



BYLAWS

OF THE

SPRINGFIELD-SANGAMON COUNTY

REGIONAL PLANNING COMMISSION

These bylaws were adopted by a majority vote of the Springfield-Sangamon County Regional Planning Commission on January 20, 1988 in accordance with the Illinois Regional Planning Enabling Act, Sections 3001 through 3007, Chapter 34, Illinois Revised Statutes, June 25, 1929, as amended, and Resolution No. 3-1, passed by the Sangamon County Board on October 6, 1987. Additional amendments were made by vote of the Planning Commission on November 21, 2012.

ARTICLE I

NAME & AREA

The name of this organization shall be the Springfield-Sangamon County Regional Planning Commission, embracing all of the territory of Sangamon County, in the State of Illinois, and which territory is hereby designated as the Springfield-Sangamon County Region.

ARTICLE II

PURPOSE

Section 1: As authorized in the resolution of the Sangamon County Board creating this Commission, the purpose and powers of the Regional Planning Commission shall be to formulate comprehensive plans for the general purpose of guiding and accomplishing a coordinated, adjusted, and harmonious development of said county as a region, and for 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 for the general welfare of said region. These bylaws are intended to guide the Commission in the establishment of procedures and methods of operation required to formulate said comprehensive plans. All powers not specifically delegated in these bylaws shall reside in the Regional Planning Commission.

Section 2: Upon completion of such plans, they shall be presented to the County Board and/or other unit of government for adoption and approval. After the adoption and approval of such plans, it shall be the duty of the Commission to promote and encourage their implementation.

ARTICLE III
OFFICERS AND DUTIES

Section 1: The officers of the Commission shall be 1) Chairman, 2) Vice-Chairman, and 3) Secretary.

Section 2: The Chairman, Vice-Chairman, and Secretary of the Commission shall be elected from the appointed citizen members of the Commission. The Chairman of the Executive Policy Board shall name a three (3) member committee from the Executive Policy Board to nominate from the three (3) City appointed citizen members and the three (3) County appointed citizen members for office. The term of office shall be for one (1) year running from July 1st through June 30th. The chairman and Vice-Chairman of the Commission shall be either a City or a County appointed citizen respectively and shall alternate annually. In the event of death or resignation of any officer, a successor shall be elected at the next regular meeting of the Commission or at a special meeting called for that purpose.

Section 3: The Chairman shall supervise the affairs of the Regional Planning Commission subject to the direction of the Commission. He shall preside at all meetings of the Commission and the Executive policy Board and shall establish such committees and appoint members as authorized by the Commission, to carry out the purpose of the Commission. The Chairman shall be a member of all committees so appointed. The Chairman may be authorized to execute official documents, contracts, and other legal instruments of the Commission. The Vice-Chairman shall perform the duties as may be delegated to him by the Chairman. In the absence or disability of the Chairman, he shall perform all the duties and exercise all the powers of the Chairman. The Secretary shall be responsible for recording and maintaining permanent minutes of all meetings of the Regional Planning Commission, which minutes shall be a public record. He shall be responsible for keeping a record of attendance of members at such meetings. The Secretary may name the Executive Director or other Commission staff member to act as recording secretary to perform these duties on behalf of the secretary. He shall perform such other duties as delegated to him by the Chairman.

ARTICLE IV
COMMITTEES

Section 1: Except in the case of Standing Committees established in these Bylaws, committees may be formed to prepare studies, reports, and plans associated with the Commission planning activities. Other than a Standing Committee, the purpose and scope of authority of any committee shall be determined by the Commission, either at the time the committee is established, or, if deemed necessary, at the time a committee is reconstituted. The committee shall make recommendations and advise the Commission. Committee members shall be appointed by the Chairman and in accord with State and Federal requirements where applicable. Members of committees may be Commission members, advisory personnel from State and local governmental technical staffs, persons from other public and semi-public organizations, and citizens from the Springfield-Sangamon County Region. Committee members shall be notified of all meetings.

Section 2: The Commission may establish such standing committees as it may designate within these Bylaws subject to the provisions of Article X, herein, and dissolve them in the same manner.

The Commission so establishes the Land Subdivision Committee, which shall fulfill the functions designated in the Codes of Ordinance of the City of Springfield and the County of Sangamon, as well as those of any other municipality that shall elect and so designate the use of this Committee by ordinance. The members and chair of this Committee shall be appointed by the Commission's Chair no later than the third Wednesday of July of each year subject to confirmation by the Commission. Its voting members shall consist of representatives of the technical staffs of various units of local government, representatives of the technical staffs of the relevant special districts, and citizen members representing the interests of the community at large.

Section 3: The Springfield Area Transportation Study Policy and Technical Committees shall be established, and its function and composition may be determined by a letter of agreement.

ARTICLE V **MEETINGS**

Section 1: Regular meetings of the Commission shall be held on the third Wednesday of every month at 9:30 A.M. unless such day shall be a recognized holiday.

Section 2: Special meetings of the Commission may be called by the Chairman or any three members on a five day written notice to each member.

Section 3: All members of the Commission shall have equal voting rights.

Section 4: All meetings of the Commission shall be held in such a place designated by the Chairman and shall be open to the public except as provided by law. An annual schedule of the location of the Commission meetings will be posted in the Commission office.

Section 5: Five (5) members in attendance at a Commission meeting shall constitute a quorum. All actions on matters that come before the Commission shall require a majority vote of the members present. Alternate representatives who serve as members, in accordance with the Sangamon County Resolution establishing the Commission, may vote on all matters that come before the Commission.

Section 6: The following shall be the order of business of meetings of the Commission:

- (1) Roll Call
- (2) Minutes of Previous Meeting
- (3) Minutes of Executive Policy Board
- (4) Report of Officers
- (5) Report of Executive Director
- (6) Correspondence
- (7) Public Hearings

- (8) Committee Reports
- (9) Unfinished business
- (10) New business
- (11) Adjournment

Section 7: Parliamentary Procedure. Except where these rules and regulations otherwise provide, Robert's Rules of Order, as revised shall govern.

ARTICLE VI **EXECUTIVE POLICY BOARD**

Section 1: The Executive Policy Board shall meet at times to be established by the Chairman. All meetings shall be held at such a place designated by the Chairman and shall be open to the public except as provided by law. Members of the Executive Policy Board will be notified by written notice forty-eight (48) hours prior to each meeting.

Section 2: Four (4) members of the Executive Policy Board will constitute a quorum. All actions on matters that come before the Executive Policy Board shall require majority vote of the members present.

ARTICLE VII **FISCAL**

Section 1: Any and all funds received by the Commission shall be deposited in the Regional Planning Commission accounts with the Sangamon County Treasurer and in accordance with the Sangamon County Board's financial procedures.

Section 2: Any and all disbursements of the funds of the Commission shall be done in accordance with the approved budget and in accordance with the financial procedures of the Sangamon County Board.

Section 3: The fiscal year of the Commission shall be coterminous with that of Sangamon County.

ARTICLE VIII **STAFF**

Section 1: The Executive Director shall be a qualified person, appointed for an indefinite term of office by the majority vote of the Executive Policy Board with the concurrence of the Sangamon County Board. He shall be in charge of and responsible for all professional and administrative work of the Commission. With the assistance and advice of the appropriate committees, he shall prepare the budget, prepare reports and publications and direct the work of the staff. He may be authorized to execute official documents, contracts, and other legal instruments of the Commission. He shall be authorized to speak and testify for the Commission on all policies and recommendations approved by the Commission. The Executive Director shall serve at the pleasure of the Commission and the Sangamon County Board and may be removed from office by the

majority of the vote of the Executive Policy Board with the concurrence of the Sangamon County Board.

Section 2: Staff personnel shall be appointed by the Executive Director in accordance with the approved budget. The Executive Director and staff members shall be subject to the personnel policies established by the Sangamon County Board.

ARTICLE IX
LEGAL COUNSEL

The Sangamon County State's Attorney shall be the legal counsel for the Planning Commission.

ARTICLE X
AMENDMENTS

Section 1: Proposed amendments to these bylaws shall be presented in writing to each member of the Commission at least ten (10) days before the regular or special meeting at which the proposed amendments are to be considered. Two-thirds vote of the members present in a quorum is required to adopt any amendment.

Section 2: These bylaws shall be in full force and effect upon their adoption by the Commission at a regular meeting.

SIGNED AS AMENDED: Commissioner Eric Hansen, Chairman

DATE: November 21, 2012

ATTEST: Mr. E. Norman Sims, Executive Director