

**BYLAWS - Adopted April 15, 2015**

PEORIA URBANIZED AREA TRANSPORTATION STUDY (PPUATS)

**TECHNICAL COMMITTEE**

ARTICLE I (Statement of Purpose)

The Technical Committee of the Peoria Urbanized Area Transportation Study (PPUATS) was established as the result of the 1962 Federal-Aid Highway Act, which created the continuing, comprehensive and cooperative planning process.

The Technical Committee works under the direction of the Policy Committee, provides the technical expertise to the process and prepares, reviews, and recommends actions to the Policy Committee for their approval.

It is the intent that these Bylaws be consistent with the PPUATS Policy Committee Bylaws.

ARTICLE II (Membership)

It is the intent of the process to have the chief elected, appointed or administrative official of eligible units of local government appoint in writing the representative(s) to the Technical Committee.

A. Membership

Membership on the Technical Committee shall include counties, cities and villages located within the Peoria/Pekin Urbanized Area that have executed their Memorandum of Understanding for the Continuing Transportation Planning Process. In addition, the following agencies/organizations may each designate one person to the Technical Committee: the Greater Peoria Mass Transit District (CityLink), General Wayne A. Downing Peoria International Airport, Illinois Department of Transportation District 4, and Tri-County Regional Planning Commission (staff).

B. Appointment of Representatives

Each member of the PPUATS Policy Committee is represented on the PPUATS Technical Committee. Each chief elected, appointed or administrative official shall appoint one such Technical Committee representative, and may, in addition, appoint additional representatives in the case of members with multiple representatives.

Representatives to the Technical Committee shall be from professional and technical transportation related personnel employed by members represented on the Policy Committee.

An individual may represent more than one unit of local government, either as a representative or as an alternate. However, that individual must state at the beginning of a meeting who he/she represents and can cast only one vote on any issue.

C. Terms of Office

Technical Committee representatives and their alternates shall serve at the discretion of the appointing authority. Such appointments shall be in writing to the Committee Chair. There is no limitation for a representative's term as long the community represented has signed its Memorandum of Understanding and paid its portion of the federal transportation funding match.

D. Alternate Representatives

Members may appoint another person as an alternate to represent them provided that:

1. Such appointment is submitted in writing with the name of the alternate and the time period of such appointment.
2. If the alternative attends with the representative, the alternate may sit at the table and participate in the discussions; however, an alternate may not make motions or vote.

ARTICLE III (Officers)

The officers of the Committee shall be a Chair, Vice-Chair and Secretary. The Secretary shall be a staff person as designated by the Executive Director of the MPO. The Chair will appoint representatives to all Ad-Hoc and Advisory Sub-Committees. If at any time a change in the good standing status of such officer occurs, such officer then forfeits the office.

ARTICLE IV (Elections)

The Chair and Vice Chair shall be elected from the representatives in good standing for a two year term beginning July 1, 1981. The Chair shall appoint a Nominating Committee to make nominations for these elections.

ARTICLE V (Meetings)

It is the intent that the Committee meet as needed. The policy on meeting is:

- A. There shall be an established monthly meeting place, date and time for the Committee.
- B. At a minimum the Technical Committee shall meet on a quarterly basis. Day, time and place of meetings shall take into account Committee recommendations.
- C. Notices of all meetings are to include an agenda and shall be made available by the Secretary to all members and as prescribed by law.

- D. Meetings shall not be held in conjunction with other PPUATS Committee meetings unless necessitated by extenuating circumstances.
- E. A quorum for any meeting is a majority of the representatives.
- F. When the Chair is not present, the Vice Chair shall serve as Acting Chair for the meeting.
- G. When a quorum is not present and a legal meeting has been called, only informational items may be discussed and votes may not be taken.
- H. Rules of Order. The Committee shall be governed by Robert's Rules of Order, latest edition.

ARTICLE VI (Voting)

- A. Each member in good standing (i.e. represented unit of government having paid current assessment for transportation planning activities) has at least one representative.

The following are voting representatives on the PPUATS Technical Committee:

- Peoria County (2 representatives)
- Tazewell County (2 representatives)
- Woodford County (1 representative)
- City of Pekin (1 representative)
- Village of Morton (1 representative)
- Village of Bartonville (1 representative)
- Village of Peoria Heights (1 representative)
- City of Chillicothe (1 representative)
- City of Peoria (3 representatives )
- City of East Peoria (1 representative)
- City of Washington (1 representative)
- Village of Creve Coeur (1 representative)
- City of West Peoria (1 representative)
- Illinois Department of Transportation – District IV (1 representative)
- Greater Peoria Mass Transit District (1 representative)
- Greater Peoria Regional Airport (1 representative)
- Tri-County Regional Planning Commission (1 representative)

The number of representatives for each member shall be determined by dividing the amount of Motor Fuel Tax (MFT) received by all members by the number of members to determine an average MFT amount. Each member's MFT is then divided by the average. The result is rounded down to the nearest whole number, which is that member's number of representatives. However, no member shall have less than one representative.

- B. Each representative shall cast one vote. All votes shall be in person.

- C. Voting shall be by voice vote, or roll call if called for by a Committee representative. A record of the vote shall be kept as part of the minutes.
- D. A simple majority is required to pass all motions.
- E. Reconsideration of prior motions. When a motion has been approved, it can be reconsidered if called for by a representative who voted in the affirmative of the original question. A motion to reconsider a previous motion requires only a majority vote to approve. If approved, the original questions can be discussed and a change or new motion can be adopted by a two-thirds (2/3) affirmative vote of the quorum present, or in the alternative it can be added to the agenda for the next meeting for consideration and vote. If a new motion or change fails to obtain such a two-thirds (2/3) affirmative vote, then the original motion remains valid.
- F. All recommendations will be forwarded to the PPUATS Policy Committee by the Secretary for its consideration.

ARTICLE VII (Committees)

The Chair of the Technical Committee may from time to time establish ad-hoc or advisory subcommittees to advise the Technical Committee on specific issues.

ARTICLE VIII (Records)

- A. Minutes of all meetings shall be maintained by the Secretary and distributed to all representatives prior to the next regularly scheduled meeting.
- B. The Secretary shall maintain the official records and permanent files of the Committee.

ARTICLE VIII (Amendment to Bylaws)

The Bylaws shall be reviewed at a minimum once every ten years, upon receipt of the most recent decennial census.

Amendments may be made to these Bylaws at any legally called meeting where a quorum is present. Such Amendments proposed to be considered at a meeting shall have been included as an agenda item in the notice of meeting. A two-thirds (2/3) vote is required to amend the Bylaws.