

**Bylaws for the
Regional Transportation Safety Committee
of the Tri-County Regional Planning Commission**

Adopted September 3, 2025

Article I – Name

The name of this Special Committee of the Tri-County Regional Planning Commission, hereinafter referred to as the “Commission”, is the “Regional Transportation Safety Committee”, hereinafter referred to as the “Committee”.

Article II – Authority & Relationship to the Commission

The Committee is established by the Commission, which is the designated Metropolitan Planning Organization (“MPO”) for the Peoria-Pekin urbanized area. The Committee works under the direction of the “Full Commission”, which serves as both the Commission’s full board and the Policy Committee for the MPO. The Committee provides transportation safety expertise and prepares, reviews, and recommends action to the MPO Technical Committee and Full Commission for their approval. These Bylaws shall be consistent with the Bylaws of the Tri-County Regional Planning Commission.

Article III – Purpose

The Committee shall serve as the regional forum for advancing roadway safety, guiding the implementation of the *Tri-County Comprehensive Safety Action Plan* (CSAP), and supporting TCRPC in meeting transportation safety performance measure requirements.

Primary responsibilities include:

1. Implementation Guidance
 - a. Guide the implementation of the CSAP.
 - b. Provide direction for transportation safety program grants administered by the Commission by serving as steering committee for all regional transportation safety campaigns and projects.
 - c. Provide safety review and policy recommendations for the planning, design, and implementation of transportation safety projects.
 - d. Recommend and prioritize corrective actions regarding regional transportation safety issues.
2. Performance Monitoring
 - a. Maintain records of all fatal and serious injury crashes within the Tri-County region of Peoria, Tazewell, and Woodford counties.
 - b. Review and assess regional crash data and identify safety trends.
 - c. Monitor CSAP progress with relation to the Safe System Approach, Safe Streets for All, and Vision Zero frameworks.
 - d. Emphasize significant regional transportation safety issues to the Technical Committee and Commission.
3. Safety Targets
 - a. Assist the MPO in the development of federally required transportation safety performance measures (PM1).
 - b. Develop an annual report summarizing regional crash trends, progress towards Vision Zero, and implementation status of the Tri-County CSAP.

4. Public Engagement

- a. Foster community dialogue and promote safe driving, walking, and bicycling practices.
- b. Conduct training and education on best practices, proven safety countermeasures, and state and federal policy.
- c. Provide recommendations for the encouragement and education of the public regarding transportation safety.
- d. Share appropriate transportation safety documents and resources with the public.

Article IV – Membership

Membership shall be governed by the Commission and reflect the various aspects of transportation safety interests and issues to ensure related challenges and opportunities are considered in their broadest context. The Committee shall be made up of a 21-member board as outlined in the table below:

Category	Positions
Advocacy & Community	2
Business, Industry, & Media	4
Education & Training	3
First Responders & Enforcement	5
Human Services	2
Transportation & Infrastructure	5

To ensure diverse representation or to fill subject matter gaps, the Commission can add additional members to the Committee by Resolution that justifies why over 21 members are needed. Such a resolution shall be passed with two-thirds (2/3) vote of the quorum present and constitute as an amendment of these bylaws. The fully executed resolution should be attached to the official Committee records.

Within 90 days of appointment, a voting representative shall complete the Illinois Secretary of State's Open Meetings Act (OMA) training and shall provide a copy of the certificate to be kept on file with official Committee records.

Alternative representatives are allowed, provided that such appointments are submitted in writing with the name of the alternate and the time period of such appointment. Only one alternate is allowed per member. If the alternate attends with the representative, the alternate may sit at the table and participate in the discussion; however, an alternate may not make motions or vote.

If a member is unable to attend a meeting and has not communicated their absence before the meeting to Commission staff, it will be noted as an unexcused absence. After a member has three unexcused absences in a row or fails to submit their OMA training certificate to Commission staff within 90 days of appointment, Commission staff can contact the MPO Technical Committee and Full Commission to recommend and appoint a new member in their place.

Article V – Officers

The officers of the Committee shall be the Chair, Vice Chair, and Secretary. The Secretary shall be a staff member as designated by the Executive Director of the

Commission. The terms of Office shall be two years following the Commission's Fiscal Year.

The duty of the Chair is to preside over meetings, set agendas with Commission staff, and represent the Committee as needed. The duty of the Vice Chair is to perform the duties of the Chair in their absence. The duty of the Secretary is ensuring meetings are organized, meeting minutes are taken, Committee records are maintained, and legal requirements are upheld. The Secretary position is non-voting and does not count toward the 21-member total.

Article VI – Elections

The Committee shall elect a Chair and Vice Chair among its members in good standing for a two-year term following the Commission's Fiscal Year. The Chair shall appoint a Nomination Committee to make nominations for these elections. Officers shall be elected by a majority vote of the quorum present.

Article VII – Meetings

It is the intent that the Committee meet as needed and follow the Illinois Open Meetings Act. There shall be an established quarterly meeting place, date, and time for the Committee, with additional meetings scheduled as necessary. At a minimum, the Committee shall meet annually to discuss the federally required transportation safety performance measures.

Notice of all meetings is to include an agenda and shall be made available by the Secretary to all members, including prior meeting minutes.

A quorum for any meeting is a majority of the Committee Members. 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. The Committee shall be governed by Robert's Rules of Order, latest edition.

Article VIII – Voting

Each member shall cast one vote that complies with the Illinois Open Meetings Act. Voting shall be by voice vote or roll call if called for by a Member. A record of the vote shall be kept as part of the meeting minutes, including the tally and method (voice or roll call). A simple majority is required to pass all motions. All recommendations will be forwarded to the MPO Technical Committee and Full Commission by the Secretary for their consideration.

Reconsideration of prior approved motions can be called by a member who voted in the affirmative of the original question. A motion to reconsider a previous motion requires 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.

Article IX – Subcommittees

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

Article X – Records

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

Article XI – Deliverables

The Committee shall provide, with support from Commission staff:

1. Update and maintain regional crash data.
2. An annual report summarizing crash trends, progress towards safety goals, and implementation status of CSAP recommendations.
3. Develop and recommend to the MPO Technical Committee and Commission the federally required annual safety performance measure.

Some additional, but not required deliverables are:

1. Conduct annual Safe Routes to School Parent Surveys.
2. Engage the public and stakeholders through outreach and education.

Article XII – Amendments

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 of the quorum present is required to amend the Bylaws. These bylaws shall be reviewed at least every ten years.