

Citizens United for a Better Zion

I. Mission Statement

The Citizens United for a Better Zion (CUBZ); is established to study and review issues related to the operation of the city, and residents' concerns affecting the health, public safety, social and economic quality of life of city residents. The CUBZ Commission, which consists of Precinct Captains, will make recommendations to the Zion Council on actions that may be commenced to justify and impartially resolve the specific issue(s), for all citizens of Zion. The CUBZ Commission is also empowered to meet with members of the community to bridge gaps in communication, that may affect the residents in times of crisis, by clearly gathering and conveying information as deemed appropriate and necessary to ensure a positive, strong and healthy partnership exists between the city officials and the residents of Zion.

II. Purpose

- A. CUBZ serves to facilitate the involvement of residents representing neighborhoods from each of the Zion precincts, numbers 403-415 in the continual efforts at strengthening our community.
- B. All further references within this document to CUBZ will be a referral to the 13 election precincts 403-415 in the City of Zion.
- C. The CUBZ Commission will work to:
 - Enhance communications between the community and city government
 - Educate residents about the process of expressing concerns to CUBZ
 - Enhance communication among residents of the city, and across cultural lines to facilitate a better understanding and encourage closer relationships among the citizenry
 - Strengthen and promote community policing programs
 - Make recommendations to the City Council, structural processes
 - Evaluate city relations with the wider community and suggest changes in city policy, procedures and practices aimed at improving those relations

Through these activities, CUBZ will seek to promote respect and communication between the citizens of Zion and the city government of Zion thus contributing to a strong, safe, and thriving community in neighborhoods within the 13 city precincts.

III. Structure

- A. CUBZ commission board members (henceforth referred to as "The Board") are made up of Ex officios and Precinct Captains.
- B. Ex officios consist of, but not limited to, Zion Mayor, Zion Commissioner, Zion Township Supervisor and Zion Police Chief.

- C. CUBZ Executive Officers are comprised of the Chairperson, Co-Chairperson and Secretary. Current Board members will elect these positions.
- D. In each of the 13 precincts of Zion, CUBZ will have a 'Precinct Captain' or a 'Precinct Captain and Co-Captain'. Precinct Captain and Co-Captain, for the purposes of this document, will be referenced as Precinct Captain. CUBZ Precinct Captains may create a precinct committee by adding at least two (2) residents in each respective precinct. The additional residents will be called Captain Assistants. Captain Assistants will agree to attend the semi-annual meeting with the Board, as a committee of the whole. The current Precinct Captain in their respective precinct nominates perspective Captain Assistants. If the nominee accepts the duty they will go through the approval process. Those nominated and approved by Zion City Council will be Precinct Captain Assistants. Each precinct will propose to have diverse community representation.

E. Qualifications of Members

1. Qualifications:

- a. Be a legal resident and live within one of the defined precincts.
- b. Members are persons who have demonstrated a commitment to the purposes for which the CUBZ Commission is created.
- c. Be able to submit two (2) character references documenting five (5) years, upon request.
- d. Does not have a felony conviction in the last five (5) years.
- e. Must have no outstanding legal warrants.
- f. Every Precinct Captain is expected to complete any required CUBZ training at their earliest opportunity.

2. Succession:

- a. In the event of a death, incapacity, relocating outside the 13 election precincts, or resignation of any member, his or her replacement shall serve with full voting rights. The newly appointed member shall serve for the unexpired period of the term of the member being replaced, not to exceed his or her own Precinct Captain term. The new member shall meet qualification standards set in Section III.E.1.

3. Terms:

- a. The initial term of service to CUBZ (Precinct Captain, Co-Captain) for each person shall be 2, 3 and 4 year terms, and shall be determined by lot. Henceforth, all terms shall be for a period of three (3) years. Precinct Captain Assistants shall serve as long as they meet the requirements in Section III.E.1.

4. Removal from CUBZ Commission:

- a. After utilizing restorative justice principles, a CUBZ Commission member may be removed only for cause, including but not limited to:

- Inefficiency
 - Neglect of duty
 - Absent from more than two (2) unexcused consecutive meetings
 - Misconduct in office
- b. Prior to removal, specific written charges must be filed against him or her; upon removal the CUBZ member, may be replaced on CUBZ by the Mayor in consultation with Zion City Counsel. Members must sustain the qualifications specified in Section III.E.1, throughout their tenure in office. The charges shall be filed with and heard by the Mayor and the Board. The CUBZ Commission Board Member against whom the charges are made shall be given a copy of the charges at least ten (10) days before a hearing and may require that the hearing be open to the public. At the hearing, the member is entitled to present evidence and argument and to be represented by counsel. After the removal of the member, a record of the proceedings, together with the charges and findings, shall be filed in the office of the city Clerk.

IV. Policies & Effective Date

- A. The Purpose of these policies are to establish procedures, rules and regulations in order to provide a framework for the operation and management of the Citizens United for a Better Zion (CUBZ) within each precinct.
- B. These policies shall become effective upon adoption by the Board.
- C. These policies may be amended at any meeting of the Board by a majority vote, provided that the amendment(s) has (have) been submitted in writing thirty (30) days prior to the regular meeting. If voted in by majority, the changes/amendments will be submitted to Zion City Council for approval. If amendment/change does not receive majority vote, the amendment/change will be rejected.
- D. All changes to these policies will be reviewed and voted on by the Board and then approved by Zion City Council. If rejected by Zion City Council, it will be returned to the Board with appropriate recommendations.
- E. Dress code – Clothing such as; sagging pants, half shirts, flip flops, tank top style under shirts for men, clothing which indecently exposes the member, etc. are unacceptable during our meetings. ‘Casual Comfort’ (hoodies, jeans, tennis shoes) or better is acceptable. We also need to be mindful of any advertising on attire. We want to promote unity and avoid unintentional division.
- F. For procedures not covered by these policies, The Board shall follow Robert’s Rules of Order.

V. Officers & Voting

A. CUBZ Executive Officers; Chairperson, Co-Chairperson and Secretary, shall be elected from among the Precinct Captains with a term that coincides with their Precinct Captain term. CUBZ shall operate by majority vote among attending members. Captain Assistants, if in attendance, may only vote in the absence of their Precinct Captain.

1. During the last meeting of each year, we will determine if any Precinct Captains term will end. At which time, nominations for replacement Precinct Captains will be recorded for the approval process. Precinct Captains Assistants are eligible for the Precinct Captain position.
2. If a position is vacated, The Board may vote immediately on a replacement, whose term will expire in accordance with their Precinct Captain term.
3. CUBZ Executive Officers and their responsibilities are:

Chairperson

- a. Ensure CUBZ business is transacted in accordance with the policies and in a timely manner.
- b. Develop agenda for every official meeting.
- c. Facilitate CUBZ meetings.
- d. Coordinate dissemination of official CUBZ decisions/recommendations.
- e. Interact regularly with the Mayor regarding citizen interest in and progress of CUBZ.
- f. Coordinate dissemination of the official CUBZ decisions, recommendations and reports.

Co-Chairperson

- a. The Co-Chair shall perform the Chair's duties in the Chair's absence.

Secretary

- a. Record and maintain minutes of regular and special CUBZ meetings.
- b. Disseminate information, including meeting agendas, documents, etc.
- c. Maintain CUBZ records to be housed in Zion City Hall.
- d. Ensure effective management of CUBZ records.
- e. Assist in coordination of the CUBZ Annual Report.
- f. Send out all meeting notices and maintains electronic communications and information.

B. The Precinct Captains will serve as voting members.

VI. Communication with the Public

- A. In communicating with the public, the goal of CUBZ is to convey credible information by establishing relationships built on honesty and integrity.
- B. CUBZ shall strive to be a voice of reason. Members must be willing to act as a conduit to promote communications and enhance understanding. Members will work with the

City of Zion following critical or emergency incidents, and develop a protocol to respond to such incidents to reduce tension and disorder.

- C. No individual member is authorized to speak to the media or publically on behalf of CUBZ. In the event the media approaches a member of CUBZ, they are to refer the media to the Office of the Mayor of Zion.

VII. Meetings, Emergency Meetings & Precinct Captain

- A. The Board will hold quarterly meetings. Meetings will be held at mutually agreed sites to discuss complaints, concerns, and neighborhood issues brought before them. The meetings will be held in decorum using Robert's Rules of Order. Discussions will be frank open and honest allowing for agreement and disagreement. Voting by majority will decide and preserve the actions of CUBZ. CUBZ will prepare an annual report to deliver to the Mayor of Zion and Zion City Council.
- B. The Precinct Captains must agree to attend all of the Board's quarterly meetings and emergency meetings.
- C. The Board and Captain Assistants will agree to meet on a semi-annual basis as a committee of the whole.
- D. Precinct Captains and their Captain Assistants shall communicate on a monthly basis.
- E. A precinct report may be submitted in writing to the Executive Officers.
- F. Emergency meetings shall be called at the request of the Board following critical incidents that have the potential to generate community danger, tension, or disorder. CUBZ shall discuss in confidence and recommend a coordinated community response to restore safety in the City of Zion at large. At those times, the CUBZ members shall dispel any rumors and clarify any misinformation for the residents of Zion.

VIII. CUBZ Vision of the Future

A safe city, where every citizen can walk down any street in any neighborhood and feel secure;
A city where businesses thrive and every person feels like they have an opportunity to prosper;
A city whose housing stock is clean and maintained in a way that benefits everyone's property value;
A city where alternative revenue sources will allow for lower real estate taxes for all;
A city that provides quality of life opportunities in health, wellness, recreation, education and access to the lakefront;
A city where every person feels like they are part of a tapestry that is the City of Zion, and that tapestry is woven through respect, responsibility, integrity, perseverance, safety and kindness, as well as cooperation.

By accepting the role of CUBZ representative, the precinct representatives are committing to actively working to improve the precinct in which he/she resides. Aside from attending CUBZ meetings and sharing information, the representative also agrees to find creative ways to enhance

their precinct, engage others and work to improve conditions. This includes:

- A. Crime –
 - Work with police to address specific situations;
 - Help build relationships between the police department and residents in your precinct;
 - In times of crisis, gather and convey accurate information between city officials and residents of Zion.
- B. Housing –
 - Work with city agencies to address specific situations;
 - Encourage residents to take pride in their property and modeling what that looks like;
 - Advocate on behalf of neighborhoods to have foreclosed and abandoned homes taken care of.
- C. Economy –
 - Consider shopping local for items that can be found in the community and encourage other residents to do the same.
- D. Economic Development –
 - Offer suggestions on ways to improve economic development;
 - Encourage investment, business development and employment to promote growth and sustainability.
- E. Planning –
 - Participate in focus groups that seek feedback on community planning;
 - Recommend changes to city policies and procedures that will improve community wide communication;
 - Work to improve community wide engagement in activities and discussions that foster greater trust and understanding between different neighborhoods in the city.
- F. Education –
 - Engage with the school districts represented by your precinct and find ways to encourage/support education in your precinct and support the efforts of schools and library.

I, Lily Walton, Secretary of Citizens
for a Better Zion (CUBZ), hereby certify that the foregoing is a true and correct
copy of the policies of the above named organization, duly adopted by the original
CUBZ Executive Committee on April 10, 2017 and by the Zion City Council on
June 6, 2017.



Lily Watson, CUBZ Secretary

