

**BY-LAWS
FOR THE METROPOLITAN PLANNING ORGANIZATION
IN THE DEKALB-SYCAMORE, ILLINOIS URBANIZED AREA**

Article I Authority & Purpose

- A. The authority for these By-Laws comes directly from the Intergovernmental Cooperative Agreement (IGA) as approved by the entities coming together for the Metropolitan Planning Organization (MPO) in the DeKalb-Sycamore, Illinois Urbanized Area, first effective for May 1, 2020 and as may be amended from time to time.

- B. The purpose of these By-Laws is to provide an operational frame-work for the entities of the IGA to carry out the responsibilities necessary for the continuing, cooperative, and comprehensive transportation planning and transit operations process as provided for by Federal and State laws, policies and procedures.

Article II Name

The name for the Metropolitan Planning Organization in the DeKalb-Sycamore, Illinois Urbanized Area shall be the DeKalb-Sycamore Area Transportation Study (DSATS).

Article III Officers & Elections & Terms

- A. Officers shall be elected for one-year terms for the period of January 1 through December 31. No officer may serve in the same office for more than two consecutive terms.

- B. Elections, whenever practical, should be held prior to the start day of the term of office. Should the election not be held prior to the start of a term, the incumbent officer(s) shall serve until the end of the meeting that a successor is elected. If an officer serves beyond the ending date of a term because a successor has not been elected, the term limit does not apply.

- C. Three officers shall be elected, that of Chairman, Vice-Chairman, and Secretary.
 - 1. The Chairman shall be responsible for presiding at Policy Committee meetings, developing meeting agendas, representing the Policy Committee as needed, signing documents and agreements when authorized by the Policy Committee and other duties as may be agreed to by the membership.
 - 2. The Vice-Chairman shall act as Chairman in the absence of the Chairman and shall also be responsible to assure that the By-Laws and Policies and Procedures are current and available to the membership and public.
 - 3. The Secretary is responsible to attest or certify the official nature of Policy Committee documents and actions. The Secretary is responsible to see that minutes of meetings are taken, that they are written in a timely manner, and that they are made available in a timely manner to the membership and public.
- D. An officer may be removed from office by a three-fourths vote of all members.

Article IV Meetings

- A. Meetings will generally be held once a month at a time and place convenient and accessible to the members and the public. An annual regular meeting schedule should be adopted prior to the start of a calendar year.
- B. Regular meetings may be cancelled by the Chairman if there is a lack of business items, for emergencies, for inclement weather, or other unforeseen events arise.
- C. Special meetings may be called by the Chairman or by four members who file a written request to the Secretary that includes the date and time and agenda.
- D. Members are allowed to attend meetings by electronic means, but only those members physically present at a meeting count towards a quorum. Once a quorum is established, those members attending remotely shall be allowed to vote.

Article V Standing Committees

- A. The Policy Committee hereby creates a Transportation Advisory Committee.
1. The purpose of the Transportation Advisory Committee is to make recommendations to the Policy Committee on matters of planning for the transportation needs of the area, including the prioritization of projects.
 2. Voting membership, with one vote per entity, shall consist of the following entities, with each entity naming their own member, and possible alternate, by certifying said name to the Chairman of the Policy Committee:
 - a. City of DeKalb (Fiscal Agent for Transit Operations)
 - b. City of Sycamore
 - c. DeKalb County Government
 - d. Northern Illinois University
 - e. State of Illinois, through the Illinois Department of Transportation
 - f. Town of Cortland
 3. Advisory membership, with voice but not voting rights, may be added by a majority vote of the Transportation Advisory Committee members.
 4. The Transportation Advisory Committee may create its own organizational "Rules of Procedure" to assure the orderly, timely, and fair operation of said Committee. In addition, the Policy Committee may grant the Transportation Advisory Committee additional authorities as it deems necessary to streamline the processing of routine actions.
 5. The Transportation Advisory Committee may establish such other Committees and Task Forces as deemed appropriate for the effective and efficient operation of this Transportation Advisory Committee.
- B. The Policy Committee hereby creates a Transit Operations Committee.
1. The purpose of the Transit Operations Committee is to make recommendations to the Policy Committee on matters of planning for the transit needs of the area, including the prioritization of projects.

2. Voting membership, with one vote per entity, shall consist of the following entities, with each entity naming their own member, and possible alternate, by certifying said name to the Chairman of the Policy Committee:
 - a. City of DeKalb
 - b. City of Sycamore
 - c. DeKalb County Government
 - d. Northern Illinois University
 - e. NIU Student Association
 - f. Kishwaukee College
3. Advisory membership, with voice but not voting rights, may be added by a majority vote of the Transit Operations Committee members.
4. The Transit Operations Committee may create its own organizational “Rules of Procedure” to assure the orderly, timely, and fair operation of said Committee. In addition, the Policy Committee may grant the Transit Operations Committee additional authorities as it deems necessary to streamline the processing of routine actions.
5. The Transit Operations Committee may establish such other Committees and Task Forces as deemed appropriate for the effective and efficient operation of this Transit Operations Committee.

Article VI Amendments

Amendments to these By-Laws, which are not in conflict with the IGA governing this Policy Committee, may be adopted by a two-thirds vote of the membership at a regular meeting of the Policy Committee.

Article VII Ratification

These By-Laws shall become effective upon approval of two-thirds vote of all members, but not before May 1, 2020.

Approved by the Policy Committee on 6-24-2020.

Policy Committee Chair

Gary H. Hanson
Signature
6-29-2020
Date

Attest

Shedra Santos
Signature
6-29-2020
Date