

**October 28, 2015**

**AN INTERGOVERNMENTAL COOPERATIVE AGREEMENT  
BETWEEN THE MEMBER AGENCIES  
of the  
METROPOLITAN PLANNING ORGANIZATION  
for the  
KANKAKEE, ILLINOIS URBANIZED AREA**

**Kankakee County  
City of Kankakee  
Village of Aroma Park  
Village of Bradley  
Village of Bourbonnais  
Village of Manteno  
River Valley METRO Mass Transit District  
Kankakee Valley Airport Authority  
Illinois Department of Transportation**

This cooperative Agreement, entered into by and between Kankakee County (herein after referred to as the “Kankakee County”), the City of Kankakee (herein after referred to as “Kankakee”), the Villages of Aroma Park, Bourbonnais, Bradley and the Village of Manteno, the River Valley METRO Mass Transit District (herein after referred to as “METRO”), the Kankakee Valley Airport Authority (herein after referred to as "Airport Authority") and the Illinois Department of Transportation (herein after referred to as “IDOT”) is for the purpose of documenting the ongoing framework of a continuing, cooperative, and comprehensive Planning process that results in plans and programs consistent with the comprehensively planned development of the Kankakee Metropolitan Planning Area (MPA).

WHEREAS, Article VII, Section 10A, of the Constitution of the State of Illinois and the Intergovernmental Cooperation Act enable the parties hereto to enter into agreements among themselves and provide authority for intergovernmental cooperation, and;

WHEREAS, Title 49 U.S.C. 5303 and Title 23 U.S.C. 134 require that each urbanized area with a population of 50,000 or more as a condition to the receipt of Federal capital or operating assistance, have a continuing, cooperative, and comprehensive Planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area, and;

WHEREAS, Title 23 U.S.C. 135 requires that IDOT have a continuing, cooperative, and comprehensive Planning process that results in statewide plans and programs consistent with the comprehensively planned development of the State of Illinois, and;

WHEREAS, such a plan shall show, among other things, recommendations for an integrated and coordinated transportation system with the urbanized area, and;

WHEREAS, the Governor of Illinois has designated the Kankakee Area Transportation Study (KATS) as the Metropolitan Planning Organization (herein after referred to as "MPO") responsible for carrying out the Title 49 U.S.C. 5303 and Title 23 U.S.C. 134 planning requirements for the urbanized area in cooperation with IDOT, and;

NOW THEREFORE, IT IS AGREED by and between the parties hereto, that:

### **Article I: Background/Origin**

Federal legislation requires the establishment of a Metropolitan Planning Organization (MPO) in urban areas where the population exceeds 50,000 people to conduct Planning. The basic objective of an MPO is to encourage and to promote the development of transportation systems, embrace multiple modes of transportation, and to minimize transportation related fuel consumption and air pollution.

The Governor of the State of Illinois has designated KATS as the MPO for the Kankakee Urbanized Area. As such, KATS fulfills the MPO mission as an intergovernmental Policy group that manages Project funding for the Kankakee Metropolitan Planning Area (MPA) (which includes the City of Kankakee, the Villages of Aroma Park, Bradley, Bourbonnais, Manteno, Sun River Terrace, portions of the Villages of Limestone and Sammons Point, and unincorporated portions of Kankakee County).

The metropolitan planning function of KATS was initiated in February 1983 through an Intergovernmental Cooperation Agreement among Kankakee County, the City of Kankakee, the Villages of Aroma Park, Bradley, and Bourbonnais, and IDOT. This Agreement supersedes the previous Agreement signed August 25, 2010.

### **Article II: Purpose**

- A. KATS shall perform and carry out a continuing, cooperative, and comprehensive area-wide Planning process for the Kankakee MPA in accordance with requirements of federal law, policy, and procedure with the cooperation and assistance of Kankakee County, the City of Kankakee, the Villages of Aroma Park, Bradley, Bourbonnais and Manteno, METRO, the Airport Authority, IDOT, and the U.S. Department of Transportation (USDOT).

This process shall result in regional plans and programs that consider all transportation modes and that support the Kankakee Urbanized Area community and social goals. These plans and programs shall lead to the development and operation of an integrated, intermodal transportation system that facilitates the

efficient, economic, and environmentally sensitive movement of people and goods. Specifically, these programs shall include significant improvements in public transportation necessary to achieve local goals for improved air quality, energy conservation, competitiveness, and mobility for elderly persons, persons with disabilities, and economically disadvantaged persons in the planning area.

- B. KATS shall maintain a Policy Committee to direct, oversee and coordinate the Planning process in a manner that will ensure that Planning and programming decisions are reflective of the needs and desires of Kankakee County, the City of Kankakee, the Villages of Aroma Park, Bradley, Bourbonnais and Manteno, METRO, the Airport Authority, IDOT and the general public.

The Policy Committee shall appoint and direct a Technical Advisory Committee to provide technical advice, assistance and recommendations regarding the Planning and programming processes in the Kankakee MPA. All MPO decisions are endorsed by its Policy Committee, upon the recommendation of the Technical Advisory Committee.

- C. KATS shall direct and oversee the Planning and programming processes to ensure accordance with State and Federal laws concerning the involvement of appropriate public and private providers, the freight industry and the general public.

### **Article III: Planning Activities, Responsibilities**

- A. KATS shall serve as the local Lead Agency and is designated to act as the fiscal agent for and provide staff support to the metropolitan Planning process.
- B. The KATS shall enter into contracts, as needed, with IDOT to capture and utilize funds available for Planning purposes. Kankakee County will provide matching funds sufficient to capture State and Federal funds available for Planning purposes.
- C. For administrative and coordinating purposes, the Kankakee County Transportation Planner shall be the lead staff person assigned to the metropolitan planning process, and shall be responsible for ongoing management and coordination of the planning and administrative assistance. The Transportation Planner shall report to the Director, Kankakee County Planning Department.
- D. A Unified Work Program (UWP) shall be developed and adopted annually by the Policy Committee following cooperative development of the UWP by the Technical Advisory Committee and appropriate IDOT and USDOT representatives. The Transportation Planner shall be responsible for the preparation of the draft UWP.

The UWP shall include all work elements to be accomplished during the period covered by the UWP, the agency responsible for completing the individual work

elements, staff and budgetary requirements, and allocation of total costs between federal, state, and local agencies participating in the work element. Once adopted, KATS staff will be responsible for the timely updating of the UWP as advised by the Technical Advisory Committee, and directed by the Policy Committee.

- E. A Long Range Plan (LRTP) for transportation facilities and services in the Kankakee MPA shall be developed under the guidance and recommendation of the Technical Advisory Committee, and adopted by the Policy Committee. The KATS Transportation Planner shall be responsible for the preparation of the draft Long Range Plan (LRTP).
- F. The Policy Committee shall be responsible for the final adoption of the Transportation Improvement Program (TIP), which identifies an annual and multi-year implementation schedule for projects within the metropolitan planning area boundary. Such action shall include other required endorsements of planning and programming consistencies. The KATS Transportation Planner shall be responsible for preparing the draft TIP, to be submitted to the Technical Advisory Committee for their recommendation and to the Policy Committee for adoption. Once adopted, the KATS staff will be responsible for the timely updating of the TIP as advised by the Technical Advisory Committee, and directed by the Policy Committee.
- G. The signatory parties to this agreement will cooperatively develop and share information related to the development of financial plans that support the implementation of the LRTP and TIP for the Kankakee MPA. The KATS Transportation Planner shall be responsible for the preparation of financial plans. The Technical Advisory Committee will review and recommend adoption of the financial plans to the Policy Committee. The Policy Committee will adopt the financial plan upon recommendation from the Technical Advisory Committee.
- H. The KATS Transportation Planner shall be responsible for the administrative and planning services required in the metropolitan planning process, including record keeping; correspondence; document maintenance; general information dissemination to the public; and other supportive services.
- I. The KATS Transportation Planner shall schedule meetings, prepare agendas, issue notices, prepare minutes and generally ensure that all meetings are conducted in accordance with the Illinois Open Meetings Act.
- J. KATS shall provide a forum for cooperative Planning and programming, and establish a public involvement process that ensures opportunities for early and continuing involvement of local governmental units, transit operators, special interest groups, and the general public in the formulation, review, and evaluation of all Plans and programs. This public involvement process shall be documented in a Public Participation Plan (PPP). KATS shall monitor the efficiency and

performance of the PPP and re-evaluate the process on a regular cycle as established in the PPP.

- K. The signatories to this agreement shall cooperatively develop and share information related to the development of an Annual Listing of Obligated Projects (Annual Listing). The KATS Transportation Planner shall develop the Annual Listing, with cooperation from KATS member agencies, and inform the Technical Advisory and Policy Committees of its submission to IDOT and USDOT. The Annual Listing shall include all federally funded projects authorized or revised to increase obligations in the fiscal year being reported and shall specify the type of work, termini of the project, the length of the project, the responsible agency, the amount of Federal funds requested in the TIP, the amount of Federal funds obligated during the report year, and the amount of Federal funds remaining and available for obligation in subsequent years.
- L. KATS, as the designated MPO, shall be the recipient of Federal Highway Administration (FHWA) PL and Federal Transit Administration (FTA) Section 5303 Planning funds. KATS staff shall serve as staff to the Policy Committee and shall carry out the metropolitan Planning process and work cooperatively to develop the annual UWP, TIP, and Annual Listing of Obligated Projects, and the LRTP, due on a four-year cycle. KATS staff will also be responsible for any amendments or updates to these documents.

KATS shall coordinate Planning with providers of transportation and transportation infrastructure. Subject to the availability of State and Federal appropriations for Planning (PL) and Section 5303 funds, and in accordance with IDOT's MPO Distribution Agreement, IDOT shall make funds available to KATS for the purpose of carrying out these responsibilities.

- M. The signatories to this agreement shall make appointments to the Policy and Technical Advisory Committees in a timely manner, ensuring that they are adequately, effectively and regularly represented on both. The required funding for a local match will be the responsibility of Kankakee County.
- N. KATS shall annually, as part of the annual submittal of the TIP, self certify the metropolitan planning process is being carried out in accordance with all applicable requirements including:
  - a. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR 450;
  - b. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
  - c. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
  - d. Section 1101 (b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;

- e. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-Aid highway construction contracts;
- f. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- g. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- h. Section 234 of Title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- i. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

**Article IV: Policy Committee Membership, Voting**

- A. The Policy Committee shall be composed of the following representatives, each having one vote:
  - a. County of Kankakee: Chairman, County Board
  - b. City of Kankakee: Mayor
  - c. Village of Aroma Park: Mayor
  - d. Village of Bourbonnais: Mayor
  - e. Village of Bradley: Mayor
  - f. Village of Manteno: Mayor
  - g. Illinois Department of Transportation, Region 2: Regional Engineer
  - h. River Valley METRO Mass Transit District: Chairman, METRO Board
  - i. Kankakee Valley Airport Authority: Chairman, Airport Authority Board

The following shall serve as non-voting members of the Policy Committee:

- a. Federal Highway Administration, Illinois Division: Division Administrator
  - b. Federal Transit Administration, Region 5: Regional Administrator
  - c. Illinois Department of Transportation, Office of Planning and Programming: Director
- B. Any member of the Policy Committee may appoint an alternate representative to represent them at meetings in their absence. See the MPO bylaws for requirements regarding appointment of alternate representation.

**Article IV: Policy Committee Responsibilities**

- A. The Policy Committee and IDOT shall jointly share the responsibility for developing and maintaining the Plans and programs as required by State and Federal law.
- B. The Policy Committee shall have the authority to determine membership changes or additions on the Technical Advisory Committee, or any sub-committee, in accordance with the terms set forth in this Agreement and the associated MPO bylaws.
- C. The Policy Committee shall have the authority to enact bylaws governing or directing the activities and procedures of the MPO and expanding the terms of this Agreement, provided such bylaws do not conflict with the terms of this Agreement.
- D. The Policy Committee shall review, provide advice and comments on and adopt the UWP, the LRTP, and the TIP.

**Article V: Technical Advisory Committee Formation, Voting**

The Policy Committee member agencies shall appoint Technical Advisory Committee representatives of each of the agencies represented by the Policy Committee and other agencies that may provide assistance or data in the continuing Planning process.

- A. Membership – The Technical Advisory Committee shall be comprised of the following representatives, each having one vote:
  - a. Kankakee County: County Engineer
  - b. City of Kankakee: City Engineer
  - c. Village of Aroma Park: Village Engineer
  - d. Village of Bourbonnais: Village Engineer
  - e. Village of Bradley: Village Engineer
  - f. Village of Manteno: Superintendent of Public Works
  - g. Illinois Department of Transportation, Region 2, District 3: Urban Planner
  - h. River Valley METRO Mass Transit District: Designee
  - i. Kankakee Valley Airport Authority: Airport Manager

The following shall serve as non-voting members of the Technical Advisory Committee:

- a. Federal Highway Administration, Illinois Division: Metropolitan Planning Specialist
  - b. Federal Transit Administration, Region 5: Community Planner
  - c. Illinois Department of Transportation, Office of Planning and Programming: Metropolitan Planning Manager
- B. Policy Committee members may appoint alternate representation for the Technical Advisory Committee.

## **Article VI: Technical Advisory Committee Responsibilities**

- A. The Technical Advisory Committee shall provide technical advice and recommendations to the Policy Committee on all matters pertaining to the technical planning functions of the Kankakee Urbanized Area MPO and on other related matters referred to them by the Policy Committee.
- B. The Technical Advisory Committee shall provide technical advice to KATS staff concerning special transportation studies.
- C. The Policy Committee shall review, provide advice and comments on and adopt the UWP, the LRTP, and the TIP per recommendation of the Technical Advisory Committee.
- D. The Technical Advisory Committee shall assist KATS staff in the development of and sharing of information related to the development of financial plans that support the LRTP and TIP.
- E. The Technical Advisory Committee shall assign funding and develop a prioritized list of projects for the annual TIP, to be reviewed and adopted by the Policy Committee.
- F. The Technical Advisory Committee shall perform other duties as assigned by the Policy Committee.

## **Article VII: Amendments, Severability**


- A. If any one or more of the provisions of this Agreement is declared unconstitutional or contrary to law, the validity of the remainder of the Agreement shall not be affected thereby.
- B. This Agreement is subject to amendment when a majority of all representatives of the member agencies adopt the amendment.


## **Article VIII: Ratification, Termination**

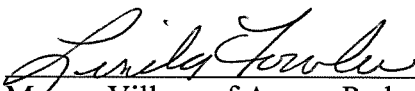
- A. This cooperative Agreement shall become effective upon approval by all signatory parties.
- B. Approval of this Agreement by the State shall be considered its acceptance of the provisions and objectives contained herein and shall constitute an agreement between the jurisdictions heretofore mentioned to cooperate in the continuing, cooperative, and comprehensive Planning process for the Kankakee MPA.

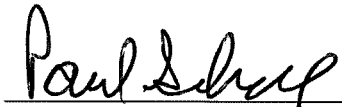


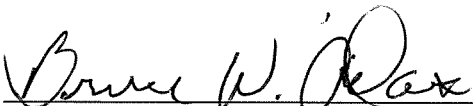
- C. A jurisdiction which is eligible and wishes to be part of this Agreement may do so by adoption of a resolution; said resolution agreeing to provisions of this Agreement shall be delivered to KATS. Approval by a majority of Policy Committee member agencies is required.
- D. This Agreement shall remain in force continuously and shall be automatically renewed on each succeeding June 30<sup>th</sup> following initial ratification.
- E. Any party to this Agreement may withdraw by giving written notice to KATS. Termination from this agreement shall not relieve the withdrawing party from compliance with Federal requirements for cooperative Planning and programming.

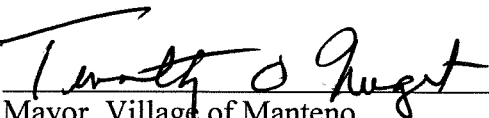
  
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 Chairman, Kankakee County Board 10-28-15  
Date

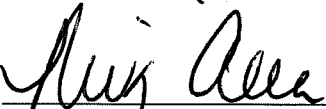
  
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 Mayor, City of Kankakee 10-28-15  
Date

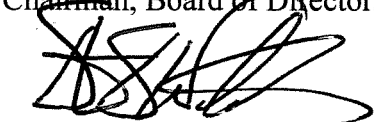
  
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Date

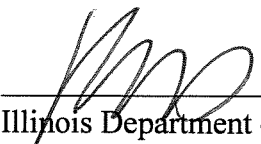
  
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 Mayor, Village of Bourbonnais 10-28-15  
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 Mayor, Village of Bradley 10-28-15  
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 Mayor, Village of Manteno 10-28-15  
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 Chairman, Board of Directors, River Valley METRO 10-28-15  
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 Chairman, Kankakee Valley Airport Authority 10-28-2015  
Date

  
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 Illinois Department of Transportation 11/30/15  
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**BYLAWS**  
of the  
**Kankakee Area Transportation Study**  
as the  
**Metropolitan Planning Organization**  
**For the Kankakee Urbanized Area**

**Preamble**

The following constitutes the bylaws, procedures, and responsibilities which shall serve to establish, organize, and guide the proper functioning of the Kankakee Area Transportation Study (KATS) as the Metropolitan Planning Organization (MPO) designated for the Kankakee Urbanized Area.

KATS shall be responsible for fulfilling the requirements of the Federal-Aid Highway Act of 1962, as amended, the Urban Mass Transportation Act of 1964, as amended, and other subsequent laws setting forth requirements for Planning for all modes of travel. This responsibility shall be accomplished with a cooperative framework properly related to comprehensive planning on a continual basis. This MPO shall also carry out any other Planning and programming functions as set forth in any agreements entered into by this process and the Illinois Department of Transportation (IDOT), the U. S. Department of Transportation (USDOT) or in such manner as events shall dictate.

**Background**

Federal legislation requires the establishment of a MPO in urban areas where the population exceeds 50,000 people to conduct Planning. The basic objective of an MPO is to encourage and to promote the development of transportation systems, embrace multiple modes of transportation, and to minimize transportation related fuel consumption and air pollution. The Governor of Illinois designated KATS as the MPO for the Kankakee Urbanized Area in 1983.

KATS fulfils the MPO mission as an intergovernmental policy group that manages project funding for the Kankakee Metropolitan Planning Area (MPA), which includes the City of Kankakee, the Villages of Aroma Park, Bradley, Bourbonnais, Manteno, Sun River Terrace, portions of the Villages of Limestone and Sammons Point, and unincorporated portions of Kankakee County. KATS is responsible for ensuring that the Planning program in the MPO incorporates consultation, cooperation, and coordination between the MPO, various civic organizations, and the public. All MPO decisions are endorsed by its Policy Committee, upon the recommendation of the Technical Advisory Committee.

These By Laws supersede Bylaws signed March 18, 2015.

**Purpose**

The purpose of the metropolitan planning process is to develop and maintain a continuing, cooperative and comprehensive planning process. This process shall result in regional plans and programs that consider all transportation modes and that support the Kankakee MPA community and social goals. These plans and programs shall lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic, and environmentally sensitive movement of people and goods. Specifically, these programs shall include significant improvements in public transportation necessary to achieve local goals for improved air quality, energy conservation, competitiveness, and mobility for elderly persons, persons with disabilities, and economically disadvantaged persons in the planning area.

### **Boundaries**

The boundaries of the Urbanized Area and the Metropolitan Planning Area (MPA) for KATS are illustrated in Figure 1 attached to these Bylaws. These are the areas that will be the focus of future documents such as the **Transportation Improvement Program**, the **Unified Work Program**, and the **Long-Range Transportation Plan**. They are a change from those areas discussed in the currently adopted **2040 Long-Range Transportation Plan**.

### **Policies**

1. **Applicability:** All policies shall apply to all committees and participants of the MPO.
2. **Committee Review:** The Technical Advisory Committee shall be afforded sufficient time to comment on drafts prior to action by the Policy Committee.
3. **Adoption:** Reports, programs, and plans become official process documents following adoption by resolution of the Policy Committee.
4. **Multimodal Consideration:** All MPO committees shall proceed with their respective responsibilities and duties with proper consideration at all times, for all modes of transportation and associated facilities.
5. **Coordination:** All studies undertaken by the MPO shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the MPA.
6. **Efficient Development:** Planning activities shall be used to promote efficient urban development. Reasonable forecasts of land use and socioeconomic conditions shall be made to guide these activities.
7. **Open Meetings:** All meetings of the Technical Advisory and Policy Committees shall be open to the public. The public is actively encouraged to attend MPO

meetings and to be involved in the planning process. Meeting announcements for the MPO committees shall be made in the local newspaper of greatest daily local circulation, and agendas shall be made available for public review through posting at local libraries, and on the website of the Kankakee County Planning Department.

8. **Publications:** All published data and/or reports shall be made available to the public and stakeholder agencies.

## **Organization**

The MPO for the Kankakee Urbanized Area shall consist of a Policy Committee and a Technical Advisory Committee as described below:

### **Policy Committee**

The Policy Committee shall consist of the chief elected officials of the member jurisdictions and upper management of the IDOT Region 2, within which the Kankakee Urbanized Area is located. The intent is that these chief elected officials and the IDOT upper management be active in the Transportation Planning process.

1. **Members:** The Policy Committee shall be composed of the following representatives, each having one vote:
  - a. The Chairman of the Kankakee County Board
  - b. The Mayor of the City of Kankakee
  - c. The Mayor of the Village of Aroma Park
  - d. The Mayor of the Village of Bourbonnais
  - e. The Mayor of the Village of Bradley
  - f. The Mayor of the Village of Manteno
  - g. The Illinois Department of Transportation Region 2 Engineer
  - h. The Board Chairman of the River Valley METRO Mass Transit District
  - i. The Board Chairman of the Kankakee Valley Airport Authority
2. **Non-Voting Members:** The Policy Committee shall consist of the following representatives of non-voting agencies:
  - a. The Division Administrator for the Federal Highway Administration – Illinois Division, Springfield
  - b. The Regional Administrator for the Federal Transit Administration, Region 5, Chicago
  - c. The Director of the Office of Planning and Programming, IDOT Headquarters, Springfield
3. **Alternate Representation and Proxy:** If the designated Policy Committee representative for a member agency listed in #1 above is unable to serve on the Policy Committee, an alternative representative may be appointed to be a proxy vote by that member agency. In such

cases, the alternate appointment and the designation of proxy voting should be registered with the Transportation Planner in advance of the meeting in which that alternate serves. The alternate is required to be agency staff.

4. **Committee Officers:**

- a. At the May Policy Committee meeting each year, a Chairman and Vice-Chairman will be elected from the membership of the Policy Committee. The Illinois Department of Transportation member shall not hold the office of Chairman or Vice-Chairman. The term of office shall be from July 1 through June 30.
- b. The Chairman shall be responsible for presiding at Policy Committee meetings; representing the Policy Committee membership, as needed; and performing other duties as may be agreed to by the Policy Committee membership.
- c. The Vice-Chairman shall be responsible for presiding at Policy Committee meetings in the absence of the Chairman.

5. **Scheduling and Meeting Notice:**

- a. The Policy Committee shall generally meet at 3:30 P.M. on the last Wednesday of each of the following months: January, March, June, August and October, or as required, with the date and location of each meeting to be set by the Chairman. The May Policy Committee meeting will be held on the Wednesday closest to being more than 45 days in advance of the June meeting.
- b. The meeting schedule for a calendar year shall be published by the Transportation Planner each September preceding the calendar year.
- c. Policy Committee meetings shall be conducted in accordance with *Roberts Rules of Order, Newly Revised Edition*, unless otherwise provided for in these Bylaws.
- d. Policy Committee meetings shall be open to the public, and shall be conducted in compliance with the Illinois Open Meetings Act (5 ILCS 120/1 et seq.). Written minutes of Policy Committee meetings, once approved by the Policy Committee at a subsequent meeting, shall be made available to the public through posting on the Kankakee County Planning Department website.
- e. Reasonable effort shall be made to notify affected local governments and the general public of meetings through electronic and other posting, mailing of notices, news media, or other means, though notice of the Policy Committee meetings shall be publicly posted no fewer than forty-eight (48) hours before the scheduled meeting.

6. **Voting**

- a. All designated voting members, their appointed alternate or proxy representatives of the Policy Committee shall have voting rights, and shall vote by voice. The meeting minutes will only record

whether a motion or resolution is passed or failed, unless a member requires a roll call vote.

- b. Decisions by the Policy Committee shall be carried by the approval of a majority of the voting Policy Committee members present at a meeting at which quorum is achieved.

**7. Quorum**

- a. At any meeting of the Policy Committee, a quorum shall consist of a simple majority of the total voting members (designated members, or alternate or proxy representatives) of the Committee.
- b. Whenever a quorum is not present, those present may adjourn the meeting to another day. No action taken at a meeting that does not achieve a quorum shall be final or official.

**Technical Advisory Committee**

The Technical Advisory Committee shall consist of staff/personnel representatives of the member jurisdictions and agencies.

- 1. **Members:** The voting membership of the Technical Advisory Committee shall be as follows:
  - a. The County Engineer of Kankakee County
  - b. The City Engineer of the City of Kankakee
  - c. The Village Engineer of the Village of Aroma Park
  - d. The Village Engineer of the Village of Bourbonnais
  - e. The Village Engineer of the Village of Bradley
  - f. The Superintendent of Public Works of the Village of Manteno
  - g. The Urban Planner of IDOT, Region 2, District 3
  - h. The Designee of the River Valley METRO Mass Transit District
  - i. The Airport Manager of the Kankakee Valley Airport Authority
- 2. **Non-Voting Members:** Non-voting members of the Technical Advisory Committee may include representatives of the following jurisdictions:
  - a. IDOT Central Bureau of Urban Program Planning
  - b. FHWA Illinois Division Office
  - c. IDOT Division of Public and Intermodal Transportation
  - d. IDOT District 3, Bureau of Local Roads
  - e. Federal Transit Administration, Region 5
- 3. **Alternate Representation:** If the designated Technical Advisory Committee representative for a member agency is unable to attend a Technical Advisory Committee meeting, an alternative representative may be appointed by the member agency. In such cases, the appointment of the alternate shall be submitted in writing to the Transportation Planner, including the alternate's title and the time period of such appointment.
- 4. **Committee Officers:**
  - a. At the June Technical Advisory Committee meeting each year, a Chairman and Vice-Chairman will be elected from the membership of the Technical Advisory Committee. The Illinois Department of

Transportation member shall not hold the office of Chairman or Vice-Chairman. The term of office shall be from July 1 through June 30.

- b. The Chairman shall be responsible for presiding at Technical Advisory Committee meetings; representing the Technical Advisory Committee membership, as needed; and performing other duties as may be agreed to by the Technical Advisory Committee membership.
- c. The Vice-Chairman shall be responsible for presiding at Technical Advisory Committee meetings in the absence of the Chairman.

**5. Scheduling and Meeting Notice:**

- a. The Technical Advisory Committee shall generally meet at either 2:30 or 3:00 P.M. on the last Wednesday of each of the following months: January, March, June, August, and October, or as required, with the date and location of each meeting to be set by the Chairman. The May Technical Advisory Committee meeting will be held on the Wednesday closest to being more than 45 days in advance of the June meeting.
- b. The meeting schedule for a calendar year shall be published by the Transportation Planner each September preceding the calendar year.
- c. Technical Advisory Committee meetings shall be conducted in accordance with *Roberts Rules of Order, Newly Revised Edition*, unless otherwise provided for in these Bylaws.
- d. Technical Advisory Committee meetings shall be open to the public, and shall be conducted in compliance with the Illinois Open Meetings Act (5 ILCS 120/1 et seq.). Written minutes of the Technical Advisory Committee meetings, once approved by the Technical Advisory Committee at a subsequent meeting, shall be made available to the public through posting on the Kankakee County Planning Department website.
- e. Reasonable effort shall be made to notify affected local governments and the general public of meetings through electronic and other posting, mailing of notices, news media, or other means, though notice of the Technical Advisory Committee meetings shall be publicly posted no fewer than forty-eight (48) hours before the scheduled meeting.

**6. Voting:**

- a. All designated voting members or their appointed alternate representatives of the Technical Advisory Committee shall have voting rights, and shall vote by voice. The meeting minutes will only record whether a motion or resolution is passed or failed, unless a member requires a roll call vote.
- b. Whenever a quorum is not present, those present may adjourn the meeting to another day. No action taken at a meeting that does not achieve a quorum shall be final or official.

**7. Quorum:**

- a. At any meeting of the Technical Advisory Committee, a quorum shall consist of a simple majority of the total voting members of the Technical Advisory Committee.
- b. Whenever a quorum is not present, those present may adjourn the meeting to another day. No action taken at a meeting that does not achieve a quorum shall be final or official.


**Meeting Cancellation**

At the discretion of the Chairman of the Committee (Technical Advisory or Policy), a regularly scheduled MPO Committee meeting can be cancelled. Notification of the cancellation shall be made at least three (3) days prior to the date of the scheduled meeting.

**Adoption Resolution and Amendment**

These Bylaws may be adopted and amended at any time by a majority of the voting membership of the Policy Committee. If any one or more of the provisions of these Bylaws are found to be unconstitutional or contrary to law, the validity of the remainder of the Bylaws shall not be affected thereby.

These Bylaws are adopted this 28th of October, 2015 by the Kankakee Area Transportation Study.

Approved by   
Chairman of Policy Committee

Passed and adopted this 28 day of October, 2015.



METROPOLITAN PLANNING AREA (MPA)

