



Illinois State Board of Education

STATE OF ILLINOIS Modes of School Transportation Task Force Bylaws

ARTICLE I

Membership and Purpose:

Section 1-1. The members of the Modes of School Transportation Task Force (the "Task Force") are appointed in accordance with House Joint Resolution 22, adopted by the General Assembly on May 31, 2017.

Section 1-2. Vacancies: Vacancies will be filled in accordance with the appointment authority outlined in the resolution.

Section 1-3. Purpose: The purpose of the Task Force is to review Modes of School Transportation for elementary and secondary education students which shall include:

- 1) a thorough review of existing State and federal law regarding the use of the various modes to transport elementary and secondary education students;
- 2) develop concise and consistent information to be considered for use by the State Board of Education, the Department of Transportation, and the Secretary of State to the public about the legal means by which elementary and secondary education students may be transported, including, but not limited to:
 - (A) the type of vehicle and the required equipment to transport elementary and secondary education students;
 - (B) the allowed purpose of the transportation and any other limits of transportation of elementary and secondary education students by vehicle;
 - (C) the type of driver's license required to transport elementary and secondary education students; and
 - (D) the requirements for driver licensing and vehicle incensing and inspection; and
- 3) make recommendations to the State Board of Education and the General Assembly regarding the safe transportation of elementary and secondary education students in our State; and shall seek input from stakeholders and members of the public on the issues to be reviewed and reported on by the Task Force.

Section 1-4. The Task Force shall report its findings to the Governor and General Assembly no later than December 15, 2017, and, upon filling its report, the review committee is dissolved.

Section 1-5. Members shall serve until the report is delivered to the Governor and General Assembly.

Section 1-6. Absent Task Force members may be represented by designees, who may participate in Task Force meetings with all rights of the member for which they are serving as designee.

ARTICLE II

Meetings:

Section 2-1. Regular meetings shall be scheduled by the Task Force Chair, appointed by the State Superintendent, State Board of Education (ISBE). It shall be the responsibility of ISBE to give notices of the location, date, and time of said regular meetings to each member of the Task Force at least 10 calendar days prior to each of the said meetings.



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Section 2-2. Special meetings may be called by the Chair, in accordance with the Open Meetings Act. It shall be the responsibility of ISBE to give notices of the location, date, and time of said special meetings to each member of the Task Force at least 10 calendar days prior to each of the said meetings.

Section 2-3. A meeting of the whole may be rescheduled by the Chair. A working group meeting may be rescheduled by the Chair of that working group.

Section 2-4. All Task Force 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. Minutes of Task Force meetings shall be kept in accordance with the Open Meetings Act.

Section 2-5. The Chair shall prepare an agenda of business scheduled for deliberation prior to each meeting. The approval of minutes from the previous meeting and a public comment opportunity shall be included on each agenda.

ARTICLE III

Conducting Business:

Section 3-1. All business shall be conducted in a manner consistent with Robert's Rules of Order. A simple majority of the members of the Task Force shall constitute a quorum. Each Task Force member shall have one vote.

A vote of abstain or present, or a vote other than yea or nay, or a failure to vote will be counted for the purposes of determining if a quorum is present. A vote of abstain or present, or a vote other than yea or nay, or a failure to vote, however, is not counted in determining whether a measure has been passed by the Task Force.

Section 3-2. It is the intent of the Task Force to reach consensus on decisions brought to it for action. In the event that goal cannot be attained, each Task Force member shall have one vote on a contested motion. A contested motion shall be passed by a majority vote of the members present, except as otherwise provided in these Bylaws. A member is present to conduct business if attending a meeting in person or via audio or video conference.

Section 3-3. Participation by Remote Means: While physical presence at Task Force meetings is preferred, a member may attend by audio means, if available. If a member wishes to attend by audio means, he or she must notify the individual designated for RSVPs at least 24 hours before the meeting unless advance notice is impractical. A member who attends by audio means, as provided in this Section, may participate in all aspects of the meeting(s), including voting on any item.

Section 3-4. The Chair shall preside at all Task Force meetings. In absence of the Chair, the Task Force shall appoint by majority vote a presiding officer for that meeting.

Section 3-5. The Chair shall be responsible for conducting the meeting in accordance with the Bylaws and the agenda and may recognize non-member attendees who wish to comment during the meeting.



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Members of the public may comment at each meeting, subject to reasonable constraints. Participants are expected to follow these guidelines:

1. Address the Task Force only at the appropriate time as indicated on the agenda and when recognized by the presiding officer.
2. Identify oneself and be brief. Ordinarily comments shall be limited to five minutes.
3. In the interest of time and in order to give all participants the opportunity to speak, the Chair may shorten the allowable time for each participants' remarks or disallow comments that repeat comments that have already been made.
4. Conduct oneself with respect and civility toward others.

ARTICLE IV

Committees:

Section 4-1. The Chair, with approval of the Task Force, may form standing committees or ad hoc committees.

Section 4-2. Task Force members will be asked to express their committee or workgroup preferences for consideration. The Chair shall appoint the membership of the committees or workgroup. The Chair of each committee or workgroup shall be appointed by the Chair of the Task Force. Each committee or workgroup may elect a Vice Chair. Persons who are not members of the Task Force may be appointed by the committee or workgroup chair to serve as advisers to a committee or workgroup. The committee or workgroup Chair shall be available to report on committee or workgroup activities.

Section 4-3. Each committee or workgroup Chair shall promptly notify, through ISBE, all Task Force members of all dates, times, and locations for all regularly scheduled, rescheduled, or special meetings of the committee or workgroup.

Section 4-4. All committee or workgroup 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. Minutes of committee meetings shall be kept in accordance with the Open Meetings Act.

Section 4-5. All committee or workgroup business shall be conducted in a manner consistent with Robert's Rules of Order.

Section 4-6. Each committee or workgroup member shall have one vote on a contested motion. Contested motions shall be passed by a majority vote of the members present. A member is present to conduct business if attending a meeting in person or by audio or video conference.

A vote of abstain or present, or a vote other than yea or nay, or a failure to vote will be counted for the purposes of determining if a quorum is present. A vote of abstain or present, or a vote other than yea or nay, or a failure to vote, however, is not counted in determining whether a measure has been passed by the Task Force.



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ARTICLE V

Bylaws:

Section 5-1. Adoption, alteration, or amendment of these Bylaws requires a two-thirds vote of the Task Force members present and voting at an official meeting that has been properly noticed as required by these Bylaws. Amendments shall be proposed only by members during a meeting of the Task Force and voted upon during the next subsequent meeting.