

**THE DEKALB-SYCAMORE AREA TRANSPORTATION STUDY (DSATS)  
TECHNICAL ADVISORY COMMITTEE  
BYLAWS  
APPROVED: AUGUST 27, 2008**

**Article I: Purpose & Responsibilities**

- A.** The following rules and procedures are adopted by the DeKalb-Sycamore Area Transportation Study (“DSATS”) Technical Advisory Committee (“TAC”), 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 21<sup>st</sup> Century (TEA-21).
- B.** The DSATS Technical Advisory Committee (TAC) shall serve as the primary advisory body to the Policy Committee, forwarding recommendations and providing technical assistance to the DSATS Policy Committee and Staff.
- C.** As the primary technical advisory body to the designated Metropolitan Planning Organization for the DeKalb-Sycamore Urbanized Area, the responsibilities of the DSATS TAC 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, recommending, and maintaining a long-range multi-modal transportation plan for the DeKalb-Sycamore area.
  - 3.** Recommending and implementing an annual planning work program.
  - 4.** Recommending and updating a transportation improvement program (TIP) to prioritize federal transportation investments in the DeKalb-Sycamore area.
  - 5.** Developing recommended solutions for 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.

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**Article II: Membership**

- 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, Campus Planner*
  5. Northern Illinois University Student Association (Huskie Bus): *SA President*
  6. Voluntary Action Center (TransVAC): *Executive Director*
  7. Illinois Department of Transportation: *District 2 representative*
  8. Kishwaukee College: *Kishwaukee representative (appointed by Kishwaukee College, approved by Policy Committee)*
- B.** In addition to the voting membership, the Illinois Department of Transportation Office of Planning and Programming, the Illinois Department of Transportation Division of Public Transportation, the Federal Highway Administration (Illinois Division) and the Federal Transit Administration shall each have one (1) non-voting seat on the DSATS TAC.
- C.** Any member of the DSATS TAC may select a designated 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.

**Article III: Officers**

- A.** The DSATS TAC shall choose from among their members a Chair and a Vice-Chair.
- B.** The Chair shall be responsible for presiding at TAC meetings; representing the TAC membership, as needed; and perform such other duties as may be agreed to by the TAC membership.

**THE DEKALB-SYCAMORE AREA TRANSPORTATION STUDY (DSATS)  
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BYLAWS  
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- C. The Vice-Chair shall be responsible for presiding at TAC meetings in the absence of the Chair.
- D. The terms for the Chair and Vice Chair shall be one year. Election of the Chair and the Vice Chair shall generally take place at the first TAC meeting conducted each calendar year.

**Article IV. Meetings**

- A. The TAC 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 TAC representatives from three (3) participating jurisdictions.
- B. TAC meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised Edition*, unless otherwise provided for in these Bylaws.
- C. TAC 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 TAC meetings, once approved by the TAC 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 TAC 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 TAC, a quorum shall consist of the representatives from four (4) of the participating jurisdictions with voting members.
- 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. Each voting jurisdiction represented on DSATS Policy Committee shall also have one vote on the TAC. An authorized representative of a voting jurisdiction may vote on his/her jurisdiction's behalf at any TAC meeting. All voting jurisdictions 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 and

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TECHNICAL ADVISORY COMMITTEE  
BYLAWS  
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jurisdiction. 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.** Votes taken by the TAC shall be carried by the approval of a majority of the voting jurisdictions present at a meeting at which quorum is achieved. A roll call vote shall be taken and forwarded to the Policy Committee with recommendations pertaining to the following topics:
1. Recommendation(s) regarding the Transportation Improvement Program (TIP);
  2. Recommendation(s) regarding the Unified Planning Work Program (UPWP), including its accompanying budget;
  3. Recommendation(s) regarding the Long Range Transportation Plan;
  4. Recommendation(s) regarding changing the designated Lead Agency;
  5. Approval of amendments to the text of these bylaws.
- C.** The results of votes taken by the TAC will be forwarded to the DSATS Policy Committee for final action in the form of a positive or negative recommendation from the TAC, as indicated by the results of the vote.
- D.** A TAC member, if they dissent from the majority opinion of the TAC on any given issue, may submit a minority report to the TAC Chair. The TAC Chair shall forward the minority report to the Policy Committee to accompany the TAC’s recommendation and/or report.

**Article VII. Advisory Subcommittees**

- A.** The TAC Chair, with the confirmation of the majority of the voting TAC jurisdictions, may establish temporary ad-hoc subcommittees from within its membership to consider such matters and perform such tasks that are within the TAC’s current responsibilities, or as are referred to them by the Policy Committee. Such subcommittees may include Policy Committee members, TAC members, local officials, public citizens, and others as recommended by the TAC or approved by the Policy Committee.
- B.** If the Chair of an advisory subcommittee was not named by the DSATS Policy Committee Chair, a Chair of the task force or subcommittee shall be selected by the TAC with the approval of the majority of the quorum present.

**Article VIII. Staff**

**THE DEKALB-SYCAMORE AREA TRANSPORTATION STUDY (DSATS)**  
**TECHNICAL ADVISORY COMMITTEE**  
**BYLAWS**  
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- A.** The Study Director serve as a staff liaison to the TAC, and shall be responsible for causing the preparation of meeting summaries for all DSATS TAC meetings; record keeping; correspondence; general information dissemination to the public, and other supportive services to the DSATS TAC.
  
- B.** The Study Director, with direction from the TAC Chair, shall schedule TAC meetings, prepare agendas, issue notices, prepare minutes and generally ensure that all meetings are conducted in accordance with the Illinois Open Meetings Act.

**THE DEKALB-SYCAMORE AREA TRANSPORTATION STUDY (DSATS)  
TECHNICAL ADVISORY COMMITTEE  
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**Article IX: 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 Technical Advisory Committee, and subject to the approval of the majority of the DSATS 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.
  
- B.** If any one or more of the provisions of these Bylaws are found to violate or contradict the DSATS Intergovernmental Agreement or the DSATS Policy Committee Bylaws, then the relevant provisions set forth in the Intergovernmental Agreement or the Policy Committee Bylaws shall supersede the provisions included in these Bylaws.

The Bylaws are adopted this 14<sup>th</sup> day of July, 2008 by the DSATS Technical Advisory Committee.

The Bylaws are approved on this 27<sup>th</sup> day of August, 2008 by the DSATS Policy Committee.