
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 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 County's Transit Plan and ADA Transition Plan and make recommendations for implementation of the Plans.
- 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 by the Transportation Committee of the County Board.

ARTICLE III. VOTING MEMBERSHIP

Section 1 - Voting Members

- A. The voting members of PTAC shall total seven (7) and consist of a Chair, Vice Chair, and five additional voting members. PTAC voting members shall be comprised of individuals which have technical expertise and/or interest in the field of public transportation.
- B. The voting members of PTAC shall be appointed by the County Board Chair with the advice and consent of the County Board, as stipulated in the McHenry County Board Rules Article 5, Section 2.

Section 2 - Terms

PTAC voting member appointments shall be for a period of two (2) years. Every other January, beginning in 2022, each voting member will be asked if they would like to continue to serve as a voting member. The County Board Chair may appoint a replacement with the advice and consent of the County Board.

Section 3 - Vacancy

Should a vacancy arise within PTAC, from a voting member resigning from the committee, then such a vacancy shall be filled promptly.

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 voting 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 2022, the PTAC Voting Members will appoint a PTAC Chair and a PTAC Vice-Chair from among their membership. Such officers shall serve for a period of two (2) years. In the event an officer resigns during their term, the PTAC Voting Members shall appoint a replacement for the recently vacated PTAC officer position from among their membership.

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 chief support to 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:

- A. Administrative responsibility for the organization and operation of PTAC.
- B. Attendance at all PTAC meetings unless excluded or excused therefrom.
- C. Recommendation of policies and procedures, as necessary.
- D. 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. 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 three (3) PTAC voting members. The Chair, or administrative staff at the request of the Chair, shall notify each PTAC voting 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

Four (4) PTAC voting members present at a meeting constitutes a quorum. Whenever a quorum is not present at a regular or special meeting, those voting members present may adjourn the meeting to another day. No action can be taken at a meeting without a quorum present.

Section 4 - Voting

To vote on PTAC matters, a quorum must be present and a majority vote of the voting 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 voting member.

Section 5 - 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 6 - Notice of Meetings

PTAC meetings will be noticed on the County's Meeting Portal, where agendas and minutes of previous meetings will be posted. Notice of PTAC meetings shall also be published in 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. AMENDMENTS

Section 1 - Amendments of By-Laws

Revisions to these by-laws shall be presented to PTAC voting 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 voting members present. The proposed amendments shall then be presented to Transportation Committee and shall be accepted by a majority vote of the committee members present.

ARTICLE VIII. EFFECTIVE DATE

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

The foregoing by-laws, as amended, are hereby adopted by the County Board of McHenry County on this _____ day of _____, 2021.

Ayes:

Nays:

County Board Chair

ATTEST: County Clerk

The foregoing by-laws, as amended, are hereby adopted by the membership of the McHenry County Public Transportation Advisory Committee on this _____ day of _____, 2021.

Ayes:

Nays:

Public Transportation Advisory Committee Chair

ATTEST: Public Transportation Advisory Committee Vice-Chair

Date Modified: July 1, 2021

Date Modified: May 8, 2019

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

RESOLUTION

RESOLUTION APPROVING THE UPDATED BYLAWS FOR THE PUBLIC TRANSPORTATION ADVISORY COMMITTEE

WHEREAS, The Public Transportation Advisory Committee (PTAC) is a group of professionals with technical expertise and/or interest in public transportation, transit, bicycle, and pedestrian issues that serves as an advisory committee to the McHenry County Board's Transportation Committee; and

WHEREAS, the Public Transportation Advisory Committee (PTAC) was established in 2011 to further advocate and coordinate for public transportation within McHenry County; and

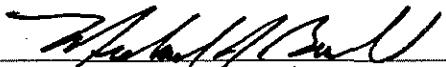
WHEREAS, the Public Transportation Advisory Committee (PTAC) has contributed to the positive growth of public transportation within McHenry County based on the feedback, coordination, and/or partnership.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois hereby authorizes the approval of the updated bylaws for the Public Transportation Advisory Committee (PTAC); and

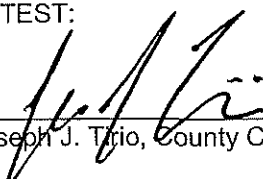
BE IT FURTHER RESOLVED, that these bylaws will take effect immediately upon their adoption; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute two certified copies of this resolution to the Director of Transportation/County Engineer of which one will be distributed to the Public Transportation Advisory Committee.

DATED at Woodstock, Illinois, this 17th day of August, A.D., 2021.


Michael Buehler, Chairman
McHenry County Board

ATTEST:


Joseph J. Trio, County Clerk

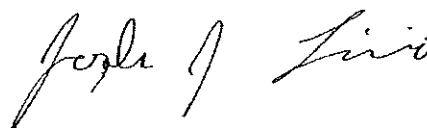
ATTACHMENTS:

- PTAC Bylaws - 2021 Update Final - 7.19.2021 (PDF)

STATE OF ILLINOIS)
) SS
COUNTY OF MCHENRY)

I, Joseph J Tirio, County Clerk within and for said County and State aforesaid, do hereby certify the attached to be a true and complete copy of the RESOLUTION APPROVING THE UPDATED BYLAWS FOR THE PUBLIC TRANSPORTATION ADVISORY COMMITTEE (R-202108-82-185).

WHEREOF I have hereunto subscribed my hand and affixed the official seal of said County at my office in Woodstock, Illinois this 17th day of August, 2021.



McHenry County Clerk