

# COMMUNITY ADVISORY COMMITTEE

## Chicago Metropolitan Agency for Planning

### BYLAWS

Members	12 member organizations, appointed by the executive director
Term	3 years, with option for a second 3-year term
Regular meetings	Once per year, or at the call of the executive director; two hours
Workshop meetings	Three per year, or at the call of the executive director; two hours
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 Community Advisory Committee (the “CAC”) was created by the board of the Chicago Metropolitan Agency for Planning (CMAP) to provide continuous and balanced public representation in the development of regional plans and policies, as required by the Regional Planning Act, 70 Illinois Revised Statutes 1707/40.

The Community Advisory Committee shall:

- A. Serve as a standing advisory committee to the CMAP Board, providing a community-focused perspective to inform the agency’s initiatives, expand the agency’s expertise on community issues, and articulate local and regional challenges and opportunities.
- B. Contribute to the agency’s mission by broadening regional awareness of and support for the agency’s initiatives.
- C. As requested, review and provide input to the agency on its regional plans and community initiatives.
- D. Provide input to the agency for its public engagement activities.
- E. Provide input and identify potential benefits and adverse effects of regional planning programs and policies on traditionally underrepresented populations.
- F. Serve as a resource to other CMAP Committees, staff, and resource groups.

#### Section 2: Committee membership

- A. **Appointment:** In accordance with the Bylaws of the Chicago Metropolitan Agency for Planning, the executive director is delegated authority to appoint individuals to the Citizens’ Advisory Committee, now Community Advisory Committee.

- B. **Members:** The CAC shall consist of 12 members from community organizations that reflect the region's geographic and demographic diversity. Member organization must primarily serve in the CMAP region.
- C. **Terms:** Each organizational 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 CAC member's term, they shall serve until their successor is appointed.
- D. **Attendance:** CAC member organizations are expected to attend each meeting. If a CAC member organization fails to attend three consecutive regular meetings without reasonable cause, or otherwise neglects the duties as a CAC member, the executive director may declare the seat vacant and appoint a new member.
- E. **Chair and vice chair:** Each even-numbered year, the executive director designate a chair and vice chair from the CAC's members at its first meeting of each calendar year. The chair and vice chair may not serve for more than two 1-year terms. The CAC 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 CAC.

### **Section 3: CAC meetings**

- A. **Regular meetings:** The CAC shall meet at least once per year in a regular meeting at which the Committee takes action by vote.
- B. **Workshop meetings:** The CAC shall meet at least two times per year in a workshop meeting.
- C. **Voting:** At any regular meeting at which a quorum is present, a majority of the members of the CAC constitutes a quorum for the transaction of business. At any meeting at which a quorum is present, an affirmative vote of a majority of members shall carry an issue.
- D. **Workshop meetings:** The CAC may choose to hold workshop meetings from time to time, by a call of the chair or CMAP executive director. A quorum shall not be necessary for conducting a workshop; however, all CAC workshops shall be noticed in the same manner as regular meetings of the CAC, and no final action may be taken at any CAC workshop. Workshop meetings shall allow for hybrid participation by both CAC members and members of the public.
- E. **Special meetings:** The CAC chair or CMAP executive director may call special meetings as needed.
- F. **Open Meetings Act:**
  - a. All meetings shall be open and accessible to the public in accordance with the Illinois Open Meetings Act, 5 ILCS 120/7, *et seq.*
  - b. Members may attend the CAC's regular meetings by video or audio conference only as permitted by the Open Meetings Act.
  - c. A CAC member shall notify the CAC staff liaison or chair in advance and in writing (email preferred) of their request to attend a regular, workshop, or special meeting by video or audio conference, unless advance notice is impractical.

#### **Section 4: Miscellaneous**

- A. Unless inconsistent with these Bylaws, meetings of the CAC shall be conducted in accordance with Robert's Rules of Order.
- B. The business of the CAC is conducted in accordance with the Illinois Regional Planning Act and the Illinois Open Meetings Act.
- C. The CAC will be supported by CMAP staff members for administrative functions.
- D. The CAC may adopt rules necessary to exercise its purpose and duties.
- E. In the event of a conflict between these Bylaws and the Bylaws of the CMAP Board, the latter will prevail.

Dated: \_\_\_\_\_, 2026