



**DSATS Bylaws Subcommittee**

Monday, 30 July 2018

1:30 P.M.

**DeKalb County Highway Department**

1826 Barber Greene Rd.

DeKalb, IL 60115

Conference Room # 815-756-6026

1. Introductions

2. Administrative Agenda

2.a. Approval Of Agenda (Action)

**ACTION:** Approval of July 30, 2018 Bylaws Subcommittee Meeting Agenda

Documents:

[2018 SPECIAL JULY BYLAWS MEETING AGENDA.PDF](#)

2.b. Approval Of Minutes (Action)

Approval of July 6, 2018 Special Bylaws Subcommittee Meeting Minutes.

Documents:

[2018-07-06 SPECIAL BYLAWS SUBCOMMITTEE MINUTES.PDF](#)

2.c. Public Comment

3. Governance – IGA And Bylaws Amendments

3.a. Review And Approval Of Legal Counsel Suggestions (Action)

Members were asked to have their legal counsels review the proposed IGA and Bylaws and provide comments and suggested revisions. Members will discuss the proposed changes. Should the proposed revisions be approved, members can take action to recommend the updated bylaws and IGA by approved by the Policy Committee. Final revisions to the IGA and Bylaws are still being prepared and will be posted with this agenda item as soon as they are available.

**ACTION:** Recommend the DSATS Policy Committee approve the proposed updates to the DSATS IGA and Bylaws.

4. Closing Agenda

4.a. Additional Business

4.b. Adjourn

If you have any questions regarding this notice, please contact:

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Assistive and Language Services provided upon request.  
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## BYLAWS SUBCOMMITTEE MEETING

MEETING MINUTES  
6 JULY 2018 – 1:00 P.M.  
MEETING #BSC070618

### ATTENDANCE

- City of DeKalb (3 votes): *Tim Holdeman*
- City of Sycamore (2 votes): **Brian Gregory** (Chair)
- DeKalb County (1 vote): **Gary Hanson**
- NIU (1 vote): **Jennifer Groce**, *John Heckman*
- DSATS Staff: Brian Dickson
- Others Present: Sabrina Kuykendall

(BOLD indicates main voting member. Italics indicates proxy-voting member.)

### CALL TO ORDER

Chair Gregory called the meeting to order and established a quorum at 2:03 p.m.

### BUSINESS

#### 1. Approval of Meeting Agenda

**Motion #BSC070618-01** A motion to approve the July 6, 2018 meeting agenda was made by Mr. Hanson. Second by Mr. Holdeman and approved by voice vote.

#### 2. Approval of Previous Meeting Minutes

**Motion #BSC070618-02** A motion to approve the June 13, 2018 meeting minutes was made by Mr. Holdeman. Second by Mr. Hanson and approved by voice vote.

#### 3. Public Comment

There were no comments.

#### 4. Governance- IGA and Bylaws Amendments

##### a. Discussion of Additional Bylaws- IGA Changes

Mr. Holdeman recommended eliminating the word "Technical" from Technical Transit Advisory Committee to Transportation Advisory Committee (TAC) and Transit Operational Committee (TOC). It was discussed to provide language within the Bylaws so members may join or leave the committee by submitting a letter to DSATS and the changes made within the Bylaws, rather than the IGA.

Mr. Holdeman announced the creation of the Transit Operations Committee (TOC). Members of the committee includes City of DeKalb, City of Sycamore, DeKalb County, NIU Student Association and Kishwaukee College. Mr. Hanson questioned if there would be a need for a student association from Kishwaukee College due to Kishwaukee College students having a similar student bus fee structure like NIU. Mr. Dickson clarified that Kishwaukee College bus fare is purchased by students on a subscription basis and there would not be a need for a Kishwaukee College student association to be present. Mr. Nicklas agreed.

Ms. Groce stated the NIU signatory for the Bylaws and IGA should be the President of NIU, not the Proxy. It was decided that the IGA and Bylaws will be sent to each member organizations legal department for review. Prior to sending the document, Mr. Holdeman will make the necessary edits. It is the intention to have a memo that can be presented to all the counsels for approval.

#### **b. Discussion of Additional Bylaws- IGA Changes**

Mr. Holdeman discussed the addition of “And transit planning” in the purpose and recognizing to move the IGA to the Mass Transit District (MTD). Mr. Hanson suggested inserting “The DeKalb urbanized Area of DeKalb County” language to the IGA. Members agreed with these changes.

The IGA will allow for the Policy Committee may designate a lead agency after seeking proposals for the needed service for the term. DeKalb County is named the lead agency for three years. Changes will not need to be made when the Policy Committee selects a new lead agency.

#### **5. Adjourn**

**Motion #BSC070618-03** A motion to adjourn at 2:05 p.m. was made by Ms. Groce. Second by Mr. Hanson and approved by voice vote.

Respectfully Submitted by: Kuykendall, Sabrina  
Date Approved: