

Transit Paratransit Coordinating Committee

MEETING AGENDA

PLEASE NOTE: The SCTA/RCPA Business Office is closed, and this meeting will be conducted entirely by teleconference pursuant to the provisions of the Governor's Executive Orders N-29-20 and N-35-20, suspending certain requirements of the Ralph M. Brown Act. TPCC Members will be calling or video-conferencing into the TPCC Meeting via Zoom. Members of the public who wish to listen to the meeting may do so via the following conference line or Zoom platform:

Join Zoom Meeting

<https://us02web.zoom.us/j/84664334791?pwd=aUpxa3Y3TjI0SmJldGFJUFZwME5Vdz09>

Meeting ID: 846 6433 4791

Passcode: 985240

Call in: 1 (669) 900-9128

Instructions for Public Comment: Please submit any comments in writing to Drew Nichols at drew.nichols@scta.ca.gov by 12:00 noon on January 19 (please identify the agenda item related to your comment and indicate whether your comment should be read aloud or only submitted for the record).

January 19, 2021 – 1:30 p.m.

Sonoma County Transportation Authority

Meeting to be held remotely via Zoom. Information provided above.

ITEM

1. Introductions
2. Approval of Meeting Notes: November 17, 2020 – DISCUSSION / ACTION*
3. Administrative Items
 - 3.1. Officer Elections for 2021 – DISCUSSION / ACTION*
 - 3.2. SCTA/RCPA Meeting Schedule for 2021 – Information*
 - 3.3. TPCC Member Roster and Vacancies – Information*
 - 3.4. TPCC By-Laws – Information*
4. COVID Vaccine Transportation Coordination for Transit Dependent - Discussion
5. Roundtable Updates - Discussion
 - 5.1. Transit / Paratransit Operators

5.2. Mobility Partner Reports

6. Public Comment
7. Items for Next Agenda – Discussion
8. Other Business / Comments / Announcements
9. Adjourn

*Materials attached.

The next **SCTA/RCPA** meeting will be held **February 8, 2021**
The next **TPCC** meeting will be held **March 16, 2021**

Copies of the full Agenda Packet are available at www.scta.ca.gov.

ACCOMMODATION FOR PERSONS LIVING WITH A DISABILITY: If you have a disability that requires the agenda materials to be in an alternate format or that requires an interpreter or other person to assist you while attending this meeting, please contact SCTA at least 72 hours prior to the meeting to ensure arrangements for accommodation.

SB 343 DOCUMENTS RELATED TO OPEN SESSION AGENDAS: Materials related to an item on this agenda submitted to the **Transit Paratransit Coordinating Committee** after distribution of the agenda packet are available for public inspection in the Sonoma County Transportation Authority office at 411 King Street, during normal business hours.

Pagers, cellular telephones and all other communication devices should be turned off during the committee meeting to avoid electrical interference with the sound recording system.

TRANSIT PARATRANSIT COORDINATING COMMITTEE MEETING NOTES

Meeting Notes of November 17, 2020

ITEM

1. Introductions

Meeting called to order at 1:31 p.m. by Dana Turrey.

Committee Members: Dennis Battenberg, Chair, via phone; Tim Webster, Earl Baum Center for the Blind; Steven Schmitz, Sonoma County Transit; Yuri Koslen, Santa Rosa CityBus; Silvia Martinez-Palacios, Petaluma Transit; Kathleen Cortez, Area Agency on Aging; Lake Kowell, Disability Services and Legal Center; Lauren Garibaldi, Petaluma Peoples Service; April Pearson, Volunteer Wheels; Scotty Milay King, Sebastopol Senior Center.

Guests: Mike Humphrey, IHSS Public Authority; Rebecca West, City of Santa Rosa; Nathan Gilfenbaum, Catholic Charities; Richard Diaz, Sonoma County Department of Emergency Management; Erik Villalobos, Vivalon (formerly Whistlestop Wheels); Steve Birdlebough, Transportation and Land Use Coalition.

Staff: Dana Turrey; Drew Nichols.

2. Approval of Meeting Notes: October 20, 2020 - DISCUSSION / ACTION*

Approved as submitted.

3. TPCC Notice of Officer Elections

Dana Turrey announced the Notice of Officer Elections for the committee. The Chair and Vice Chair positions will be voted on at the January 2021 meeting.

4. Emergency Evacuation Coordination

April Pearson discussed the want amongst the transit operators, the Emergency Operations Centers (EOC), In-Home Supportive Services (IHSS), etc. to find a ensure timely coordination

and communication with each other during disasters and crisis.

Ms. Pearson noted that all the transit operators assist one another when disasters happen and there is now a need to coordinate with more agencies.

Richard Diaz commented on one key responsibility the Department of Emergency Management has is coordination, preparation, and planning on early warnings and evacuations.

Just before the LNU lightening fires, work was being done in determining who are the players and partners in the county, the number of busses and ADA busses available, and identifying areas to facilitate operations.

The private sector is also being contacted to understand what is available. In the end, the question is, “at 2AM, who is it going to be called and will those contacts be able to mobilize their resources in a coordinated way?”

Mike Humphrey commented there has been a void in the transportation piece and is happy to come together to work on developing a solid plan with regard to the transportation piece of evacuations.

Mr. Humphrey is the Access and Functional Needs Coordinator for the County in the EOC.

Immediately following the notification of a PSPS, flood, or fire, a list of 6,000 clients throughout the county, who are determined by a level of need in the event of an evacuation, categorized as critical, urgent, moderate, or none.

Social workers have worked with clients to determine a plan and then are placed in one of the aforementioned categories.

That list is provided to the EOC on a weekly basis. In the event of an emergency, the list is provided to the GIS team who assists with looking at the impacted areas to produce the names of the clients in the impacted area. Social workers then reach out to their clients to remind and make sure they follow through with their plan.

This captures only those only on the IHSS list. Follow up questions wonder how to capture the rest of the population and determine whether they have transportation or not in the event of an emergency and/or how to work with the transit operators and the Sheriff's Department for those without transportation.

Yuri Koslen asked how this list from IHSS is generated and if there is an opportunity to host a forum in which the facilities can attend along with the private sector to connect the dots and establish the contracts.

Mr. Humphrey responded the challenge with these lists is confidentiality. There's room for us to take a look at trying to get people pre-qualified for paratransit if they are eligible, etc. and commented on the uncertainty for these lists to communicate with each other.

Mr. Diaz spoke on coordination efforts with GIS teams on evacuation maps and acknowledged the confidentiality piece in the IHSS lists.

Mr. Diaz further explained the ways staff are looking at ways people can identify transportation hubs and defining strategic partners and locations.

Mr. Humphrey asked about the residential care facilities and their need to be better prepared by having a plan in place so that they do not rely on public transit to rescue them. These facilities are supposed to have a solid plan in place and over the last few events, a few of them were found to rely on public transit to get their residents to shelters.

Kathleen Cortez referenced the Older Adult Task Force started by Supervisor Zane, and explained

conversations in this committee on how to evacuate assisted living facilities during this pandemic.

These facilities are required to have their own plan and transportation to evacuate their residents. However, as seen with COVID, they have not been able to follow protocols while responding to two emergencies; the resources and staff are slim and it's a struggle.

Ms. Pearson commented on the idea to include a question on the RED paratransit eligibility intake applications for those who may need transportation.

Mr. Koslen responded he is exploring that idea in the application process, but acknowledged the confidential part in adding people to list.

Mr. Humphrey added one thing that can be done and built into the reassessment process is an exchange of authorization to speak to each other, a release of information, etc.

Mr. Humphrey added registries of individuals and their needs are common in areas with tornado and hurricane activity.

Mr. Diaz, who previously worked in Jacksonville, FL, shared his experience on their registry and how people are added to the list prior to hurricane season.

Steve Birdlebough commented that the emergency network has a monthly call where they test out what they are doing and wondered if it would make sense to have, once or twice a year, a practice run on moving people out of assisted living facilities.

Erick Villalobos commented the similar sentiments are experienced in Marin County as well, and spoke on facilities who made initial contacts for quotes on MOUs.

Mr. Villalobos further spoke on the potential for a regional discussion on this topic, such as if there is a disaster in the north and south, where would

Marin residents go. Some facilities as suggested they will evacuate residents to Contra Costa County, however most suggested they would evacuate north. This could offer an opportunity to facilitate a regional discussion regarding mass evacuations, especially for paratransit.

Ms. Cortez suggested to connect with Becoming Independent; they have their own fleet and has received a 5310 grant. Perhaps they can be a partner. Furthermore, Catholic Charities also has an MOU with Airport Express to evacuate homeless shelters.

5. Round Table Updates

5.1. Transit / Paratransit Operators

Sonoma County Transit

Steven Schmitz reported ridership is 35% what it was pre-COVID for both fixed route and paratransit; it peaked on the paratransit side toward late October.

A schedule change will be implemented on Routes 30 and 40.

April Pearson added that 100 paratransit rides per day are being booked and each bus limited to two passengers per bus.

Petaluma Transit

Silvia Martinez-Palacios reported Petaluma Transit continues to provide service fare free on both fixed route and paratransit. Passengers are limited to three per paratransit vehicle.

There is an increase in paratransit ridership, but it remains nowhere near pre-COVID figures.

Additionally, staff are working with all agencies for fare restorations and are making progress on the paratransit application.

Golden Gate Transit

Jon Gaffney reported ridership is still down for fixed route, paratransit, ferry, and bridge tolls.

At the Board meeting, the Golden Gate Bridge directors voted to extend layoff notices to 146 staff for January 4 and a 10% furlough for mid-managers and above.

Santa Rosa CityBus

Yuri Koslen reported paratransit service levels are 40% of pre-COVID level and fixed route ridership is at 35% of pre-COVID levels.

An RFP for a new paratransit contract is moving forward and CityBus continues to operate fare free. There are efforts to start charging fares in the new year.

Mr. Koslen spoke further on the call ahead program for transit service where busses are not operating currently.

Vivalon (formerly Whistlestop)

Erick Villalobos announced ridership is about 35% of normal, which is roughly 3,300 – 3,500 trips per month. For comparison, pre-COVID trips were upwards to 12,000.

A majority of these trips are medically related trips and the remainder for shopping. There is a reduction in regional trips with no consistent patterns.

5.2. Mobility Partner Reports

Area Agency on Aging

Kathleen Cortez announced a town hall will be held on this coming Thursday on disaster preparedness.

Ms. Cortez further spoke on the Connected Communities survey that remains open.

Disability Services & Legal Center

Lake Kowell announced a town hall meeting and that DSLC is looking to find people for the CARES funding to those who have been impacted by COVID.

Ms. Kowell further spoke on working with AAA to create an Aging Disability Resource Center and the Yeti battery program.

Petaluma People Services

Lauren Garibaldi commented that Petaluma People Services has continued with the “You’re not alone” phone calls.

The iride volunteer program has about 13 one-way rides per week, compared to 50 pre-COVID, and also facilitating meal deliveries to isolated seniors.

Sebastopol Senior Center

Scotty Millay King reported on similar work to Petaluma People services.

A meal delivery program has started and has delivered close to 6,000 meal.

A phone calling program is also being developed.

6. Public Comment

N/A

7. Items for next agenda

Please contact Dana Turrey should there be any items of interest to be added to the January 19, 2021 agenda.

8. Other Business / Comments / Announcements

N/A

9. Adjourn – ACTION

The committee adjourned at 2:11 p.m.

**SONOMA COUNTY TRANSPORTATION AUTHORITY / REGIONAL CLIMATE PROTECTION AUTHORITY
2021 PROPOSED COMMITTEE MEETING DATES**

COMMITTEE	SCTA / RCPA	T-TAC	PAC	TPCC	CBPAC	TAC	CAC	RCPA CAAC	SR 37 Policy Committee	
FREQUENCY	2nd Monday of the Month	2nd Wednesday of the Month	3rd Thursday of the Month	3rd Tuesday of Every Other Month	4th Tuesday of Every Other Month	4th Thursday of the Month	Last Monday of the Month	2nd Friday of every third Month	First Thursday, quarterly	
TIME	2:30 p.m.	10:00 a.m.	9:00 a.m.	1:30 p.m.	1:30 p.m.	1:30 p.m.	4:00 p.m.	11:30a.m.	9:30 a.m.	
MONTH	MEETING DATES									
JAN	01/11/21	01/13/21	None	01/19/21	01/26/21	01/28/21	01/25/21	1/15/2021	1/7/2021	
FEB	02/08/21	02/10/21	02/18/21	None	None	02/25/21	02/22/21	None	None	
MAR	03/08/21	03/10/21	None	03/16/21	03/23/21	03/25/21	03/29/21	None	3/4/2021	
APR	04/12/21	04/14/21	04/15/21	None	None	04/22/21	04/26/21	4/9/2021	None	
MAY	05/10/21	05/12/21	None	05/18/21	05/25/21	05/27/21	None*	None	None	
JUN	06/14/21	06/09/21	06/17/21	None	None	06/24/21	06/28/21	None	6/3/2021	
JUL	07/12/21	07/14/21	None	07/20/21	07/27/21	07/22/21	07/26/21	7/16/2021	None	
AUG	08/09/21	08/11/21	08/19/21	None	None	08/26/21	08/30/21	None	None	
SEP	09/13/21	09/08/21	None	09/14/21	09/21/21	09/23/21	09/27/21	None	None	
OCT	10/11/21	10/13/21	10/21/21	None	None	10/28/21	10/25/21	10/8/2021	10/7/2021	
NOV	11/08/21	11/10/21	None	11/16/21	11/23/21	None	11/29/21	None	None	
DEC	12/13/21	12/08/21	12/16/21	None	None	12/2/21**	None*	None	None	
All meetings are currently held virtually in response to the COVID-19 pandemic.										
MEETING LOCATION	SCTA/RCPA Board Room, 411 King Street, Santa Rosa, CA 95404		SCTA/RCPA Conference Room, 411 King Street, Santa Rosa, CA 95404					SCTA/RCPA Board Room, 411 King Street, Santa Rosa, CA 95404	Various Locations between Marin, Napa, Solano, and Sonoma Counties	

**No regularly scheduled meeting due to a County holiday.*

****This is rescheduled from its regular date due to holidays in November and December.**

**No regularly scheduled meeting due to a County holiday.*

**Additional dates may be selected by the Policy Committee.*

SCTA/RCPA	Sonoma County Transportation Authority / Sonoma County Regional Climate Protection Authority Board of Directors
TAC	SCTA Technical Advisory Committee
CAC	SCTA Citizen's Advisory Committee
TPCC	SCTA Transit Paratransit Coordinating Committee
CBPAC	SCTA Countywide Bicycle Pedestrian Advisory Committee
TTAC	SCTA Transit Technical Advisory Committee
PAC	SCTA Planning Advisory Committee
RCPA CAAC	RCPA Climate Action Advisory Committee
SR 37 Policy Committee	State Route 37 Policy Committee/Resilient 37

Please note that some meeting dates may have been changed from their regularly scheduled dates due to holidays. Dates also change due to unforeseen circumstances. Changes will be noticed on meeting agendas in advance.

Staff Report

To: Transit Paratransit Coordinating Committee **Meeting Date:** 1/19/21
From: Dana Turrey, Senior Transportation Planner **Item Number:** 3.3
Subject: Member Roster and Vacancies

Consent Item: **Regular Item:** **Action Item:** **Report:**

Issue

Who are the current TPCC representatives and what are the current vacancies?

Recommendation

Staff requests that TPCC members make suggestions for filling vacancies.

Background

TPCC members broadly represent social service and transit providers serving the elderly, persons with disabilities, and persons of limited means. Members also include public representatives who are users of these services, specifically; one transit paratransit user of limited means, one potential transit user who is disabled, one potential transit user 60 or older, one representative of Hispanic/Latino community. Appointments to the Committee will be made by the SCTA based on recommendations made by the Committee, and where appropriate by city councils and the Board of Supervisors. Members of the Committee shall serve terms of three (3) years. Memberships may be automatically renewed.

Financial Implications

Is there a fiscal impact? Yes No

Is there funding in the current budget? Yes No

The funding source(s) to be used are:

Current Membership

TPCC membership currently includes the following individuals and organization representatives:

Dennis Battenberg, Public
Stan Gow, Public
Bob Cuneo, Public
Tim Webster, Earle Baum Center of the Blind
Lake Kowell, Disability Services & Legal Center (DSLCL)
Kathleen Cortez, Area Agency on Aging
Scotty Millay King, Sebastopol Senior Center
Lauren Garibaldi, Petaluma People Service Center
Jean Levine, Becoming Independent
Steven Schmitz/Bryan Albee, Sonoma County Transit
April Pearson, Volunteer Wheels
Yuri Koslen/Rachel Ede, Santa Rosa CityBus
Mohammed Ali, MV Transportation
Silvia Martinez-Palacios/Jared Hall, Petaluma Transit
Dawne Ivory, MV Transportation
Jon Gaffney, Golden Gate Transit
Erick Villalobos, Vivalon
Joanne Parker, Sonoma Marin Area Rail Transit (SMART)

Vacancies and Opportunities for New Members

There is currently a vacancy in the following category:

One Representative of Hispanic/Latino Community, Public

Alternates may be appointed in any of the categories.

**BYLAWS OF THE SONOMA COUNTY TRANSPORTATION AUTHORITY
TRANSIT PARATRANSIT COORDINATING COMMITTEE (TPCC)**

ARTICLE 1. NAME

The name of this organization shall be the Sonoma County Transportation Authority Transit Paratransit Coordinating Committee (TPCC), hereinafter called the COMMITTEE.

ARTICLE 2. PURPOSE

The COMMITTEE was established pursuant to SB498 (L. Greene), Chapter 673, amending the Public Utilities Code, the Revenue and Taxation Code, and the Vehicle Code, effective January 1, 1988. This act is codified in Section 99238 of the Transportation Development Act, which calls for each transportation planning agency to provide for the establishment of a social services transportation advisory council. Initially, the COMMITTEE advised the Sonoma County Transportation Planning Council, which was established in 1989. By resolution, May 3, 1993, the COMMITTEE was recognized as an advisory body to the Board of Directors of the Sonoma County Transportation Authority (SCTA) which had been established in 1990.

ARTICLE 3. MEMBERSHIP

- 3.1 Pursuant to SB498, the COMMITTEE shall be composed of:
- a. one potential transit user of 60 years of age or over;
 - b. one representative of potential transit users who is disabled;
 - c. one representative of potential transit users who is Hispanic/Latino;
 - d. two members representing local social service providers for the disabled, including one representative of a social service transportation provider, if one exists;
 - e. two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists;
 - f. one member representing each fixed route public transit and paratransit operator within the county;
 - g. one representative of a local social service provider for persons of limited means;

- h. one member representing each jurisdiction in Sonoma County;
- i. additional members at the discretion of the (SCTA);
- j. alternates in each category may be appointed.

3.2 Appointments to the COMMITTEE will be made by the SCTA based on recommendations made by the COMMITTEE, and where appropriate by city councils and the Board of Supervisors. Appointments should be broadly representative of social service and transit providers representing the elderly, persons with disabilities, and persons of limited means, and should strive for geographic and minority representation.

3.3 Members of the COMMITTEE shall serve terms of three (3) years. Memberships may be automatically renewed.

ARTICLE 4. RESPONSIBILITIES

4.1 The COMMITTEE shall advise the SCTA, the Metropolitan Transportation Commission (MTC), Caltrans and other appropriate funding sources on their expenditures, with the aim of improving availability of transportation services for the special needs population groups, primarily the elderly, disabled and low-income communities. The COMMITTEE shall coordinate this effort with appropriate public, private, and nonprofit agencies, including transit and paratransit operators, within the County.

4.2 The COMMITTEE shall advise the SCTA Board on how to increase cooperation, coordination and effectiveness of specialized transportation services.

4.3 On referral by the SCTA Board, the COMMITTEE shall review proposals requesting Federal, State and/or local transit monies and make recommendations to the SCTA Board and other appropriate agencies.

4.4 The COMMITTEE shall provide a forum for discussion of common goals and recommended actions affecting paratransit between agencies, organizations and individuals who are members of the COMMITTEE. Opportunity for comment by members of the public shall also be provided at regular or special meetings.

4.5 The COMMITTEE shall annually review and comment on any new pertinent transportation planning documents and assist with the process pursuant to SB 498 when necessary.

4.6 The COMMITTEE shall facilitate an annual public forum on transit issues pursuant to CA Public Util. Code Section 99238

4.7 The COMMITTEE may offer assistance to groups and/or agencies applying for funds for transit and/or

paratransit services as appropriate; continue to be aware of potential funding sources; disseminate transportation information to as wide an audience as possible within the County; and at the same time seek to coordinate with other groups which have a regional interest in transportation.

ARTICLE 5. OFFICERS

The COMMITTEE shall nominate and elect annually a Chairperson and a Vice-Chairperson. These officers shall comprise the Executive Subcommittee. Former Chairpersons may also be included in the Executive Subcommittee. Elections shall take place at the first regular meeting of the calendar year, nominations being made at the regular meeting preceding the elections. Nominations for Chairperson shall be limited to members having attended six (6) or more meetings in the preceding three (3) years.

- a. It shall be the duty of the Chairperson to preside over all meetings, to preside over the Executive Committee of the COMMITTEE and to appoint Subcommittees as necessary.
- b. It shall be the duty of the Vice-Chairperson to assist the Chairperson in the execution of that office, preside at meetings in the event of the absence of the Chairperson, and participate in the Executive Subcommittee.

ARTICLE 6. STAFF

The COMMITTEE shall be staffed by the Executive Director of the SCTA or his/her designee.

ARTICLE 7. MEETINGS

- 7.1 The COMMITTEE shall conduct open meetings in accordance with the Brown Act.
 - a. The COMMITTEE shall regularly scheduled meetings bi-monthly or as needed.
 - b. Additional meetings may be called by the chairperson as required or requested by COMMITTEE voting members.
 - c. Executive Subcommittee meetings shall be scheduled prior to regular general membership meetings and as needed to deal with administrative issues.
 - d. Subcommittee meetings shall be called by the subcommittee chairperson as needed.
- 7.2 The TPCC Staff shall give written notice of each regular meeting of the COMMITTEE to each member at least one week prior to the meeting date. In the event that a special meeting is called, the Staff to TPCC shall attempt to notify all COMMITTEE members at least 72 hours in advance of the said meeting. Whenever possible, the Staff to TPCC shall also provide for notice of the meeting to the public by posting agendas on the SCTA website.

7.3 Items for the agenda shall be submitted to the TPCC Staff two weeks prior to a meeting.

ARTICLE 8. VOTING

- 8.1 Each member of the COMMITTEE shall have one vote. An alternate shall assume that right to vote when acting on behalf of the member representative.
- 8.2 Six voting members excluding the Chair shall constitute a quorum authorized to transact any business duly presented at a meeting of the COMMITTEE.
- 8.3 Members of the COMMITTEE shall refrain from participating in any activities of the COMMITTEE in which the member has a material financial interest that would foreseeably be affected by COMMITTEE action. To that end, no member shall vote on any grant review issue or funding recommendation if that member represents any agency or group that is applying for funds or would be a contractor for such funding.

ARTICLE 9. SUBCOMMITTEES

- 9.1 Composition, length of term, and basic function of standing subcommittees shall be determined by a majority vote of the COMMITTEE. Standing subcommittees should be formed for:
 - a. Executive Subcommittee works closely with staff in performing administrative functions of the TPCC including bylaw amendments, development of membership position papers, legislative issues, and preparation of agendas for general meetings and making recommendations to the full TPCC membership.
 - b. Operators Subcommittee will consist of agencies with vehicles to discuss issues of training, service delivery, coordination, dispatching, insurance, vehicle maintenance, et cetera.
- 9.2 Adhoc Committees may be formed and convened as needed for various purposes such as but not limited to the following. Recommendations will be brought forth to the full TPCC membership. Adhoc Committees may be convened as described below.
 - a. Grant Review and Allocation Subcommittee is responsible for the review and formation of recommendations for all TPCC membership action on grant applications, as requested by funding agencies or governmental entities.
 - b. Community Education Subcommittee will provide recommendations for developing ways to educate the community on issues related to paratransit, such as informing legislators about paratransit issues, encourage legislator membership, promoting paratransit services through the utilization of media, and advocating and/or mediating for paratransit users, if needed.

- c. Accessibility/Unmet Transit Needs Subcommittee will provide recommendations on issues related to fixed route and paratransit accessibility including travel training, mobility devices, mediation, accessible vehicles and shelters, senior citizen mobility issues and advocating and/or mediating for paratransit users, if needed. In addition, the subcommittee will evaluate and monitor unmet transit needs in the county to verify that subcommittee findings identifying such needs are incorporated into the unmet transit needs process. SCTA Resolution 2001-008 recognized the increased need for paratransit services and continuing unmet transit needs, and determined that TDA funds would be dedicated to transit purposes.

ARTICLE 10. PARLIAMENTARY PROCEDURE

The rules contained in Roberts' "Rules of Order" shall govern the proceedings of the COMMITTEE to the extent they are not inconsistent with these bylaws.

ARTICLE 11. AMENDMENTS, CORRECTIONS, OR CHANGES IN THE BYLAWS

These bylaws may be amended, replaced, or altered, in whole or in part, by a majority vote at any duly organized meeting of this COMMITTEE, provided that a copy of any amendment proposed for consideration shall be mailed or emailed to the last recorded address of each member at least fourteen (14) days prior to the date of the meeting.