

<p>Chairman Jeffrey Schielke Mayor City of Batavia</p> <p>Vice-Chairman John Skillman President Village of Carpentersville</p>		 <p>KANE KENDALL COUNCIL OF MAYORS</p>	<p>Executive Director Jackie Forbes</p> <p>Council Director Heidi Lichtenberger</p> <p>Planning Liaison Kaci Crowley</p>
 <p>Chicago Metropolitan Agency for Planning</p>	<p>Kane Kendall Council of Mayors 41W011 Burlington Road St. Charles, Illinois 60175 (630) 584-1171 www.kkcom.org</p>		

**KANE KENDALL COUNCIL OF MAYORS ADMINISTRATIVE POLICIES
COUNCIL MEMBERSHIP AND VOTING PROCEDURES
ADOPTED NOVEMBER 5, 1993
AMENDED NOVEMBER 2016**

The Kane Kendall Council of Mayors is an entity whose principal interests and activities concern themselves with administering the Council’s Surface Transportation Program (STP) and transportation planning in Kane County and Kendall County. The following are its bylaws:

- The member municipalities of the Kane Kendall Council of Mayors shall be as follows:

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| City of Aurora | Village of Huntley |
| City of Batavia | Village of Kaneville |
| City of Elgin | Village of Lily Lake |
| City of Geneva | Village of Lisbon |
| City of Plano | Village of Maple Park |
| City of Sandwich | Village of Millbrook |
| City of St. Charles | Village of Millington |
| City of Yorkville | Village of Montgomery |
| Kane County | Village of Newark |
| Kendall County | Village of North Aurora |
| Village of Algonquin | Village of Oswego |
| Village of Big Rock | Village of Pingree Grove |
| Village of Burlington | Village of Plattville |
| Village of Campton Hills | Village of Sleepy Hollow |
| Village of Carpentersville | Village of South Elgin |
| Village of East Dundee | Village of Sugar Grove |
| Village of Elburn | Village of Virgil |
| Village of Gilberts | Village of Wayne |
| Village of Hampshire | Village of West Dundee |

2. The Villages of Algonquin and Huntley have chosen to program STP projects through the McHenry Council, and the Village of Wayne has chosen to program STP projects through the DuPage Council, and therefore, these municipalities are not eligible to submit STP projects through the Kane Kendall Council of Mayors or vote on STP related matters. With these exceptions, all member municipalities, Kendall County and Kane County are eligible to submit transportation projects of all modes and types for participation in all of the various programs in which the Council has programming input.
3. Each member municipality, and Kane County and Kendall County, with an official 2010 U.S. Bureau of Census population of 2,000 or greater within the Kane Kendall Council boundaries shall have two votes in the Council. Each member municipality with an official 2010 U.S. Bureau of Census population of less than 2,000 within the Kane Kendall Council boundaries shall have one vote in the Council. Special census data shall not be used to amend the population of a member. No municipality may vote for another municipality. The Mayor or President shall vote for the municipality and must be present at the meeting to have the municipality's vote recorded.
4. In the absence of the Mayor/President, a designated representative may vote for the municipality. Such a designation shall be made in writing to the Chairman prior to the Council of Mayors meeting. The designated representative may continue to vote at subsequent meetings until written notification is received by the Chairman designating another representative. The designated representative must be an elected or appointed official of the municipality. A consultant shall not be a designated representative.
5. The County Board Chairman of Kane County or the designated representative shall vote for Kane County. The County Board Chairman of Kendall County or the designated representative shall vote for Kendall County.
6. The Council Planning Liaison, Council Director, and Executive Director shall be non-voting ex-officio members.

TRANSPORTATION POLICY COMMITTEE

1. A committee known as the Transportation Policy Committee shall be a standing committee of the Kane Kendall Council. It shall have such duties as the Kane Kendall Council shall, from time to time, assign to it.
2. The Transportation Policy Committee shall be concerned with all transportation-related issues and planning efforts, and shall be responsible for administering the Council's Surface Transportation Program and making program recommendations to the Kane Kendall Council.
3. Meetings of the Transportation Policy Committee shall be at the call of the Council Planning Liaison(s) subject to the concurrence of the Committee Chairman.

4. The Transportation Policy Committee shall be comprised of one (1) representative of each full member municipality, Kane County and Kendall County. The Director of Transportation of Kane County, or the designated representative of the Director of Transportation, shall vote for Kane County. The County Engineer of Kendall County, or the designated representative of the County Engineer, shall vote for Kendall County. The representative shall be designated in writing by the Mayor or President of each municipality to the Council Chairman and the Policy Committee Chairman. No municipality may vote for another municipality. The Council Planning Liaison(s) shall be a non-voting ex-officio member of the Transportation Policy Committee.
5. Each member municipality, Kane County and Kendall County, with an official 2010 U.S. Bureau of Census population of 2,000 or greater within the Kane Kendall Council boundaries shall have two votes in the Transportation Policy Committee. Each member municipality with an official 2010 U.S. Bureau of Census population of less than 2,000 within the Kane Kendall Council boundaries shall have one vote in the Transportation Policy Committee. Special census data shall not be used to amend the population of a member.
6. Seven voting members shall constitute a quorum of the Council.
7. The Kane Kendall Council Chairman shall appoint a Chairman for the Transportation Policy Committee. The term of the committee Chairman shall coincide with the term of the Kane Kendall Council Chairman.
8. The Bicycle and Pedestrian Committee is a standing committee established by the Transportation Policy Committee to focus on specific bicycle and pedestrian-related issues. Ad-hoc committees may be established with approval of the Transportation Policy Committee.

MEMBERSHIP ON THE EXECUTIVE COMMITTEE

1. The Chairman and Vice Chairman of the Kane Kendall Council shall represent the Council on the Executive Committee of the Councils of Mayors.
2. In the event the Chairman or the Vice-Chairman is unable to represent the Council, the Chairman shall designate a Mayor/President of a member municipality of the Council as an alternate. Both the Chairman and the Vice-Chairman shall attempt to attend each Executive Committee meeting.
3. A report shall be given to the Kane Kendall Council on the issues before the Executive Committee following each Executive Committee meeting.

AGENDA SUBMITTALS

1. Any member municipality governmental agency may submit transportation related items to be discussed by the Kane Kendall Council as part of a published agenda.
2. Every effort shall be made to submit agenda items to the Council Planning Liaison a minimum of fifteen (15) working days prior to a regularly scheduled Kane Kendall Council meeting.

MEETINGS AND MEETING DATES

1. The Kane Kendall Council shall meet at the call of the Chairman.
2. The time and location of the meetings shall be determined by the Chairman with the consent of the Kane Kendall Council.
3. Seven voting members shall constitute a quorum of the Council.

ELECTIONS OF CHAIRMAN AND VICE-CHAIRMAN

1. A Chairman and Vice-Chairman shall be elected at the regular April meeting of the odd numbered years.
2. The Chairman and Vice-Chairman shall be Mayors/Presidents of member municipalities of the Kane Kendall Council.
3. The Chairman and Vice-Chairman may be elected to serve more than one (1), two (2) year term.
4. Prior to the election of the Chairman and Vice-Chairman, the Chairman shall appoint a nominating committee of three (3) members of the Kane Kendall Council.
5. In the absence of the Chairman, the Vice-Chairman shall assume the duties of the Chairman. In the event that the Chairman resigns, the Vice-Chairman shall complete the unexpired term of the Chairman. In the event that the Vice-Chairman resigns or assumes the office of Chairman, the Chairman shall appoint a nominating committee of three (3) members of the Kane Kendall Council. The Kane Kendall Council shall review the recommendations of the nominating committee and elect a new Vice-Chairman at the next regularly scheduled meeting.