

# ILLINOIS ASSOCIATION OF REGIONAL COUNCILS

## MPO Caucus

### Operating Guidelines

#### SECTION 1.00 GENERAL

##### 1.0 Purpose

These policies and procedures prescribe the rules governing the operation of the Illinois Association of Regional Councils Metropolitan Planning Organization Caucus ("MPO Caucus") for participation by all members, orderly proceedings and effective formulation of policy recommendations. Consistent with this purpose and the mission and responsibilities of the Illinois Association of Regional Councils (*ILARC*), the Caucus hereby specifies policies and procedures for carrying out its responsibility in assisting the Association's Board of Directors. It shall be the policy of the Caucus to ensure that it reflects input from all Metropolitan Planning Organizations regardless of size or location.

##### 1.01 Membership

Membership is open to all federally designated Metropolitan Planning Organizations (MPO) whose boundaries include one or more Illinois Communities with annual membership dues paid and current.

##### 1.02 Functions

The responsibilities of the MPO Caucus are:

- (a) To provide procedures whereby the MPO Directors' positions and views on State policies and procedures are developed and presented to the ILARC Board of Directors.
- (b) To represent Illinois MPO's in making recommendations on policies, priorities and other matters affecting their ability to effectively plan and implement necessary transportation improvements.
- (c) To serve as the ILARC allied organization to support and represent Illinois Metropolitan Planning Organizations.
- (d) To initiate, coordinate and support professional development opportunities for MPO Directors and staff.

- (e) To respond to ILARC Board requests for information and views and positions on proposed and existing policies and programs with the potential to impact Illinois MPO's.
- (f) To respond to ILARC staff requests for input concerning policies, programs and event planning that may affect Illinois MPO's.
- (g) To serve in an advocacy partnership with the ILARC Board of Directors and Management to implement programs and policies that are important to the success of Illinois MPO's and Regional Councils.

### **1.03 Policies**

Consistent with the authority and prescribed procedures in these Operating Guidelines, the MPO Caucus shall conduct its affairs in an informal, open and courteous manner. Each Members right to participate and make their views known shall be fully respected and the principle of frank and candid discussion of issues shall be the guidelines for all deliberations.

## **SECTION 2.00 PARTICIPATION & VOTING**

All meetings, activities and information of the MPO Caucus shall be available to all members through their Caucus Representatives

### **2.01 Caucus Representatives**

The Executive Director of each member MPO or his/her designee shall be the official representative of the member.

### **2.02 Voting Rights**

The Caucus Representative of each member or his/her designee shall have one vote.

A simple majority of those present and voting shall be required to approve recommendations for operational or financial issues.

A 3/5 majority of those present and voting shall be required to approve all policy recommendations

### **2.03 Officers**

- (a) The MPO Caucus President shall be elected annually by a majority of the Caucus Representatives present and voting at the Annual Meeting from among the Caucus Representatives exclusive of the Chicago MPO.
- (b) The Caucus Representative of the Chicago MPO shall serve as the MPO Caucus Vice President on a permanent basis.

- (c) The MPO Caucus Secretary-Treasurer shall be elected annually by a majority of the Caucus Representatives present and voting at the Annual Meeting from among the Caucus Representatives exclusive of the Chicago MPO.
- (d) The President, Vice President and Secretary-Treasurer, as well as one member at-large, shall serve as the Executive Committee of the MPO Caucus.
- (e) The Officers will choose one member at-large to serve as a member of the Executive Committee on an annual basis whose tenure shall coincide with the terms of office of the Officers.
- (f) The MPO Caucus President and Secretary-Treasurer shall be comprised of no more than one from a transportation management association and one from a non-Chicago non-transportation association at the same time.

#### **2.04 Nominations**

A Nominating Committee shall be appointed by the President annually for the purpose of nominating MPO Caucus Officers and shall consist of two Caucus Representatives from members serving a population of less than 200,000 and two Caucus Representatives from members serving a population of more than 200,000.

#### **2.05 Terms and Attendance**

Terms will be as follows:

- (a) The President, Vice President and Secretary-Treasurer shall serve a one (1) year term.
- (b) Caucus Representatives may serve as long as their dues are paid and current.

#### **2.06 Vacancies**

A vacancy in the office of President shall be filled by the succession of the Secretary-Treasurer. The President shall then appoint a Caucus Representative to the Secretary-Treasurer position.

### **SECTION 3.00 OFFICERS AND DUTIES**

#### **3.01 Duties of Officers**

The President, Vice President and Secretary-Treasurer shall have the general duties customary in such offices. The principle duties are enumerated:

- (a) The President shall preside at all meetings of the Committee and shall appoint the subcommittees and Chairs as appropriate.

- (b) The Vice President, in the absence or incapacity of the President, shall perform all duties of the President.
- (c) Officers shall represent the views of the MPO Caucus to the ILARC Board of Directors.

### **3.02 Duties of Members**

Act as regional liaison persons to bring the concerns of their regions to the MPO Caucus and to bring the views of the MPO Caucus to the MPO's and regional councils of their areas.

## **SECTION 4.00 MEETINGS AND VOTING PRIVILEGES**

### **4.01 Meetings**

The President, in cooperation with the Vice President and Secretary-Treasurer, shall arrange for meetings of the MPO Caucus to be held no less than quarterly and for the Annual Meeting to be held during the Annual Conference of ILARC and for such special Committee and subcommittee meetings as they may consider advisable. Notice of all meetings shall be sent to each Caucus Representative by the Secretary-Treasurer at least ten (10) days prior to the beginning date of the meeting. Whenever possible, MPO Caucus meetings shall be scheduled and held prior to the ILARC Board of Directors meeting in order that the MPO Caucus would have the appropriate opportunity to address those issues scheduled to be presented or coming before the ILARC Board of Directors prior to the time the Board has completed action.

Special meetings may be called by the majority of the members subject to the 10 day notice.

### **4.02 Quorum and Voting**

All Caucus Representatives shall have a voice at MPO Caucus meetings and they or their designees shall be eligible to serve on MPO Caucus committees. A majority of members must be present to conduct business and constitute a quorum

A roll call shall be conducted at the beginning of each MPO Caucus meeting to ensure that a quorum is present, and a written attendance listing shall be maintained with the official minutes of the meetings.

### **4.03 Rules of Order**

All meetings of this Committee or its subcommittees shall be governed by *Robert's Rules of Order*.

## **SECTION 5.00 SUBCOMMITTEES**

Other subcommittees or task forces may be appointed and terminated at the pleasure of the President.

## **SECTION 6.00      AMENDMENTS**

These Operating Guidelines may be amended at any meeting of the Caucus if two-thirds (2/3) of the individual members present vote in favor of such changes, provided all members have been given at least thirty (30) days written notice of such proposed amendments. Proposed amendments may be mailed, sent by facsimile or provided through e-mail to those members who have the capacity to receive such amendments through these media. Proposed amendments will not take effect until ratified by the ILARC Board of Directors

## **SECTION 7.00      DISTRIBUTION OF OPERATING GUIDLEINES**

Upon official vote by the MPO Caucus on any amendments to the Operating Guidelines, the ILARC Executive Directors shall ensure that all approved revisions and changes are presented to the ILARC Board of Directors for Acceptance. Upon Acceptance of the revisions, the ILARC Executive Director shall ensure that copies of the revised Operating Guidelines are sent to each Caucus Representative.

## **SECTION 8.00      REVIEW OF PROPOSED AMENDMENTS TO BYLAWS**

The ILARC Board of Directors shall review the MPO Caucus Operating Guidelines on an annual basis to ensure that they do not conflict with the ILARC Bylaws or Board of Directors policies. The ILARC Executive Director shall notify the officers of the MPO Caucus in writing of any and all conflicts and request their resolution. The ILARC Board of Directors may recommend to the MPO Caucus President rewording of the Operating Guidelines to alleviate conflicts.