

*Illinois State University
Parking Advisory Committee
By-Laws
October 11, 2016*

Article I. Purpose

The Illinois State University Office of Parking and Transportation Advisory Committee (herein after referred to as the PAC) shall consist of representative members of the faculty, faculty associates, 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. Membership

Section 1.

The PAC shall consist of nine appointed members; including two representatives currently serving on the Academic Senate, two representatives currently serving on the Civil Service Council, two representatives currently serving on the AP Council, one student representing the Student Government Association, one student representing the Association of Residence Halls, and one student representing the Graduate Student Association.

The PAC Chair shall be elected from PAC membership at the first annual meeting in September. The Chair may be re-elected for consecutive terms. The Chair shall have authority to appoint subcommittees as necessary.

Section 2.

The Director of Parking and Transportation and the Executive Director of Facilities Management shall serve as ex-officio non-voting members of the PAC. The Director of Parking and Transportation is responsible for gathering agenda items, submitting the agenda, and developing minutes for each meeting.

Section 3.

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. In the event of a vacancy, the appropriate organization shall appoint a replacement to serve the remainder of their representative's term. With exception of the student members, other PAC members may be re-appointed for a second consecutive two year term during the September meeting. PAC members may serve a maximum of two consecutive two-year terms.

Section 4.

The PAC shall meet once quarterly; September, November, February, and April. Conflicting academic schedules will be considered as meeting schedules are refined. Upon request of the 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.

Section 5.

A majority of the PAC membership must be present to conduct business. All votes will be determined by the majority. If a PAC member is unable to attend a meeting when a vote is required, said member shall submit an electronic vote to the Director of Parking and Transportation.

Article III. PAC Member Expectations

All PAC Members are responsible for the following:

1. Annual review of Illinois State University Parking and Transportation Regulations.
2. Annual review of Parking and Transportation key performance indicators.
3. Consult the Director of Parking and Transportation on any matter pertaining to Parking policies, procedures, or regulations.
4. Report to their respective organizations to communicate revisions in Parking policies, procedures, or regulations.
5. Consider appeals requested by individuals who have received parking violations and had an appeal denied by the 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 Director. PAC appeals may be handled through email communications.
6. 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.
7. Assist in the development of marketing materials related to Parking and Transportation.
8. Assist in the development of a comprehensive Parking and Transportation master plan.

Article IV. Amendments

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

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