Antiracism Commission of the Episcopal Diocese of Chicago
By-laws

Reviewed and modified throughout 2024, final approval Jan. 9. 2025

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Exhibit 1 – Consensus Building Tool – Fist to Five

1. COMMISSION WORK

To free the diocese and world from systemic racism the Antiracism Commission (ARC) commits to the following actions:

1. Constructing a common antiracist language and analysis to foster ongoing vigilance in identifying and dismantling systemic racist policies, practices and procedures. This common analysis and vocabulary is achieved through ARC endorsed training and education consistent with the tenets of Resolution A044 of the 2018 General Convention.
2. Engaging and organizing diocesan entities, churches and communities by partnering with them to develop policies, processes and plans to dismantle racist structures.
3. Challenging and breaking down systems that maintain power and privilege.
4. Promoting and advocating for people of color to have full access to leadership roles and participation at every level of diocesan life.
5. Serving as a resource within the diocese for this antiracism work.

2. WORKING GROUPS

1. ARC establishes working groups to do the work of the commission. Working groups are established each year based on action items for the year.
2. Each working group identifies one convener to set meeting dates, create agendas and coordinate reports to the full commission.
3. ARC members are required to serve on at least one working group each year.
4. Non ARC members may serve on working groups at the discretion of the working group

3. ARC MEMBERSHIP

1. ARC members must be communicants in a congregation of the Episcopal Diocese of Chicago or in a congregation of a church in a denomination in communion with the Episcopal Church.
2. ARC members must be compliant with ARC approved antiracism training guidelines.
3. ARC members understand that building an antiracist identity is a lifelong effort and commit to continuing their antiracism education every year through personal efforts or training.
4. ARC members generally attend one meeting a month and serve on one or more working groups.
5. ARC members commit to a three year term beginning January 1st to December 31st of the 3rd year.
6. ARC membership terms are staggered so a third of the commission’s terms end each year.

7. There are no term limits. Commission members in good standing may commit to another three year term in consultation with the nominations committee.
8. A member is considered in good standing if they attend 60% of the scheduled meetings within a year.
9. At least one member of ARC serves as a liaison between ARC and the Diocesan Council.
10. The aim for ARC membership is 15 to 25 members.

4. NOMINATIONS

1. A nominating committee of ARC will be formed early each year with a minimum of 2 members.
2. In the spring of each year, members of the nominations committee will consult with team members who are in the 3rd year of their term to learn whether they are interested in committing to another term.
3. The nominating committee will recruit and draft a slate of proposed new members for ARC approval at the October meeting with membership to start Jan 1.
4. The nominating committee will work in the spring, summer and early fall with ARC, diocesan leadership and congregational entities to develop a nominations slate to sustain a racially diverse and inclusive commission and to meet the goal of 15-25 commission members.
5. In addition, the nominations committee will identify one ARC member or nominee who will serve as the liaison between the Diocesan Council and ARC each year.
6. Prospective slate nominees must 1) be communicants in a congregation of the Episcopal Diocese of Chicago, or in a congregation of a church in a denomination in communion with the Episcopal Church and 2) have completed the current standard antiracism training within the past 5 years or complete it before the beginning of their term.
7. At the October meeting, the nominations committee will present each nominee from the slate. Upon consensus of the quorum ARC members for each prospective member, the prospective member will be an ARC member.
8. The Nominations Committee will coordinate with ARC co-chairs to provide new ARC members with an orientation in January of their first year.
9. The Nominations Committee may bring member candidates for approval at any regular ARC meeting if the opportunity or need arises. Members approved in these special slates will be assigned 1, 2 or 3 year terms to expire on December 31st of the last year of their term.

5. ARC OFFICERS and ELECTIONS

1. ARC Officers include the following:
a. 2 Co-chairs (1 person of color, 1 white person)
b. Secretary
c. Treasurer
2. ARC Officer Qualifications:
a. Active member on one or more Working Groups, and
b. Is compliant with ARC approved antiracism training guidelines.

3. Co-chair Requirements and terms of office:
   a. Co-chairs shall serve staggered 2 year terms from Jan 1 to Dec 31 of the second year.
   b. Co-chairs may serve 2 consecutive terms. A former co-chair may serve again as co-chair, provided that at least two years have passed since exiting the role.

4. Co-chair Elections
   a. Co-chair Elections generally take place in October
   b. The Election of the Co-chair will be nominated by the racial identity caucus. This means the Person of Color co-chair would be nominated by the people of color caucus. The White co-chair would be nominated by the white caucus. If the other caucus is in agreement the nominee is elected.
   c. In the event the process fails to elect a co-chair, the process is repeated.
   d. Newly elected co-chairs will meet with outgoing co-chairs before the next regularly scheduled meeting to ensure smooth transition and to review current and upcoming FY budgets.

5. . Co-chairs roles and responsibilities:
a. Represent ARC at large
b. Set agendas
c. Conduct meetings
d. Administer the budget
e. Guide ARC to develop and implement strategic plans
f. Coordinate communications and collaborations with diocesan entities such as bishop's office, standing committee, diocesan council, bishops & trustees
g. Follow charter and by-law guidelines
h. Guide and direct ARC to act in accordance with antiracism related General Convention and EDOC Resolutions including developing and implementing plans to be in compliance in a timely manner.

6. Secretary and Treasurer Requirements and terms of office:
   a. Secretary and Treasurer shall serve 1 year terms from Jan 1 to Dec 31
   b. There is no limit on consecutive terms that the Secretary or the Treasurer may serve.

7. Secretary and Treasurer Elections
   a. Incoming and existing co-chairs prepare a slate of candidates for the Secretary and Treasurer position for the regularly scheduled November meeting.
   b. The Secretary and Treasurer may be elected by consensus at the November meeting.
   c. Newly elected Secretary and Treasurer will meet with outgoing officers before the next regularly scheduled meeting to ensure smooth transition and to review current and upcoming FY budgets.

8. Secretary roles and responsibilities:
   a. Secure ARC members to take turns taking meeting minutes at all regular and special meetings.
   b. Distribute draft minutes to ARC membership.
   c. File and record approved minutes as diocese directs for online and historical reference.
   d. Maintain current roster that includes members' names, addresses, phone numbers and email addresses.
   e. Maintain and circulate ARC communications, literature and official documents.
   f. Maintain history and records of the ARC.
   g. f General Convention and Episcopal Diocese of Chicago Resolutions pertaining to AR and any Canon Law changes affecting ARC operations. (CMB)
   h. Maintain history and records of any agreements and alliances with other Episcopal entities and outside third party contractors. (CMB)
   i Provide copies of approved minutes to Diocesan Historiographer at the end of each year.

9. Treasurer roles and responsibilities:
   a. Receive payments and other income on behalf of ARC and submit them to the Diocesan Treasurer's Office for deposit and recording to ARC General Ledger Accounts.
   b. Request disbursement of ARC funds from the Diocesan Treasurer as directed by the co-chairs or ARC resolutions.

c. Assist the co-chairs and others in developing the annual budget for submission to the Diocese.

6. MEETINGS

1. Regular meetings: The co-chairs schedule regular monthly meetings by agreement of the membership.
2. Quorum is 50% of members plus 1. No binding decisions or policy changes will be made unless a quorum of each caucus is present. Agendas are to include a membership list by caucus provided by the secretary.
3. Agendas: The co-chairs will draft agendas for regular meetings and share with commission members for feedback. The co-chairs will take reasonable steps to distribute them to all members at least 48 hours in advance.
4. Special meetings: Meetings to discuss special topics may be convened as necessary by the co- chairs. No binding decisions will be made at special meetings unless a quorum is present.
5. Business between meetings: It is preferred to do the business of ARC within regular and special meetings. If the co-chairs find it necessary, items may be sent via email and text for review and approval.

7. COMMISSION CAUCUSING

1. Racial identity caucusing is a strategy used to confront the effects of internalized racist oppression (IRO) and internalized racist superiority (IRS). The ARC regularly uses racial identity caucusing at its meetings as a tool to discuss how our IRO and IRS relate to various topics in preparation for whole-team discussions and decision making.

A. The People of Color Caucus uses its time together to explore the main behaviors and beliefs associated with IRO and how they serve to perpetuate systemic racism.
B. The White Caucus uses its time together to explore how to prevent its individual and collective IRS from undermining the team's antiracist work.

8. DECISION MAKING

1. Quorum: A quorum is defined as at least 50% of ARC members plus 1. To conduct new business and make binding decisions a quorum must be present. No binding decisions or policy changes will be made unless a quorum of each caucus is present.

2: Decision Making - Co-chairs will suggest what decision making process to use based

on the context of the required decision.

3. Majority vote may be the best decision making process for quick low stake decision needs.

4. Consensus decision-making is a good approach when the commission needs to solve a complex problem, or when the full commission needs to be committed to the decision. Consensus decision-making can help overcome individual biases and preferences, and it can help the commission to collaborate effectively. It can also help ensure that everyone's voice is heard, which voting can sometimes silence.
Making decisions by consensus means all members must be able to support the decision or have their concerns addressed to a satisfactory level. The co-chairs will ensure that all members have an opportunity to express their views and concerns during discussion. Those dissenting from the majority have a chance to say what level of disagreement they have with the majority.

5. Process for reaching consensus -

1. Discussion and collaboration as whole commission to reach a decision
2. Caucus
3. Use a tool such as Fist To Five (described in Exhibit 1) if caucuses do not reach agreement
4. If consensus can still not be reached, majority voting may be used as a full commission.

5. ARC decisions are to be made at regularly scheduled meetings. For circumstances that present unusual time-sensitive exceptions, co-chairs may determine when a decision is needed via email or text outside of regular meetings. The participation of a majority of each caucus in a majority vote is required for the decision to carry.

9. CONFLICT RESOLUTION

When conflict arises between ARC members and informal conversation does not resolve the conflict, the next step is to use the Restorative Justice Conflict Resolution Process which is described below.

When the Restorative Justice Conflict Resolution Process does not work, co-chairs may bring the issue to the caucus system and/or the caucus of the whole to work to resolve the conflict.

Restorative Justice Conflict Resolution Process

There are 5 long-standing principles of restorative justice and restorative practice:

1. Relationship
2. Respect
3. Responsibility
4. Repair
5. Reintegration

Steps for Facilitating a Restorative Justice Conversation

1). At the right time and in the right place **OPEN THE LINES OF COMMUNICATION**.

2) ALLOW the harmed & the perpetrator to **EXPLAIN THE SITUATION from THEIR PERSPECTIVES**

3). **IDENTIFY WHAT LED UP TO** THE INCIDENT AND ANY ROOT CAUSES.
4). The Harmed: **IDENTIFY THE IMPACT**
Who has been harmed?
What did you think when you realized what had happened?
What impact has the incident had on you and others?
What has been the hardest thing for you about this

5). **Accountability & taking Responsibility**
The Harmed:
What do you think needs to happen to make things right?
What would make things better for you right now?
What do you think needs to happen to put things right?
What would you like to see happen as a result of the circle/ARC caucus?

The Perpetrator:

- Justice demands an understanding of accountability that includes honest acknowledgment with oneself and others about the harms caused and their impacts.
- The natural follow-through to such accountability is taking Responsibility to repair the harm and committing to never create that harm again.

6). **ADDRESS NEEDS & REPAIR HARM: Community/ARC viewpoint collaborating with the Harmed**

Who has the obligation to address the needs, to put right the harms, to restore relationships?

- How can this harm be addressed and repaired: What needs to be done to "make it right" or repair the harm?
- Who is responsible for this repair: Who should address or repair the harm?

7). **CREATE AN AGREEMENT** for Reintegration of the perpetrator.

10. **MEMBERSHIP REMOVAL**

a. Any member may be removed from the commission by a vote of two-thirds of a quorum of Active Members.
b. At the meeting wherein a vote to remove a member will take place, the co-chairs shall report to ARC of efforts to ameliorate the circumstances to avoid removal. At least 15 days before this meeting and vote, co-chairs shall send a notice to all Active to remove the subject member.
c. An Active Member may also resign from ARC for any reason at any time by written request.
d. Inactive Members are those members who have missed three consecutive unexcused meetings or who request inactive status. Members may reactivate by written request, agreement of quorum of ARC members, and attendance at the next regularly scheduled meeting.

11. FINANCES

1. Budget: The Co-Chairs shall convene a team that includes themselves, the Treasurer, Secretary and at least 1 other ARC member to prepare a proposed budget, which will be approved by membership at the June meeting of each year. If necessary, after the diocese grants the budget, the co-chairs shall reconvene the team to revise the budget.
2. Expenditure of funds: Expenditure of funds will be by consensus.

12. AMENDMENT OF CHARTER
This charter is reviewed each fall for possible modifications.

By-law Exhibit 1

Tool for building consensus

Fist to Five method - One tool that ARC may use to reach consensus is the Fist to five method that uses hand signals to gauge agreement during a meeting or decision-making process. The facilitator or leader presents a proposal and asks participants to raise their hands and show how many fingers they agree with it:

- 5 fingers: Enthusiastic support and complete consensus
- 4 fingers: Good but not perfect
- 3 fingers: May not be ideal but can live with it
- 2 fingers: I don't like this but it is not quite a no. Also known as Standing Aside
- 1 finger: Reservations prevent support
- Closed fist: Strong disagreement or no vote

Fist to Five Process:

1. When a proposal has been brought before a group, it has been well discussed and refined as needed, a vote for passage is taken.

2. People raise their hands with the number of fingers that indicate their degree of agreement with the proposal. Hands are held VERY high and the room is scanned by all. That way everyone is checking the sense of the room and not individual opinions.

3. The vote can stand as taken, with all fists and fingers counted, the majority winning. Or, people with fists and one finger can be asked to speak to their objections and offer possible solutions to overcome their objections. This is attempted, and then a second and final vote is taken, which is the final vote.

4. It is often wise to check early in the proposal dialogue, as sometimes a group is actually ready for consensus or a vote earlier than expected and a lot of time can be saved. An early check might find all 4 and 5 fingers except for two 1's, meaning the proposal would be voted in, or in the case of consensus, no one would block consensus and only two people have needs to be met. Only those people then speak and their objections addressed which saves a lot of time.

5. A low quality vote (lots of 1s, 2s and 3s) tells you the decision is probably a stop gap measure and will need to be watched closely or revisited soon. It is generally wise to attach a date for review to a decision that is low in quality. Some groups find it saves time in the end to not accept a vote that is affirmative but primarily 1s and 2s as the proposal is generally troublesome and comes up again anyway.

6. If it is obvious that the vote is wildly split, with no real majority, despite a winning “yes,” the group knows it has more work to do, and that the decision may not endure. They can expect more controversy and know a plan must be made to address the polarized views.

7. When Fist to Five has been used for a while, a transition to consensus, if desired, is quite easy.