

**LOS ANGELES METROPOLITAN TRANSPORTATION AUTHORITY (METRO)
TRANSPORTATION BUSINESS ADVISORY COUNCIL (TBAC)**

BYLAWS

ARTICLE I NAME

The name of this Metro council is the Transportation Business Advisory Council, herein referred to as “TBAC” or “Council”.

ARTICLE II LOCATION

TBAC principal place of business is located at the Los Angeles County Metropolitan Transportation Authority. The address is TBAC, c/o Los Angeles County Metropolitan Transportation Authority (METRO), Diversity & Economic Opportunity Department (DEOD), Mail-stop 99-13-2, One Gateway Plaza, Los Angeles, California 90012-2952.

The principal place of business of TBAC shall be chosen by its voting membership. The TBAC voting membership may, by a vote of 2/3ds of the voting membership, change TBAC’s principal place of business from one location to another. Any vote affecting a change in this location shall be recorded in the bylaws by the Secretary.

ARTICLE III MISSION, OBJECTIVE & PURPOSE

PURPOSE:

California legislative action AB 152, authored by Richard Katz and codified under the California Public Utilities Code, Section 130051.19, created TBAC on May 19, 1992. TBAC, whose membership consists of representatives of professional business organizations and associations, advises METRO on matters regarding METRO’s Disadvantaged Business Enterprise Program, provided for under 49 CFR Part 26, “Participation by Disadvantaged Business Enterprise Organizations in Department of Transportation Financial Assistance Programs.”

OBJECTIVE:

The objective of TBAC is to advise and make recommendations to METRO in the areas of:

1. Increasing access to procurement and contracting opportunities for woman owned, minority owned and other small businesses;
2. Reviewing METRO initiatives, staff recommendations, and policies that impact small businesses participation;
3. Better informing small business communities of prospective METRO procurement and contract opportunities.

MISSION:

TBAC is devoted to promote, improve and increase the development of business and/or economic opportunities, enhance accessibility to potential procurement and contracting opportunities and facilitate business and professional networking to all small businesses.

ARTICLE IV TBAC POLICIES AND PROCEDURES

1. TBAC is subject to the provisions of the Ralph M Brown Act.
2. When not otherwise provided by the bylaws, TBAC meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order.
3. TBAC must be established and operated within the defined guidelines of the Council's bylaws, policies and procedures.
4. Any limitation of actions in these bylaws must be approved by the membership.
5. Metro DEOD shall post all TBAC Meeting Agendas and Announcements at METRO Individual Sector Boards.
6. The Secretary shall provide to the METRO Board Chair or designated person, on or before January 30 of each year, an electronic copy of the list of confirmed TBAC member organizations, including but not limited to, the name of the TBAC Member organization, the address of its principal place of business, the mailing address of the member organization, the name of the TBAC representative and the names of the alternates, together with their contact information.
7. TBAC shall provide to the METRO Chairperson or designated person a yearly schedule of TBAC meetings for the coming calendar year on or before January 30 of each year.
8. Each TBAC member shall provide to the METRO Board Chair or designated person a schedule of their professional or business organization's meetings for the coming year on or before January 30 of each year.

ARTICLE V MEMBERSHIP

Section 1 General Membership

"General Membership" means the designated TBAC member organizations. "General Public" means all other persons, including representatives from non-TBAC organizations, METRO staff and members of TBAC organizations who are not designated as the organization's official TBAC representatives.

General membership in TBAC shall consist of eligible organizations that meet the criteria set forth in Section 2.

Section 2 Membership Process

The following are steps that interested TBAC organizations must take in order to be considered for membership:

- (a.) A letter of interest to become a TBAC member should be sent to METRO Diversity & Economic Opportunity Department (DEOD) and should be from the Organization's President, Chairperson of the Board of Directors, Executive Director or similarly situated head of the organization.
- (b.) A membership application packet will be sent by METRO DEOD to the organization interested in becoming a TBAC member. The interested organization shall send the completed membership application and related documents to TBAC at the address of its principal place of business.
- (c.) TBAC Membership Committee reviews membership applications and related documents. The Membership Committee shall accept or reject such application by majority vote of the committee members. In the event of rejection, an applicant shall not be eligible for consideration for membership for one year from the date of the rejection.
- (d.) Upon a decision by the TBAC Membership Committee to accept an application for TBAC membership, a recommendation to accept application on behalf of the interested organization is first directed for approval at the next general TBAC meeting. TBAC members shall be provided the membership application summary for review prior to voting.
- (e.) After approval at TBAC general meeting to accept the application for membership, the recommendation shall then be forwarded to METRO DEOD for final review. METRO DEOD shall submit the list of eligible organizations to the METRO Board Chairperson or designated person for confirmation. In the event of rejection, an applicant shall not be eligible for consideration for membership for one year from the date of the rejection.
- (f.) TBAC Secretary must continuously update the TBAC Membership list to reflect new membership and any changes.

Section 3 Membership Criteria

- (a.) Organizations that qualify for membership shall meet each of the following criteria:
 - Each Professional or Business Organization must have at least 25 members.
 - Each Professional or Business Organization must be an advocate for developing small businesses and for promoting public contracting opportunities for the owners of small businesses, including but not limited to, the following categories of small business owners: African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, disabled veterans, the disabled, or women.
 - Each Professional or Business Organization must support TBAC's mission, purpose and objectives.
 - The principal place of business of each Professional or Business Organization must be located within the boundaries of the County of Los Angeles, State of California.
- (b.) Organizations must provide the following information in order to be considered for membership:

- A completed TBAC Application
- The Organization's current membership roster and an updated roster every year on or before January 30
- A copy of the Organization's bylaws
- A copy of the Organization's last three Board of Director's meetings minutes
- A completed TBAC Questionnaire providing information on mechanisms that the Organization will use to distribute TBAC information to the members of the Professional or Business organization, such as newsletters, fax letters, membership meetings, or the Internet.

Section 4 Representation at Meetings

General Membership designated representations shall be reflected in writing on the Organization's membership application and kept on file with the TBAC Secretary. The following shall apply:

- (a.) Each Member Organization must designate one voting representative.
- (b.) Each Member Organization must designate two alternates to the voting representative.
- (c.) At least one voting representative of each TBAC member and the Chair of each TBAC Committee shall attend each TBAC Meeting.
- (d.) Failure by any TBAC Member Organization to attend four (4) TBAC Meetings in any 12-month period shall be grounds for termination.

Any changes in Member Organization representation or voluntary termination of membership must be notified promptly, within 30 days, in writing to the TBAC Chairperson by the head of the organization. Non-compliance may result in termination.

Section 5 Applications

All applications for TBAC membership shall be submitted to METRO DEOD and TBAC for review and consideration, voted for acceptance or denial by TBAC Membership Committee and General Membership by simple majority and finally approved or denied by METRO.

Section 6 Membership Voting Rights

- (a) Each Member Organization shall have one designated voting member, herein referred to as "Representative", who shall be entitled to a single vote on behalf of the Member Organization.
- (b) Each Member Organization shall have two alternates who shall act only as proxy when the Member Organization Representative is absent. Alternates will be allowed to vote in order of Alternate 1, then Alternate 2 as designated in writing as per Article 6, Section 4.
- (c) No voting Representative or Alternate voting representative of a Member Organization may serve as the voting representative or alternate voting representative of another Member Organization.

- (d) The elected TBAC Chairperson must relinquish his/her position as voting representative of the member organization she/he represented before taking office as the elected TBAC Chairperson. The TBAC Member Organization shall within 30 days designate a replacement for their voting member who was elected TBAC Chairperson.

Section 7 Update Process

METRO DEOD and/or TBAC may request Member Organizations to update their membership application annually, if applicable, to reflect changes and any newly appointed Representative and/or Alternates.

Section 8 Confirmation Process

Existing eligible organizations must be confirmed by the METRO Chairperson or designated person every two (2) years, in January of every year ending in an odd number (i.e. 2007, 2009, 2011 etc.). This Confirmation Process requires existing TBAC Member Organizations to resubmit a TBAC membership application as per Article V, Section 3, and Part b. METRO DEOD and TBAC Membership Committee shall review all documents to determine eligibility for Re-Confirmation submittal to the METRO Board Chairperson.

Confirmation process may be initiated and reconfirmation of TBAC membership may take place at any time during the calendar year.

Section 9 Transfer of Membership

Membership in TBAC is not transferable or assignable to any other Organization without review of and written approval by the general membership.

Section 10 Removal for Cause

The TBAC Board may declare “lack of representation” and a vacancy of a “representative” position for a member organization on the occurrence of any of the following events:

- (a) The representative has been declared of unsound mind by a final order of court; or
- (b) The representative has been convicted of a felony; or
- (c) Resignation of a member organization’s representative; or
- (d) Resignation of a member organization; or
- (e) The representative and alternates of a member organization have failed to attend 3 consecutive TBAC monthly Board meetings; or
- (f) Non-compliance of Article V, Section 4.

In the occurrence of Article V, Section 1, 2, 3, and 5, the subsequent procedures shall be followed:

- (a) Within 5 days from such decision by the Board, the Secretary shall notify in writing via first class mail at last address of record a request of change of “representative”.
- (b) Within 21 days from date of notice for request of change of representative, Member Organization shall submit such changes to TBAC on the appropriate form with all the required signatures.
- (c) Should member organization not comply with such request within the specified time, a written final 15 days notice shall be delivered to the member organization by the Secretary via postal service at last address of record, electronic mail and/or fax, in which notification of termination of membership will be included for lack of compliance as prescribed by Article V, Section 3 B.
- (d) Upon approval of termination of membership by the TBAC Board, the Secretary shall deliver to the concerned Member Organization, a notice of membership termination in writing setting forth the official date of termination. The notice shall be sent postal service, at last address of record, electronic mail and/or fax within 10 days to the last known US mailing address.

Section 11 Termination

The membership and all rights of membership shall automatically terminate on the occurrence of any of the following causes:

- (a.) The voluntary resignation of a member with notice as prescribed by Article V, Section 4.
- (b.) Non-compliance of Article V, Section 3 A-B,
- (c.) The dissolution of a member organization,
- (d.) Removal for Cause as prescribed by Article V, Section 10.

Within 30 days from written notice of termination, the member organization may request in writing a timely opportunity to be heard on the matter of termination. The opportunity to be heard may, at the election of such member, be oral or in writing and shall occur not less than 30 days from receipt of such request. The hearing shall be conducted in good faith and in fair and reasonable manner by the TBAC Executive Board, which shall conduct a hearing in committee with the exclusive power and authority to decide that the proposed termination take place or not.

ARTICLE VI MEETINGS OF GENERAL MEMBERSHIP

Section 1 Monthly Meeting

A meeting of the General Membership shall be held monthly on a regular basis at a place and time designated by TBAC for the transaction of such business as may come before the meeting. All meetings of TBAC shall be conducted in accordance with the Ralph M. Brown Act.

Section 2 Special Meetings

METRO Chairperson, METRO Board of Directors, or not less than one-tenth (1/10) of METRO members having voting rights may call special meetings. Special meetings of the General Membership may be called by TBAC Chairperson, or by not less than 25% of the General Membership entitled to vote.

The Chairperson of TBAC may call an Executive Committee meeting at his/her discretion at a time and place to be specified for the purpose of conducting urgent business with time constraint. Such meeting may be conducted as prescribed by Article V, Section 9 and the Secretary shall record all the proceedings of the meeting and provide it as part of the minutes.

Special Meetings of the Board and/or Executive Committee meeting shall be held on 3 days notice by first-class mail, postage prepaid, or on 48 hours' notice personally or by telephone or telegraph or electronic mail. Notice of the special meeting is not given to any director who signs a waiver of notice or a written consent or who attends the meeting without protesting prior thereto or at its commencement, the lack of such notice to such Director. All such waiver, consents, and approval shall be filed with the corporate records or made part of the minutes of the meeting.

Special Meetings and Executive Committee meetings may be conducted as specified by Article VI, Section 2.

Section 3 Place of Meeting

TBAC may designate any place for the Monthly Meeting or Special Meeting of the General Membership.

Section 4 Notice of Meetings

Written notice stating place, day, time and hour of any meeting shall be delivered either personally, e-mail or by mail to each member entitled. The TBAC Secretary shall send Notice of Regular Meetings and of the purpose of all Special Meetings to Members at least seven (7) days prior to the date of the meeting.

Section 5 Quorum

Three (3) General Members present or represented by proxy shall constitute a quorum at any meeting.

Section 6 Manner of Acting

A majority of the General Members entitled to vote and present or represented by proxy at a meeting shall decide any question brought before the meeting.

Section 7 Proxies

At any meeting of the General Membership, any General Member entitled to vote may vote by proxy executed in writing by the General Member or by the General Member's duly authorized representative. Such proxy shall be filed with the Secretary before or at the time of the meeting. No proxy shall be valid after sixty (60) days from the date of its execution, unless otherwise provided in the proxy.

Section 8 Public Participation

All members of TBAC shall be conducted in accordance with the Ralph M. Brown Act.

Section 9 Method of Conducting

The methods by which meetings are conducted are by the Robert's Rule of Order. When there is a conflict with the Robert's Rule of Order, then the bylaws will preside.

The TBAC Board, Special Meetings and committees are authorized to meet by videoconference or teleconference. Should these methods be elected, then such meeting must be conducted by a technology that allows all persons participating to hear each other at the same time (and in the case of a videoconference, to see each other as well).

Section 10 Action by Written Consent

Any action required by law to be taken at a meeting of the members, or any action which may be taken at a meeting of members, may be taken without a meeting if a consent in writing setting forth the action so taken shall be by two-thirds (2/3) of the members entitled to vote.

Section 11 Installation

A regular meeting of the members shall be held in January for the purpose of installing the new TBAC officers and for the transaction of such other business as may come before the meeting.

ARTICLE VII ELECTION OF OFFICERS

Section 1 Election

Election of officers shall be held every two years by written ballot.

Section 2 Eligibility Requirements

To be eligible for TBAC election, candidates must be members in good standing and must be a member of TBAC for not less than six (6) months prior to the date of the scheduled election.

Section 3 Officers

The officers of TBAC shall be Chairperson, Vice Chairperson, Secretary, Parliamentarian, and Financial Officer, all of whom shall also be general members.

Section 4 Terms of Office

Each of the officers shall be elected for a two (2)-year term by a majority vote of the General Members present and entitled to vote at a designated meeting. They shall hold office until their respective successors are elected and eligible. A year is defined, for the purposes of these bylaws, as a period of time consisting of 12 consecutive calendar months. All elected officials are expected to serve their full term. In all cases where the duties of any officer, agent or employee are not described by the bylaws, such officer or agent shall follow the orders and instructions of the Chairperson.

Each TBAC officer, including the Chairperson, elected to fill a vacancy shall hold office until expiration of the term for which elected and until a successor has been elected and qualified. If the position represents a reduction in the authorized number of TBAC officers, the Chairperson shall hold office until the expiration of the term of the respective office.

Section 5 Nominating Committee

A Nominating Committee shall consist of at least three (3) current TBAC members. The Nominating Committee shall seek nominations from individuals interested in serving on the committee and will facilitate the nomination process. The Nominating Chairperson shall lead the Nominating Committee.

Section 6 Nominations

General Members may nominate candidates for election of officers by submitting names in writing prior to the regular meeting. Only persons designated as an organization's official TBAC representative may be nominated or run for a TBAC office. TBAC representatives or their alternates can serve as Chairperson of TBAC subcommittees.

- (a) TBAC representatives and alternates shall be nominated for one TBAC Office.
- (b) In the event of a tie, the Executive Committee will vote to break tie.

Nomination from the Floor Nomination will not be accepted from the floor since elections will be conducted primarily by e-mailed, faxed, or mailed ballots except prior to any special meetings called to fill emergency vacancies or by nominations from the floor up until time of election.

Section 7 Declaration of Eligible Candidates

The Nominating Committee shall submit the slate of eligible candidates for office to the Executive Committee at the regular meeting on September (See ARTICLE VII, Section 10), but in any event no later than September 30, of each year. The Nominating Committee shall also report to the TBAC officers the basis upon which candidates were deemed ineligible, if any.

Section 8 Ballots and Voting

TBAC officers shall be elected by written or faxed ballot. In the event TBAC officers are unable to attend the meeting in person, member eligible to vote will be allowed to submit absentee ballots. A plurality of votes cast shall elect.

Nominations may be sent via e-mail or fax; however, the official ballot must be sent via mail, in person or dropped off to TBAC.

Section 9 Counting of Ballots

After the close of balloting, the Nominating Committee shall count the votes. A METRO staff member may observe such counting. The results of the election shall be reported to the Chairperson in writing prior to the regular meeting. The Chairperson of the Nominating Committee shall report the results at the regular meeting

Section 10 Election Schedule

The election shall be conducted in accordance with the following schedule:

<u>ELECTION STEP</u> <u>BY</u>	<u>TO BE COMPLETED</u>
1. Reconfirmation application and related documents due	June 30 (current year)
2. Confirmation Process (See ARTICLE V. Section 8)	July (current year)
3. No TBAC regular meeting	August (current year)
4. Establish Nominating Committee	September (current year)
5. Conduct nomination process	October (current year)
6. Election	November (current year)
7. New officers take office	January (following year)

Section 11 Run-Off Election

In the event two or more persons receive an equal number of votes for the same office, a ballot shall be taken at the regular meeting and the person receiving the greater number of votes at such meeting shall be declared elect.

Section 12 Removal

Any officer may be removed from an elected or appointed office with or without cause by the affirmative vote of two-thirds of the General Members entitled to vote.

Section 13 Vacancies

A vacancy in any office because of death, resignation or removal may be filled for the unexpired portion of the term of that office by a majority vote of the General Membership present and entitled to vote at a specially held meeting. A simple majority of TBAC General Membership present may name an interim officer to fill such a vacancy until such a time as a special election meeting is held.

Section 14 Resignation

Any member may resign from office upon written notice or other appropriate notification to the TBAC members.

Section 15 Expulsion

Members may be expelled for cause. Cause for expulsion shall be failure to maintain a personal or business standard or character, action which might tend to use TBAC of its names in an unauthorized manner, actions unbecoming a member of TBAC, or the offering of products or services that do not appear to be consistent with the goals and objectives of TBAC. Prior to termination of any member for cause, such member shall be given notice and an opportunity to be heard pursuant to the following procedure:

- (a.) **Notice of Expulsion.** Notice of Expulsion shall be sent pre-paid, by first class mail or by registered mail to the most recent address the member provided in TBAC records. The notice shall set forth the proposed expulsion and reasons therefore. Such Notice shall be sent at least fifteen (15) days before the proposed effective date of the expulsion.
- (b.) **Hearing.** The member undergoing expulsion procedures shall be given an opportunity to be heard, either orally or in writing. The Expulsion Hearing shall be held not fewer than five (5) days before the effective date of the proposed expulsion. A special Expulsion Committee shall hold this hearing. The Expulsion Committee shall be composed of no fewer than three (3) TBAC officers, appointed by the Chairperson. The notice to the member of the proposed expulsion shall state the date, time, and place of the hearing.
- (c.) **Determination.** Following the hearing, the Expulsion Committee shall decide by majority vote, whether or not the member should in fact be expelled, suspended or sanctioned in some other way. The decision of the Expulsion Committee shall be final unless, within two (2) days after announcement by the Expulsion Committee of its decision to expel a member, the member gives written notice to the Chairperson of the member's intention to appeal the decision to the full Executive Committee.

ARTICLE VIII OFFICERS

Section 1 Chairperson

The Chairperson shall have the following duties and powers:

- (a.) The Chairperson shall be the Chief Executive Officer of TBAC, and subject to the direction of the General Membership, shall have general charge of the business affairs and property of the Council and general supervision over its officers, employees and agents.
- (b.) The Chairperson shall preside at all meetings of the General Membership.
- (c.) Subject to the directions of the General Members, the Chairperson shall exercise all powers and perform all duties incident to the Chief Executive Officer of a corporation

and shall exercise such other powers and perform such other duties as from time to time may be assigned by the General Members.

- (d.) The Chairperson shall be selected from the current body of elected officers.

Section 2 Vice Chairperson

The Vice Chairperson shall serve the role of Vice Chairperson and shall exercise powers and perform such duties as from time to time may be assigned by the Chairperson. At the request of the Chairperson or in the absence or disability of the Chairperson, the Vice Chairperson shall perform all the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all restrictions upon the Chairperson. If the Vice Chairperson is absent or unavailable to fulfill these duties, the Secretary shall perform the Vice Chairperson's duties.

Section 3 Secretary

The following are the powers and duties of the TBAC Secretary:

- (a.) The Secretary shall keep a record in the form of minutes of all the proceedings and meetings of the General Membership and their committees in books provided for that purpose. All minutes (Proceedings, Regular meetings and Special meetings) shall be prepared monthly and presented to the General Membership at the next regularly scheduled meeting for review, comment, and approval.
- (b.) The Secretary shall serve all notices in accordance with the provisions of these Bylaws.
- (c.) The Secretary shall be the custodian of TBAC records and correspondence and shall house those records and correspondence in the offices of TBAC's principal place of business.
- (d.) The Secretary shall keep at TBAC's principal office a record containing the names and addresses of all General Members of TBAC.
- (e.) The Secretary and the Chairperson shall together, sign the General Membership certificates of the Organization, the issuance of which shall have been authorized by resolution of the membership.
- (f.) The Secretary shall have charge of the General Membership book of TBAC.
- (g.) The Secretary shall perform, in general, all duties incident to the office of Secretary and such other duties as may be assigned by these Bylaws or as may be assigned from time to time by the General Membership of the Chairperson.
- (h.) The Financial Officer shall perform the foregoing duties of the Secretary during the absence or disability of the Secretary.

Section 4 Financial Officer

The Financial Officer shall have the following powers and duties:

- (a.) The Financial Officer has charge and supervision over and is responsible for the moneys, securities, receipts and disbursements of TBAC.
- (b.) The Financial Officer shall deposit the moneys and other valuable effects of TBAC in the name of and to the credit of TBAC in such banks or trust companies or with such bankers or other depositories as shall be selected in accordance with these Bylaws.
- (c.) The Financial Officer shall cause the moneys of TBAC to be disbursed by checks or drafts (signed as provided by these Bylaws) upon the authorized depositories of TBAC and cause to be taken and preserved proper vouches for all moneys disbursed.
- (d.) The Financial Officer shall be the principal accounting officer of TBAC, and as such, shall keep complete books and records of accounts, house such books and records at TBAC's principal place of business, prepare and file all local, state, and federal tax returns and house such returns or copies thereof at the TBAC principal place of business, and prescribe and maintain an adequate system of internal audit.
- (e.) The Financial Officer shall render to the General Membership or the Chairperson, whenever requested, a statement of the financial condition of the Transportation Advisory Business Council and of all transactions as Financial Officer, and render a full financial report at the Annual Meeting of the General Members. The original copy of such all shall be housed at TBAC's principal place of business.
- (f.) The Financial Officer shall, from time to time to require from all officers or agents of TBAC reports or statements giving such information as desired with respect to any and all financial statements of TBAC.
- (g.) The Financial Officer shall perform all duties incidental to the office of Financial Officer, and such other duties as from time to time may be assigned by the Chairperson.
- (h.) The Parliamentarian shall perform the foregoing duties of the Financial Officer during the absence or disability of the Financial Officer.
- (i.) Financial Officer shall ascertain and monitor the yearly budget for TBAC support, and support development of funding vehicles that serve the purpose of TBAC.

Section 5 Parliamentarian

The Parliamentarian shall have the following responsibilities:

- (a.) The Parliamentarian shall monitor the conduct of members at general, special or other meetings so as to adhere to TBAC policies, procedures, and guidelines.
- (b.) The Parliamentarian shall cause the general body to adhere to the TBAC bylaws.

Section 6 Executive Committee

The Executive Committee shall consist of the current elected officers and the TBAC Chairperson.

ARTICLE IX COMMITTEES

Section 1 Committee Appointments

Committees for TBAC shall be of two types:

(a.) Standing Committees will be as follows:

- (1.) Legislative Affairs Committee
- (2.) Professional Services Committee
- (3.) Construction Committee
- (4.) Commodities Committee
- (5.) Membership Committee

(b.) Ad Hoc Committees will be as follows:

- (1.) Nominating Committee
- (2.) Bylaws Committee
- (3.) Expulsion Committee

TBAC shall establish the Standing Committees and the Chairperson shall establish the Ad Hoc Committees. Only TBAC General Membership, including alternates, may serve as Chairperson of TBAC subcommittees or ad hoc committees. General members of representative organizations may serve as voting members of any committee. General public members may participate as a member of any committee, but shall not be entitled to vote. Appointment of Chairperson for the Standing Committees and Ad Hoc Committees shall be the responsibility of the TBAC Chairperson. Standing Committees shall issue a report at least once a month. Ad Hoc Committees shall issue a report as determined at the time of their establishment.

Each organization should have a member on at least one of the TBAC Standing Committee.

ARTICLE X. AMENDMENT

The General Membership shall have power to amend and repeal the bylaws of TBAC, in whole, or in part, at any regular meeting of the Membership, or at any special meeting called for that purpose provided such amendment or repeal is ratified by the affirmative vote of two-thirds of the General Members entitled to vote.

TBAC Secretary

Date