

**THE DEKALB-SYCAMORE AREA TRANSPORTATION STUDY (DSATS)
TECHNICAL ADVISORY COMMITTEE BYLAWS
Adopted: July 1, 2011**

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 codified in the US Code of Federal Regulations 23 CFR 450.
- 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, hereinafter known as the “LRTP”.
 3. Recommending and implementing an annual planning work program, hereinafter known as the “UPWP”.
 4. Recommending and updating a transportation improvement program, hereinafter known as the “TIP” to prioritize federal transportation investments in the DeKalb-Sycamore area.
 5. Recommending and updating a public participation plan, hereinafter known as the “PPP” to identify how DSATS and its member organizations shall provide public outreach for all transportation projects and activities.
 6. Recommending and updating a human services transportation plan, hereinafter known as the “HSTP” to identify how DSATS, area public transportation providers, and member agencies shall provide transportation to lower-income and minority populations in the DSATS region to area human service agencies and medical facilities.
 7. Recommending and updating plans and regulations which identify the policies and procedures which DSATS and its member agencies will follow to ensure federal conformity to all federal transportation regulations.
 8. Developing recommended solutions for solving major transportation issues or problems that affect multiple jurisdictions or agencies within the DeKalb-Sycamore area.
 9. 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 Engineer, City Manager, Public Works Director, City Planner*
 2. City of Sycamore: *City Engineer, City Manager*
 3. Town of Cortland: *Town Administrator, Town Engineer*
 4. DeKalb County: *County Administrator, County Engineer, County Planning Director/Regional Planning Commission Director*
 5. Northern Illinois University: *NIU Staff representative identified by NIU President*
 6. Northern Illinois University Student Association (Huskie Bus): *SA President, Transportation Director*
 7. Voluntary Action Center (TransVAC): *Executive Director, Assistant Director*
 8. Illinois Department of Transportation: *District 3 representative identified by District 3 Director*
 9. Kishwaukee College: *Kishwaukee representative (appointed by Kishwaukee College, approved by Policy Committee)*
- B.** In addition to the voting membership, the following organizations shall have one (1) non-voting seat each on the DSATS TAC:
1. DeKalb Taylor Municipal Airport: *Airport Manager*
 2. Illinois Dept. of Transportation - Office of Planning and Programming
 3. Illinois Dept. of Transportation - Division of Public & Intermodal Transportation (OPP): *Representative identified by OPP Director*
 4. Federal Highway Administration (FHWA) - *FHWA Illinois Representative*
 5. Federal Transit Administration (FTA) – *FTA Region Five (5) Representative*
 6. DSATS Staff.
- C.** Lengths of terms of Technical Advisory 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.

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- D.** The Chief Elected Official or governing authority of each TAC member agency shall designate their TAC representative and designated proxy representatives to act on behalf of the member agency at any duly called meeting of the TAC. The names and contact information of the designated member and proxy representatives, identified by the Chief Elected Official or governing authority of the member agency in writing on official agency letterhead, will be kept on file with the DSATS Study Director. Should there be any changes in TAC membership or designated proxy representatives, the Chief Elected Official or governing authority of the member agency shall submit a letter on agency letterhead to the Study Director, identifying the changes.

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.
- C.** The Vice-Chair shall be responsible for presiding at TAC meetings in the absence of the Chair and perform the duties of the Chair, should the Chair be unavailable to perform said duties.
- 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.
- 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 present members of TAC shall elect by voice vote a Chair Pro-Tem of the Technical Advisory Committee until such time that officer elections can be held. The Chair Pro-Tem shall conduct officer elections at the first TAC Committee meeting at which the two officer positions are unfilled.

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 four (4) participating jurisdictions. Should there be no items for the agenda, the Study Director, with approval by the Chair, may cancel the regularly scheduled monthly meeting. Any cancelation of meetings must be publicly posted no fewer than forty-eight (48) hours before the scheduled meeting.
- B.** In the absence of both the Chair and Vice-Chair at a meeting, a voting member from those members present shall volunteer or be nominated, and approved by voice vote to preside over the meeting by members present, for the duration of that meeting.

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- C. TAC meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised Edition*, unless otherwise provided for in these Bylaws.
- D. 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. All meetings must be held at a public location, which conforms to the accesses regulations in the US Americans with Disabilities Act.
- E. All meetings shall conform to the requirements set forth in the DSATS Public Participation Plan hereinafter known as the "PPP", which has been developed to conform to the regulations set forth in the 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) legislation and all subsequent federal transportation acts.
- F. Reasonable effort shall be made to notify affected local governments and the general public of meetings through posting, mailing and/or emailing 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.
- G. The TAC reserves the right to enter into closed session for reasons limited to those specified in the Illinois Open Meetings Act section 5-ILSC-120/2. Any closed meeting of the TAC must be approved by a three-fourths (3/4) majority vote of the Policy Committee membership. Should a closed session be held, all rules and regulations regarding closed session meeting procedures and documentation as outlined in the Illinois Open Meetings Act (5-ILSC-120/1 et seq) will be strictly adhered to.
- H. Members shall be allowed to teleconference or video conference into any meeting should the meeting location allow for such activities.

Article V: Quorum

- A. At any meeting of the TAC, a quorum shall consist of the representatives from a simple majority 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. Additional organizations may receive one voting or non-voting jurisdiction membership on the TAC if recommended by the TAC existing members and approved by the Policy Committee. 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

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call is requested or a member requests that the votes cast be recorded by number and/or name and 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.
- 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. All TAC authorized ad-hoc Committee meetings shall be open to the public unless the meeting is authorized to meeting privately by the Policy Committee with a three-fourths (3/4) majority of the Policy Committee voting membership. Should a closed session be held, all rules and regulations regarding closed session meeting procedures and documentation as outlined in the Illinois Open Meetings Act (5-ILSC-120/1 et seq) will be strictly adhered to.
- B.** If the Chair of an advisory subcommittee was not named by the DSATS TAC 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

- A.** The Study Director serves 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.

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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 15th day of June, 2012 by the DSATS Technical Advisory Committee.

Approved (5 of 8 members) by (Joel Maurer - City of DeKalb; John Laskowski -- City of Sycamore; Bill Lorence – DeKalb County; Ken Pugh — NIU; Lou Paukovitz —IDOT District 3)

The Bylaws are approved on this 22nd day of June, 2011 by the DSATS Policy Committee.

Approved (6 of 8 members) by (Kris Povlsen, Mark Biernacki, Joel Maurer, T. J. Moore – City of DeKalb; Ken Mundy – City of Sycamore; Lou Paukovitz – IDOT District 3)