

BYLAWS  
of the  
Champaign County Regional Planning Commission  
June 2000

These Bylaws are adopted by a majority vote of the Champaign County Regional Planning Commission (herein referred to as CCRPC) in accordance with the provisions of 55 ILCS 5/5-14001 and its statutory predecessors. Resolution Number 4249, passed by the Champaign County Board on June 20, 2000, and amended Resolution Number 6863, passed by the Champaign County Board on June 22, 2009.

**ARTICLE I - TITLE AND JURISDICTION**

The name of this organization shall be the Champaign County Regional Planning Commission, embracing all of the territory of Champaign County, in the State of Illinois, and which territory has been designated as the Champaign County Region, and to include the provision of specific services beyond the Champaign County Region as approved by the Commission.

**ARTICLE II - PURPOSE**

As authorized in the resolution of the Champaign County Board creating the CCRPC, the purpose of the CCRPC shall be to guide and accomplish a coordinated, adjusted and harmonious development of the region, and of public improvements and utilities therein for the purpose of best promoting health, safety, morals, order, convenience, prosperity, efficiency and economy in the process of development and the general welfare of the region.

**ARTICLE III - MEMBERSHIP**

The participating corporations of the CCRPC will be those units of government which pay the membership fee as designated by a majority vote of the CCRPC Board. There shall be three classes of membership.

**Charter Members**

Charter members shall be limited to Champaign County, the City of Champaign, City of Urbana and the Village of Rantoul.

Charter members shall be entitled to the following representation: Champaign County, as the creating body, shall be represented by the Champaign County Board Chair or designee and two

other representatives, as appointed by the County Board Chair according to County Board policies and procedures. The Cities of Champaign and Urbana shall be represented by their Mayors or designees and one additional representative according to their rules and procedures. The Village of Rantoul shall be represented by Mayor or designee according to the Village's rules and procedures.

### **General Members**

General members shall be all other municipalities which pay the membership fee. General members shall be entitled to one vote each and shall be represented by the Mayor Chief Elected Official or designee according to the rules and procedures of the member. There shall be no maximum number of General Members.

### **Community Member**

CCRPC administers a variety of programs which serve low income and minority group members of our community. In order to ensure that the needs and perspective of low income and minorities in our community are represented on the Commission two Community Members shall be appointed to the Commission for staggered terms. These members shall be appointed by the other two classes of members in the following manner. The Chair of the Commissions shall, no less than forty-five (45) days prior to the termination of the term of office of a Community Member, appoint a nominating committee, which shall be composed of one representative from each charter member and one representative from the general members. The nominating committee shall consult with individuals and representatives of organizations which serve or represent low income and/or minority community members regarding nominees to serve as a Community Member. In addition the nominating committee shall give consideration to qualified members of the Head Start Policy Council and Community Service Advisory Board and make a report to the Commission at the regular meeting of the Commission thirty (30) days in advance of the expiration of the representative's term. The membership of the CCRPC Board shall approve, reject, or modify the Nominating Committee report and shall vote, by simple majority, to confirm the appointment. The term of office for such membership shall be for two years, expiring at the Commission's annual meeting of even numbered years for one Community Member and of odd numbered years for the other Community Member.

## **ARTICLE IV - OFFICERS, DUTIES AND COMMITTEES**

The officers of the CCRPC will be the Chair and Vice-Chair, elected at the annual meeting for a period of one year. The Chair shall rotate annually among all members of the Commission, in good standing, defined as those members who are current in their financial contributions to the CCRPC, or their designees, and in the following order, beginning in 2001: Champaign County Board Chairman, Mayor of the Village of Rantoul, Mayor of the Village of Savoy, Mayor of the City of Urbana, Mayor of the City of Champaign, followed, in turn by those Members in good standing in the order in which they became members of the CCRPC. Rotation will continue in the order it has in the past, but new members shall be added in the rotation in the order in which they became members. In case any of the Commission offices become vacant, the Commission shall elect a member to fill the remainder of the unexpired term at the next regularly scheduled meeting.

The Chair shall preside at all meetings of the CCRPC and shall supervise business subject to the direction of the CCRPC Board. The Chair shall appoint the membership to all Committees.

The Vice-Chair shall perform all duties and exercise all powers of the Chair during times when the Chair is absent or disabled and shall perform the duties as assigned by the Chair.

Committees may be formed which the CCRPC Board feels are necessary to perform any business or on-going or special assignments. Committees shall be in conformance with applicable local, state or federal requirements where applicable. Committee appointees may be Commissioners or people who are not Commissioners, when appropriate.

## **ARTICLE V - MEETINGS**

Regular meetings shall be held at the time, date and location determined by the CCRPC annually for the fiscal year, unless the meeting needs to be rescheduled for the purposes of achieving a quorum or for other legitimate and proper reasons. Regular meetings will be held as often as required to complete official business in a timely and professional manner but in no case shall regular meetings be held more often than once a month.

Special meetings of the CCRPC may be called by the Chair or any three (3) members. Five (5) days written notice must be given in advance of such a special meeting and shall include a written agenda.

The annual meeting for the election of officers will be the first regular meeting held after the start of each calendar year.

A quorum must be established in order to begin a meeting and prior to transacting official business.

Once a roll call vote has been established that a quorum is physically present, the Chair or the member acting as Chair for the meeting shall inform those present whether a member has sought to attend the meeting electronically through video or audio conference if the Chair has such knowledge, and inquire of the recording secretary if any member has given notice of an intent to attend in case the Chair has not yet been informed.

If it is established that a member seeks to attend electronically, the Chair shall attempt to establish contact with the absent member using information the member provided for that purpose at the earliest possible time, which may include prior to the meeting, in order to expedite the proceedings. The Chair is responsible for contacting the member using information provided by the member, for ensuring the member shall be heard by those physically present as if the member were present, and for periodically confirming that contact remains during the meeting.

In the event contact is not established or is broken, the Chair shall make reasonable efforts to establish or reestablish contact, as the case may be. The Chair shall also determine whether reasonable efforts to do so have been tried and failed, and state that determination for the record.

The Chair shall determine whether the member has notified the recording secretary or the Chair before the meeting, unless advance notice was impractical, and state that determination for the record. The Chair shall also determine whether the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency, and state that determination for the record. The Chair may inquire of anyone present for relevant information or of the member electronically, if necessary, in making those determinations. If the Chair determines the member has not provided notice as required, or is absent for reasons other than those permitted, the member shall not be permitted to attend electronically and the Chair will so state. If the Chair determines the member has provided adequate notice and is absent for reasons permitted, the Chair shall state such attendance is permitted and the member will be permitted to participate as if physically present to the fullest practical extent.

It is the official policy of the CCRPC to be in conformance with 5 ILCS 120/1 et. Seq., commonly known as "Open Meeting Act."

## **ARTICLE VI - ORDER OF BUSINESS AND CONDUCT OF BUSINESS**

Procedure in conducting the meeting shall be governed by Robert's Rules of Order, unless otherwise designated in official policy. The CCRPC may, consistent with these Bylaws, create alternate rules of parliamentary procedure.

## **ARTICLE VII - FINANCES**

All funds received or disbursed by the CCRPC shall be in accordance with the budget and in accordance with the financial procedures of Champaign County. The fiscal year of the CCRPC will be coterminous with that of Champaign County.

The Executive Director shall be responsible for preparing and presenting the annual budget to the CCRPC prior to the start of the fiscal year. The budget will be prepared and revised as necessary to be in compliance with the goals, objectives, guidelines, and contractual conditions of the CCRPC and the various local, state and federal agencies and units of government with which the CCRPC does business.

The annual membership fees of the CCRPC shall be determined as part of the budgetary process. The annual membership fees will be due as a single payment and shall be payable and collected at the beginning of the membership program year of July 1 to June 30, except for Champaign County, whose fees shall be payable and collected as of December 1. The fees shall be based upon an annual RPC approved membership work program and budget, approved as part of the Commission's regular annual budget. The membership budget and work plan shall require the unanimous support of the Charter Member representatives included in the rotation for RPC Chair. The fees shall consist of the base amount plus a per capital allocation as determined

annually through the budget process. The allocations shall be based upon a reasonable projection of Commission membership. The status of units of government as participating corporation shall be determined based on payment of the membership fees within ninety (90) days of the due date.

## **ARTICLE VIII - ADMINISTRATION AND STAFF**

The Executive Director shall be appointed as a permanent employee by a majority vote of the CCRPC Board and shall be responsible for all professional and administrative work. With the assistance and advice of the Commission, appropriate committees, contracting agencies, or local, state or federal units of government, the Executive Director shall be responsible for preparing all budgets, reports and publications of the CCRPC, and shall be responsible for directing the work of the staff. The Executive Director may be authorized to execute official documents, contracts and other legal instruments of the CCRPC.

The Executive Director shall be responsible for the employment of staff in conformance with the approved budget and in compliance with the job description and pay schedules approved by the CCRPC. The number of staff and the staffing pattern shall be based on the needs of the CCRPC to meet the goals and objectives of the CCRPC and the contractual requirement of the local state and federal governments with which the CCRPC transacts official business.

## **ARTICLE IX - LEGAL COUNSEL**

The Commission shall retain corporate counsel on a retainer basis, as authorized by the Champaign County State's Attorney. The retainer shall be examined on an annual basis. From time to time, corporate counsel shall consult with the Champaign County State's Attorney on any CCRPC legal matters that may create liability on behalf of the County.

## **ARTICLE X - AMENDMENTS**

Proposed amendments to these bylaws shall be presented in writing to the members of the CCRPC Board at least five (5) days before the regular or special meetings at which the proposed amendments are to be considered. Two-thirds vote of the members present is required to adopt an amendment, including the unanimous support of the Charter Members representatives included in the rotation for the Chair.

## **ARTICLE XI - EFFECTIVE DATE**

These Bylaws shall be in full force and effect upon their adoption by the CCRPC Board, but in the event any portion of these Bylaws shall be illegal, it shall not have an invalidating effect on the remainder of the Bylaws.

Presented, Adopted, Approved, and Recorded this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Mayor Deb Frank Feinen, Chair  
Champaign County Regional Planning Commission

ATTEST:

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Cameron Moore, CEO  
Champaign County Regional Planning Commission