

DSATS BYLAWS

These are the governing Bylaws of the DeKalb Sycamore Area Transportation Study (DSATS). DSATS is the federally recognized Metropolitan Planning Organization (MPO) for the DeKalb Illinois urbanized area.

Date Adopted Policy Committee: MM/DD/2017

Date Adopted Technical Advisory Committee: MM/DD/2017

Governing DSATS
Bylaws Amended in
2017

THE DEKALB-SYCAMORE AREA TRANSPORTATION STUDY (DSATS)

BYLAWS

Adopted: MM/DD/2017

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 codified in the US Code of Federal Regulations 23 CFR 450.
- B.** The DSATS Policy Committee, hereinafter called the “PC”, shall serve as the primary policy setting body to the DSATS.
- C.** The DSATS Technical Advisory Committee, hereinafter called the “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.
- D.** As the designated Metropolitan Planning Organization, hereinafter called “MPO”, for the DeKalb-Sycamore planning 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 planning area with program oversight from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Illinois Department of Transportation (IDOT).
 - 2.** Preparing, adopting, and maintaining a long-range multi-modal transportation plan for the DeKalb-Sycamore planning area, hereinafter known as the “LRTP”.
 - 3.** Preparing, adopting, and implementing an annual planning work program, hereinafter known as the “UPWP”.
 - 4.** Preparing, adopting, and updating a transportation improvement program, hereinafter known as the “TIP” to prioritize federal transportation investments in the DeKalb-Sycamore planning area.
 - 5.** Preparing, adopting, 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.** Preparing, adopting, 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.** Preparing, adopting, 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.** Solving major transportation issues or problems that affect multiple jurisdictions or agencies within the DeKalb-Sycamore planning area.

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9. Other duties, as required, to comply with federal and state regulations.
- E. The DSATS PC shall be the recognized decision-making body for the MPO serving the DeKalb-Sycamore planning area. The PC 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 PC membership shall be comprised of a total of nine (9) voting members, each having one vote:
1. City of DeKalb: *Mayor*
 2. City of DeKalb: *representative appointed by the City Manager*
 3. City of DeKalb: *representative appointed by the City Manager*
 4. City of Sycamore: *Mayor*
 5. City of Sycamore: *representative appointed by the City Manager*
 6. DeKalb County: *Chairman, County Board*
 7. DeKalb County: *representative appointed by the County Administrator*
 8. Board of Trustees of Northern Illinois University: *President of NIU*
 9. State of Illinois: *IDOT District Representative to be filled by proxy*
- B. The DSATS member agencies agree to pay a percentage of the 20% required local match of the PL and Section 5303 grant funds to operate DSATS based on the number of votes each member agency has on the DSATS PC. IDOT does not contribute to the local match as a member agency of DSATS. The table below shows the distribution of local match funds as of the adoption of this revised Bylaws:

Table 1. Distribution of DSATS Policy Committee Votes and Local Match Share.

Agency	# of Votes	% of Local Match
City of DeKalb	3	37.5%
City of Sycamore	2	25.0%
DeKalb County	2	25.0%
Northern Illinois University	1	12.5%
Illinois Department of Transportation	1	0%
TOTAL	9	100%

- C. Should IDOT provide State Local Match funding to subsidize Federal MPO planning funds, DSATS member agencies shall provide any remaining portion of the 20% required local match not subsidized with State Local Match funds.

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- D. In addition to the PC voting membership, the following organizations shall have one (1) non-voting seat each on the DSATS PC:
1. Town of Cortland: representative approved by the Mayor
 2. Illinois Department of Transportation – Office of Policy and Planning: *Office of Policy and Planning Representative*
 3. Federal Highway Administration: *FHWA Illinois Representative*
 4. Federal Transit Administration: *FTA Region Representative*
- E. 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.
- F. The Chief Elected Official or Governing Authority for each participating jurisdiction shall submit a letter on official agency letterhead listing representatives authorized to represent the jurisdiction on the PC. The letters of representation shall be kept on file with the DSATS staff.
- G. The DSATS PC shall appoint and direct a DSATS TAC, composed of professional and technical staff from the jurisdictions represented by the PC. 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: *Representative appointed by PC member.*
 2. City of Sycamore: *Representative appointed by PC member.*
 3. DeKalb County: *Representative appointed by PC member.*
 4. Northern Illinois University: *NIU Staff representative identified by NIU President*
 5. Northern Illinois University Student Association (Huskie Bus): *SA President, Transportation Director*
 6. City of DeKalb Contracted Transit Services Provider: *Executive Director, Assistant Director*
 7. Illinois Department of Transportation: *District 3 representative identified by District 3 Director*
- H. In addition to the voting membership, the following organizations shall have one (1) non-voting seat each on the DSATS TAC:
1. Town of Cortland: *Town Administrator, Town Engineer*
 2. DeKalb Taylor Municipal Airport: *Airport Manager, Public Works Director*
 3. Kishwaukee College: *Kishwaukee representative (appointed by Kishwaukee College, approved by Policy Committee)*
 4. Illinois Dept. of Transportation - Office of Planning and Programming

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5. Illinois Dept. of Transportation - Division of Public & Intermodal Transportation (OPP): *Representative identified by OPP Director*
 6. Federal Highway Administration (FHWA) - *FHWA Illinois Representative*
 7. Federal Transit Administration (FTA) – *FTA Region Five (5) Representative*
- I. Lengths of terms of TAC 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.
 - J. 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 staff. 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.
 - K. A quorum of the DSATS TAC shall consist of a simple majority of the voting jurisdictions represented on the TAC.
 - L. The PC Chair, with the confirmation of the majority of the voting PC members, may establish temporary ad-hoc “task force” committees to consider such matters and perform such tasks as are referred to them by the PC. Such ad-hoc committees may include PC members, TAC members, local officials, public citizens, and others as approved by the PC. 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 PC members.
 - M. All Advisory Committee meetings shall be open to the public unless the meeting is authorized to meeting privately with a three-fourths (3/4) majority of the PC voting membership. Should a closed session be held, all rules and regulations regarding closed session meeting procedures and documentation as outlined in the Illinois OMA will be strictly adhered to.
 - N. The PC authorizes the TAC to establish temporary ad-hoc “task force” committees to consider such matters and perform such tasks as are referred to them by the TAC. All TAC authorized ad-hoc Committee meetings shall be open to the public unless the meeting is authorized to meet privately by the PC with a three-fourths (3/4) majority of the PC voting membership.
 - O. The TAC Chair, with the confirmation of the majority of the voting TAC jurisdictions, may establish temporary ad-hoc subcommittees from within and outside its

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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 PC. Such subcommittees may include PC members, TAC members, local officials, public citizens, and others as recommended by the TAC or approved by the PC. All TAC authorized ad-hoc Committee meetings shall be open to the public unless the meeting is authorized to meet privately by the PC with a three-fourths (3/4) majority of the PC 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.

- P. 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 III:

Officers

- A. The DSATS PC shall choose from among their members authorized representatives a Chair and a Vice-Chair.
- B. The Chair shall be responsible for presiding at PC meetings; representing the PC membership, as needed; and perform such other duties as may be agreed to by the PC membership.
- C. The Vice-Chair shall be responsible for presiding at PC meetings in the absence of the Chair and perform the duties of the Chair, should the Chair be unavailable to perform said duties, until such time the Chair returns or new officer elections are held.
- D. The terms for the Chair and Vice Chair shall be one year, unless extended by a majority vote of the PC membership. Election of the Chair and the Vice Chair shall generally take place at the first PC conducted after the start of the new State Fiscal Year (SFY) to be effective at the 1st of the next month.
- 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 TAC shall serve as the Chair Pro-Tem of the PC until such time that officer elections can be held. The Chair Pro-Tem shall conduct officer elections at the beginning of the first PC meeting following the adoption of this amendment, and thereafter, at the first PC meeting at which the two officer positions are unfilled.
- F. The DSATS TAC shall choose from among their members authorized representatives a Chair and a Vice-Chair.
- G. 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.

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- H. All DSATS committee members and their approved proxies must complete the Illinois Attorney General's training on the Illinois Open Meeting Act, hereinafter known as "OMA".
- I. 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.
- J. 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.
- K. 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 TAC 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 PC and 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 four (4) voting members of the Committee. Should there be no items for the agenda, the Study Director, with approval by the Chair, may cancel the regularly scheduled monthly meeting. Any cancellation of meetings must be publicly posted no fewer than forty-eight (48) hours before the scheduled meeting.
- B. For both the PC and TAC, in the absence of both the Chair and Vice-Chair at any 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.
- C. For any approved sub-committee, 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 any active sub-committee.
- D. All DSATS PC, TAC, and approved sub-committee meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised Edition*, unless otherwise provided for in these Bylaws.
- E. All DSATS PC, TAC, and approved sub-committee meetings shall be open to the public, and shall be conducted in compliance of state law. Written summaries of Policy Committee meetings, once approved by the PC at a subsequent meeting, shall be made available by the DSATS staff to the public upon request. All meetings must be held at a public location, which conforms to the access regulations in the US Americans with Disabilities Act.
- F. All DSATS PC, TAC, and approved sub-committee meetings shall conform to the requirements set forth in the DSATS PPP, which has been developed to conform to

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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.

- G. 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 meetings shall be publicly posted no fewer than forty-eight (48) hours before the scheduled meeting.
- H. The PC and TAC reserve the right to enter into closed session for reasons limited to those specified in the OMA section 5-ILSC-120/2. Any closed meeting must be approved by a majority vote of the membership approving the closed meeting. Should a closed session be held, all rules and regulations regarding closed session meeting procedures and documentation shall be in compliance of state law. All closed session meetings must be approved at an open meeting and the exact purpose of the meeting in compliance of state law.
- I. Members shall be allowed to teleconference, video conference or other means of electronic conferencing, hereinafter known as “electronic conferencing”, into any meeting should the meeting location allow for such activities and all regulations in compliance of state law regarding electronic conferencing are followed.
 - 1. A Quorum of the committee membership must be physically present at the location of the meeting.
 - 2. Any DSATS authorized meeting, where electronic conferencing is made available, may be made available to committee members and/or staff.
 - 3. All open DSATS meetings can be recorded by committee members, staff, and the public unless specifically prohibited. Any restrictions must be announced to the public by means identified in the DSATS PPP at least 48-hours before the meeting and at the beginning of the meeting and must strictly adhere to all regulations on the recording of public meetings in the compliance with state law. Any person wishing to record a meeting shall announce their intention to record at the beginning of the meeting.

Article V:

Quorum

- A. At any DSATS authorized meeting, a quorum shall consist of a simple majority of the total voting members of the Committee.
- B. Whenever a quorum is not present, rules regarding quorum in the Illinois OMA shall be followed.

Article VI:

Voting

- A. All voting PC and TAC 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

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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.** Each voting jurisdiction represented on the PC 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 PC. 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 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.
- C.** Decisions by the PC shall be carried by the approval of a simple majority of the voting PC members present at a meeting at which quorum is achieved. Any exceptions where voting regulations may differ shall be identified in the DSATS PPP. The following exemptions shall apply:
 - 1.** Approval of 100% of the PC membership or their designated alternates shall be required for the following:
 - (a) Approval of amendments to the Intergovernmental Agreement (IGA) or to these Bylaws;
 - 2.** Approval by three-fourths (3/4) of the total voting PC membership or their designated alternates shall be required for the following:
 - (a) Approval of the TIP and its amendments;
 - (b) Approval of the UPWP and its amendments, including its accompanying budget;
 - (c) Approval of the PPP or updates (Annual updates of the PPP Appendixes shall only require a simple majority of members present);
 - (d) Approval of any additional plans or policies, which deal with Federal Conformity issues. Staff shall maintain listing of all plans and policy documents which address Federal Conformity issues;
 - (e) Changing the designated Lead Agency;
 - (f) Approval of changes to the PC membership, allocation of representation, or allocation of the number of votes allocated to each member organization;

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3. For any Agenda items which require more than a simple majority for approval, the published agenda should identify the required majority needed for passage of item.
- D. The results of votes taken by the TAC will be forwarded to the PC for final action in the form of a positive or negative recommendation from the TAC, as indicated by the results of the vote.
- E. 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 PC to accompany the TAC's recommendation and/or report.

Article VII:

Staff

- A. As established by the IGA, 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 PC, the Lead Agency shall enter contracts, as needed, with IDOT 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. The Mayor of the City of DeKalb shall have signatory authority to enter into contracts with the State of Illinois Department of Transportation.
- C. For further administrative, coordinating and supervisory purposes, the City Manager of the City of DeKalb shall appoint a Study Director, conditional upon the approval of the appointment by three-fourths (3/4) 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 PC Chair for direction.
- D. The Study staff, under the oversight of the Director, shall be responsible for preparing a draft UPWP, the draft LRTP, and the draft TIP, to be submitted to the TAC for their recommendation and to the PC for adoption. Once adopted, the Study Director and the TAC will be jointly responsible for the timely updating of these and other documents as directed by the PC.
- E. The Study staff, under the oversight of the Director, shall be responsible for the administrative and planning services of DSATS, including causing the preparation of meeting summaries for all DSATS PC and TAC meetings; record keeping; correspondence; funding disbursement and management; document maintenance;

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general information dissemination to the public, and other supportive services to and directed by the DSATS PC.

- F.** The Study staff, under the oversight of the Director, with direction from the PC and TAC Chairs, shall schedule meetings, prepare agendas, issue notices, prepare minutes and generally ensure that all meetings are conducted in accordance with the OMA.
- G.** The City of DeKalb agrees to seek approval from the DSATS PC of the use of all Federal and State of Illinois operational and capital funding for the provision of public transit in the DeKalb Illinois metropolitan region. DSATS staff agrees to include these funds in the annual DSATS budget submitted to the City of DeKalb and in the DSATS UPWP submitted to IDOT.
- H.** The Study Director shall have signatory authority to submit reimbursement requests to IDOT, FHWA, and FTA for expenditures made in the operation of DSATS. The Study Directory shall also have signatory authority to submit any reporting or planning documents required by federal and state laws and FHWA, FTA, and IDOT regulations.
- I.** DSATS fiscal management shall follow the guidelines included in the City of DeKalb Purchasing Policy / Manual with the following provisions:
 - 1.** The DSATS PC shall submit a balanced budget to IDOT for the use of MPO grant funds allocated to DSATS for the operations of the MPO. This balance budget will be submitted to the City for inclusion in the City's budget during the City's annual budget preparation process. The City shall treat the DSATS PC as a "quasi-component unit". The City has to include the budget as presented. The City cannot make changes to the budget but may request more information and/or changes be made to the DSATS PC via the City's representatives on the PC. The decision by the DSATS PC is final.
 - 2.** The DSATS PC shall provide recommendations on the use of Federal and State grant funds allocated to the DeKalb Urbanized Area (UZA) for the provision of public transit in the DeKalb UZA. The recommendations of the PC will be given priority preference when the City develops the annual budget for public transit.
 - 3.** All purchases shall follow the guidelines as included in the City's Purchasing Policy/Manual. Should Federal or State regulations conflict with the City's Purchasing Policy/Manual, priority of regulations shall apply in the following order: 1) Federal, 2) State, 3) City of DeKalb. The most restrictive rules shall apply unless in conflict the rules and regulations of a higher priority agency.
 - 4.** DSATS approves all projects that are funded with Federal/State funds for the operation of the MPO. For DSATS projects that require formal RFP's and/or Bids, the RFP/Bid process will follow the requirements of the City of

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DeKalb's Purchasing Policy/Manual. The City will review and monitor the RFP/Bid process to make sure that it conforms to the City's requirements. The City will not make any changes to the RFP or Bid documents. If the City has an issue with the RFP or Bid document, they will return it to the DSATS PC along with a detailed explanation of their procedural concerns.

5. When the DSATS PC approves the awarding of a contract, they will make that recommendation to the City Council for their approval. The contract that is ultimately issued shall follow the parameters that are included in the City of DeKalb's Purchasing Policy/Manual. If the City has any concerns pertaining to the language of the contract, they should return the contract to the DSATS PC along with a detailed explanation. The City will not approve a contract that contains language that could ultimately expose the City to adverse risk.
6. Purchasing Authorizations for DSATS expenditures shall follow authorization requirements in the City Purchasing Manual. The DSATS Director has the authority to approve purchases, which require only City administrative staff approval. Any purchases which require City Council approval must have DSATS PC approval first.

Article VIII:

Federal and State Conformity

- A. The DSATS and its member organizations shall agree to conform to all rules and regulations set forth in the US Code of Federal Regulations 23 CFR 450, the Transportation Equity Act for the 21st Century (TEA-21), the Intermodal Surface Transportation and Efficiency Act (ISTEA), the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), and all subsequent transportation acts when using federal funds for any transportation projects or transportation planning within the DeKalb metropolitan region.
- B. DSATS shall maintain and update, as needed, the plans, policies, and regulations to ensure federal and state conformity. DSATS staff shall maintain a list of all plans, policies, and regulations, which have been adopted by the DSATS PC to ensure federal and state conformity and make those policies and procedures available for public review. Any adoption of new plans and/or regulations or modification of existing plans and/or regulations dealing with federal conformity issues shall be carried by the approval of a three-fourths (3/4) majority of the voting PC voting membership.
- C. When using any federal FHWA or FTA funds for transportation projects, all DSATS member agencies agree to conform to all federal and state of Illinois laws and

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regulations. In addition, agencies agree to conform to all policies, plans, and procedures developed by DSATS to ensure Federal and State Conformity.

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 PC. 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 approved on this _____ day of _____, 20__
by the DSATS Technical Advisory Committee

Approved By:

The Bylaws are approved on this _____ day of _____, 20__
by the DSATS Policy Committee

Approved By:
