



REGION 1 PLANNING COUNCIL  
MPO POLICY COMMITTEE

MPO RESOLUTION 2019-6

RE: ADOPTION OF THE BYLAWS FOR THE MPO ALTERNATIVE TRANSPORTATION COMMITTEE

WHEREAS the Federal Highway Act of 1962, as amended, and the Urban Mass Transportation Act of 1964, as amended, provides for an urban transportation planning process; and

WHEREAS the Fixing America's Surface Transportation (FAST) Act authorizes funding to improve our nation's transportation system for highways, highway safety, public transit, alternative non-motorized forms of transportation and freight; and

WHEREAS the Rockford Metropolitan Agency for Planning (RMAP) is the Metropolitan Planning Organization (MPO) for the Rockford Metropolitan Area, and the MPO Policy Committee has the specific responsibility to direct and administer the 3-C (continuing, cooperative, comprehensive) urban transportation planning process; and

WHEREAS the MPO Policy Committee established the MPO Alternative Transportation Committee (in accordance with Cooperative Agreement Article 3, Section 1, and Article 7, Section 2) on May 3<sup>rd</sup>, 2018 via **MPO Resolution 2018-10**; and

WHEREAS the MPO Alternative Transportation Committee was established to address planning issues related to improvements to accessibility, connectivity, and ease of the multi-modal mobility including active and public transportation modes throughout the Metropolitan Planning Area (MPA); and

WHEREAS the functions of the MPO Alternative Transportation Committee **are to** be guided by an adopted set of Bylaws; and

WHEREAS the proposed Bylaws of the MPO Alternative Transportation Committee aligns with MPO Cooperative Agreement dated August 23<sup>rd</sup>, 2018; and


**WHEREAS the MPO Technical Committee has recommended the adoption of the ATC Bylaws by the MPO Policy Committee;**

THEREFORE, BE IT RESOLVED

that the MPO Policy Committee adopts the Bylaws of the MPO Alternative Transportation Committee dated February 28<sup>th</sup>, 2019 as attached to this resolution;


Dated this 28<sup>th</sup> day of February 2019.

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Gregory R. Jury, MPO Chairman  
Mayor  
City of Loves Park

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Karl Johnson, MPO Vice-Chair  
Boone County Board Chairman  
Boone County

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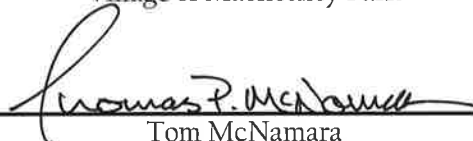
Mike Chamberlain  
Mayor  
City of Belvidere

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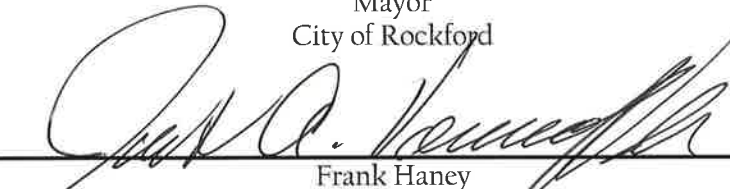
Steve Johnson  
Mayor  
Village of Machesney Park

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Tom McNamara  
Mayor  
City of Rockford

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Frank Haney  
Winnebago County Chairman  
Winnebago County

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Pastor Herbert Johnson, Board Chair  
Rockford Mass Transit District

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Kevin Marchek  
Deputy Director  
Illinois Department of Transportation, Region 2



## BYLAWS

Region 1 Planning Council

### ALTERNATIVE TRANSPORTATION COMMITTEE

#### ARTICLE I - NAME

The name of this committee shall be the Alternative Transportation Committee (ATC).

Alternative transportation refers to any mode of personal transportation other than a single-occupant vehicle. Alternative transportation modes include biking, walking, carpooling, and public transportation.

#### ARTICLE II - PURPOSE

The role of the Alternative Transportation Committee is to act as an advisory committee to the Metropolitan Planning Organization (MPO) Technical Committee and Policy Committee on active and public transportation policy, planning, and implementation activities, and related transportation planning initiatives. The following is a list of planning initiatives and objectives the ATC is to be charged with:

1. Supporting the development and maintenance of the MPO Bicycle and Pedestrian Plan and the MPO Coordinated Public Transit - Human Services Transportation Plan.
2. Supporting implementation elements of the MPO Bicycle and Pedestrian Plan and the MPO Coordinated Public Transit- Human Services Transportation Plan.
3. Providing input on benchmarks and reviewing associated data to monitor and document the implementation of the MPO Bicycle and Pedestrian Plan and the MPO Coordinated Public Transit - Human Services Transportation Plan.
4. Reviewing and making recommendations on priorities for funding and implementation of alternative transportation programs and capital projects.
5. Serving as a forum for information exchange regarding alternative transportation policy, practice, and design consideration.
6. Serving as liaisons, connecting key community members, community groups and organizations and encouraging participation in implementation and promotion of education, encouragement, and evaluation programs related to alternative transportation.

The MPO Policy Committee as well as the MPO Technical Committee have the authority to assign alternative and public transportation related planning tasks in addition to those listed above to the Alternative Transportation Committee.

Once recommendations have been made by the ATC to the MPO Technical Committee, the MPO Technical Committee will make final recommendations to the MPO Policy Committee and decisions regarding adoption of projects and programming of MPO funding will be made by the MPO Policy Committee.



## ARTICLE III- MEMBERS

### Section 1. Number and Qualification

The ATC shall be comprised of no more than twenty (20) standing members from local governments, public transportation agencies, non-profit organizations, and local advocacy groups. If members are representing an agency/organization, the members and their alternates, should be appointed in writing by the entity they represent. There should be at least one organization and/or entity representing each of the following areas:

1. Expertise on cycling mobility.
2. Expertise on pedestrian mobility.
3. Expertise on seniors' mobility.
4. Expertise or lived experience on physical accessibility issues.
5. Expertise on workforce mobility issues.
6. Expertise on public transportation issues.

All members of the MPO Technical Committee and MPO Policy Committee, as well as IDOT staff may attend ATC meetings to provide input. Members of the public may attend and provide public comment.

### Section 2. Appointment

The MPO Policy Committee, with recommendation from assigned Region 1 Planning Council staff, shall appoint the members of the ATC, making an effort to balance pedestrian, bicycle, and public transportation interests.

### Section 3. Attendance at ATC Meetings

Each member agency/organization is expected to attend all scheduled meetings and attempt to attend all special meetings. Any member agency/organization of the ATC who is absent for three consecutive meetings without just cause may be removed from membership. The ATC Chair will advise the appointing authority (MPO Policy Committee) of these absences and it will be suggested a new representative be chosen.

### Section 4. Staff Liaison

The Director of the Metropolitan Planning Organization will designate staff person(s) to act as liaisons to the ATC. The ATC staff liaison's duties include the following:

1. Drafting ATC meeting agendas and communicating with the committee chair and vice-chair.
2. Serving as a liaison between ATC and MPO committees.
3. Providing technical expertise (e.g., formal staff reports) and advice to the ATC.

## ARTICLE VI- OFFICERS

### Section 1. Officers Defined

The officers of the ATC shall consist of a Chairperson and a Vice-Chairperson elected by the members of the ATC.

### Section 2. Duties

The Chairperson shall be responsible for calling and presiding at meetings and coordinating meeting times and dates with staff. In the absence of the Chairperson, the Vice-Chairperson shall preside and carry out all other duties of the Chairperson. Both the Chairperson and the Vice-Chairperson are required to complete the Illinois Open Meeting Act (OMA) training not later than the 90<sup>th</sup> day after assuming responsibilities of the chairperson and Vice-Chairperson. A copy of the completed OMA certificate must be provided to the RIPC.

### Section 3. Elections

The ATC members shall vote to elect the officers of the ATC at the first meeting of the fiscal year. Officers shall be determined by majority vote and shall serve for a term of one (1) year. Only standing members of the ATC are eligible to serve as Officers.

### Section 4. Term Limits

Officers shall not serve for more than two consecutive terms. In the event the Chairperson is unable to complete his/her term, the Vice Chairperson automatically becomes the Chairperson and an election for a new Vice-Chairperson will be held.

## ARTICLE V- WORKING GROUPS

### Section 1. Working Group Membership

The ATC Working Groups shall act as advisory subcommittees of the ATC. Working Groups shall be formed by standing members of the ATC.

### Section 2. Standing Working Groups

The ATC will have three standing working groups:

- A. The Mobility Working Group shall act as a standing advisory working group to the ATC on the evaluation and recommendation of the FTA Section 5310 Program projects (RMTD & IDOT are co-designated recipients of funds apportioned to the urbanized area), as well as evaluate and recommend Job Access and Reverse Commute (JARC) and New Freedom eligible projects.
- B. The Transportation Alternative Program (TAP) Working Group shall act as a standing advisory working group to the ATC on the evaluation and recommendation of Transportation Alternatives Set-Aside eligible projects.
- C. Access Advisory Working Group shall act as a standing advisory working group to the ATC to provide advice and recommendations to improve accessibility, and identify accessibility needs and issues to new and existing transportation programs and plans as it relates to ADA.

### Section 3. Ad-Hoc Working Groups

Additional working groups shall be formed as necessary to carry out the work of the ATC. Working groups are advisory to the ATC.

## ARTICLE VI- MEETINGS

### Section 1. Scheduled Meetings

The ATC shall hold at least 4 meetings per year. The designated MPO staff liaison shall send to each of the ATC members notice of all ATC meetings not less than five (5) days in advance of the meeting. Such notice shall state a time and place of such meeting, and shall also be posted in accordance with the Illinois Open Meetings Act.

### Section 2. Special Meetings

Special meetings may be called by the Chair, at the request of the MPO Policy Committee, MPO Technical Committee, or at the request of the Director of the Metropolitan Planning Organization. ATC members must be notified at least 48 hours in advance of any special meeting. Special meeting dates and times will be advertised to the public at least 48 hours in advance.

### Section 3. Working Group Meetings

Working group meetings shall be held on an as-needed basis. The designated MPO staff liaison shall notify members of the working group and the ATC of a working group meeting in advance, identifying the date, time, and tentative agenda. The designated MPO staff liaison shall attend all working group meetings. Meeting dates and times will be advertised to the public.

### Section 4. Quorums

At any meeting of the ATC, a quorum shall consist of a majority of voting members. A majority vote shall control the recommendations of the ATC providing there is a quorum.

### Section 5. Conflicts of Interest

In the event that any member of the committee, or the agency/organization in which they represent, has a conflict of interest with an item being discussed, that member will disclose the conflict and recuse themselves from voting.

## ARTICLE VII – AMENDMENTS TO BYLAWS

Amendments to the Bylaws of the ATC may be recommended by a majority vote of the ATC or at the request of the MPO Technical Committee or MPO Policy Committee. All amendments to the bylaws must be recommended by the MPO Technical Committee and adopted by the MPO Policy Committee in order to go into effect. Amendments to the bylaws do not require approval from the ATC committee.