



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 31st, 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 current Bylaws updated to reflect CUMTD as the operator of the Champaign County rural transit system. CRIS previously operated the rural transit system. The modifications are detailed below, and were approved by the RTAG at the last quarterly meeting on xxxx.

CHANGES TO THE BYLAWS:

Number and Qualifications (Article I, Section 2): 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. Alternates can vote when the regular member is not physically present at the meeting.

Quorum (Article IV, Section 6): The current Bylaws state that a simple majority of the RTAG shall constitute a quorum for the transaction of business at any meeting of the RTAG. This has been changed to allow alternates to constitute a majority when the regular member cannot physically attend the meeting.

**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

A. 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.

B. Each RTAG member may appoint an alternate who can vote at meetings when the regular member cannot physically attend.

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 TRANIST 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. **Alternates count towards establishing quorum when the regular member is not present.**

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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