



## BYLAWS SUBCOMMITTEE MEETING

MEETING MINUTES  
10 MAY 2017 – 2:00 P.M.  
MEETING #BS0517

### ATTENDANCE

- City of DeKalb (1 vote): *Patty Hoppenstedt*
- City of Sycamore (1 vote): **Brian Gregory**
- DeKalb County (1 vote): **Gary Hanson**
- NIU (1 vote): **Jennifer Groce**
- DSATS Staff: Brian Dickson, Tim Holdeman

(BOLD indicates main voting member. Italics indicates proxy voting member.)

### CALL TO ORDER

Chair Gregory called the meeting to order and established a quorum at 2:00 p.m.

### BUSINESS

#### 1. Approval of Meeting Agenda

**Motion #B0517-01** A motion was made by Mr. Hanson to approve the May 10, 2017 meeting agenda. Second by Ms. Hoppenstedt and approved by voice vote.

#### 2. Approval of Meeting Agenda

**Motion #B0517-02** A motion was made by Mr. Hanson to approve the March 8, 2017 meeting minutes. Second by Mr. Gregory and approved by voice vote.

#### 3. Public Comment

There were no comments.

#### 4. Discussion on Additional Changes to IGA and Bylaws

Mr. Gregory suggested the TAC and PC Bylaws should be separated out. He said that the PC should not have to approve of TAC changing their meeting times or dates.

Mr. Hanson suggested the City of DeKalb attorney write up the revised Intergovernmental Agreement (IGA) for the Bylaws Subcommittee to review.

Ms. Hoppenstedt asked about Cortland being removed as a member. Mr. Gregory said they had sent a letter asking to be removed from membership of DSATS, and it was the members' preference to keep Cortland as a non-voting member in case they wish to rejoin at a future date.

Members then went through each page of the Bylaws.

Page 4: No changes.

Page 5: No changes.

Page 6:

- D: Mr. Hanson asked why elections are held at the beginning of the Calendar year. Members suggested elections be changed to the first meeting after the beginning of the new fiscal year. Mr. Hanson said it should be added "to be effective at the 1<sup>st</sup> of the next month"
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Page 7:

- E: remove "with the Illinois Open Meeting Act (5ILCS 120/1 et seq) OMA" and replace with "in compliance of state law" and do the same for all the references on Page 8.

Page 9:

- First paragraph Item B: Mr. Dickson said the City Attorney told him that if there was not enough people present to make quorum, the meeting must end immediately. Ms. Hoppenstedt and Mr. Gregory were not sure that was correct and said to bring back for further discussion.
- Article VI.C.1: Mr. Dickson said Ms. Gaura requested full attendance of voting membership to change Bylaws or IGA. A proxy substitution is acceptable.
- Section C should be amended to state that, when an agenda item requires more than a simple majority, the number of votes required should be stated in the agenda.

Page 10:

- Article VII.C: delete "from within the Lead Agency" after Study Director in the first sentence. Mr. Hanson said this would allow the City Manager to appoint anyone as the Study Director.

Page 12:

- Item 2: add "whichever is more restrictive" to the end of the last sentence.
- Mr. Gregory inquired if the fiscal management rules accurately reflect what is in the City's purchasing manual now.
- Mr. Dickson inquired at what level of purchasing should the PC approve a purchase. Mr. Dickson said current practice is to have PC approve the purchase, if the purchase has to be approved by City Council. When a purchase must not go before City Council, then purchase is at the Director's discretion. Members indicated that practice should continue, however staff should present a copy of each invoice submitted to IDOT to members of the PC at a later meeting.

Ms. Hoppenstedt inquired why the name of DSATS ends in Study. Mr. Dickson said most MPOs end their name in "Area Transit Study" but has been unable to find out why that practice was started. There was consensus that PC should reconsider the name of DSATS and should remove the word "Study" from the name.

Ms. Groce inquired if the TAC can create their own subcommittees. Mr. Dickson said both the PC and TAC can create their own subcommittees. It was suggested subcommittee chairs should present to TAC and PC about the activities the subcommittees have done in the previous month.

**ADJOURNMENT**

***Motion #B0517-03*** A motion was made by Ms. Groce to adjourn at 2:56 p.m. Second by Ms. Hoppenstedt, and approved by voice vote.

Respectfully Submitted by: Brian Dickson, Jessica Hyink  
Date Approved: 09/13/2017