

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

Adopted October 14, 1976
and as amended through September 28, 2006

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.

Section 2. AUTHORITY

The authority and powers of the Commission shall be in accordance with the provisions of the 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

The Tri-County Regional Planning Commission shall consist of such members to be appointed and removed as authorized in the County's creating resolution.

Section 4. COMPENSATION

All members of the Commission shall serve without compensation.

Section 5. OFFICERS

- A. The officers of the Commission shall be a Chairman, a First Vice Chairman, a Second Vice-Chairman, a Secretary, and a Treasurer, who shall be elected by the Commissioners at the annual meeting for a term of one year. Officers may succeed themselves. Officers shall be elected from members of the Commission, however, no more than two (2) officers shall be from the same county, and the Chairman and two Vice-Chairmen shall be from different 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 Commissioners 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-Chairmen shall, in their numerical order, 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. The Secretary of the Commission shall perform such duties as normally associated with Commission records. However, the Secretary may delegate certain signatory functions to the Director. All official records shall be kept in the Commission offices.
- F. 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.
- G. 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 (amended 03/10/1988)

In the interest of effective functioning of the Commission, there shall be an Executive Board consisting of nine (9) members 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 elected by the Commission, at the annual meeting and shall serve for one (1) year. Each county shall have representation of three (3) members on said Board. The Director shall be an advisory member of the Executive Board without the power to vote.

The Executive Board may perform the functions and duties in the name of the Commission upon the call of the Chairman or in his absence, the first and second Vice-Chairman respectively. In so performing such function, 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 the full 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 the full 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 the full duties of the Commission if a quorum of the Commission is present. Copies of the Executive Board minutes shall be mailed to all members of the Commission.

In addition to the duties and functions specified 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 specified herein, and may reserve to the Commission the right of final approval of any such act undertaken.

In the event that any one of the three (3) counties does not appoint members to the Commission, the membership of the Executive Board shall be reduced by three (3) members for that county and the quorum shall be reduced to four (4) members for the transaction of business by the Executive Board.

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 Commissioners. 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) members 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 given by mail in accordance with law.
- E. All meetings, except as provided by law, shall be open to the public.
- F. A record of all meetings shall be prepared and kept in the offices of the Commission.

Section 8. QUORUM (amended 03/10/1988)

- A. A majority of the members shall constitute a quorum for the transaction of any business. In the event that any one of the three (3) counties does not appoint members to the Commission, the quorum shall be reduced to eight (8) members for the transaction of business by the Commission.
- B. The affirmative votes of the majority of the members 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 Commissioner. A record of the vote shall be kept as part of the minutes.

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 First Vice-Chairman, if present, shall preside, otherwise, the Second Vice-Chairman 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."

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. 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 Commission members, with at least one (1) member being from each county, including the Treasurer, so that the committee is represented by each county. The purpose of this committee is to review and advise the Commission on the fiscal affairs of the Commission.
 - b) Personnel Committee. The First Vice Chairman is to be the Committee Chairman with at least two (2) other Commissioners to be members. 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 Second Vice Chairman is to be the Committee Chairman with at least two (2) other Commission members from each county, so that the committee is represented by each county. The purpose of the Nominations Committee is:

- 1) To prepare a slate of nominations for Commission officers and Executive Board for report to the Commission at its May meeting each year.
- 2) To prepare a nomination for any office or Executive Board position which may be vacated; such nominations to be presented at the first meeting following the vacancy of such office.
- 3) To prepare nominations for consideration of the Chairman of members of the Commission who are to be appointed to the various committees of the Commission.

d) Employee's Retirement Fund Administrative Committee. The authority of the committee is strictly advisory to the Tri-County Regional Planning Commission on matters pertaining to the operation of the TRI-COUNTY REGIONAL PLANNING COMMISSION EMPLOYEE'S RETIREMENT FUND.

- 1) Membership. The committee shall be composed of four (4) members of the Tri-County Regional Planning Commission staff. The membership shall be composed of a voting Chairman, non-voting Secretary, and two (2) additional voting committee members other than those above. The Secretary shall be non-voting except in the absence of one or more voting members, and shall act as technical advisor for both the committee and the Commission.
 - A) The Director of the Tri-County Regional Planning Commission shall act as Chairman of the committee.
 - B) The Commission shall appoint a person to act as Secretary of the committee, shall be responsible for the taking of the minutes, and shall be responsible for day-to-day surveillance of the TRI-COUNTY REGIONAL PLANNING COMMISSION EMPLOYEE'S RETIREMENT FUND.
 - C) The two (2) remaining committee members shall be participants in the TRI-COUNTY REGIONAL PLANNING COMMISSION EMPLOYEE'S RETIREMENT FUND and shall be appointed by the Director.
- 2) Terms of Office. The Committee members are appointed as standing committee members to be replaced upon resignation from the Committee, or majority vote of the Tri-County Regional Planning Commission.
- 3) Meetings. Regular meetings are to be held twice yearly (when the Fiduciary values the Retirement Fund and when the Fiduciary makes its annual report of the trust operation available), and special meetings may be called by the Committee Chairman or by the Tri-County Regional Planning Commission Chairman.

- 4) Quorum. Three (3) or more committee members shall constitute a quorum for the transaction of business. The affirmative votes of the majority of the voting members present constituting a quorum shall be required to exercise the functions and powers of the committee.
 - 5) Functions and Duties. The committee shall operate under the "Prudent Man" rule in making all recommendations to the Commission.
 - A) The committee shall act as oversight for the Tri-County Regional Planning Commission and the Commission staff concerning the administration and resultant returns and costs of operation. If necessary, the committee shall make recommendations to the Commission concerning changes in the operation, administrations, or contributions to the Retirement Fund.
 - B) The committee shall review all requests for Retirement Fund withdrawals and plan re-entry requests for compliance with plan provisions and ERISA guidelines.
 - C) The committee shall evaluate the profession retirement age trends for adequate comparability with current plan provisions.
 - D) The committee shall act as Commission representative in carrying out Commission directives concerning the TRI-COUNTY REGIONAL PLANNING COMMISSION EMPLOYEE'S RETIREMENT FUND.
 - E) For the purpose of ascertaining a participant's total disability, the committee shall utilize the Social Security Administration determination of the participant's disability.
 2. 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.
 3. Special Committees: The Commission Chairman may establish and appoint members to special 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 members to the Commission's committees shall be for one (1) year, and Commissioners may succeed themselves. Appointments of Commissioners shall be made at the July Commission meeting each year. The Commission shall give appropriate consideration for continuity of interests of Commissioners on such committees. Appointments of Citizen Advisory Committee members shall be in accordance with Section 10.A.2.

Section 11. FUNCTIONS AND DUTIES

The Commission shall have the functions, duties, and powers as provided in the Illinois Regional Planning Act, and the Resolution 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. 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 members 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.

Section 12. ADVISORY DUTIES

The Commission shall serve as an extension of services provided by the County Boards, such services shall include general planning and human service programs as deemed necessary by the counties 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 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, for the consideration of the County Boards 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 majority vote of the 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.

Section 16. EFFECTIVE DATE

These Bylaws and any amendments thereto shall become effective immediately upon adoption.