
BY-LAWS OF THE MCHENRY COUNTY

PUBLIC TRANSPORTATION ADVISORY COMMITTEE

These by-laws govern the function and operation of the McHenry County Public Transportation Advisory Committee. The Public Transportation Advisory Committee is an advisory body to the Transportation Committee of the McHenry County Board.

ARTICLE I. NAME

Section 1 - Name

The name of the organization is the McHenry County Public Transportation Advisory Committee, hereinafter referred to as "PTAC."

ARTICLE II. PURPOSE AND DUTIES

Section 1 - Purpose

The general purpose of these by-laws is to establish the organizational structure and rules of procedure for PTAC.

The general purpose of PTAC is to provide technical recommendations to the Transportation Committee. PTAC's recommendations are not binding to the Transportation Committee, but shall constitute advice and guidance.

Section 2 - Principal Duties

The principal duties of PTAC shall be those duties prescribed by the Transportation Committee and shall include, but not be limited to, the following:

- A. Review the 2040 Transportation Plan and Transit Plan subcomponent and make recommendations for implementation of the Plan.
- B. Provide technical advice and guidance to the Transportation Committee.
- C. Review the MCRide program and provide guidance to the Transportation Committee on future direction and policies.
- D. Other duties as assigned.

ARTICLE III. MEMBERSHIP

Section 1 - Members

- A. PTAC members shall be comprised of representatives from various groups that have technical expertise and interest in the field of public transportation. Such groups shall include, but may not be limited to:
 - a. Municipal Government
 - b. Township Government
 - c. County Government
 - d. Non-Profit Sector
 - e. Agencies Serving Seniors and Individuals with Disabilities
 - f. Environmental Advocates
 - g. Bicycle and Transit Advocates
 - h. Public Transportation Service Providers
 - i. Education
- B. The agencies that will delegate representatives to PTAC shall be appointed by the Transportation Committee Chair with advice and consent of the Transportation Committee.
- C. Each approved agency shall select the representative from their agency most able and appropriate to serve on PTAC.
- D. Each approved agency shall have the option of designating an alternate representative to PTAC.
- E. PTAC shall consist of one representative from each of the following:
 - a. A Municipality or Township not participating in MCRide
 - b. Each MCRide Municipal and Township Partner
 - c. Lake County Center for Independent Living
 - d. McHenry County Bicycle Advocates
 - e. McHenry County College
 - f. McHenry County Continuum of Care to End Homelessness
 - g. McHenry County Council of Mayors
 - h. McHenry County Department of Health
 - i. McHenry County Planning and Development
 - j. Pioneer Center

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- k. Senior Care Volunteer Network
 - l. Senior Services Associates
 - m. Services for Blind and Visually Impaired
 - n. Visit McHenry County
- F. The number of PTAC members may vary based on the number of municipal and township MCRide partners.
- G. PTAC may include ex-officio members, but these members shall not vote on any advisory matters. Ex-officio members shall include:
- a. McHenry County Board – Transportation Committee Chair
 - b. Representative from Pace Suburban Bus
 - c. Representative from Metra Commuter Rail

Section 2 - Terms

PTAC appointments shall be for a period of two (2) years. Every other January, beginning in 2018, each appointed agency will be asked if they would like to continue to have their representative sit on PTAC. Should an agency decide that they are no long willing or able to delegate a representative to the committee, the Transportation Committee Chair may recommend a replacement with advice and consent of the Transportation Committee.

Section 3 - Vacancy

Should a vacancy arise within PTAC, from a member resigning from the committee or leaving their respective agency, then such a vacancy shall be filled promptly. An authority from the agency shall designate a replacement primary and/or alternate member.

ARTICLE IV. OFFICERS

Section 1 - Officers

The officers of PTAC shall consist of a Chair and a Vice Chair.

Section 2 - Duties of the Chair

The Chair shall preside at all meetings of PTAC and have the duties normally conferred by parliamentary usage on such office. The Chair may call special meetings. The Chair shall also sign all correspondence and other documents articulating official recommendations of PTAC, after approval by PTAC membership. At meetings, the Chair shall submit such recommendations and information as he/she may consider proper concerning the business affairs and policies of the organization. The Chair shall also perform other general duties as may be prescribed in these by-laws.

Section 3 - Duties of the Vice-Chair

In the absence of the Chair or in the event of his/her inability to act, the Vice-Chair shall perform the duties of the Chair and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice-Chair shall perform such other duties as from time to time may be assigned to him/her by the Chair or by PTAC.

Section 4 - Selection of Officers

Every other January, beginning in 2018, PTAC will choose, by majority vote of members present, a Chair and a Vice-Chair from among its membership. Such officers shall serve for a period of two (2) years. In the event an officer resigns during their term, PTAC, by majority vote, shall elect a replacement from among its membership. This election shall occur at the next meeting after the resignation is received.

ARTICLE V. ADMINISTRATIVE STAFF

Section 1 - Administrative Staff

The staff of the McHenry County Division of Transportation will serve as administrative personnel for PTAC.

Section 2 - Duties of Administrative Staff

The administrative staff shall be charged with the supervision of PTAC's affairs. The administrative staff shall serve as the chief administrative officer of PTAC and shall administer all functions of PTAC as directed by the Chairs of the Transportation Committee and PTAC. The duties of the administrative staff shall include but are not necessarily limited to, the following:

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- A. Administrative responsibility for the organization and operation of PTAC.
 - B. Attendance at all PTAC meetings unless excluded or excused therefrom.
 - C. Attendance at all subcommittee meetings unless excluded or excused therefrom.
 - D. Recommendation of policies and procedures, as necessary.
 - E. Oversee the keeping of the records and shall issue adequate notice for all regular meetings and special meetings.

Section 3 - Compensation

The members of PTAC shall receive no compensation.

ARTICLE VI. MEETINGS

Section 1 - Regular Meetings

The PTAC shall meet quarterly and shall establish by majority vote the precise time and place for its regularly scheduled meetings. The next year's meeting schedule shall be determined at the final meeting of the previous year. Nothing herein shall preclude PTAC from meeting as often as the need arises.

Section 2 - Special Meetings

When the need arises, special meetings of PTAC may be called by the Transportation Committee Chair, PTAC Chair, or by written request to the administrative staff by at least five (5) PTAC members. The Chair, or administrative staff at the request of the Chair, shall notify each PTAC member in advance of the time, place, and purpose of the special meetings. Every attempt will be made to provide such notification at least a week in advance of special meeting dates, but in no case shall provide less than forty-eight (48) hours' notice.

Section 3 - Quorum

Ten (10) PTAC members present at a meeting constitutes a quorum. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to another day. No action can be taken at a meeting without a quorum present.

Section 4 Voting

Each PTAC member shall have one vote on all matters presented at regular or special meetings. The vote may be cast only by the member or his/her designated alternate representative. To vote on PTAC matters, a quorum must be present and a majority vote of the members present shall be required to pass any motion. Voting shall be recorded by yeas and nays, unless a roll call vote is otherwise requested by a PTAC member.

Section 5 - Absences

If, at the end of each year, a PTAC representative has failed to attend a majority of the meetings that occurred during that year, the PTAC Chair will notify the appointed agency to inquire whether they wish to continue to delegate a representative to the committee.

Section 6 - Order of Business

Unless otherwise determined by the Chair, the order of business for regular meetings of PTAC shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Action on Minutes
- D. Public Comment
- E. Member Comments
- F. Old Business
 - a. Subcommittee Reports
 - b. Service Board Updates
- G. New Business
- H. Adjournment

Section 7 - Conduct of Meetings

Any matter not covered by the by-laws shall be determined by the usual parliamentary rules in accordance with Robert's Rules of Order.

Section 8 - Notice of Meetings

Notice of PTAC meetings shall be published in the Daily Herald, or whichever local newspaper the County is under contract with at the time, no less than two days before the meeting date. Meeting notices shall be in accordance with all applicable state and federal laws.

ARTICLE VII. SUBCOMMITTEES

Section 1 - Subcommittees

A subcommittee structure may be established so that more thought and time may be given to PTAC matters by delegating review and investigative functions to a portion of its membership and/or other designees. The subcommittees shall not be operating bodies, but rather, reviewing and investigative bodies; subcommittee actions are not binding to the Committee, but rather shall constitute advice or recommendations.

One such standing subcommittee shall be the “MCRide Subcommittee” consisting of representatives from each of the municipal and township partners that are financially contributing to the MCRide program.

ARTICLE VIII. AMENDMENTS

Section 1 - Amendments of By-Laws

Revisions to these by-laws shall be presented to PTAC members during a regular meeting for their comments and endorsement. Changes to the by-laws must be passed by a two-thirds vote of the PTAC members present. The proposed amendments shall then be presented to Transportation Committee and may be accepted by a majority vote.

ARTICLE IX. EFFECTIVE DATE

Any amendments to the by-laws shall take effect immediately upon its approval by the Transportation Committee, unless the terms of the amendment otherwise provide.

The foregoing by-laws, as amended, are hereby adopted by the membership of the McHenry County Transportation Committee on this 25 day of APRIL, 2018.

Ayes: 5

Nays: 0



Transportation Committee Chair



ATTEST: Transportation Committee Vice-Chair

The foregoing by-laws, as amended, are hereby adopted by the membership of the McHenry County Public Transportation Advisory Committee on this 11 day of JULY, 2018.

Ayes: 10

Nays: 0



Public Transportation Advisory Committee Chair



ATTEST: Public Transportation Advisory Committee Vice-Chair

Date Modified: April 13, 2018
Date Modified: September 23, 2016
Date Modified: August 29, 2016
Date Modified: March 23, 2015 (Name Change from ITF to PTAC)
Date Adopted: July 23, 2014
Date Created: January 28, 2014