

**COUNCIL OF MAYORS
EXECUTIVE COMMITTEE
Chicago Metropolitan Agency for Planning**

BYLAWS

Members	22 mayors and village presidents, two from each of the eleven regional councils of mayors
Member term	As determined by each member's regional council of mayors
Regular meetings	Four times per year
Officers	Chair, first vice-chair, and second vice-chair elected by the Committee members
Location	CMAQ offices, 433 West Van Buren, Suite 450, Chicago
Reports to	MPO Policy Committee and CMAQ Board
Adopted	[DATE]

Section 1: Committee purpose and duties

A. The Council of Mayors Executive Committee (the "Committee") of the Chicago Metropolitan Agency for Planning ("CMAQ" or "agency") provides local expertise to inform, guide, and support the agency's work. The Committee serves as a resource in the formulation, revision, and implementation of the agency's work product, recommendations, policy proposals, strategic plan and direction, and comprehensive regional plan. The Committee's role was set forth in the 2007 Memorandum of Understanding Between the Chicago Metropolitan Agency for Planning and the MPO Policy Committee Encompassing Transportation Planning and Programming in Northeastern Illinois, revised in 2019.

The Committee shall:

- B. Serve as an advisory committee to the Metropolitan Planning Organization (MPO) Policy Committee and CMAQ Board, bringing a municipal-focused perspective to inform the agency's initiatives, expand the agency's expertise on specific local issues and geographies, and articulate local and regional challenges and opportunities. Appoint Committee members to serve on CMAQ committees:
 - a. Transportation Committee
 - b. STP Project Selection Committee, and
 - c. CMAQ, CRP, and TAP Project Selection Committee.
- C. Serve as a resource on local issues to CMAQ staff, the Transportation Committee, STP Project Selection Committee, and CMAQ, CRP, and TAP Project Selection Committee, and other CMAQ committees as needed.
- D. Advise on policies to assist the region in meeting air quality and transportation planning requirements and to assure regional equity in transportation planning.

- E. As requested, review and provide input to the agency on its regional transportation plans, regional vision, and municipal-related projects, and support their implementation.
- F. Coordinate, prioritize and promote the agency's local work with regional partners and broaden regional awareness of and support for the agency's initiatives.
- G. Assist CMAP staff in evaluating and tracking performance measures on the agency's goals and initiatives.
- H. Report its activities, goals, and objectives to the MPO Policy Committee and to the CMAP Board and other regional partners as needed.
- I. Align its work with CMAP's core values.

Section 2: Committee membership

- A. **Appointment:** The eleven regional councils each appoint two members to the Committee.
- B. **Members:** The Committee shall consist of 22 mayors and village presidents who shall serve without compensation. The mayor of Chicago may attend as a non-voting member.
- C. **Terms:** Each member shall serve as appointed by their regional council of mayors.
- D. **Attendance:** Committee members are expected to attend each meeting.
- J. **Officers:** Each even-numbered year, the Committee shall elect a chair, a first vice chair, and a second vice-chair from the Committee's membership at its first meeting of each calendar year and as needed to fill vacancies. The Committee chair shall preside over the meetings; the first and second vice chairs shall preside in the chair's absence. The chair and vice chairs are voting members of the Committee. The Committee chair, with the first vice chair and second vice chair as alternates in turn, shall serve as a voting member of the MPO Policy Committee.

Section 3: Committee meetings

- A. **Regular meetings:** The Committee shall meet, at a minimum, four times per year, generally quarterly.
- B. **Quorum:** A quorum shall consist of six Committee members representing six different regional councils.
- C. **Voting:** At any regular meeting at which a quorum is present, each of the eleven regional councils shall have one vote. An affirmative vote of a majority of the eleven regional councils shall carry an issue.
- D. **Workshop meetings:** The Committee may choose to hold workshop meetings from time to time, by a call of the chair or CMAP executive director. A quorum shall not be necessary for conducting a workshop; however, all Committee workshops shall be noticed in the same manner as regular meetings of the Committee, and no final action may be taken at any Committee workshop. Workshop meetings shall allow for hybrid participation by both Committee members and members of the public.
- E. **Special meetings:** The Committee chair or CMAP executive director may call special meetings as needed.
- F. **Open Meetings Act:**

- a. Meetings shall be open and accessible to the public in accordance with the Illinois Open Meetings Act, 5 ILCS 120/7, *et seq.*
- b. Members may attend the Committee's regular meetings by video or audio conference only as permitted by the Open Meetings Act.
- c. A Committee member shall notify the Committee staff liaison or chair in advance and in writing (email preferred) of their request to attend a regular or special meeting by video or audio conference, unless advance notice is impractical.

Section 4: Miscellaneous

- A. Unless inconsistent with these Bylaws, meetings of this Committee shall be conducted in accordance with Robert's Rules of Order.
- B. The business of the Committee is conducted in accordance with the Illinois Regional Planning Act and the Illinois Open Meetings Act.
- C. The Committee will be supported by CMAP staff members for administrative functions.
- D. The Committee may adopt rules necessary to exercise its purpose and duties.
- E. In the event of a conflict between these Bylaws and the Bylaws of the MPO Policy Committee, the latter will prevail.