

BYLAWS – Adopted June 7, 2017

PEORIA/PEKIN URBANIZED AREA TRANSPORTATION STUDY (PPUATS)

POLICY COMMITTEE

ARTICLE I (Statement of Purpose)

The Policy Committee of the Peoria/Pekin 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 within the Peoria/Pekin Urbanized Area. To accomplish the continuing comprehensive and cooperative (3-C) process, the Policy Committee is responsible for transportation planning matters; such as, but not limited to, the preparation and adoption of the long range and short range transportation plans, the Transportation System Management Plan, directing the transportation planning activities in the urbanized area and adopting and implementing any other necessary plans to meet federal guidelines for urbanized area.

The Policy Committee has entered into working agreements with the Governor (through the Illinois Department of Transportation), Tri-County Regional Planning Commission (the designated MPO) and the transit operators within the area. These working agreements (Joint Resolution and Comprehensive Agreement) also recognize that the transportation planning responsibility be with the PPUATS Policy Committee.

ARTICLE II (Membership)

It is the intent of the process to have the chief elected, appointed or administrative officials from eligible units of local government serve as representatives and to thereby decide transportation policy issues. In cases where it is not possible for the chief elected, appointed or administrative official to personally participate, an alternate representative can be appointed. If an alternate is appointed, such alternate has the full responsibility and power of the representative.

A. Membership

Membership on the Policy 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 Greater Peoria Mass Transit District (CityLink) and the Illinois Department of Transportation District 4 shall be members of the Policy Committee.

In order for the MPO to receive federal transportation planning funds, local communities must pay a 20% match. This match shall be covered by those communities represented on the PPUATS Policy Committee. Each year, the Greater Peoria Mass Transit District shall pay \$3,800 of that match. The remainder shall be paid by the member counties and municipalities. The amount each pays will be based on its share of the State's Motor Fuel Tax Allotment. Each will pay the same proportion of the remaining match as the proportion of Motor Fuel Tax Allotment (the total of all member communities' allotments) received.

A county or municipality may hold membership on the PPUATS Policy Committee if it has signed its Memorandum of Understanding and paid its portion of the match for federal transportation funding and:

1. In the case of counties, membership is limited to those that are at least partially contained within the MPO's long range planning boundary.
2. In the case of municipalities, membership is limited to those that are at least partially located within the MPO's urbanized area boundary.

B. Appointment of Representatives

The chief elected, appointed or administrative official of each member is designated as the Policy Committee representative and may appoint other representatives if the member has more than one representative.

C. Terms of Office

Policy 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 designated in "A" above, may appoint an alternative representative 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 discussion; however, an alternate may not make motions or vote.

Hereafter in the Bylaws, the word “representative” means either representative or alternate as defined above.

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 forfeits the office.

ARTICLE IV (Elections)

The Chair and the 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 meetings is:

- A. There shall be an ESTABLISHED monthly meeting place, date and time for the Policy Committee.
- B. At a minimum the Policy Committee shall meet on a quarterly basis.
- C. Notices of all meetings are to include an agenda and shall be made 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 only informational items may be discussed and no votes may be taken.
- H. Rules of Order. The Committee shall be governed by Roberts' 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 the representatives on the PPUATS Policy Committee:

- Peoria County (2 representatives)
- Tazewell County (2 representatives)
- Woodford County (1 representative)
- City of Peoria (3 representatives)
- City of Pekin (1 representative)
- City of East Peoria (1 representative)
- Village of Morton (1 representative)
- City of Washington (1 representative)
- Village of Bartonville (1 representative)
- Village of Creve Coeur (1 representative)
- City of Peoria Heights (1 representative)
- City of West Peoria (1 representative)
- City of Chillicothe (1 representative)
- Village of Germantown Hills (1 representative)

- Illinois Department of Transportation-District 4 (1 representative)
- Greater Peoria Mass Transit District (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 representative. A record of the vote shall be kept as part of the minutes.
- D. The Policy Committee shall vote on all recommendations presented by the Technical Committee. A simple majority is required to approve all Technical Committee recommendations.
- E. When a motion has been adopted, it can be reconsidered if called for by a representative who voted in the affirmative on the original question. A motion to reconsider a previous motion requires only a majority vote to approve. If approved, the original question can be discussed and a change or new motion can be adopted by a two-thirds (2/3) affirmative vote of the representatives 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 2/3 affirmative vote, then the original motion remains valid.

ARTICLE VII (Committees)

As part of the agreement between the PPUATS Policy Committee and the Commission, a Technical Committee has been established. As a further organizational refinement to effectively plan for and coordinate specialized transportation services, the Policy Committee may from time to time establish Ad-Hoc or Advisory Sub-Committees to make recommendations to the PPUATS structure. It is the intent of this Article to establish the purpose and membership of each Committee. It is the responsibility of each Committee to adopt bylaws consistent with the PPUATS Policy Committee Bylaws.

A. Technical Committee

The purpose of the Technical Committee is to provide transportation expertise to the process and to prepare, review, and recommend actions to the Policy Committee.

B. Advisory and Ad-Hoc Sub-Committees

Advisory and Ad-Hoc Sub-committees will be used as deemed necessary by the PPUATS Policy Committee.

ARTICLE VIII (Records)

A. Minutes of all meetings shall be maintained by the Secretary and distributed to all members prior to the next regularly scheduled meeting.

B. The Secretary shall maintain the official records and permanent files of the Committee.

ARTICLE IX (Amendment to Bylaws)

The Bylaws shall be reviewed at least once every ten years, upon receipt of the most current 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 2/3 vote is required to amend the Bylaws.