraph shall be construed to prevent the Director and the Commission Panel from disclosing dismissal notices and conciliation agreements, including its reasons therefor. The identity of the parties shall not be disclosed without their prior consent.

### C. SETTLEMENT

If the conciliation conference is successful in resolving the complaint by means of a conciliation conference, the Director shall mark the file accordingly, and have the terms of settlement prepared and agreed to in writing by the parties.

### D. NO SETTLEMENT

If the conciliation conference fails, the panel of three (3) commissioners shall deliberate their findings in executive session immediately upon conclusion of the conciliation conference.

### E. DECISION

Upon the conclusion of the executive session, the Conciliation Panel shall make public its findings and decision, and the findings and decision shall be mailed within three days to the complainant and respondent.

### F. RECOMMENDATION

The Commission Panel may recommend (1) that the complaint be dismissed without further proceedings; (2) that the Village Manager be instructed to institute and prosecute proceedings against the respondents as provided in Section 10 of VO # 68-12-G-353, and to apply to any court of competent jurisdiction for relief as provided under Section 8 of the aforesaid ordinance; or (3) such other action as the Commission Panel shall deem appropriate.

RULE 6 -- ACTIONS AGAINST BROKERS AND SALESMEN

Pursuant to Section 6, paragraphs C and D, of the Anti-Discrimination Ordinance, VO #67-10-G-254 (as amended), the Commission Panel may, in the case of a broker or salesman, recommend to the Village Manager the suspension or revocation of the respondent's broker's license.

RULE 7 -- ACTIONS AGAINST LENDING INSTITUTIONS

Pursuant to Section 8, paragraph (c) of the Anti-Discrimination Ordinance, VO #68-12-G-353, the Commission may, in the case of an owner or lending institution, recommend to the Village Manager that he take any one or more of the actions as provided for in Section 8 of VO #68-12-G-353.

RULE 8 -- INJUNCTIVE RELIEF

If, during the course of any proceedings prescribed herein, the Director or the Commission Panel, on the basis of evidence, concludes that a violation of any provision of the Anti-Discrimination Ordinance is imminent, they may relay such evidence to the Village Manager, together with their recommendation that the Corporation Counsel be instructed to seek injunctive relief in any court of competent jurisdiction to prohibit such violations.

RULE 9 -- AMENDMENT OF RULES

Changes in these rules may be made by the Commission at a regular or special meeting, provided that a quorum is present.

RULE 10 -- AVAILABILITY OF RULES

The rules of the Commission shall be available to the public and may be obtained at the office of the Commission.

RULE 11 -- CONSTRUCTION OF RULES

These rules shall be liberally construed to accomplish the purposes of the Anti-Discrimination Ordinance.