

**BYLAWS OF THE  
McLEAN COUNTY REGIONAL PLANNING COMMISSION**

Adopted October 6, 1993; Amended April 1, 1998; August 2, 2000; February 5, 2003; November 3, 2004; February 2, 2005; February 7, 2018; and March 3, 2021.

These bylaws have been adopted by a majority vote of the McLean County Regional Planning Commission, in accordance with Chapter 55 ILCS, Act 5, Article 5, Paragraphs 14001 through 14007, and the November 17, 1992 Resolution of the McLean County Board.

**ARTICLE I - NAME AND AREA**

Section 1: The name of this organization shall be the McLean County Regional Planning Commission, embracing all the territory of McLean County, in the State of Illinois, and which territory is hereby designated as the McLean County Region.

**ARTICLE II - PURPOSES**

Section 1: As authorized in the Resolution of the McLean County Board creating this Commission, the purposes and powers of the Planning Commission shall be to formulate comprehensive plans for the general purpose of guiding and accomplishing the coordinated, adjusted and harmonious development of said county as a region, and for the public improvements and utilities therein for the purpose of best promoting health, safety, morals, order, convenience, prosperity, efficiency and economy in the process of development, and for the general welfare of said region. These bylaws are intended to guide the Commission in the establishment of procedures and methods of operation required to formulate said comprehensive plans. All powers not specifically delegated in these bylaws shall reside with the Planning Commission.

Section 2: Jurisdictions for which such plans are prepared should be consulted during the planning process, and upon completion, shall be requested to adopt the respective plans. After the adoption and approval of such plans by the appropriate jurisdiction(s), the adopted plans will be made available to members of the McLean County Regional Planning Commission. It shall be the duty of this Commission to promote and encourage the implementation of such plans.

**ARTICLE III - OFFICERS AND DUTIES**

Section 1: The officers of the Commission shall be a Chairperson, a Vice-Chairperson, Immediate Past Chairperson, and such other officers as may in their judgment be necessary.

Section 2: Officers shall be elected by a majority vote of the members annually, at the first meeting held during a calendar year. The two candidates for each elected office who receive the largest number of nominations will be voted on, except in the event of a tie, all leading candidates will be voted on. The Office of Immediate Past Chairperson is an honorary position serving in an advisory capacity as needed, and not an elected office subject to voting. The newly elected officers shall assume office right after the election. Each officer shall hold office until the next annual election.

Section 3: All officers shall be eligible for re-election for up to three (3) consecutive years for the same office. In the event of death or resignation of any officer, a successor shall be elected at the next regular meeting of the Commission, or at a special meeting called for that purpose. In such event the successor may be elected for three (3) additional one-year terms.

Section 4: The Chairperson shall supervise the affairs of the Planning Commission, subject to the direction of the Commission. The Chairperson shall preside at all meetings of the Commission and shall appoint such committees and subcommittees as shall be authorized by the Commission to carry out

the purposes of the Commission. The Chairperson shall be an ex-officio member of all committees and subcommittees so appointed.

- Section 5: The Vice-Chairperson shall perform such duties as may be delegated by the Chairperson. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform all the duties and exercise all the powers of the Chairperson.
- Section 6: The Chairperson may name the Executive Director or other Commission staff member to act as Executive Secretary-Treasurer to be responsible for recording and maintaining minutes of the meetings of the Planning Commission. Said minutes shall be made a part of the public record and retained for a period of three (3) years. The Executive Secretary-Treasurer shall be responsible for keeping a record of attendance of members at such meetings. The Executive Secretary-Treasurer shall be responsible for receiving and disbursing funds of the Planning Commission and keeping an accurate account of all receipts and expenditures. In the absence of the Executive Secretary-Treasurer, the members of the Commission shall elect one of its members as Temporary Executive Secretary-Treasurer to perform the duties of the Executive Secretary-Treasurer.

#### ARTICLE IV - MEETINGS

- Section 1: Regular meetings shall be held on the first Wednesday of the month at 4:00 p.m. unless the Commission elects to reschedule or cancel a regular meeting due to a holiday or other appropriate reason. Furthermore, meetings may be cancelled when no urgent matters of business are anticipated, after consultation by the Executive Director with the Chairperson.
- Section 2: At any meeting, six (6) members of the McLean County Regional Planning Commission shall be present to establish a quorum for the conduct of business.
- Section 3: Special meetings of the Commission may be called by the Chairperson, or by any three (3) members, on five (5) days written notice to each member.
- Section 4: All members shall have equal voting rights.
- Section 5: All meetings shall be held at such place designated by the Chairperson and shall be held in compliance with the Illinois Open Meetings Act.
- Section 6: The Executive Secretary-Treasurer shall give at least five (5) days notice of all meetings.

The following shall be the order of business of meetings of the Commission:

1. Call To Order
2. Attendance
3. Consent Agenda to include the following components:
  - A. Minutes of Previous Meeting and Executive Committee Meetings
  - B. Financial Report
  - C. Status/ Projects Report
  - D. Other reports as needed to inform and aid in the conduct of routine business that can be approved in one motion in order to expedite meetings.
4. Regular Agenda
5. Information or Discussion Items
6. Executive Session
7. Adjournment

- Section 7: Except where these rules and regulations otherwise provide, Robert's Rules of Order, as revised, shall govern.

## ARTICLE V - EXECUTIVE COMMITTEE

- Section 1: In order to effectively administer the affairs of the Commission, an Executive Committee shall be appointed. The membership of the Executive Committee shall include the following voting members:
1. the Chairperson of the Commission;
  2. the Vice- Chairperson of the Commission;
  3. one other Commission member so designated by the Commission for a term specified at the time of appointment.
- Section 2: The City Managers of City of Bloomington and Town of Normal, the County Administrator, County of McLean, or their designees and the Executive Director of MCRPC shall attend the Executive Committee meetings to advise the Executive Committee. The Executive Director or their designee will act as the Executive Secretary
- Section 3: Meetings of the Executive Committee shall be held at the call of the Chairperson. A majority of the voting members of the Executive Committee constitutes a quorum for transacting business.
- Section 4: The Executive Committee shall have authority to transact the administrative business of the Commission between meetings of the Commission and report said business to the Commission. The Executive Committee shall have responsibility for administrative and personnel matters of the Commission and perform such other functions on behalf of the Commission as delegated by the Commission. These matters shall include recommending an annual budget.
- Section 5: The Executive Committee shall meet at least one (1) time during the calendar year and as often as the members deem necessary at times to be established by the Chairperson. Every meeting of the Executive Committee shall be open to Planning Commission members and held in compliance with the Illinois Open Meetings Act.

## ARTICLE VI – PERSONNEL

- Section 1: The Executive Director shall be a qualified person, appointed for an indefinite term of office by a majority vote of the entire membership of the Commission with an affirmative recommendation by the Executive Committee. The Executive Director shall be in charge of and responsible for all professional and administrative work. With the assistance and advice of appropriate committees, the Executive Director shall prepare the budget, prepare reports and publications and direct the work of the staff. The Executive Director may be authorized to execute official documents, contracts and other legal instruments of the Commission.
- The Executive Director shall be authorized to speak and testify for the Commission on all policies and recommendations approved by the Commission. The Executive Director shall serve at the pleasure of the Commission, and may be removed from office by a majority vote of the entire membership of the Commission.
- Section 2: Staff personnel shall be appointed by the Executive Director and in accordance with the approved budget. The Executive Director and staff members shall be subject to the personnel policy as established and approved by the Commission.

## ARTICLE VII - COMMISSIONERS

- Section 1: Eleven (11) commissioners are appointed by the McLean County Board

- Section 2: Commissioners will be appointed by the McLean County Board from nominations submitted as follows: Two (2) by the Bloomington City Council, two (2) by the Normal Town Council, three (3) by McLean County, one (1) by the Bloomington-Normal Airport Authority, one (1) by Unit 5 School District, one (1) by District 87 School District, and one (1) by the Bloomington-Normal Water Reclamation District.
- Section 3: Commissioners are required to attend at least seven (7) of the regular meetings held during the calendar year. If attendance is less than required, the Commission Chairperson shall request nomination(s) from the appropriate government body(s) for replacement(s), following notification of the affected Commission member(s). Requests for exceptions to the attendance requirement will be considered by the Commission for extreme circumstances such as for the illness of the affected member or his or her immediate family.
- Section 4: Nominating agencies and McLean County shall be notified of impending vacancies on the Commission. In order to promote a diversity of membership on the Commission, such notification shall include a listing of the fields of expertise and/or the occupational affiliations of current Commission members.

#### ARTICLE VIII – TRANSPORTATION POLICY AND TECHNICAL COMMITTEES

Section 1: As a designated Metropolitan Planning Organization (MPO) for the Bloomington-Normal Urbanized Area, MCRPC conducts a continuing, cooperative, and comprehensive (3c) transportation planning process. The MCRPC Transportation Policy and Transportation Technical Committees were established by Memoranda of Agreement between IDOT, McLean County, the City of Bloomington, and the Town of Normal dated November 22, 1967 and as amended.

Section 2: The Transportation Policy Committee shall be incorporated within the organizational structure of the MCRPC by being designated as the committee responsible for transportation planning matters. The Transportation Policy Committee shall be composed of the following voting members or their designees:

1. The Chairperson of MCRPC.
2. The Chairperson of the McLean County Board Transportation Committee
3. The Mayor of the Town of Normal
4. The Mayor of the City of Bloomington
5. The Regional Engineer of IDOT District 5

The Chairperson of the MCRPC serves as the Chairperson for the Transportation Policy Committee

Section 3: The Transportation Technical Committee shall be incorporated within the organizational structure of the MCRPC, by supporting the Transportation Policy Committee. The Transportation Technical Committee shall be composed of the following members or their designees:

1. The Executive Director of the MCRPC
2. a. The County Engineer, McLean County Highway Department  
b. The McLean County Administrator
3. a. The City Manager of the Town of Normal  
b. The Town Engineer, Town of Normal
4. a. The City Manager of the City of Bloomington  
b. The City Engineer, City of Bloomington
5. The Planning and Services Chief, Illinois Department of Transportation District 5
6. Local Roads – Federal Aid Coordinator, Illinois Department of Transportation District 5
7. The General Manager of the Transit Operator (Connect Transit)
8. The Executive Director of Bloomington Normal Airport Authority

The Executive Director of the MCRPC serves as the Chairperson for the Transportation Technical Committee

#### ARTICLE IX - CITIZENS ADVISORY COMMITTEES

- Section 1: The Chairperson of the McLean County Regional Planning Commission may appoint one or more citizens advisory committees with the approval of the Commission to coordinate with the Director and staff in obtaining public input for the preparation and implementation of plans consistent with the agency's mission. The membership of such committees should to the extent possible reflect a broad range of interests pertaining to the subject matters for which the committees are intended to address. Committee members shall be appointed for one-year renewable terms as needs dictate. Committee chairs and vice-chairs may be appointed by the Chairperson of the McLean County Regional Planning Commission or elected by the respective committee members to serve up to one year terms. Committee chairs and vice-chairs may be elected to successive terms.
- Section 2: Subcommittees. Committee chairs may appoint subcommittees and subcommittee chairs as needed to assist in meeting committee objectives.
- Section 3: Local Government Staff. Local government staff shall be encouraged to participate in committee activities as applicable to their respective positions but shall not vote on matters pertaining to committee policy recommendations.

#### ARTICLE IX - GENERAL

- Section 1: MCRPC staff will review the bylaws at three-year intervals and make recommendations for amendments as needed.
- Section 2: Proposed amendments to these bylaws shall be presented in writing to each member of this Commission at least five (5) days before the regular or special meeting at which the proposed amendments are to be considered. A vote of a simple majority of members present in quorum is required to adopt any amendment.
- Section 3: These bylaws shall be in full force and effect upon their adoption by the Commission at a regular meeting.