



MEMORANDUM

TO: CMAP Board

FROM: Amy McEwan, Deputy Executive Director

Date: June 1, 2023

Re: Amendment Consideration for the CMAP By Laws:

Introduction:

Attached to this memo is a copy of the Boards By-Laws with potential amendments for consideration.

Article Three:

Upon recommendation of legal counsel, provides further clarification on virtual meeting participation.

Upon recommendation of legal counsel, provides clarification that the board and its committees may use a consent agenda to transact business.

Provide clarity and transparency by documenting in the by-laws the long-standing practice of maintaining on the Executive Committee 2 members each from the City of Chicago, Cook County and the Collar Counties.

Article Four: Powers of the Executive Committee

Options provided by legal counsel for Board consideration to expand the duties the Executive Committee may conduct on behalf of the board.

Authorizes the Executive Committee to:

1. accept grants and enter into the associated grant agreement when the grant is consistent with the long-range plan and the strategic direction
2. approve change orders to existing contracts for up to 10%
3. approve items that are customary operations and finance matters of the Board, when the board is not scheduled to meet (July, August, December and frequently April) or is unable to meet due to quorum for more than 14 days.
 - a. Requires notification to all board members of the Executive Committee meeting including the notice and agenda at least 72 hours prior.

b. Limits authorizations to \$1 million dollars

Article Six: Public Participation at Hearings, Board Meetings, and Citizens' Advisory Committee

Incorporates updates to public participation that were approved by the Board on April 12, 2023.

Article Seven: Power of the Executive Director

Upon recommendation of legal counsel, ties the simplified acquisition threshold or maximum contract authority of the Executive Director to the limits defined in State Statute.

Article Ten: Miscellaneous

Emergency purchases during a federal or governor declared state of emergency – increase the limit to \$250,000. This provision provides a safety net if significant damage occurred to the CMAP office, personal protective equipment were required by staff to perform the work, or other major impact was experienced during a declared state or federal emergency.