



HUMAN RELATIONS OFFICE
MEMORANDUM

384-2456

July 09, 2014

TO: Urbana IDOT Traffic Study Task Force
FROM: Todd Rent, Human Relations Officer
CC: Michelle Brooks
RE: Revisions to the Bylaws

Per the discussion at the Task Force's June 18, 2014 meeting, I have made the following revisions to the Bylaws:

1. Removed all references to public hearings.
2. Added language governing closed sessions (Art. IV, Sec. 4).
3. Added language regarding the submission of agenda items (Art. IV, Sec. 8).

Please note: Added text is indicated by underlining. Deleted text is indicated by strikethrough.

BYLAWS OF THE IDOT TRAFFIC STUDY TASK FORCE

ARTICLE I AUTHORITY

Section 1: The authority to establish the IDOT Traffic Study Task Force, hereinafter, Task Force, is set forth pursuant to Resolution No. 2014-01-002R, entitled “A Resolution Authorizing the Creation of a Task Force to Recommend How the City Can Improve Understanding of Data Compiled in the IDOT Traffic Study and Respond to Concerns Raised By Social Justice Organizations, hereinafter the “Resolution.”

ARTICLE II GENERAL PROVISIONS

Section 1: These bylaws are supplementary to the provisions of the Resolution as they relate to procedures of the Task Force. If there is a conflict between these rules and the Resolution, the Resolution shall prevail.

Section 2: Nothing herein shall be construed to give or grant to the Task Force the power of authority to alter or change the Resolution.

Section 3: The City of Urbana Attorney shall be consulted regarding questions of law. The Human Relations Officer shall be consulted regarding provisional interpretations of the Resolution.

ARTICLE III CHAIR

Section 1: All proceedings and administrative functions of the Task Force shall be directed by a Chair, who shall preside over all meetings of the Task Force and otherwise supervise the affairs of the Task Force as outlined in Section 3 herein.

Section 2: If present and able, the Chair shall supervise the affairs of the Task Force and:

- a) shall preside at all hearings and meetings of the Task Force;
- b) shall assure and maintain proper order and decorum of the Task Force and the public in all proceedings;
- c) shall decide all points of procedure or order in accordance with these and other applicable rules;
- d) shall provide for the oath or affirmation to be administered to all witnesses in cases before the Task Force;
- e) and shall take such actions and exercise such powers as are specifically outlined herein.

ARTICLE IV MEETINGS

Section 1: No less than one regular meeting shall be held each month at a place to be specified, unless the Chair determines that cancellation of a regular meeting is appropriate under this Article, Section 2.

Section 2: Regular meetings may be cancelled by the Chair when the Chair determines that because of the requirements of these Bylaws will be unable to conduct any business, or in the event of hazardous or inclement weather.

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Section 3: Special meetings may be called at the discretion of the Chair, or upon the request of two (2) or more members, provided that no less than forty-eight (48) hours' notice is given to each member, ~~and provided that all notice requirements have been met for those hearings requiring notice pursuant to Section 4 of this Article.~~ Additionally, no special meeting shall be held without the oral approval of a quorum of the Task Force.

Section 4: All meetings shall be open to the public, noticed, and posted in accordance with the *Illinois Open Meetings Act*, ILCS 120/1.01 et. seq., except closed sessions as authorized by 5 ILCS 120/2(c) et seq.

The closed session must be approved in open meeting by a majority vote and the purpose of the closed session recorded in the minutes of the open meeting.

Only topics specified in the vote to close may be considered in the closed session. No final action may be taken at a closed session.

All proceedings of a closed session shall be kept in strict confidence by all those in attendance.

Closed sessions shall be recorded and such recordings shall be preserved for at least eighteen months and shall only be destroyed after the Board has approved and made public the minutes of the closed session.

Under the Open Meetings Act, the minutes of all closed sessions will be reviewed semi-annually by the Board as to whether or not the minutes should remain sealed or can be publicly disclosed (5 ILCS 120/2.06).

Section 5: A quorum shall consist of the number a majority of the voting members, and is required for any decision, determination, or official action by the Task Force.

Section 6: All meetings of the Task Force shall proceed as follows:

- a) Roll call and Declaration of Quorum
- b) Amendments and Approval of the Agenda
- c) Correction and Approval of Minutes of previous meeting
- e) New Business
- f) Old Business
- g) Officer's Report
- h) Public Input
- i) Announcements
- j) Adjournment

Section 7: All regular meetings of the Task Force shall begin at 5:30 p.m. All meetings of the Task Force shall end no later than 7:00 p.m., unless the Task Force shall vote to extend the meeting to a specified time.

Section 8: Any Task Force member may request that an item be placed on the agenda for upcoming meetings. Such agenda items should be emailed to the Chair and Human Relations Office at least forty-eight hours prior to the scheduled meeting.

ARTICLE V FORM AND CHARACTER OF MOTIONS AND DECISIONS

- Section 1: The Task Force shall conduct all votes in public session.
- Section 2: The form and character of motions shall conform to those offered in Robert’s Rules of Order, Revised, except as specified herein, provided however, that all motions and decisions shall conform to applicable Illinois Law.
- Section 3: Any Task Force Member, hereinafter Member, may make a motion.
- Section 4: A Motion to Approve which fails, either by failure to receive a second or by failure to receive the required number of affirmative votes, shall be deemed a denial and shall be dispositive of the issue.
- Section 5: Any Member may second any motion, provided that he/she has not offered the motion pursuant to Section 3 herein. Alternately, the Chair may declare a motion dead for lack of second.
- Section 6: A second shall be required prior to the Task Force’s voting on any motion; however, a second shall not be construed as an indication of how the member offering the second intends to vote.
- Section 7: In the event of a tie vote, the motion shall be defeated.
- Section 8: Any Member who becomes aware that he/she has a potential conflict of interest regarding a matter shall notify the Chair at the earliest opportunity. If it is determined that the Member does have a direct conflict of interest, or prejudice sufficient to impair their ability to fairly weigh evidence, such Member shall not participate in the ~~public hearing or~~ discussion at any meeting that relates to that particular matter, nor shall the member vote on the matter.
- Section 9: On any matter before the Task Force, any Member declining to vote for any reason shall announce their intention to abstain prior to the commencement of voting and shall state the reason for abstention.
- Section 10: An abstention shall not be counted in the determination of a motion, but shall be recorded.
- Section 11: Voice votes requiring the affirmative vote of a majority may be taken on procedural matters including, but not limited to:
- a) approval of minutes of previous meetings,
 - b) changes in the agenda,
 - ~~c) continuing hearings,~~
 - ~~d) closing public hearings,~~
 - e)c) adjournments.
- Section 12: Any Member may request a roll call vote in lieu of a voice vote on any matter.

ARTICLE VI PUBLIC INPUT

- Section 1: To accomplish the mandate set forth in the Resolution, it is imperative that the Task Force consider a full range of views and opinions from members of the

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public. Therefore, pursuant to Article IV, Section 6(g) of these bylaws, the Task Force shall reserve time in each meeting to afford the public with an opportunity to express such opinions. The public may also submit written questions or comments for Task Force consideration and review.

Section 2: As a guideline, members of the public shall have five (5) minutes to speak. Extensions may be granted upon a majority vote of the Task Force members.

Section 3: At the conclusion of a public comment, Task Force members may ask questions for the purpose of obtaining clarification regarding the comments. However, Task Force members shall not engage in extended discussions or debates with public commenters. Discussing points raised and answering questions posed during public comments shall take place after all public comments have been received, or shall be held until a subsequent meeting.

ARTICLE VI I RECORDS

Section 1: Minutes of each meeting shall be maintained and kept on file with the City of Urbana.

Section 2: All minutes of the Task Force shall be public records. Such records shall be maintained in accordance with the *Illinois public Records Act*, (50 ILCS 205/1 *et* *Freedom of Information Act*, (5 ILLCS 140/01 *et seq.*)

Section 3: The Human Relations Office shall serve as Secretary to the Task Force.

Section 4: The secretary shall perform or supervise all clerical work of the Task Force and shall:

- a) maintain the case docket, case log, and all case files,
- b) prepare an agenda as directed by the Chair,
- c) send out or cause to be published all required notices and publications,
- d) furnish the Task Force with all pertinent information and memorandum regarding items before the Task Force,
- e) attend all meetings ~~and hearings~~ of the Task Force,
- f) summarize the testimony of those appearing before the Task Force,
- g) record and maintain permanent minutes of the Task Force proceedings, showing the vote of each member upon every question, or if absent or failing to vote indicating that fact,
- h) make record of examinations and official actions,
- i) record the names of all persons appearing before the Task Force,
- j) conduct the routing correspondence of the Task Force and such other correspondence as directed by any member of the Task Force.

ARTICLE VIII SEPARABILITY

Section 1: Should any Article or Section of these bylaws be found to be illegal, the remaining sections shall remain in effect.

ARTICLE IX AMENDMENT TO THE RULES

Section 1. These rules may be amended by an affirmative majority vote of all members of the Task Force.

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Section 2: The proposed amendment must be presented at a regular or special meeting preceding the meeting at which the vote is taken.

Section 3: These rules may be suspended for cause upon affirmative vote of a majority of members, unless such rule is required by state statute or other applicable law.

The foregoing rules and regulations are hereby adopted by the IDOT Traffic Study Task Force
this _____ day of _____, 2014.

SIGNED:

Peter Resnick, Chair
IDOT Traffic Study Task Force

DRAFT