

**THE DEKALB-SYCAMORE AREA TRANSPORTATION STUDY (DSATS)
POLICY COMMITTEE
BYLAWS
Amended:06/27/05**

Article I: Purpose & Responsibilities

- A.** The following rules and procedures are adopted by the DeKalb-Sycamore Area Transportation Study, hereinafter called “DSATS,” to facilitate the performance of its transportation planning and programming responsibilities as set forth in 23 USC Section 134, and Section 1203 of the Transportation Equity Act for the 21st Century (TEA-21).
- B.** As the designated Metropolitan Planning Organization for the DeKalb-Sycamore Urbanized Area, the responsibilities of the DSATS include:
- 1.** Carrying out a cooperative, continuous, and comprehensive planning process for making transportation investment decisions in the DeKalb-Sycamore area with program oversight from the Federal Highway Administration, Federal Transit Administration, and Illinois Department of Transportation.
 - 2.** Preparing, adopting, and maintaining a long-range multi-modal transportation plan for the DeKalb-Sycamore area.
 - 3.** Adopting and implementing an annual planning work program.
 - 4.** Adopting and updating a transportation improvement program (TIP) to prioritize federal transportation investments in the DeKalb-Sycamore area.
 - 5.** Solving major transportation issues or problems that affect multiple jurisdictions or agencies within the DeKalb-Sycamore area.
 - 6.** Other duties, as required, to comply with federal and state regulations.
- C.** The DSATS Policy Committee shall be the recognized decision-making body for the Metropolitan Planning Organization serving the DeKalb-Sycamore urbanized area. The Policy Committee shall guide and approve all DSATS planning activities, and shall have final authority over all decision-making matters within the jurisdiction of DSATS.

Article II: Membership

- A.** The DSATS Policy Committee membership shall be comprised of a total of eight (8) voting members, each having one vote:
- 1.** City of DeKalb: *Mayor*
 - 2.** City of DeKalb: *representative appointed by the Mayor*
 - 3.** City of DeKalb: *representative appointed by the Mayor*
 - 4.** City of DeKalb: *representative appointed by the Mayor*

5. City of Sycamore: *Mayor*
 6. DeKalb County: *Chairman, County Board*
 7. Board of Trustees of Northern Illinois University: *President of NIU*
 8. State of Illinois: *Illinois Department of Transportation*
- B.** In addition to the voting membership, the Mayor of the Town of Cortland shall have one (1) non-voting seat on the DSATS Policy Committee.
- C.** Lengths of terms of Policy Committee members shall be left to the discretion of the Chief Elected Official or governing authority for each participating jurisdiction, as provided for by their respective rules for such appointments.
- D.** Any Policy Committee member may designate a proxy representative to act as their alternate at any duly called meeting of the Committee. The name and contact information of the designated proxy representative will be kept on file with the DSATS Study Director. Additionally, any duly designated alternate shall announce to the Committee at commencement of the meeting his name and representative capacity and may vote upon matters properly coming before the Committee.

Article III: Officers

- A.** The DSATS Policy Committee shall choose from among their members a Chair and a Vice-Chair.
- B.** The Chair shall be responsible for presiding at Policy Committee meetings; representing the Policy Committee membership, as needed; and perform such other duties as may be agreed to by the Policy Committee membership.
- C.** The Vice-Chair shall be responsible for presiding at Policy Committee meetings in the absence of the Chair.
- D.** The terms for the Chair and Vice Chair shall be one year, unless extended by a majority vote of the Policy Committee membership. Election of the Chair and the Vice Chair shall generally take place at the first Policy Committee conducted each calendar year.
- E.** In the event that both the Chair and Vice Chair positions are left unfilled due to resignations, loss of office, or other circumstances, the Chair of the Technical Committee shall serve as the Chair Pro-Tem of the Policy Committee until such time that officer elections can be held. The Chair Pro-Tem shall conduct officer elections at the beginning of the first Policy Committee meeting following the adoption of this amendment, and thereafter, at the first Policy Committee meeting at which the two officer positions are unfilled.

Article IV. Meetings

- A. The Policy Committee shall generally meet on a monthly basis or as required, with the date and location of each meeting to be set by the Chair. Special meetings may be called by the Chair or by petition of three (3) voting members of the Committee.
- B. Policy Committee meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised Edition*, unless otherwise provided for in these Bylaws.
- C. Policy Committee meetings shall be open to the public, and shall be conducted in compliance with the Illinois Open Meeting Act (5 ILCS 120/1 et seq.). Written summaries of Policy Committee meetings, once approved by the Policy Committee at a subsequent meeting, shall be made available by the Study Director to the public upon request.
- D. Reasonable effort shall be made to notify affected local governments and the general public of meetings through posting, mailing of notices, news media, or other means, though notice of DSATS Policy Committee meetings shall be publicly posted no fewer than forty-eight (48) hours before the scheduled meeting.

Article V. Quorum

- A. At any meeting of the Policy Committee, a quorum shall consist of a simple majority of the total voting members of the Committee.
- B. Whenever a quorum is not present, those present may adjourn the meeting to another day or hold the meeting for the purpose of considering such matters as are on the agenda. No action taken at such a meeting shall be final or official.

Article VI. Voting

- A. All voting Policy Committee members shall have equal voting rights, and shall vote by voice. Only whether the motion or resolution passed or failed shall be recorded, unless a roll call is requested or a member requests that the votes cast be recorded by number and/or name. All persons will be assumed voting in the affirmative unless they verbally cast a "no" vote or indicate at the time of the vote that they wish to abstain. If there is any question, the Chair will restate the votes cast for record purposes.
- B. Decisions by the DSATS Policy Committee shall be carried by the approval of a majority of the voting Policy Committee members present at a meeting at which quorum is achieved, except that approval by three-fourths of the total voting Policy Committee membership shall be required for the following:

1. Approval of the Transportation Improvement Program (TIP);
2. Approval of the Unified Planning Work Program (UPWP), including its accompanying budget;
3. Changing the designated Lead Agency;
4. Approval of changes to the Policy Committee membership or allocation of representation.
5. Approval of amendments to the Intergovernmental Agreement or to these Bylaws.

Article VII. Advisory Committees

- A.** The DSATS Policy Committee shall appoint and direct a DSATS Technical Advisory Committee (“TAC”), composed of professional and technical staff from the jurisdictions represented by the Policy Committee. The following representatives may be designated by their respective jurisdiction as members of the TAC, with each enumerated jurisdiction, agency or association having one vote:
1. City of DeKalb: *City Manager, Public Works Director, Community Development Director*
 2. City of Sycamore: *City Administrator, City Engineer*
 3. DeKalb County: *County Administrator, County Engineer, County Planning Director/Regional Planning Commission Director*
 4. Northern Illinois University: *Executive Vice President-Business & Finance, Staff Architect*
 5. Northern Illinois University Student Association (Huskie Bus): *SA President*
 6. Voluntary Action Center (TransVAC): *Executive Director*
 7. Illinois Department of Transportation: *representative*
- B.** In addition to the voting membership, the Illinois Department of Transportation Office of Planning and Programming shall have one (1) non-voting seat on the DSATS TAC.
- C.** Any member of the DSATS TAC may select a designated voting representative to represent them at the meeting in their absence. Any duly designated alternate shall announce to the Committee at commencement of the meeting his name and representative capacity and may vote upon matters properly coming before the Committee.
- D.** A quorum of the DSATS TAC shall consist of a simple majority of the voting jurisdictions represented on the TAC.
- E.** The Policy Committee authorizes the TAC to adopt Bylaws for their membership and functioning, provided that such Bylaws are approved by three-fourths of the voting jurisdictions represented on the TAC, and provided that such Bylaws do not violate or contradict any provision of the Policy Committee Bylaws. Unless otherwise amended by the adoption of Bylaws, the DSATS Technical Committee meetings shall be conducted in accordance with *Robert’s Rules of Order, Newly Revised Edition*.

- F. The Policy Committee Chair, with the confirmation of the majority of the voting Policy Committee members, may establish temporary ad-hoc “task force” committees to consider such matters and perform such tasks as are referred to them by the Policy Committee. Such ad-hoc committees may include Policy Committee members, TAC members, local officials, public citizens, and others as approved by the Policy Committee. The Chair shall designate the chair for an ad-hoc committee, and may set a sunset date for the committee, at which time the committee would be dissolved unless otherwise extended by the Chair or the majority of the voting Policy Committee members.

Article VIII. Staff

- A. As established by the Intergovernmental Agreement, the City of DeKalb shall serve as the local Lead Agency and is designated to act as the fiscal agent for and provide staff support to the DSATS.
- B. With the approval of the DSATS Policy Committee, the Lead Agency shall enter contracts, as needed, with the State of Illinois Department of Transportation to capture and utilize subsidies available for transportation planning purposes. The Lead Agency shall provide preliminary assurance, as needed, of matching funds sufficient to capture available State and Federal subsidies available for transportation planning purposes, with actual match to be provided by agencies or entities using said funds.
- C. For further administrative, coordinating and supervisory purposes, the City Manager of the City of DeKalb shall appoint a Study Director from within the Lead Agency, conditional upon the approval of the appointment by three-fourths of the Policy Committee voting membership. The Study Director shall act as the lead staff person assigned to work with DSATS, and shall be responsible for the ongoing supervision, management and coordination of the planning and administrative assistance provided to the DSATS. Pertaining to the management of the DSATS program and the completion of assigned tasks, the Study Director shall report to the DSATS Policy Committee Chair for direction.
- D. The Study Director shall be responsible for preparing a draft Unified Planning Work Program (UPWP), the draft Long Range Transportation Plan (LRTP), and the draft Transportation Improvement Program (TIP), to be submitted to the Technical Advisory Committee for their recommendation and to the Policy Committee for adoption. Once adopted, the Study Director and the Technical Advisory Committee will be jointly responsible for the timely updating of these and other documents as directed by the Policy Committee.
- E. The Study Director shall be responsible for the administrative and planning services of DSATS, including causing the preparation of meeting summaries for all DSATS Policy Committee meetings; record keeping; correspondence; funding disbursement and

management; document maintenance; general information dissemination to the public, and other supportive services to and directed by the DSATS Policy Committee.

- F.** The Study Director, with direction from the Policy Committee Chair, shall schedule meetings, prepare agendas, issue notices, prepare minutes and generally ensure that all meetings are conducted in accordance with the Illinois Open Meetings Act.

Article XIV: Bylaws

- A.** These Bylaws may be adopted and amended at any time by a three-fourths (3/4) majority of the voting membership of the Policy Committee. If any one or more of the provisions of these Bylaws are found to be unconstitutional or contrary to law, the validity of the remainder of the Bylaws shall not be affected thereby.

The Bylaws are adopted this 24th day of February, 2003 by the DSATS Policy Committee.

Approved 8-0 by Swedberg, Pritchard, Cotsones (as proxy for Peters), Soltau (as proxy for Mounts/IDOT), Knowlton (as both member and proxy for Sosnowski), Wiggins, Sparrow.