

Human Service Transportation Plan (HSTP) Region 5 Committee Bylaws

Article I: Purpose

- A. Create a Human Services Transportation Plan (HSTP) in fulfillment of the provisions of the *Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU).
- B. Continue to meet coordination requirements under *Moving Ahead for Progress in the 21st Century* (MAP-21), continued by *Fixing America's Surface Transportation Act* (FAST Act), continued by the *Infrastructure Investment and Jobs Act* (IIJA).
- C. Guide the implementation of coordination strategies to achieve human service transportation objectives.
- D. Plan, develop, and assist in the deployment of transportation programs that maximize the use of available transportation services, public capital, and operating funding to benefit people with disabilities, older individuals, people with low incomes, veterans, and other populations who may benefit from extra transit assistance.
- E. Collaborate with other HSTP Regions on interregional and interstate transportation issues.

Article II: Geographic Area

The HSTP committee shall encompass Fulton, Knox, Marshall, Peoria, Stark, Tazewell, and Woodford Counties in Illinois (hereinafter called HSTP Region 5).

Article III: Membership

The HSTP Region 5 Committee shall include a combination of representatives from the following areas: public or private transit providers, not-for-profit organizations, human services organizations, transit users, members of local and county governments, and other interested citizens. Representation should balance accessibility, aging, workforce, and education interests when possible.

- A. HSTP Region 5 shall be composed of the following representatives:
 - 1. Two members per county who represent rural areas of their respective counties (equaling fourteen members).
 - 2. Seven members from the Peoria-Pekin urbanized area.
 - 3. Up to two members to represent the region as a whole, to be appointed by the rest of the committee.
 - 4. Shared representative seats are permissible and must be noted as such by the appointing body.
- B. Appointment and Membership Term:

1. Rural representatives shall be appointed by each respective County Board Chair within HSTP Region 5.
2. Urbanized Area representatives shall be appointed by the Tri-County Regional Planning Commission technical and policy committees.
3. The term of membership for both rural and urbanized area representatives is three years.

C. Vacancies and Absences:

1. If there is a vacancy on the Committee, remaining committee members, the respective County Board Chair, Tri-County Regional Planning Commission Technical or Policy chair, or HSTP staff, shall recommend a new member from the respective geographic area to fill the vacant position. The designated individual shall be appointed to the Committee by the guidelines listed under “Appointment and Membership Term” above.
2. If a member is unable to attend a meeting, that person shall communicate with HSTP staff in advance for it to be considered an excused absence.
3. If a member is unable to attend a meeting and has not communicated their absence before the meeting to HSTP staff, it will be noted as an unexcused absence.
4. After a member has three unexcused absences in a row, HSTP staff can contact the member’s respective County Board Chair or Tri-County Regional Planning Commission Technical or Policy chair to recommend a new member in their place.
5. If a member or a representative to their organization has not attended at least two HSTP Region 5 meetings within a year of their Consolidated Vehicle Procurement (CVP) application, HSTP staff has the right to give that organization a participation score of zero.

D. Voting:

1. Each HSTP Region 5 committee member will have one vote, except where noted (see #3 regarding shared seats).
2. No absentee voting shall be allowed.
3. If a seat is shared and both representatives are present, only one vote will be recorded for that seat.
4. Members of HSTP Region 5 may select a designated voting representative to have proxy voting rights at the meeting in their absence. If a Committee member wishes to have another individual represent their vote at a meeting, a proxy form signed by the Committee member must be sent to HSTP staff before the beginning of the meeting.
5. Within 90 days of appointment, a voting representative shall complete the Illinois Secretary of State’s Open Meetings Act (OMA) Test as required by the Illinois Department of Transportation Office of Intermodal Project Implementation

(IDOT-OIPI) and shall provide a copy of the certificate to be kept on file with HSTP staff. This is a one-time requirement; any previously completed OMA certificates prior to appointment/designation will be accepted.

6. If a voting representative has not submitted an OMA training certificate to HSTP staff after 90 days of appointment, HSTP staff can contact the member's respective County Board Chair to recommend a new member in their place.
 7. Motions will be passed by a simple majority of the vote.
- E. Chair:
1. The HSTP Committee, if they choose, can take nominations and vote for a chair and vice-chair.
 2. The term for chair and vice-chair will be one year.
 3. If the Committee chooses not to have a chair and vice-chair, or if no Committee members are nominated or accept the nomination, chair duties will fall upon HSTP staff.
- F. HSTP Region 5 members are not reimbursed for travel expenses associated with attendance at Committee meetings, nor do members receive a per diem.

Article IV: Meetings

- A. All meetings shall be open to the public and conducted in accordance with the Illinois Open Meetings Act.
- B. All meetings shall be conducted following Robert's Rules of Order.
- C. Committee members shall attend meetings in person, though "attendance by a means other than physical presence" applies, as noted in 5 ILCS 120/7, Section 7 of the Illinois Open Meetings Act:

"(a) If a quorum of the members of the public body is physically present as required by Section 2.01, a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency; or (iv) unexpected childcare obligations. "Other means" is by video or audio conference.

(b) If a member wishes to attend a meeting by other means, the member must notify the recording secretary or clerk of the public body before the meeting unless advance notice is impractical..."

Phone and virtual attendees can vote on agenda items that require a vote if there is a physical quorum present.

- D. A quorum of the Committee shall consist of a simple majority, without regard to county origin or urban/rural subcommittee designation. In lieu of a lack of quorum of the majority, a quorum of either the urban or rural subcommittee will suffice.
- E. All members of the Committee shall receive a mailed or emailed notice of the date, time, and place of each meeting no later than three calendar days before the meeting. Any other individual or agency may submit his/her name to the HSTP staff in order to be notified of upcoming meetings.
- F. The Committee shall hold a minimum of four meetings each year.

Article V: Amendments and Severability

- A. These bylaws shall become effective upon majority vote of the HSTP Region 5 committee.
- B. These bylaws may be amended by a majority vote of Committee members.
- C. If any one or more of the provisions of this Agreement is declared unconstitutional or contrary to law, the validity of the remainder of the Agreement shall not be affected.