



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: Council of Mayors Executive Committee

From: CMAP Staff

Date: June 2025

Subject: Revised bylaws for the Committee

Action requested: Approval

This Committee's existing bylaws date back to 2001. In the last few years, CMAP's other advisory committees – the Climate Committee and Regional Economic Committee – have approved new bylaws. The proposed bylaws for this Committee are based on the template used for the other advisory committees and include items specific to the Council of Mayors.

Compliance with the Open Meetings Act

As a public body, the Council of Mayors Executive Committee is subject to the requirements of the Illinois Open Meetings Act (OMA). OMA requires that a majority of committee members be physically present to achieve a quorum at formal meetings.¹

This Committee has struggled to achieve in-person quorum. The proposed amendments to the bylaws comply with the Open Meetings Act while offering flexibility for the Committee's members.

Section 1: Committee purpose and duties

¹ Meetings of "public bodies," as defined in the Illinois Open Meetings Act (OMA), have certain requirements including that a quorum must be physically present at the meeting's location. 5 ILCS 120/2.01. A meeting of a public body is defined as "any gathering . . . of a majority of a quorum of the members of a public body held for the purpose of discussing public business." 5 ILCS 120/1.02. CMAP is a public body for the purposes of the Open Meetings Act, as it is a "municipal corporation . . . of this State." 5 ILCS 120/1.02; 70 ILCS 1701.15 (defining CMAP as a "political subdivision, body politic, and municipal corporation.") Committees of the CMAP Board (including the Council of Mayors Executive Committee) can be considered "advisory bodies" to CMAP and its Board and, as such, are subject to OMA's in-person and quorum requirements. OMA was modified to allow virtual meetings during the COVID-19 pandemic, but the emergency declaration has been lifted and all public bodies are now required to meet in-person.

This section clarifies the Committee's appointment powers and role in informing and guiding CMAP's work, policy proposals, and regional planning efforts and specifies that the Committee is uniquely qualified to provide local expertise and perspective.

Section 2: Committee membership

Individual members are appointed to the Committee from the eleven subregional councils of mayors, with two from each council. The two members from each council share one vote on the Committee and one member from each council counts towards the Committee's quorum. A quorum consists of one representative from six different regional councils and members may designate a proxy from their subregional council to attend a Committee member in their stead.

Section 3: Committee meetings

The revisions to this section serve to bring this Committee's bylaws in line with those of other CMAP advisory committees and give the Committee greater flexibility to convene for the purpose of providing local guidance and expertise to CMAP.

Staff proposes at least **one regular Committee meeting** per year to fulfil the Committee's formal, public role to:

- Appoint members to CMAP's Transportation Committee
- Appoint members to CMAP's STP Project Selection Committee
- Appoint members to the CMAQ, CRP, and TAP Project Selection Committee,
- Approve its yearly meeting schedule and regular meeting minutes, and
- Other Committee business that requires a vote of members.

Regular meetings are formal, in-person meetings where Committee action (approval of items, etc.) takes place. In-person quorum under the Open Meetings Act is required to conduct this Committee business.

In addition to a regular meeting, staff recommends that the Committee meet at least three times a year in a **workshop meeting** to fulfil the Committee's other roles:

- Provide local expertise to inform, guide, and support the agency's work.
- Serve 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.
- Consult on policies to assist the region in meeting air quality and transportation planning requirements and to assure regional equity in transportation planning.
- As requested, review and provide input to the agency on its regional transportation plans, regional vision, and municipal-related projects, and support their implementation.
- Coordinate, prioritize and promote the agency's local work with other regional initiatives and partners and broaden regional awareness of and support for the agency's initiatives.

- Assist CMAP staff in evaluating and tracking performance measures on the agency's goals and initiatives.

Workshop meetings are less formal, allow for hybrid (or fully remote) attendance, and are for informational/discussion purposes only. No formal action can be taken during a workshop meeting and a quorum is not required. Rather, workshop meetings will serve as a forum for discussion of matters as they arise of interest to members. Workshop meetings can be called by the Chair or scheduled in advance. The public may attend workshop meetings as observers or subject matter experts. While the public will be able to attend workshop meetings, the nature and scope of their participation may vary depending on available time.

For public transparency, CMAP will continue to provide public notice for all Committee meetings (Regular and workshop) and allow public participation.

This Section 3(C) also defines quorum as a “majority of Committee members representing a *majority of appointments* from different subregional councils” to prevent council membership vacancies from hindering the achievement of quorum.