

Human Service Transportation Plan (HSTP) Region 5 Committee Bylaws

Article I: Purpose

- A. Create a Human Services Transportation Plan (hereinafter called the HSTP) in fulfillment of the provisions of the *Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users* (hereinafter called SAFETEA-LU).
- B. Continue to meet coordination requirements under *Moving Ahead for Progress in the 21st Century* (hereinafter called MAP-21), continued by *Fixing America's Surface Transportation Act* (hereinafter called FAST Act).
- 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.
- 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 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. Up to two members per county who represent rural areas of their respective counties (equaling fourteen members).
 2. Up to 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 Peoria-Pekin Urbanized Area Transportation Study technical and policy committees (hereinafter called PPUATS).
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, 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 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 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.
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.
5. If a Committee member wishes to have another individual represent their vote at a meeting, a written notice signed by the Committee member must be provided before the beginning of the meeting.
6. Within 90 days of appointment, a voting representative shall complete the Illinois Secretary of State's Open Meetings Act Test (OMA) as required by IDOT-OIPI; and shall provide a copy of certificate to be kept on file with HSTP staff. Note, this is a onetime requirement; any previously completed OMA certificates prior to appointment/designation will be accepted.
7. After 90 days of appointment, any voting representative who has not submitted an OMA training certificate to HSTP staff is not permitted to vote at meetings.

8. 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 may attend meetings in person, call in by phone, or log in via the internet. Any member who attends in person, by phone, or via internet will be counted as "present" on the official record, and they can vote on agenda items that require a vote.
- D. A quorum of the Committee shall consist of a simple majority, without regard to county origin or urban/rural subcommittee designation.
- 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 7 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.