

**BYLAWS OF
TRI-COUNTY REGIONAL PLANNING
COMMISSION**

Adopted October 14, 1976
as amended on July 1, 2021

Section 1. NAME AND AREA

The name of this organization shall be the TRI-COUNTY REGIONAL PLANNING COMMISSION, hereinafter called the "Commission", embracing all the territory of Peoria County, Tazewell County, and Woodford County, in the State of Illinois, and which territory is hereby designated as the Tri-County Region. The area within the Commission's boundaries that include the urbanized areas or adjusted urbanized areas as defined by the United States Census Bureau is hereby designated herein as the Peoria/Pekin Urbanized Area.

Section 2. AUTHORITY

The authority and powers of the Commission shall be in accordance with the provisions of 55 ILCS 5/5-14001 et seq. (formerly Chapter 34, sections 152a-152d.3, 1957 Illinois Revised Statutes) as now or hereafter amended, and pursuant to "Resolution for Establishment of the Tri-County Regional Planning Commission," passed and approved by Peoria County, Tazewell County, and Woodford County, on March 12, 1958, as amended.

Section 3. MEMBERSHIP

A. Identity of Members: The Tri-County Regional Planning Commission membership shall consist of Peoria County, Tazewell County, Woodford County, and municipalities that are at least partially contained within the Peoria/Pekin Urbanized Area to be appointed and removed as authorized in the Counties' creating resolution and the current amendments to the creating resolution. The membership shall also include the Greater Peoria Mass Transit District (CityLink) and the Illinois Department of Transportation District 4. The membership must comply with the federal and state statutes and regulations applicable to Metropolitan Planning Organizations (MPOs).

B. Requirements for Members:

1. In order for the Commission to receive federal transportation planning funds as the MPO, local communities must pay a 20% match for federal funds. Each year, the Greater Peoria Mass Transit District shall pay \$3,800 of that match, with increases proportionate to increased payments by the other units of government. The remainder shall be paid by the Member counties and municipalities. It shall be used as a match or for local planning projects if State of Illinois match funds are identified and available. Funding will be decided upon by the Commission on an annual basis during the development of the Unified Planning Work Program (UPWP) and annual budget. The funding formula to be based on a proportionate share of local annual Motor Fuel Tax Receipts as published by the Illinois Department of Transportation. 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. If

units of government overpay the match, use of the overpayment will be determined by the Commission and can include banking funds or rebating funds proportionately.

2. A county or municipality is a Member in good standing if it has paid its portion of the match for federal and transportation funding. If a Member is 6 months or more past due on its portion of the funding, the Member is no longer in good standing until the Member has paid the past due funds in full.
3. The chief elected, appointed, or administrative official(s) from the units of local government for the Member counties or municipalities must also sign the Memorandum of Understanding (MOU), which will be submitted to the Members annually.

C. Representation:

1. The composition of representatives must comply with all federal and state statutes and regulations applicable to MPOs.
2. Each Member shall have at least one voting representative. The share of representatives, terms of office, appointment of representatives, and removal of representatives shall conform with the Counties' creating resolution and the current amendments to the creating resolution.
3. It is the preference to have the chief elected, appointed, or administrative official(s) from the eligible units of local government for the Member counties and municipalities to serve as representatives. In the case where it is not reasonably feasible for the chief elected, appointed, or administrative official to personally participate, an alternate representative may be appointed. Any alternate representative for a Member shall be appointed and removed by that Member as authorized in the Counties' creating resolution, the current amendments to the creating resolution, and/or the Memorandums of Understanding in effect for that Member.

Section 4. COMPENSATION

All Members and Representatives of the Commission shall serve without compensation.

Section 5. OFFICERS

- A. The officers of the Commission shall be a Chairman, a Vice Chairman, and a Treasurer, who shall be elected by the Representatives at the annual meeting for a term of one year. Officers may succeed themselves. Officers shall be elected from Representatives of the Commission, however, no more than two (2) officers shall be from the same Member county or municipality, and the Chairman and the Vice-Chairman shall be from different geographic counties.
- B. The Chairman shall preside at all Commission and Executive Board meetings and have general charge of the Commission business. The Chairman shall generally perform such other duties normally conferred by parliamentary usage of such affairs. The Chairman, after a report by the Nominating Committee, shall make appointments of Representatives to various committees of the Commission. The Chairman shall appoint such other persons to committees of the Commission. All such appointments shall be approved by the Commission, as deemed necessary.

- C. The Vice-Chairman shall perform the duties of the Chairman during the absence or disability of the Chairman.
- D. The Treasurer of the Commission shall be the Chairman of the Ways and Means Committee, and shall perform such duties as normally associated with fiscal management of the Commission. Financial records shall be kept in the Commission offices.
- E. An officer of the Commission, once elected to office, shall not be removed from such office during his term of office, except as may be determined by the Commission.
- F. An officer resigning from a Commission elected office or from the Commission shall be replaced at a special election of the Commission, and shall serve for the remaining term of the officer originally elected.

Section 6. EXECUTIVE BOARD

- A. Composition of the Executive Board: In the interest of effective functioning of the Commission, there shall be an Executive Board consisting of eight (8) Representatives of the Commission, including the Chairman and other officers of the Commission. The members of the Executive Board, other than the officers of the Commission, shall be nominated by the Nominations Committee, elected by the Commission at the annual meeting, and shall serve for one (1) year. The Director shall be an advisory member of the Executive Board without the power to vote. The Executive Board shall be composed of the following:
 - the two Representatives for Member Peoria County;
 - the two Representatives for Member Tazewell County;
 - the two Representatives for Member Woodford County;
 - a Representative for Member City of Peoria; and
 - an at large Representative, from any Member.
- B. Functions and Duties Prohibited by the Executive Board: The Executive Board shall not perform any of the functions or duties described by the federal and state statutes and regulations regarding MPOs. The Executive Board shall not perform any of the functions or duties delegated to MPOs by federal and state statutes and regulations regarding MPOs. The Executive Board shall not vote on any recommendations from or matters related to the Peoria Urbanized Area Transportation Study Technical Committee. The Executive Board shall not vote on or make decisions on matters related to the preparation or adoption of long range and short range transportation plans, the Transportation System Management Plan, transportation planning activities in the Peoria/Pekin Urbanized Area, the adoption or implementation of plans to meet federal or state guidelines for urbanized areas, funding transportation projects in the Peoria/Pekin Urbanized Area, or federal funding received by or to be distributed by the MPO. The Executive Board may not amend Commission bylaws.
- C. Functions and Duties Permitted by the Executive Board: Other than the functions and duties the Executive Board is prohibited from performing by these bylaws and/or any statute or regulation, the Executive Board may perform any other functions and duties in the name of the Commission upon the call of the Chairman or in his absence, the Vice-Chairman. In so performing such functions, the Executive Board shall observe the rules set forth in these Bylaws. It is the intent of these rules that the Executive Board may legally perform these limited functions and duties of the Commission at a

meeting called for the Commission or called only for the Executive Board. However, the Executive Board may legally perform these limited functions and duties of the Commission at a meeting called for the Commission or called only for the Executive Board. However, the Executive Board shall not solely perform these limited functions and duties of the Commission if a quorum of the Commission is present. Copies of the Executive Board minutes shall be mailed to all Representatives of the Commission.

In addition to the duties and functions specifically permitted herein, the Executive Board shall serve as the policy formulation and coordination body for the Commission. In addition, the Commission may direct the Executive Board to undertake other specific functions, duties, or powers not prohibited herein, and may reserve to the Commission the right of final approval of any such act undertaken.

Section 7. MEETINGS

- A. Regular meetings of the Commission shall be held at least once each month on a day, time, and place determined by the Representatives. The regular meeting scheduled for June of each year shall be the annual meeting for election of officers.
- B. Special meetings of the Commission may be held at such other times as the Chairman deems necessary, or upon the written request of not less than five (5) Representatives of the Commission.
- C. Committee meetings shall be held as necessary and as determined by Commission policy, the rules of the Committee, or upon call of the Committee Chairman.
- D. Notice of all meetings shall be provided in compliance with the Illinois Open Meetings Act.
- E. All meetings, except as provided by law, shall be in compliance with the Illinois Open Meetings Act.
- F. A record of all meetings shall be prepared and kept in the offices of the Commission.

Section 8. QUORUM AND VOTING

- A. A majority of the Representatives shall constitute a quorum for the transaction of any business..
- B. The affirmative votes of the majority of the Representatives present constituting a quorum shall be required to exercise the functions and powers of the Commission.
- C. The Chairman shall vote on all matters before the Commission.
- D. 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.
- E. The Representative for each Member in good standing shall cast one vote. All votes shall comply with the Illinois Open Meetings Act.
- F. The Commission shall vote on all recommendations presented by the Technical Committee. A simple majority is required to approve all Technical Committee recommendations.

- G. 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 majority 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 majority affirmative vote, then the original motion remains valid.

Section 9. RULES

It shall be the duty of the Chairman to preside at all meetings of the Commission and Executive Board. In his absence, the Vice-Chairman, shall preside at such meetings. If neither the Commissioner nor the Vice-Chairman are present, the Treasurer shall preside at such meetings.

The Commission shall determine its own order of business for meetings.

Parliamentary procedure in Commission meetings shall be governed by Robert's "Rules of Order" unless otherwise specified in these bylaws, then the bylaws control.

Section 10. COMMITTEES

- A. The Commission may establish committees to assist in the operation, management and program planning activities of the Commission. If there is not a quorum present, the Chairman of the Commission shall have full voting rights on any committee. Such committees shall be classified generally into the following categories:

1. Peoria Urbanized Area Transportation Study Technical Committee: The Peoria Urbanized Area Transportation Study Technical Committee ("Technical Committee") works under the direction of the Commission, provides the technical expertise to the process and prepares, reviews, and recommends actions to the Commission for their approval.
 - a) Each Member of the Commission shall have the same number of representatives on the Technical Committee that it has on the Commission, but the representatives appointed to the Technical Committee are not intended to be the same as the Representatives appointed to the Commission. Commission Representatives may serve as an alternate for a Technical Committee representative.
 - b) Pursuant to the Technical Committee bylaws, the Commission Members shall appoint their own representatives to the Technical Committee.
 - c) The Technical Committee shall be governed by its bylaws, which are to be written and passed by the Technical Committee.
2. Internal Committees: The intent of these committees is to assist the Commission internal operations, management, and policy matters. Such committees permanently established are:
 - a) Ways and Means Committee. The Commission Treasurer is to be the Committee Chairman. There shall be two additional Representatives, with at least one (1) Representative being from each county (whether from a Member County or a

Municipality within that county), including the Treasurer, so that the Committee is comprised of Representatives from each geographic county. The purpose of this committee is to review and advise the Commission on the fiscal affairs of the Commission.

- b) Personnel Committee. The Vice Chairman is to be the Committee Chairman with at least two (2) other Representatives from each county (whether from the Member County or a Municipality within that County), so that the committee is comprised of Representatives from each geographic county. The purpose of the Personnel Committee shall be to review and advise the Commission on personnel matters, and to carry out responsibilities as may be specified by the Commission.
- c) Nominations Committee. The Commissioner Chairman is to be the Nominations Committee Chairman with at least two (2) other Representatives from each county (whether from the Member County or a Municipality within that County), so that the committee is comprised of Representatives from each geographic county. The purpose of the Nominations Committee is:
 - 1) To prepare a slate of nominations for Commission officers and the Executive Board to present to the Commission at its May meeting each year.
 - 2) To prepare a nomination for any officer or Executive Board position which may be vacated; such nominations are to be presented at the first meeting following the vacancy of such office or position.
 - 3) To prepare nominations of Representatives to be appointed to the various committees of the Commission, except the Technical Committee. Such nominations shall be considered by the Commission as set forth in Section 10.B.
- 3. Citizen Advisory Committees: The establishment of Citizen Advisory Committees and the Commission's policy thereof is as contained in the Policy Statement, adopted April 27, 1976, which may be amended from time to time by the Commission.
- 4. Special Committees: The Commission Chairman may establish and appoint representatives to special, ad hoc, or advisory committees to address particular needs of the Commission. Such committees shall be assigned specific responsibility. Special committees shall cease existence and be disbanded upon completion of such assignment or upon direction of the Chairman.

B. Terms of Office: Terms of office for Commission Representatives to the Commission's Internal Committees shall be for one (1) year, and Representatives may succeed themselves. From the slate of nominated Representatives presented by the Nominations Committee at the May meeting, appointments of Representatives to serve on the committees shall be made at the July Commission meeting each year by a vote of the Commission at large. In the event a position on a committee becomes vacant during the one (1) year term, at the first meeting following the vacancy of the position, the Nominations Committee shall nominate a Representative to serve the remainder of the term and the appointment of the replacement shall be voted on by the Commission at large. The Commission shall give appropriate consideration for continuity of interests of Representatives on

such committees. Appointments of Citizen Advisory Committee representatives shall be in accordance with Section 10.A.3.

Section 11. FUNCTIONS AND DUTIES

The Commission shall have the functions, duties, and powers as provided in the Illinois Regional Planning Act, and the Resolutions of the County Boards.

A. In the exercise of its general functions, duties, and powers, the Commission:

1. Shall prepare and recommend to the County Boards a Regional Plan, or functional segments thereof, looking to the present and future development of the region. Such Regional Plan may include recommendations for land use, circulation, general location of public works, urban renewal and other such problems and developments relevant to Regional Planning. Such plans shall be known as the Regional Plan of the Tri-County Region. The Commission may thereafter, from time to time, recommend changes in such Regional Plan.
2. Shall prepare and recommend to the County Boards, from time to time, plans for specific improvements to promote the realization of the Regional Plan.
3. May enter upon, or designate staff members who may, at reasonable times and in such manner as to cause no unnecessary injury, enter upon any lands in order to make examinations and surveys related to regional planning, providing that the owner of said lands has not refused permission to enter thereon.
4. Shall have access to information, reports, and data relating to planning in possession of departments of the County Governments.
5. May request for its information all municipal or other governmental agency plans, zoning ordinances, official maps, building codes, subdivision regulations, or amendments or revisions of any of them, as well as copies of their special reports dealing in whole or in part with planning matters.
6. Shall advise units of government concerning the relationship of any plans, projects, proposals, and policies adopted or under consideration by any such unit of government to other plans, projects, proposals, and policies applicable to the Tri-County Region.
7. Shall have authority to contract with any unit of government within the Tri-County Region to provide specialized planning services with appropriate reimbursement when a unit of government so desires.

B. In the exercise of its financial functions, duties, and powers the Commission:

1. Shall prepare and approve an annual budget in the same manner as other departments of the Counties or Municipalities. Such budgets shall be submitted to the Chairman of the Finance Committee of the County Board of each county in the Tri-County Region at least thirty (30) days prior to the meeting at which said boards adopt their annual budgets.
2. Shall have authority to make expenditures upon vouchers executed by Chairman and Treasurer of the Commission from funds appropriated by the separate County Boards, such

funds to be held by the County Treasurer of each county for disbursement upon such vouchers.

3. Shall have authority to accept, receive and expend funds, grants, and services from the Federal Government or its agencies, and instrumentalities of state and local governments.
 4. Shall have authority to accept, receive and expend funds, grants, and services from private persons or organizations, including business or non-profit corporations.
 5. Shall have authority to provide such information and reports as may be necessary to secure financial aid.
 6. Shall deposit any moneys received as gifts, donations or grants from public or private sources for planning purposes in a public banking institution or institutions designated by it, to be available for expenditure by the Commission by warrants upon such moneys to be drawn only upon vouchers signed by the Chairman and the Treasurer of the Commission.
 7. Shall have authority to contract with respect to any funds, grants, or services from whatever source derived, within the limits of its budget.
 8. Shall have authority to appoint such employees as it deems necessary, including agency directors, and engage consultants as it may require, within the limits of its budget.
 9. Shall have authority to acquire equipment and materials for its use and incur other necessary expenses, within the limits of its budgets.
 10. May authorize the Representatives or employees of the Commission to attend planning institutes or hearings upon pending planning legislation, or to engage in other planning activities, as official representatives of the Commission, and shall have authority to pay, within the limits of the budget, the reasonable traveling expenses of such representatives.
 11. All non-budgeted expenses in excess of \$1,000.00 shall be authorized by the Ways and Means Committee, Executive Committee or the full Commission prior to expenditure, excluding "usual and ordinary" operational expenditures, and co-signed by the Chairman or Treasurer. (Usual and ordinary includes payroll, rent, health insurance and other general insurance, consulting and professional contracts.)
 12. Shall have the financial books of the Commission audited by competent accountants annually.
- C. In the exercise of its Metropolitan Planning Organization (MPO) functions, duties, and powers the Commission:
1. As the designated MPO of the Peoria/Pekin Urbanized Area and accepts the responsibilities and obligations that come with this designation.
 2. As the MPO, the Commission is eligible to receive Metropolitan Planning (PL) funds authorized by Section 104, Title 23 United States Code and planning funds authorized by Section 9 of the Urban Mass Transportation Act of 1964 as amended (49 USC 1607a).
 3. The MPO 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 TCRPC 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.

4. The Commission has entered into working agreements with the Governor (through the Illinois Department of Transportation), and the transit operators within the area.
5. A quorum of the full Commission, as defined by Section 8A. of these bylaws, is required for the exercise of any MPO functions and duties.

Section 12. ADVISORY DUTIES

The Commission shall serve as an extension of services provided by the County Boards and local government for Municipal Members, such services shall include general planning and human service programs as deemed necessary by the Representatives as well as the development of reports and providing recommendations with respect to establishing policy to resolve regional issues. As a means of accomplishing such tasks the County or Municipality shall provide the Commission copies of ordinances, resolutions, plans, and other data relative to capital improvements of any substantial nature. The Commission may report in relation thereto if it deems necessary or advisable. The Commission shall so report when specifically requested by the County Boards and/or local government for Municipal Members, for the consideration of the County Boards or Municipal government before final action on such improvements is taken by the Board.

Section 13. FISCAL YEAR

The fiscal year of the Commission shall begin on the first day of July of each year and end on the last day of June each year.

Section 14. HEADQUARTERS

The official headquarters and office of the Commission shall be as may be determined by the Commission.

Section 15. AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the full Commission at any meeting, provided that such proposed amendment or amendments shall be in writing in the call for the meeting in which they are acted upon.

The Bylaws shall be reviewed at least once every ten years, upon receipt of the most current decennial census.

Section 16. EFFECTIVE DATE

These Bylaws and any amendments thereto shall become effective on July 1, 2021.