



Chicago Metropolitan Agency for Planning

MEMORANDUM

Agenda Item No. _____

433 West Van Buren Street
Suite 450

Chicago, IL 60607

312-454-0400
cmap.illinois.gov

To: Coordinating Committee

From: CMAP Staff

Date: February 24, 2022

Re: By-laws and meeting schedule

Attachments: Coordinating Committee By-laws

Action: Approval

As CMAP undertakes a strategic planning effort and subsequent committee alignment, the Coordinating Committee can play a unique role in this process. Traditionally, the Coordinating Committee has supported and informed the staff's local implementation and regional policy challenges and will continue to do so. However, in response to the agency's strategic direction, the proposed by-laws and work plan more clearly establish the purpose and duties of the Committee. The Committee shall contribute to the agency's mission and support the implementation of the agency's strategic direction and the long-range transportation plan by, including but not limited to:

- Broadening regional awareness of and support for the agency's initiatives
- Assisting the agency's leadership in the decision-making process by providing needed information
- Creating a space for cross-collaboration between the transportation, climate, and regional economy committees and the Board representatives
- Evaluating the alignment of the agency's work with CMAP's core values of serve with passion, pursue equity, foster collaboration, lead with excellence, and drive innovation
- Monitoring the agency's progress in advancing key performance measures identified by the transportation, climate, and regional economy committees

Members

The Executive Director Erin Aleman has appointed the following members to the Coordinating Committee:

Four (4) members of the CMAP board

- Committee Chair, Richard Reinbold, president, Village of Richton Park (South Cook)
- Matthew Brolley, president, Village of Montgomery (Kane/Kendall)
- Stefan Schaffer, city strategist, American Cities Climate Challenge, Natural Resources Defense Council (City of Chicago)
- Diane Williams, former trustee, Village of Flossmoor, (Suburban Cook)

Three (3) designated chairs of the transportation, climate, and regional economy committees

- Jessica Hector-Hsu, Chair Transportation Committee (RTA)
- Aaron Durnbaugh, Chair Climate Committee (Loyola University Chicago)
- Bob Tucker, Chair Regional Economy Committee (Chicago Community Loan Fund)

Proposed Committee Meeting Structure

The quarterly meeting structure facilitates the Committee's work, by focusing on one of CMAP's core values, and either the Strategic direction or one of the focus areas: transportation, climate, and regional economy. The latter provides opportunities for working level committee liaisons to provide updates to the larger group to encourage cross-collaboration.

Meeting Schedule

The Committee shall meet every quarter on a Wednesday at 8:00 a.m., prior to a CMAP Board meeting. The meeting schedule for the 2022 Calendar year shall be as follows: March 9, 2022; May 11, 2022; September 14, 2022; and November 9, 2022.

Quarterly Themes

Q1 (February – rescheduled to March 2022)

Theme: Strategic Direction, driving innovation, and serving with passion

- **Fostering innovation presentation:** Agenda item focused on opportunities for the agency to foster innovation.
- **Strategic direction presentation:** Coordinating Committee annual schedule and work plan

Q2 (May)

Theme: Regional economy and fostering collaboration

- **Fostering collaboration presentation:** Agenda item focused on opportunities for the agency to foster collaboration.
- **Committee liaisons report out:** Regional Economy Committee strategic direction alignment

Q3 (September)

Theme: Transportation and leading with excellence

- **Lead with excellence presentation:** Agenda item focused on opportunities for the agency to lead with excellence.
- **Committee liaisons report out:** Transportation Committee strategic direction alignment

Q4 (November)

Theme: Climate and pursue equity

- **Pursue equity presentation:** Agenda item focused on opportunities for the agency to pursue equity.
- **Committee liaisons report out:** Climate Committee strategic direction alignment

COORDINATING COMMITTEE
Chicago Metropolitan Agency for Planning
BY-LAWS

Members	8 members, appointed by the executive director
Term	3 years, with option for a second 3-year term
Meetings	Quarterly, and as needed
Officers	Chair and vice-chair who may serve for up to two 1-year terms
Location	CMAP offices, 433 West Van Buren, Suite 450, Chicago
Reports to	CMAP Board

Section 1: Committee purpose and duties

The Coordinating Committee (the “Committee”) was created by the board of the Chicago Metropolitan Agency for Planning (CMAP) to guide and support the agency’s initiatives related to both local implementation and regional policy challenges in the implementation of the comprehensive regional plan, the ON TO 2050 plan.

The Committee shall:

- A. Serve as a standing committee of the CMAP Board and annually report its activities to said Board. Said report will typically be presented in the second quarter of the calendar year.
- B. Contribute to the agency’s mission by broadening regional awareness of and support for the agency’s initiatives and assisting the leadership in the decision-making process by providing needed information.
- C. Support implementation of the agency’s strategic direction and the long-range transportation plan by, including but not limited to:
 - 1. Creating a space for cross-collaboration between the transportation, climate, and regional economy committees, and the Board representatives.
 - 2. Evaluating the alignment of the agency’s work with CMAP’s core values of serving with passion, pursuing equity, fostering collaboration, leading with excellence, and driving innovation.
 - 3. Monitoring the agency’s progress in advancing key performance measures identified by the transportation, climate, and regional economy committees.
 - 4. Serving as a resource to other committees, staff, and resource groups by holding plan, program, and policy discussions about specific subjects referred to or initiated by the Committee, the Board, and/or staff.
- D. To meet and confer with persons and groups wishing to bring matters to the attention of the Committee

Section 2: Committee membership

- A. **Appointment:** In accordance with the By-Laws of the Chicago Metropolitan Agency for Planning, the executive director is delegated authority to appoint individuals to the Coordinating Committee.
- B. **Members:** The Committee shall consist of eight (8) members who serve without compensation. Members shall consist of four (4) members of the CMAP board and the designated chairs of the three (3) standing committees: the transportation, climate, and regional economy committees. Committee members must be residents of the CMAP region.

- C. **Terms:** Each member will be appointed for one 3-year term with the option for a second 3-year term, by mutual agreement. No member may serve for more than two consecutive terms. After expiration of a Committee member's term, they shall serve until their successor is appointed.
- D. **Attendance:** Committee members are expected to attend each meeting. If a committee member fails to attend three consecutive regular meetings without reasonable cause, or otherwise neglects the duties as a committee member, the executive director may declare the seat vacant and appoint a new member.
- E. **Chair and vice chair:** Each year, the executive director designate chair and vice-chair from the Committee's members at its first meeting of each calendar year. The chair or vice chair may not serve for more than two consecutive 1-year terms. The Committee chair shall preside over the meetings; the vice chair will preside in the chair's absence. The chair and vice chair are voting members of the Committee.

Section 3: Committee meetings

- A. The Committee shall meet at least quarterly and approve its meeting schedule at its first meeting of each calendar year.
- B. Special meetings may be called by the executive director as needed.
- C. Meetings shall be open and accessible to the public in accordance with the Illinois Open Meetings Act, 5 ILCS 120/7 *et seq.*
- D. In accordance with the Open Meetings Act and its amendments, members may attend the Committee's public meetings by video or audio conference if the individual member is prevented from physically attending because of:
 - 1. Personal illness or disability;
 - 2. Employment purposes or the business of the Committee; or
 - 3. A family or other emergency.
- E. A Committee member shall notify the Committee staff liaison or chair in advance and in writing (email preferred) of their request to attend by video or audio conference, unless advance notice is impractical.
- F. A majority of the members of the Committee constitutes a quorum for the transaction of business.
- G. At any meeting at which a quorum is present, an affirmative vote of a majority of members shall carry an issue.
- H. Unless inconsistent with these By-laws or otherwise decided by the CMAP Board, meetings shall be conducted in accordance with Robert's Rules of Order.

Section 4: Miscellaneous

- A. The business of the Committee is conducted in accordance with the Illinois Regional Planning Act and the Illinois Open Meetings Act.
- B. The Committee will be supported by CMAP staff members for administrative functions.
- C. The Committee may adopt rules necessary to exercise its purpose and duties.
- D. In the event of a conflict between these By-Laws and the By-Laws of the Chicago Metropolitan Agency for Planning, the latter will prevail.