



CHAMPAIGN COUNTY  
REGIONAL PLANNING  
COMMISSION

## PLANNING & COMMUNITY DEVELOPMENT

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**TO:** Champaign County Board  
**FROM:** Rita Morocoima-Black, CCRPC / CUUATS Planning and Community Development Director  
Kristen Gisondi, CCRPC / Champaign County (PCOM)  
**DATE:** January 31<sup>st</sup>, 2018  
**RE:** Revised Bylaws of the Champaign County Rural Transit Advisory Group (RTAG)

**REQUESTED ACTION:** Approve the attached, revised Bylaws for the Champaign County RTAG.

**BACKGROUND:** The current RTAG Bylaws were adopted in December 2015 when the RTAG was created, and were in need of minor adjustments due to changes over the last five years. The modifications are detailed below, and were approved by the RTAG at the last quarterly meeting on xxxx.

### CHANGES TO THE BYLAWS:

Selection and Appointment (Article III, Section 3): The current Bylaws state that the members of the RTAG do not appoint alternate members. This has been changed to allow RTAG members the option to appoint an alternate member for their term.

Officers (Article V, Section 1): Secretarial duties are taken care of by CCRPC staff, rather than a member of the RTAG. Article V, Section 1 now states the officers shall be a Chair and Vice-Chair. Article V, Section 5 has also been removed as it relates to the Secretarial position.

Removal of Officers (Article V, Section 2): The current Bylaws allow for removal of an officer by a majority vote of the RTAG. Since the County Board appoints the officers, the County Board needs to make the final decision to remove an officer. The updated Bylaws state that the RTAG may only vote to suggest removal of an officer to the County Board.

Term of Officers (Article V, Section 2): In the current Bylaws, Article III, Section 4 states that officers shall be limited to three consecutive terms, however, Article V Section 2 had not been changed to reflect that. Now these two sections concur.

**BYLAWS  
OF THE  
CHAMPAIGN COUNTY  
RURAL TRANSIT ADVISORY GROUP**

Draft

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## **INTRODUCTION**

The County of Champaign (County) receives funding for rural public transportation service, for which Champaign Urbana Mass Transit District (CUMTD) operates. With these Bylaws, the County establishes a formal participation process that the Rural Transit Advisory Group (RTAG) is to follow.

## **ARTICLE I**

### **NAME AND PURPOSES**

The name of the committee is the Champaign County Rural Transit Advisory Group (RTAG). The principal purpose of the RTAG shall be to provide oversight for the provision of transportation services within Champaign County. This shall include, but is not limited to:

- A. Advise transportation providers and the Champaign County Board on transportation needs
- B. Foster coordination of transportation services within Champaign County
- C. Review transportation services provided in Champaign County
- D. Recommend transportation service improvement in Champaign County

## **ARTICLE II**

### **GOVERNING AUTHORITY**

Except as set forth in these Bylaws, the authority and ultimate responsibility for the operation of rural public transportation service shall rest with the Champaign Urbana Mass Transit District through the Champaign County Board. Nothing in these Bylaws shall be interpreted to the contrary.

## **ARTICLE III**

### **OPERATING AUTHORITY**

#### **Section 1. POWERS AND RESPONSIBILITIES**

The RTAG shall carry out the purpose as previously stated through responsibilities that shall include but are not limited to:

1. Provide oversight to transportation services
2. Participate in transportation planning processes
3. Encourage participation in and use of coordinated transportation services
4. Communicate resident concerns regarding transportation services
5. Disseminate information on transportation services
6. Attend RTAG meetings as scheduled
7. Develop and present an Annual Report to the County Board

## **Section 2. NUMBER AND QUALIFICATION**

The RTAG desires to have seven (7) persons. Members shall be representatives of agencies serving Champaign County residents who possess the ability to participate effectively in the discharge of the RTAG responsibilities. The RTAG shall strive to have at least one (1) member who represents each of the following areas: seniors, individuals with disabilities, low income persons, medical, education, employment, and the Champaign County Board.

who can comment at meetings when they are at meetings

## **Section 3. SELECTION AND APPOINTMENT**

The members of the RTAG shall be appointed by the Champaign County Board Chair, with the advice and consent of the RTAG, in January of each year for terms ending in January of that year, except for the filling of vacancies as provided in Section 5 and 6 below.

## **Section 4. TERM**

Each member shall hold office for a term of two (2) years with the exception of the first year, in which some of the members can serve for one (1) year. Each member, including a member appointed to fill a vacancy, shall hold office until expiration of the term for which appointed and until a successor has been appointed and qualified. Members may be re-appointed to successive terms, provided no member may serve for more than three (3) consecutive two (2) year terms without being off the RTAG at least one (1) year.

## **Section 5. RESIGNATION**

Any member may resign at any time, either by oral tender of resignation at any meeting of the RTAG or by giving written notice thereof to the Chair of the Champaign County Board. Such resignation shall take effect at the time specified therefore and, unless otherwise specified with respect thereto, the acceptance of such resignation shall not be necessary to make it effective.

## **Section 6. REMOVAL**

A member may be removed, with or without cause, by action of at least twelve members of the Champaign County Board at the meeting at which such action is being considered.

## **Section 7. VACANCIES**

Any vacancy occurring on the RTAG shall be filled by the Champaign County Board Chair, with the advice and consent of the Champaign County Board. A member appointed to fill a vacancy occurring on the RTAG shall serve for the unexpired term of his or her predecessor in the office.

## **ARTICLE IV**

### **MEETINGS OF THE RURAL TRANSIST ADVISORY GROUP**

#### **Section 1. PLACE OF MEETING**

All meetings of the RTAG shall be held at the Brookens Administrative Center or at such other place as may be designated for that purpose from time to time by the RTAG.

#### **Section 2. ORGANIZATIONAL MEETINGS**

As soon as reasonably practicable, and within thirty (30) days after the initial appointment of RTAG members, the RTAG shall meet for the purpose of organizing the RTAG, for the election of officers, and for the transaction of such other business as may come before the RTAG.

Thereafter, the RTAG shall meet quarterly to discuss RTAG regular business.

#### **Section 3. REGULAR MEETINGS**

Regular meetings of the RTAG shall be annually scheduled per the requirement of the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

#### **Section 4. SPECIAL MEETINGS**

Special meetings of the RTAG for any purpose or purposes may be called at any time by the Chair or by any three (3) members with written notice as specified by the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

#### **Section 5. NOTICE OF MEETINGS**

Notice of all meetings of the RTAG shall comply with the requirements set forth in the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* Notice of the time and place of all meetings shall be sent to the RTAG members by first-class mail or via e-mail, addressed to each RTAG member at the address maintained by the RTAG Office, at least seven (7) days in advance of all regular meetings, and at least two (2) days in advance of all special meetings. The notice shall contain an agenda which complies with the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

#### **Section 6. QUORUM**

A simple majority of the RTAG shall constitute a quorum for the transaction of business at any meeting of the RTAG.

#### **Section 7. MINUTES**

Minutes of all meetings of the RTAG shall be kept and approved by the RTAG in compliance with the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

### **ARTICLE V OFFICERS**

#### **Section 1. OFFICERS**

The officers of the RTAG shall be a Chair and a Vice-Chair.

#### **Section 2. ELECTION OF OFFICERS**

The officers of the RTAG shall be elected bi-annually, in December of each even-numbered year, by the RTAG at its organizational meeting for a term of two years or until he or she shall resign or shall be removed, or otherwise disqualified to serve or his or her successor shall be appointed and qualified. Officers shall be limited to three (3) consecutive two (2) year terms in the same office.

#### **Section 3. REMOVAL OF OFFICERS**

The majority of the officers of the RTAG may suggest to the Champaign County Board the removal of any officer either with or without cause at any regular or special meeting of the RTAG. A member may be removed, with or without cause, by action of at least twelve members of the Champaign County Board at the meeting at which such action is being considered.

Should a vacancy occur in any office as a result of death, resignation, removal, disqualification or any other cause, the RTAG will elect a member to the vacant office at its next meeting or as soon as practicable thereafter.

#### **Section 4. CHAIR**

The Chair shall preside at all meetings of the RTAG and report annually to the Champaign County Board on the current state of public transportation and plans for the future. The Chair shall be empowered to call special meetings of the RTAG as set forth herein, and shall discharge all other duties as may be required by these Bylaws and from time to time as may be assigned by the RTAG and the Champaign County Board.

**ARTICLE VI  
INDEMNIFICATION**

The County of Champaign shall indemnify its RTAG members who are or were parties or who are threatened to be made parties to any proceeding against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding in accordance with and subject to the limitations prescribed by the Constitution of the State of Illinois of 1970, applicable State law, and the current Champaign County Indemnity Policy, as modified from time to time.

The County of Champaign shall also have the power to maintain/provide insurance on behalf of its RTAG members against any liability asserted against or incurred by them in their capacity as such RTAG member arising out of their status as such whether or not the County would have the power to indemnify against such liability.

**ARTICLE VII  
AMENDMENTS AND REVIEW**

These Bylaws, or any part thereof, may be amended, modified or repealed, or new Bylaws may be adopted on advice of the RTAG by the vote or written assent of a majority of the Champaign County Board.

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