

Illinois State University
Parking Advisory Committee
By-Laws
April 2023

Article I. Purpose

The Illinois State University Office of Parking and Transportation Advisory Committee (hereinafter referred to as the PAC) shall consist of representative members of the faculty, civil service staff, administrative/professional staff, and students. The primary purpose of the PAC is to consult with the Office of Parking and Transportation on policies, procedures, and regulations.

Article II. Policies

Section 1. Voting Members

The PAC shall consist of nine (9) voting members: two (2) faculty representatives appointed by the Faculty Caucus, two (2) Civil Service (CS) staff representatives from the Civil Service Council, two (2) Administrative/Professional (AP) representatives appointed by the Administrative/Professional Council, one (1) undergraduate student representative appointed by the Student Government Association (SGA), one (1) student representative (undergraduate or graduate) appointed by the Association of Residence Halls (ARH), and one (1) graduate student representative appointed by the Graduate Student Association (GSA).

The PAC Chair shall be elected from the PAC membership at the first meeting of the academic year. The Chair may be re-elected to consecutive terms. The Chair shall be responsible for gathering items for, creating, and distributing the agenda for each meeting to all committee members. The Chair shall have the authority to appoint subcommittees as necessary.

Section 2. Non-Voting Members

The Director of Parking and Transportation, the Associate Director of Parking and Transportation, and the Associate Vice President for Facilities Management, Planning, and Operations shall serve as ex-officio non-voting members of the PAC. The Associate Director of Parking and Transportation (or designee) is responsible for maintaining notes for each meeting.

Section 3. Terms of Service

Students shall serve one-year terms, and all other members shall serve two-year staggered terms, coinciding with the fiscal year beginning July 1 and ending June 30. With the exception of the student members, other PAC members may be re-appointed to consecutive two-year terms.

Section 4. Vacancies

When a seat is declared vacant, the appropriate constituent body (Faculty Caucus, CS Council, AP Council, SGA, ARH, GSA) shall select a replacement from within the available pool of affirmed faculty/staff/student nominees. If possible, the appropriate body shall appoint the runner-up to fill the vacant seat. Otherwise, the appropriate body will follow its own election/appointment procedures to fill the seat for the remainder of the term.

Section 5. Quorum

A minimum of five (5) voting PAC members must be seated to conduct any business. A quorum is a majority of the currently seated voting members of the PAC. All votes will be determined by a simple majority of the PAC voting members in attendance. If a PAC member is unable to attend a meeting when a vote is required, said member shall submit an electronic vote to the Associate Director of Parking and Transportation (or designee) within ten (10) business days of the originally scheduled PAC meeting if a quorum was present in that meeting.

Section 6. Meetings

The PAC shall meet once during each semester. Conflicting academic schedules will be considered as meeting schedules are refined. Upon request of the Associate Director of Parking and Transportation, or the PAC Chair, additional meetings may be called when necessary to consult on parking policies, procedures, or regulations.

The PAC Chair reserves the right to adjourn to Executive Session at the end of each meeting as needed.

Article III. PAC Member Expectations

All PAC members are responsible for the following:

1. Review annually the Illinois State University Parking and Transportation Regulations.
2. Consult the Associate Director of Parking and Transportation (or designee) on any matter pertaining to parking policies, procedures, or regulations.
3. Report to their respective organizations to communicate revisions in parking policies, procedures, or regulations.
4. Consider appeals requested by individuals who have received parking violations and had their appeal denied by the Associate Director of Parking and Transportation. In its consideration of the requested appeal, the PAC will determine whether to confirm or

overturn the decision made by the Associate Director. PAC appeals may be handled through email communications.

5. Act as a sounding board on behalf of the ISU community, represent campus constituents, and communicate revisions in parking policies, procedures, or regulations. Occasional communications will be required due to construction or maintenance projects that may impact parking options, transportation, and/or pedestrian safety.
6. Assist in the development of marketing materials related to Parking and Transportation.
7. Assist in the development of a comprehensive Parking and Transportation master plan.

Article IV. Amendments

The PAC has the authority to amend these By-Laws by majority vote.