

Region 11 Human Services Transportation Committee (HSTC) Bylaws

Article I: Purpose

- A. Every three years, the Human Service Transportation Program (HSTP) Coordinator's shall create a Human Services Transportation Plan in fulfillment of the provisions of the *Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU). The Human Services Transportation Plan for Region 11 shall include all the elements required by state and federal transportation authorities, in addition, include elements requested by the Human Services Transportation Committee (HSTC). The HSTC will review and approve the Plan. Any changes to the plan must be approved by the HSTC.
- B. Continue to meet coordination requirements under *Moving Ahead for Progress in the 21st Century* (MAP-21), continued by *Fixing America's Surface Transportation Act* (FAST Act), continued by the *Infrastructure Investment and Jobs Act* (IIJA).
- C. The HSTP Coordinator(s) shall maintain an HSTC for Region 11. The HSTC shall serve as the voting body on matters related to Regional Human Services Transportation Planning. It is the HSTC's role to discuss and assist in identifying the transportation needs of the community (seniors, individuals with disabilities, veterans, people with low income, etc.) and guide the implementation of coordination strategies to achieve human service transportation objectives.

Article II: Geographic Area

The HSTC shall encompass the following counties: Alexander, Franklin, Jackson, Jefferson, Johnson, Massac, Monroe, Perry, Pulaski, Randolph, St. Clair, Union, Washington, and Williamson County (hereinafter called Region 11).

Article III: Membership

The HSTC may include representatives from various public transportation stakeholder agencies within the planning region, including but not limited to, county boards, public, private, for-profit and not-for-profit public transportation operators, Section 5310 recipients, educational institutes, large employers, human service agencies, and local governmental organizations. The HSTC may also include a diverse representation of community members from the service area. The HSTC will be open to any willing party that is interested in serving on the Committee.

The HSTC shall serve as the voting body on matters related to Regional Human Services Transportation Planning. The HSTC will be led by an HSTP Coordinator, under contract by the Illinois Department of Transportation (IDOT).

- A. Participation: The committee members must be actively involved in the regularly scheduled HSTC meetings. Those interested in applying for vehicle funds through the Section 5310 Consolidated Vehicle Procurement program are required to participate in meetings to be considered for funding. Agencies designated as inactive will be removed from consideration for funding. Please see Article V, line-item F for more details on 'Active' and 'Inactive' participation.
- B. Voting: Every member of the HSTC shall be entitled to cast one vote on each matter under discussion. The HSTP Coordinator(s) serve as non-voting members of the HSTC and conducts meetings only. If a member of the committee is unable to attend, they may select another member from their agency to attend the meeting in their absence as a proxy. To be a voting member of the committee, they must complete the OMA training.
 - a. Within 90 days of appointment, a voting representative shall complete the Illinois Attorney General's Open Meetings Act (OMA) test as required by the Illinois Department of Transportation Office of Intermodal Project Implementation (IDOT-OIPI) and shall provide a copy of the certificate to be kept on file with HSTP staff. This is a one-time requirement; any previously completed OMA certificates prior to appointment/designation will be accepted.
- C. Resignation: Notification of resignation of a committee member shall be relayed to the HSTP Coordinator(s) either by mail or email or shared with the committee at an HSTC meeting. If another staff member from their respective organization is assigned to attend HSTC quarterly meetings, that person's name and title should be included in the resignation letter, if known at the time of resignation. If not known, the former committee member's agency should inform the HSTP Coordinator(s) and/or HSTC as soon as a replacement has been assigned.

Article IV: Officers

The officers of the HSTC shall include: a Chairperson, Vice-Chairperson, and Secretary. The term for Chairperson and Vice-Chairperson and Secretary is two years. They shall be chosen by representatives of the committee at the first meeting held in odd numbered years. Any other officer positions may be created as the committee sees fit.

- A. Responsibilities of Chairperson: The Chairperson shall attend HSTC meetings regularly. It is the responsibility of the Chair to lead the meeting; to call the meeting to order and adjourn the meeting, to call for a motion when necessary, and to encourage discussion among the committee members. The Chairperson is entitled to motion on any matter coming before the HSTC.
- B. Responsibilities of Vice-Chairperson: The Vice-Chairperson shall attend HSTC meetings regularly. It is the responsibility of the Vice-Chairperson to fill the Chairperson's role

when they are not in attendance. The Vice-Chairperson is entitled to motion on any matter coming before the HSTC.

- C. Responsibilities of Secretary: The Secretary shall attend HSTC meetings regularly. It is the responsibility of the Secretary to take notes and record all motions, the time the meeting was called to order and adjourned. The Secretary is entitled to motion on any matter coming before the HSTC.

Article V: Meetings

- A. All meetings shall be open to the public and conducted in accordance with the Illinois Open Meetings Act.
- B. The HSTC as a whole shall meet at least four times a year. The meetings will be scheduled during weekdays (Monday through Friday) at a location within the fourteen counties that make up Region 11. Meetings shall be held quarterly (approximately every three months), but may be moved in order to accommodate deadlines set by IDOT or other extenuating circumstances such as weather conditions.
- C. Each year's meeting schedule: date, location, and time will be scheduled at the last Region 11 HSTP meeting of the year by the HSTP Coordinator(s) with HSTC advisement.
 - a. When deciding locations for HSTC meetings, minimizing travel time for all members of the committee should be kept in mind and not showing favorability towards any geographic area of Region 11.
- D. Except for extraordinary circumstances, meetings shall be announced at least three weeks (fifteen business days) in advance by postal mail and/or email. The meeting notice and agenda will also be available on the HSTP blog once the mailing has been sent, in accordance with OMA guidelines.
- E. Other human service agencies, transportation providers, local governments, etc. within Region 11 who are not members of the HSTC may receive information and may attend all meetings. Any other interested individuals may contact the HSTP Coordinator(s) for Region 11 at the South Central Illinois Regional Planning and Development Commission (SCIRPDC) office and be added to the mailing list for meeting notifications.
- F. A simple majority of active HSTC members, including the attendance of the HSTP Coordinator(s), shall constitute a quorum of the full governing body for the purposes of conducting its business.
 - a. The definition of an 'Active Participant' is an agency representative that routinely meets committee requests with data, information, and resources in the development of strategic planning and attends all quarterly HSTP meetings. The definition of an 'Inactive Participant' is an agency representative that does not currently participate in meetings, planning, or service provision. It is important that each HSTC member attends a majority of the meetings held each year in

order for the committee to conduct its required business and a feeling of proper representation is maintained.

Article VI: Subcommittee Formation

Subcommittees may be comprised of voting and non-voting members. Selection of subcommittee members will be on a volunteer basis. If subcommittee members are needed and there are no volunteers or if a subcommittee member must resign after volunteering, either the HSTC or the Coordinator will appoint members to the subcommittee.

Article VII: Non-Discrimination Policy

It is the policy of this Human Services Transportation Committee, in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 to not discriminate on the basis of race, color, national origin, age, disability, sex, or any legally protected characteristic.

Article VIII: Grievance Procedures

If a member of the HSTC has a grievance they would like to bring to the attention of the HSTP Coordinator(s), they may contact them at the SCIRPDC in Salem. ATTN: HSTP Coordinator, 120 South Delmar Avenue, Suite A, Salem IL. 62881. Or by phone at 618-548-4234.

If a member of the HSTC has a grievance against an HSTP Coordinator(s), they may contact the IDOT Project Manager assigned to their region: David Maziarz by email at David.Maziarz@illinois.gov or by phone at 217-785-2751 and/or Perry Cox by email at Perry.Cox@illinois.gov or by phone at 217-782-4131.

Article IX: Amendments and Severability

- A. These bylaws shall become effective upon majority vote of the Region 11 HSTC, and shall remain in effect until terminated by a two-thirds majority vote of all active HSTC members.
- B. These bylaws may be amended by a majority vote of HSTC. If an HSTC member would like to recommend an amendment to these bylaws, that member should submit the request in writing to the HSTP Coordinator(s) at least thirty days prior to the scheduled quarterly meeting. The amendment will be approved when a majority of all active HSTC members of the HSTC adopts the amendment.
- C. If any one or more of the provisions of this Agreement is declared unconstitutional or contrary to law, the validity of remainder of the Agreement shall not be affected thereby.
- D. These bylaws and establishment of an HSTC may be terminated at the discretion of the Illinois Department of Transportation in compliance with changes to federal requirements.