

**BYLAWS
OF THE
ILLINOIS HUMAN SERVICES TRANSPORTATION PLAN (HSTP) REGION 6
PLANNING COMMITTEE**

On behalf of the Illinois Counties of Ford, Iroquois, Kankakee, Livingston, and McLean these procedures are established for the geographic area of Illinois HSTP Region 6 consisting of the a abovementioned Counties for the purpose of creating and maintaining a Human Services Transportation Plan (herein called "HSTP") in fulfillment of the provisions of the Infrastructure Improvement & Jobs Act (herein called "IJA"), and prior legislation, and for prioritizing and recommending projects for federal transit funds to the Illinois Department of Transportation (herein called "IDOT").

The IJA requires the establishment of a locally developed, coordinated public transit human services transportation plan for projects that receive Federal funding through Section 5310 (Enhanced Mobility for Seniors and People with Disabilities Program); and

The IJA requires the development of the HSTP to include representatives from the public, private, and nonprofit transportation and human service providers, and participation by the public as defined by IDOT; and

The IDOT Office of Intermodal Project Implementation (herein referred to as "IDOT-OIPI") has designated the McLean County Regional Planning Commission (herein referred to as "MCRPC") as the Metropolitan Planning Organization (MPO) responsible for carrying out planning and programming requirements for Region 6 in cooperation with the state. MCRPC is contracted with IDOT for transit planning purposes.

The bylaws established below will set the purpose and functions of MCRPC in cooperation with the HSTP Region 6 Transportation Planning Committee, for the work scope defined in Agreement HSTP-26-003 between MCRPC and IDOT, executed on July 30, 2025, and subsequent coordination agreements that may be reached between IDOT and MCRPC as applicable.

Article I: Purpose

- A. MCRPC shall perform and carry out a cooperative, comprehensive, and continuing rural transit planning and programming process for HSTP Region 6 in accordance with the requirements of applicable laws, policies, and procedures and with the assistance of IDOT.

- B. MCRPC shall support and manage the HSTP Region 6 Planning Committee to oversee and coordinate the planning process in a manner that will ensure that transportation planning and programming decisions are reflective of the needs of local and state governments and transit operations.
- C. MCRPC shall direct and oversee the planning process to ensure accordance with State and Federal laws concerning the involvement of appropriate public and private agencies and the public.
- D. MCRPC shall designate a member or members of its staff to serve as the Regional Coordinator for the Region 6 Planning Committee. The Regional Coordinator(s) shall carry out such tasks as are required to support the activities of the Planning Committees and support the Region 6 planning process.
- E. The coordination activities conducted by MCRPC shall be defined by the terms of the Intergovernmental Agreement for Public Transportation Need Determination and Project Prioritization between the McLean County Regional Planning Commission and the Illinois Department of Transportation.

Article II: Meetings and Compliance with the Illinois Open Meetings Act

- A. In accordance with the Illinois Open Meetings Act (hereinafter OMA) meetings will require in-person attendance of Planning Committee members (or their designees) to establish a quorum, unless virtual participants meet any of the four exceptions, as outlined in guidance from the Office of the Attorney General, as follows:
 - If a quorum of the members of the public body is physically present, then a majority of the public body may allow a member to attend by video or telephone conference if the member is prevented from physically attending because of:
 - (I) personal illness or disability;
 - (II) employment purposes or the business of the public body;
 - (III) a family or other emergency;
 - (IV) unexpected childcare obligations, or
 - (V) performance of active military duty as a service member.
 - If a member wants to attend the meeting by video or telephone conference, he or she must notify the recording secretary or clerk of the public body before the meeting, unless advance notice is impractical.¹
- B. In accordance with OMA, MCRPC will adhere to relevant procedures regarding meetings.

¹ <https://www.illinoisattorneygeneral.gov/Page-Attachments/FAQaboutOMAPublic.pdf>, pg. 8

- C. The HSTP Region 6 Planning Committee shall meet quarterly, in the months of March, June, September and December in each calendar year with dates to be established cooperatively between the Planning Committee and MCRPC. Once adopted, the Planning Committee may make operational changes to the bylaws.

Article III: Planning Committee Activities, Responsibilities

- A. The Region 6 Planning Committee, in cooperation with entities applying for funding from the 49 USC 5310 program for “Enhanced Mobility of Seniors and Individuals with Disabilities” shall develop a Regional Program of Projects (RPOP) to prioritize Section 5310 projects for HSTP Region 6 and recommend those projects to IDOT-OIPI and/or the State Oversight Committee (SOC) for funding consideration, with the assistance and support of MCRPC.
- B. Coordinator and staff at MCRPC shall develop the Region 6 Human Services Transportation Plan (HSTP). The HSTP shall include all elements required by IDOT-OIPI or other state and federal law. The Human Services Transportation Plan shall be prepared and maintained by MCRPC and incorporate elements as practicable suggested by the members of the Planning Committee members. The Planning Committee will review and approve the HSTP, and any subsequent revisions and updates of the plan.
- C. The HSTP Region 6 Planning Committee and MCRPC shall jointly share the responsibility for developing and maintaining the transportation plans and programs as required by State and Federal law.
- D. Additional coordination activities may be carried out by MCRPC pursuant to the terms of the Intergovernmental Agreement between the McLean County Regional Planning Commission and the Illinois Department of Transportation Office of Intermodal Program Implementation.
- E. The HSTP Region 6 Planning Committee and MCRPC shall jointly share the responsibility for developing and maintaining the transportation plans and programs as required by State and Federal law.

Article IV: HSTP Region 6 Planning Committee Membership, Voting, Quorum, Attendance

A. **County Government Representation:** Pursuant to the requirements set forth in the Agreement for Region 6 Coordination between the Illinois Department of Transportation and MCRPC, the HSTP Region 6 Planning Committee shall include 1 member from the following participating Illinois County governments:

- | | |
|-----------------------|-------------------------|
| 1. County of Ford | 4. County of Livingston |
| 2. County of Iroquois | 5. County of McLean |
| 3. County of Kankakee | |

B. Planning Committee members identified under Section A of this article should either be persons elected to the County Board, or a County Staff representative designated to serve on the Planning Committee by the Chair of the County Board. Appointments to the Planning Committee are made at the discretion of and pursuant to the procedures of the County represented.

C. **§5310 Agency Representation:** Pursuant to the requirements set forth in the Agreement for Region 6 Coordination between the Illinois Department of Transportation and MCRPC, the HSTP Region 6 Planning Committee shall include representatives of any and all agencies identified by OIPI as current recipients of Federal Transit Administration funding under the 49 USC 5310 program for “Enhanced Mobility of Seniors and Individuals with Disabilities.” Each such “5310 agency” shall appoint one (1) member to the Region 6 Planning Committee.

D. Planning Committee members identified under Section C of this article should either be persons who hold executive authority over a §5310 agency, or an agency designee who is qualified to advise the Planning Committee regarding details of the agency’s §5310 program. Appointments to the Planning Committee are made at the discretion of and pursuant to the procedures of the agency represented.

E. **Public Transit Service Provider Representation:** Pursuant to the requirements set forth in the Agreement for Region 6 Coordination between the Illinois Department of Transportation and MCRPC, the HSTP Region 6 Planning Committee shall include representatives of any and all agencies identified by OIPI as rural transit service providers for the counties in Region 6.

F. Planning Committee members identified under Section E of this article should either be persons who hold executive authority over a public transit agency, or an agency designee who is qualified to advise the Planning Committee regarding details of the agency’s rural public transit program. Appointments to the

Planning Committee are made at the discretion of and pursuant to the procedures of the agency represented.

- G. Planning Committee members identified in Sections A, C and E of this Article are voting members of the Committee. All members are eligible to vote and make or second motions. Decisions are made by a simple majority vote of members present. Members who attend virtually but meet the requirements for remote participation under the OMA, as voted on by members present, may also vote. Members must abstain from offering motions or seconds, or voting on agenda items or applications put forward by the entity they represent,
- H. Planning Committee members identified in Sections A, C and E of this Article shall within 90 days of their appointment provide to the Region 6 Coordinator a copy of their Certificate of Completion of OMA training as prescribed by the Office of the Illinois Attorney General.
- I. The HSTP Region 6 Planning Committee shall elect a Chairperson from its membership as defined in Sections A, C or E, said election to occur every other year in June, or when a vacancy occurs. The Chairperson or any member presiding over the Committee may vote and make or second motions.
- J. Any member of the HSTP Region 6 Planning Committee may select a designated voting representative to represent them at the meetings held in their absence. The Committee member selecting a designated voting representative should advise Planning Committee Chair and the Regional Coordinator of their choice of designee in advance of the meeting.
- K. The Kankakee County Transportation Study and the McLean County Regional Planning Commission, the metropolitan planning organizations (MPOs) with jurisdiction within Region 6, may each designate a staff transportation planner to serve as permanent technical advisors to the Planning Committee. The permanent MPO technical advisors will be non-voting members.
- L. As designated by the HSTP Region 6 Planning Committee, other technical advisors may be called upon by the Counties to attend the HSTP Region 6 Planning Committee meetings. Advisors may include administrative staff employed by each of the Counties. Technical advisors will be non-voting members.
- M. If there is a vacancy or resignation on the HSTP Region 6 Planning Committee, the county or agency represented by that member shall appoint a new member to complete the term of the vacant position. Appointments to the Planning

Committee are made at the discretion of and pursuant to the procedures of the county or agency represented. Resignation by a member of the HSTP Region 6 Planning Committee shall be made in writing to the Chair of the Planning Committee and to the Regional Coordinator.

- N. Members of the HSTP Region 6 Planning Committee are required to attend at least 3 of the 4 regular scheduled meetings held during each state fiscal year, either in person or through a proxy attending in person. The Planning Committee Chair may confer with the Planning Committee members if a special meeting is needed and confer with the Regional Coordinator to schedule such a meeting.

Article V: Stakeholder Definition, Privileges and Change in Status

- A. Stakeholder Participation

Any person or organization, public or private, with interest in the rural public transportation system or in the rural services available in any County in Region 6 is welcome to attend meetings. These entities shall be known as Stakeholders. Stakeholders have no decision-making abilities and are non-voting participants. Stakeholders are allowed to speak at designated times during a meeting at the discretion of the Chairperson in consultation with the Regional Coordinator. There is no required attendance for Stakeholders, but consistency in attendance is encouraged as it is a requirement for CVP/5310 applications.

- B. Stakeholder entities that successfully apply for funding under §5310 or future enacted equivalent federal legislation shall become members of the HSTP Region 6 Planning Committee and subject to membership requirements under Article IV.

Article VI: Public Comment

The HSTP Region 6 Planning Committee, in conformance with the OMA, adopts the public comment policy of MCRPC, incorporated as Appendix 1 to this document.

Article VII: Equal Opportunity Assurance

The parties involved in the Region 6 Planning Committee hereby certify that they will ensure:

- A. That the intent of Title VI of the 1964 Civil Rights Act (42 USC 2000d-1) which states “No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected

to discrimination under any program or activity receiving Federal financial assistance” is met.

C. That MCRPC will make it known to the public that the person or persons alleging discrimination on the basis of age, race, color, or national origin, as it relates to the provision of transportation services and transit-related benefits, may file a complaint with the Federal Transit Administration and/or the US Department of Transportation.

D. All meetings shall be open to the public and conducted in accordance with the Illinois Open Meetings Act.

Article VIII: Amendments, Severability

A. If any one or more of the provisions of these Bylaws is declared unconstitutional or contrary to law, the validity of the remainder of the Bylaws shall not be affected thereby.

B. These Bylaws are subject to amendment when a majority of all representatives of the Region 6 Planning Committee proposes and adopts the amendment.

Article IX: Ratification, Termination

A. These Bylaws shall become effective upon approval by the Region 6 Policy and Technical Committees.

B. These Bylaws shall remain in force continuously and shall be automatically renewed on each June 30th following initial adoption.

Adopted by the HSTP Region 6 Policy and Technical Committees on June 15, 2026.

*Voted by
Danna Crow (Proquois), Craig Manson (Livingston), Brandon Miles (McLean)*

For the Region 6 Policy Committee

Appendix 1: Public Comment Policy/Procedures

PUBLIC COMMENT POLICY McLean County Regional Planning Commission for the Region 6 Human Services Transportation Planning Committee

1. A public comment period not to exceed fifteen (15) minutes will be held at the beginning of each regularly-scheduled meeting of the HSTP Region 6 Planning Committee. At the discretion of the Chair, such time limit may be extended not to exceed an additional fifteen (15) minutes.
2. Public comments are only taken from individuals present in the meeting venue when their name is called during the public comment period. Anyone desiring to address the Planning Committee must sign up by emailing jsicks@mcplan.org up to 24 hours before the relevant meeting stating the first and last name of the individual intending to speak and indicating the meeting they wish to speak at, or by signing up in person at the meeting venue up to fifteen (15) minutes prior to the start of the meeting.
3. Comments are not to exceed three (3) minutes for each individual or five (5) minutes for a representative spokesperson of a group. A speaker cannot give his or her allotted minutes to another speaker to increase that person's allotted time. At the discretion of the Chair, an extension of this time limit for one (1) additional minute may be granted for the speaker to finish their statement.
4. Speakers who have properly submitted requests to speak will be acknowledged by the Chair in the order the requests to speak were received.
5. Public comment is a time for the public to address the Commission/Committee. A response from Committee members or staff will not be provided during public comment. Discussion between speakers and members of the audience will not be allowed.
6. All speakers are required to speak in a civil tone and refrain from using vulgar, abusive or otherwise inappropriate language when addressing the Commission or committee. Failure to do so may result in disqualification from addressing the Commission or committee and expulsion of the speaker from the meeting.
7. After the speaker has made his or her statement, he or she shall be seated with no further debate, dialogue or comment.

Region 6 HSTP Public Comment Registration Form

Please print/type clearly for record purposes

Meeting Date & Time: _____

First and Last Name: _____