



MEMORANDUM

To: CMAP Board

From: Erin Aleman, Executive Director

Date: 11-1-2022

Subject: 2023 Meeting Planning

Purpose: Information and Direction

Action Requested: Discussion and final meeting schedule approval

Together, over the last two years, we learned to hold effective remote meetings. This is pursuant to Illinois Executive Order 2020-07 that suspends the procedural requirement in the Illinois Open Meetings Act (OMA) that a quorum of a public body be physically present to conduct a public meeting (for the duration of the Gubernatorial Disaster Declaration). However, our past two monthly meetings were a good reminder that, together, we benefit from meeting in person.

As we consider our meeting schedule for 2023, we are seeking Board discussion and guidance on planning for both in-person and remote meetings. With a focus on developing a balanced meeting schedule that affords us the benefits of remote meetings and the advantages of some in-person discussions.

A primary goal of CMAP's authorizing agency is creating collaboration and consensus on regional issues that are greater than the sum of our individual parts. As such, CMAP's authorizing legislation (Public Act 095-0677) requires four-fifths (or 12 of our 15 members) for action. There have been occasions over the years where the board has not had the required quorum delaying the start of the meeting or postponing action. This creates challenges especially for time-sensitive procurement actions and other items.

Recommendation

The Board traditionally meets monthly, nine times a year. In 2023, we recommend meeting in-person for approximately half of those meetings and holding the remaining half remotely. While a hybrid meeting is an option, which allows for both in-person and virtual participation, we would strongly encourage board members to commit to in-person attendance for pre-determined and agreed-upon in-person meetings.

The proposed schedule is as follows:

January 11 - Remote

February 8 – In-person to discuss and approve the annual budget and work plan

March 8 – In-person

April 12 – Remote (at times canceled due to spring break)

May 10 – Remote

June 14 – In-person to review the accomplishments from the fiscal year

July 12 – (only if necessary)

August 9 – (only if necessary)

September 13 – Remote

October 11 - In-person for annual joint meeting with the MPO Policy Committee

November 8 - In person to take action on the ILGA report

December 13 - Optional meeting if required

It's important to emphasize that should the governor change the Disaster Declaration reinstating the OMA requirement to have a physical quorum, the CMAP Board will need to comply and hold all meetings in-person (adhering to the exceptions outlined in the law).

We also recommend reviewing and amending the [CMAP Board By-Laws](#) to allow the Executive Committee to approve certain administrative items and report back to the Board (including time-sensitive items such as procurements and contracts) should the Board not have a scheduled meeting or not have a quorum. Staff will bring forward this proposed modification to the By-Laws and other recommended changes at a future meeting for Board review and action.

Considerations

Certainly, participating remotely is convenient, especially given the wide geographic representation of board members. Thus, maximizing participation and the likelihood of achieving a quorum.

Still, data and case studies support the benefits of in-person meetings versus virtual ones. For example, being in the same room can maximize comprehension of content (especially when sharing data-rich information), it can promote more robust dialogue, yielding more meaningful input, participation and engagement, and create a sense of deeper connection, trust and

relationships among the public body members, staff and public. It also provides for increased flexibility like small group discussions which are not allowed in a virtual setting (per OMA).

Given these considerations, staff is recommending a mix of both in-person and virtual meetings.

Proposed action: Recommend Board approval of proposed 2023 meeting schedule.