



**SPECIAL MEETING  
URBANA HUMAN RELATIONS  
COMMISSION**

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**DATE:** Wednesday, January 19, 2022

**TIME:** 5:30 pm

**PLACE:** \*to be held virtually via Zoom, 400 S. Vine St., Urbana, IL 61801

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**AGENDA**

**1. CALL TO ORDER, ROLL CALL, AND DECLARATION OF QUORUM**

**2. APPROVAL OF AGENDA**

**4. PUBLIC PARTICIPATION**

**5. UNFINISHED BUSINESS**

a. EEO Workforce Statistics

**9. ADJOURNMENT**

\*Due to the Governor and Mayoral Emergency Orders, the Urbana City Council Chambers will be not be open to the public during this meeting. For those wishing to provide public input, please follow the instructions below on how to provide public input. Anyone can watch the meeting on [streaming services](#), UPTV, or attend virtually via Zoom webinar. Additional instructions are attached.

You are invited to a Zoom webinar.

**When:** Jan 19, 2022 05:30 PM Central Time (US and Canada)

**Topic:** Human Relations Commission Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84623468714>

Or One tap mobile :

US: +13126266799,,84623468714# or +13017158592,,84623468714#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 301 715 8592 or +1 929 205 6099 or +1 346 248 7799 or +1 669 900 6833  
or +1 253 215 8782

Webinar ID: 846 2346 8714

International numbers available: <https://us02web.zoom.us/j/84623468714>

Persons with disabilities needing special services or accommodations for this meeting should contact the City of Urbana's Americans with Disabilities Coordinator at 384-2466.

## PUBLIC INPUT

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions, and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and the general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner.

Public Input will be taken in the following ways:

### **Zoom Webinar Participant**

Click on the link listed in the agenda to join the Webinar. You must provide your name and email address in order to join the Webinar. If you wish to speak during Public Input, "raise your hand" and wait to be called on by the meeting host. You must state your first and last name for the meeting record. Participants will be muted except when they are called on to speak; video will remain off for all members of the public when speaking.

### **Telephone Participant**

Call the phone number listed on the Agenda. Enter the Webinar ID followed by the # key. All callers are muted by default. If you wish to speak, "raise your hand" by pressing \*9 once. When you are called on by the host or presiding officer, you will be un-muted. You must state your first name and last name for the meeting record.

### **Email Input**

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: [HRO@urbanaininois.us](mailto:HRO@urbanaininois.us). The subject line of the email must include the words "PUBLIC INPUT" and the meeting date. Your email will be sent to all HRC members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

### **Written Input**

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

### **Verbal Input**

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than four (4) minutes per person. The Public Input portion of the meeting shall total no more than one (1) hour, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under "Verbal Input". Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker's microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

### **Accommodation**

If an accommodation is needed to participate in a City meeting, please contact the City Clerk's Office at least 48 hours in advance so that special arrangements can be made using one of the following methods:

Phone: 217.384.2366

Email: [CityClerk@urbanaininois.us](mailto:CityClerk@urbanaininois.us)

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