

# **Blue Ribbon Commission on Transportation Infrastructure Funding and Policy**

## **DRAFT BYLAWS**

ADOPTED

March 26, 2024

### **NAME**

The name of the Commission shall be the Blue Ribbon Commission on Transportation Infrastructure Funding and Policy.

### **PURPOSE**

Pursuant to 20 ILCS 4116, “Blue Ribbon Commission on Transportation Infrastructure Funding and Policy,” the purpose of the Blue Ribbon Commission on Transportation Infrastructure Funding and Policy is to evaluate Illinois’ existing transportation infrastructure funding and policy and produce a document that evaluates the topics specified in 20 ILCS 4116 and outlines formal recommendations that can be acted upon by the Illinois General Assembly.

## **ARTICLE I**

### **Membership:**

Section 1-1. The Commission is created within the Department of Transportation (Department) and will consist of members appointed as follows:

Four members of the House of Representatives

2 to be appointed by the Speaker of the House of Representatives

2 to be appointed by the Minority Leader of the House of Representatives.

Four members of the Senate

2 to be appointed by the President of the Senate

2 to be appointed by the Minority Leader of the Senate.

Eight members appointed by the Governor with the advice and consent of the Senate.

The chair of the Commission to be appointed by the Governor from among his 8 appointments.

Members shall have expertise, knowledge, or experience in transportation infrastructure development, construction, workforce, or policy. Members shall also represent a diverse set of sectors, including the labor, engineering, construction, transit, active transportation, rail, air, or other sectors, and shall include participants of the Disadvantaged Business Enterprise Program.

No more than 2 appointees shall be members of the same sector.

Members shall represent geographically diverse regions of the State.

Section 1-2. Total membership of the Commission consists of the number of appointed members serving on the Commission, not including any vacant positions. A quorum consists of a simple majority of total membership and shall be sufficient to conduct the business of the Commission, unless stipulated otherwise in the bylaws of the Commission.

Section 1-3. Any vacancies in Commission membership shall be filled by appointment by the designating entity in accordance with the Act.

**Administrative & Other Support:**

Section 1-5. The Department shall provide administrative and other support to the Commission. The Department shall be responsible for the day-to-day management of the Commission's affairs. The Department may employ such staff and consultants as may be necessary to carry out the mission and goals of the Commission. Specific areas of support include but are not limited to the following:

**Meeting coordination** – Notices, venues, adherence to the Open Meetings Act; development of agendas with Commission members; development and coordination of meeting minutes.

**Website** – Maintenance of a public website containing information about the commission, public access to meeting notices, agendas and meetings, and such other content as the Commission deems appropriate for publication.

**ARTICLE II**

**Duties of the Commission:**

Section 2-1. Pursuant to 20 ILCS 4116, the Commission shall direct the Department to enter into a contract with a third party to assist the Commission in producing a document that evaluates the topics under 20 ILCS 4116 and outlines formal recommendations that can be acted upon by the General Assembly. The Commission shall report a summary of its activities and produce a final report of the data, findings, and recommendations to the General Assembly. The Commission shall evaluate Illinois' existing transportation infrastructure funding and policy processes and develop alternative solutions. As set forth in 20 ILCS 4116/20, the Commission shall:

- (1) Evaluate current transportation funding in Illinois, taking into account the viability of existing revenue sources and funding distributions.
- (2) Consider new and innovative funding options.
- (3) Evaluate the existing governance of Illinois' transportation system, including roles and responsibilities for the State and county, township, and municipal governments.
- (4) Evaluate current and future workforce needs to design, construct, and manage the state's transportation system within the Illinois Department of Transportation and within the State as a whole.
- (5) Evaluate current and future data needs of the Illinois Department of Transportation.
- (6) Consider and recommend steps to expedite project approval and completion.
- (7) Consider future trends that will impact the transportation system, including safety needs, racial equity, electric vehicles, and climate change.
- (8) Consider ways to improve transportation investment impacts on goals such as improving racial equity, addressing climate change, and increasing economic growth.
- (9) Consider improvements to the performance-based programming system.
- (10) Consider multimodal system needs, including public transportation, bicycle facilities, railways, waterways, and airports.
- (11) Consider alternative solutions employed by other states.

### **ARTICLE III**

#### **Meetings:**

Section 3-1. Meeting dates will be established by the Commission.

Section 3-2. Additional meetings may be called by the Chair.

Section 3-3. A meeting may be rescheduled, or a special meeting called by the Chair. Commission members may request a meeting by contacting the Chair to request the meeting. The meeting request is subject to approval by commission members appointed.

Section 3-4. All Commission meetings shall be open to the public unless a meeting or portion thereof qualifies for a closed session in accordance with the Open Meetings Act (5 ILCS 120), as amended.

Section 3-5. The Chair shall coordinate with the Commission in the preparation of an Agenda prior to each meeting. The approval of Minutes from the previous meeting shall be included on each Agenda.

Section 3-6. Before Commission meetings, the Chair shall review a tentative agenda and set a final agenda for the upcoming Commission meeting. Commission members' requests to place an item on the agenda shall be made to the Chair at least 96 hours prior to the date fixed for the meeting.

Section 3-7. The Chair shall provide the agenda for each regular meeting to all members of the Commission at least 72 hours prior to such meetings. The agenda for such meetings shall be posted electronically at least 48 hours before such meetings. Revisions to the agenda may be made by the Chair or by a majority of the Commission no less than 72 hours prior to the meeting.

Section 3-8. The Department shall record and prepare the Minutes of Commission meetings and the meetings of committees. Meeting minutes shall be provided within seven days from the date of the meeting. The Department shall be responsible for informing Commission members of meeting dates, times, and locations; for distributing Agendas, Minutes, and other materials required to conduct the meetings; and for similar activities related to meetings of committees.

Section 3-9. A representative of the Department must be present at all meetings of the Commission and its committees.

#### **ARTICLE IV**

##### **Commission Officers:**

Section 4-1. The Chair of the Commission shall be appointed by the Governor. The Commission shall elect two Vice-Chairs of the Commission who shall be elected from the Commission's membership by a simple majority vote of the total membership of the Commission. In the event the Chairperson is absent, one of the Vice Co-Chairs will act in the Chair's place.

#### **ARTICLE V**

##### **Conducting Business:**

Section 5-1. A member is present to conduct business if attending a meeting in person, by telephone, or by audio or video conference. Physical presence at the Board meetings, however, is strongly encouraged and is preferred by the Commission and the Department.

Section 5-2. All business of the Commission and its committees shall be conducted in accordance with the current edition of Robert's Rules of Order, unless otherwise specified in these Bylaws. The Chair of the Commission is required to know the latest Robert's Rules of Order.

Section 5-3. The Chair of the Commission shall preside at all Commission meetings and shall be responsible for conducting the meeting in accordance with the Bylaws and the Agenda. In the Chairperson's absence, the Vice Chairperson shall preside over that meeting and shall assume the Chairperson's duties related to that meeting. In the absence of the Chairperson and Vice Co-Chairperson, the Commission shall appoint a presiding officer for that meeting by majority vote.

Section 5-4. To consider a full range of views and opinions from members of the public, the Chair shall recognize non-member attendees who wish to comment during the public comment portion of the meeting. The duration of public comments shall be limited to a reasonable period of time, not to exceed five (5) minutes per person unless the Chair gives permission to exceed this time limit. At the conclusion of a public comment, Commission members may ask questions for the purpose of obtaining clarification regarding the comments. However, Commission members shall not engage in extended discussions or debates with public commenters. Discussing points raised and answering questions posed during public comments may take place as needed at the discretion of the Commission after all public comments have been received. The public may also submit written questions or comments for Commission consideration and review.

Section 5-5. Any action, recommendation, or decision of the Commission shall be proposed by a Motion. Each Commission member shall have one vote on each Motion. A Motion shall be adopted upon the affirmative vote of a simple majority of total membership. If there is a tie vote of the Commission when not all members are present, the question shall again be voted upon during the next meeting even if not all members are present. If there is a tie vote on any question after complying with the aforementioned procedure, or if there is a tie vote when all members of the Commission are present, the motion fails.

Section 5-6. Commission meetings may be recorded by any person by tape, film, or other means and shall not interfere with the overall decorum and proceedings of the meetings. Placement of recording equipment shall not obstruct the public from seeing and hearing the proceedings. Recordings shall not violate the rights of Commission members and members of the public. The Chairperson shall order the immediate termination of any recording that is disruptive, or that distracts, disturbs, or is offensive to members of the Commission or the public.

## **ARTICLE VI**

### **Committees:**

Section 6-1. The Commission may form standing or ad hoc committees or task forces upon a vote by Commission members. As used in these Bylaws, the term "committee" shall mean committee or task

force.

Section 6-2. The Chairperson of each committee shall be a Commission member, appointed upon a passing vote of Commission members. The committee Chairperson shall be responsible for selecting the members of the committee with the advice of other members of the Commission and in consultation with IDOT. The committee Chairperson shall provide IDOT with the names and addresses of all committee members and shall promptly notify both the Commission Chairperson and IDOT of any changes in committee membership. The membership of each committee shall consist, at a minimum, of three (3) members of the Commission, including the committee Chairperson.

Section 6-3. The committee Chairperson shall promptly notify all Commission members and the Department of all dates, times, and locations for all regularly scheduled, rescheduled, or special committee meetings in accordance with the Illinois Open Meetings Act.

Section 6-4. All committee business shall be conducted in accordance with the current edition of Robert's Rules of Order, unless otherwise specified in these Bylaws.

Section 6-5. A quorum shall be present in order to convene a committee and to conduct committee business. A quorum shall consist of a majority of the currently appointed members of the committee.

Section 6-6. At each Commission meeting, any committee that has conducted business after the previous Commission meeting shall present an oral or written report to the Commission. The report shall include any Motions passed by members of the committee, and a summary of any advice or recommendations by members of the committee.

## **ARTICLE VII**

### **Remuneration and Reimbursement:**

Section 7-1. Members of the Commission shall receive no reimbursement or remuneration for service as members.

## **ARTICLE VIII**

### **Bylaws:**

Section 8-1. Adoption or amendment of these Bylaws requires the affirmative vote of a simple majority of total membership. Amendments shall be proposed at a meeting of the Commission and voted

upon during the next subsequent meeting.

## **ARTICLE IX**

### **Ethics and Conduct:**

Section 9-1. The strongest guarantee of good government is the integrity, objectivity, honesty, and sincere commitment to ethical principles of conduct by appointed officials. Therefore, to promote public confidence and to maintain a positive public image, each Commission member shall abide by the standards of ethics and conduct outlined below:

- a) Conflicts of Interest: No Commission member shall directly or indirectly influence, or attempt to influence, a Commission action or decision in a matter in which the Commission member or the Commission member's immediate family has any economic interest distinguishable from that of the general public.
- b) Gifts, Fees, or Favors: No Commission member shall receive, solicit, or accept anything of value in exchange for favorable action by the Commission member on behalf of the grantor of such gifts and shall comply with any applicable ethics laws related to receipt, solicitation, or acceptance of gifts.
- c) Advice or Assistance: No Commission member shall receive, solicit, or accept anything of value in return for advice or assistance on any matter directly concerning the operation or business of the Commission.
- d) Threats and Intimidation: No Commission member shall knowingly intimidate, threaten, or undermine the personal integrity of a fellow Commission member or a member of the Department.
- e) Confidential Information: No Commission member shall breach the confidentiality of privileged information.

The penalty for violation of these specific rules, if any, shall be as provided by law.

## **ARTICLE X**

### **Sexual Harassment Prohibited:**

Section 10-1. It is the responsibility of each individual Commission member to refrain from sexual

harassment, and it is the right of each individual Commission member to perform their duties in an environment free from sexual harassment.

(a) **Sexual Harassment Defined:** The Illinois Human Rights Act (775 ILCS 5/2-101) defines sexual harassment as any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly, or implicitly, a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. These provisions equally apply to service on the Commission.

(b) **Reporting Sexual Harassment:** Commission members who believe themselves to be the object of sexual harassment or who observe someone else being sexually harassed should clearly communicate to the offending individual that the behavior is offensive, and that it needs to stop. Making the offense known to the harasser directly is important as it is the first line of defense against sexual harassment. Commission members should notify the Chairperson any time they feel they have been a victim of sexual harassment, even after confronting the harasser directly and even if the harassing behavior has stopped.