

# **Morrow County Public Transit Advisory Committee (MCPT-AC)**

## **By-Laws**

### **Article 1**

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#### **Name**

The name of this organization shall be the Morrow County Public Transit Advisory Committee (MCPT-AC)

### **Article 2**

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#### **Citations**

This Committee and these bylaws are established for the purpose of carrying out the statutory requirements as established under ORS 184.758(1)(b) and ORS 184.761, and the rules establishing the procedures and requirements for the administration of the Statewide Transportation Improvement Fund (STIF), as set forth under OAR Chapter 732, Division 040

### **Article 3**

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#### **Definitions**

##### **732-040-0005**

##### **Definitions**

**The following definitions apply to rules in Chapter 732, Divisions 40, 42, and 44:**

- (1) “Advisory Committee” means either a committee formed by a Qualified Entity to assist the Qualified Entity in carrying out the purposes of the STIF Formula Fund and the Advisory Committee requirements specified in ORS 184.761(1) or a joint committee formed by two or more Qualified Entities for the same purposes, pursuant to ORS 184.761(5).
- (2) “Agency” means Oregon Department of Transportation (“ODOT”).
- (3) “Americans with Disabilities Act” (“ADA”) means section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008.

- (4) “Area Commission on Transportation” (“ACT”) means an advisory body chartered under the authority of the Commission, and subject to the Commission’s oversight and final decision-making authority.
- (5) “Area of Responsibility” means the geographic area for which each Qualified Entity is responsible to provide STIF Formula Fund moneys.
  - (a) For a Qualified Entity that is a county, the Area of Responsibility is the geographic area within the county’s jurisdictional boundaries.
  - (b) For a Qualified Entity that is a Mass Transit or Transportation District that shares continuous jurisdictional boundaries with a county, the Area of Responsibility is the geographic area within the District’s jurisdictional boundaries.
  - (c) For a Qualified Entity that is a Mass Transit or Transportation District that does not share continuous jurisdictional boundaries with a county, the Area of Responsibility is the geographic area within the jurisdictional boundaries of the county or counties in which any part of the District is located.
  - (d) For a Qualified Entity that is an Indian Tribe, the Area of Responsibility is the geographic area on which the Indian Tribe’s Tribal Enterprises are located.
- (6) “Biennium” (plural, “Biennia”) means a two-year period which runs from July 1 of an odd-numbered year to June 30 of the next odd-numbered year.
- (7) “Calendar Year” means the year which begins on January 1 and ends on December 31.
- (8) “Capital Asset” means real property or tangible items purchased or leased with STIF moneys, including without limitation vehicles and structures, with a purchase price of \$5,000 or more and a useful life of at least one year.
- (9) “Client-Only Project” means a project where the underlying transportation service is offered to a limited group of people and not made available to the general public.
- (10) “Commission” means the Oregon Transportation Commission (“OTC”) established under ORS 184.612.
- (11) “Discretionary Fund” means up to five percent of STIF funds to be disbursed to Public Transportation Service Providers, which includes Qualified Entities, through a competitive grant funding process, pursuant to ORS 184.758(2)(b).
- (12) “Fiscal Year” means the Agency’s fiscal year which begins on July 1 and ends on June 30.
- (13) “Governing Body” means the decision-making body or board of a Qualified Entity.

- (14) "Indexed Minimum" means the smallest amount to be distributed under the Population-Based Formula and Payroll-Based Formula to any one Qualified Entity. This amount is tied to the minimum distribution of the STIF Formula and Special Transportation Fund Formula programs in the 2019-2021 biennium, adjusted biennially by the rate of growth in the overall STIF fund.
- (15) "Indian Tribe" means a federally recognized Indian Tribe in Oregon that has members residing on a reservation or in tribal trust lands in Oregon.
- (16) "Intercommunity Discretionary Fund" means up to four percent of STIF funds to be disbursed to Public Transportation Service Providers through a competitive grant funding process, pursuant to ORS 184.758(2)(c).
- (17) "Intergovernmental Entity" means entities organized under ORS 190.010.
- (18) "Low-Income Household" means a household the total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 Contiguous States and the District of Columbia.
- (19) "Local Plan" means a local or regional public transportation plan(s), which may include adopted policy(ies) that is developed and approved by the Governing Body of a Qualified Entity, Public Transportation Service Provider, or Metropolitan Planning Organization and which includes, at a minimum:
- (a) A planning horizon of at least four years;
  - (b) An existing and future conditions analysis that includes:
    - (A) Current and forecast population and demographics, including locations of people who are often transit dependent, including low-income households, individuals of age 65 or older, youth, and individuals who are racially and ethnically diverse;
    - (B) Locations of existing housing, employment centers, medical and social and human services centers, major destinations, and other locations with needs for public transportation services and programs;
    - (C) Inventories of current Public Transportation Services located within, adjacent to, or with the reasonable potential to connect to the local or regional public transportation services, as applicable;
  - (c) Prioritized lists of public transportation improvements and capital projects; and
  - (d) Identified opportunities to coordinate public transportation services within and outside the county, district, or tribal area and with other

agencies and areas to improve efficiency and effectiveness of service and reduce gaps in service.

- (e) Local Plans include, but are not limited to: Coordinated Public Transit Human Services Transportation Plans, Transportation System Plans, Transit Development Plans, and Transit Master Plans.
- (20) “Mass Transit District” means a district organized under ORS 267.010 to 267.390.
- (21) "Payroll-Based Formula" means the portion of STIF Formula Funds disbursed per ORS 184.758(5).
- (22) "Population-Based Formula" means the portion of STIF Formula Funds disbursed per ORS 184.758(3).
- (23) “Project” means a public transportation improvement activity or group of activities eligible for STIF moneys and a plan or proposal for which is included in a STIF Plan or in a grant application to a Qualified Entity or the Agency. Examples of project types include, but are not limited to: discrete activities, such as purchasing transit vehicles, planning, or operations; and groups of activities for a particular geographic area or new service, such as a new route that includes purchase of a transit vehicle, and maintenance and operations on the new route.
- (24) “Public Corporation” means an independent legal entity that was formed by legislative action, serves a public purpose, and is under exclusive public management or control.
- (25) “Public Transportation Advisory Committee” (“PTAC”) means the ODOT Public Transportation Advisory Committee established by the Commission in 2000.
- (26) “Public Transportation Service Provider” means a Qualified Entity or a city, county, Special District, Intergovernmental Entity or any other political subdivision or municipal or Public Corporation that provides Public Transportation Services.
- (27) “Public Transportation Services” means any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis. Such transportation may include services designed to meet the needs of a specific user group, including for older adults and individuals with disabilities, for purposes such as health care, shopping, education, employment, public services, personal business, or recreation. Public Transportation Services must be designed and advertised as Shared-Ride Service.

- (28) “Qualified Entity” means, a county in which no part of a Mass Transit District or Transportation District exists, a Mass Transit District, a Transportation District or an Indian Tribe.
- (29) “Recipient” means a Qualified Entity or Public Transportation Service Provider that has a STIF Plan approved by the Commission or enters into an agreement directly with the Agency to receive STIF funds.
- (30) “Satisfactory Continuing Control” means the legal assurance that a Capital Asset will remain available to be used for its originally authorized purpose throughout its useful life or until disposition.
- (31) "Shared-Ride Service" means a service where neither the operator nor any passenger may refuse to permit additional passengers that are otherwise complying with the operator's rules and policies.
- (32) “Special District” means a service district organized under ORS 451.010(1)(h).
- (33) “STIF Formula Fund” means up to 90 percent of the Statewide Transportation Improvement funds to be disbursed to Qualified Entities conditioned upon the Commission’s approval of a STIF Plan, pursuant to ORS 184.758(2)(a).
- (34) “STIF” or “Statewide Transportation Improvement Fund” means the fund established under ORS 184.751.
- (35) “STIF Plan” means a public transportation improvement plan that is approved by a Governing Body and submitted to the Agency for review and approval by the Commission in order for the Qualified Entity to receive a share of the STIF Formula Fund.
- (36) “Statewide Transit Network” means the collection of all transit service that operates in Oregon.
- (37) "Student Transit Services" means Public Transportation Services within the Qualified Entity's area of responsibility that can feasibly and efficiently be used by students in grades 9 through 12.
- (38) “Sub-Recipient” means any entity that has entered into an agreement with a Recipient in order to complete one or more tasks specified in the agreement between the Agency and the Recipient.
- (39) “These Rules” means OAR Chapter 732 Divisions 40, 42, and 44.
- (40) “Transportation District” means a district organized under ORS 267.510 to 267.650.
- (41) “Tribal Enterprise” means a commercial activity or business managed or controlled by an Indian Tribe.
- (42) "Work Group" means a subcommittee formed by a Qualified Entity's Governing Body or Advisory

Committee for the purpose of providing additional input on STIF Formula Fund projects.

**STATUTORY/OTHER AUTHORITY:** ORS 184.619, ORS 184.658, ORS 184.761

**STATUTES/OTHER IMPLEMENTED:** ORS 184.751-184.766

### **OTHER DEFINITIONS FOR THE ADVISORY COMMITTEE REPRESENTATION**

- (1) “Areas of High Percentage of Low-Income Households” shall mean geographic areas within Morrow County which are determined to have a high percentage of low-income households. Pursuant to OAR 732-040-0035(2)(a)
- (2) “Bicycle and Pedestrian Advocates” shall be individuals representing either organizations or standing committees associated with local governments within Morrow County which advocate for and promote bicycle and pedestrian-related issues, goals, projects, or interests, or which exist to advise local government elected officials on matters related to bicycle and/or pedestrian traffic safety and enforcement, pathways and travel lanes, project planning and development, and promote public events.
- (3) “Commissioners” or “The Commissioners” shall mean the Morrow County Board of Commissioners.
- (4) “Committee” or “The Committee” shall mean the Morrow County Public Transit Advisory Committee. Outside of these Bylaws, this Committee may commonly be referred to as “Morrow County Public Transit Committee”
- (5) “Employer Representative” shall mean any employee, supervisor, manager, or owner of a business enterprise legally operating within the boundaries of Morrow County
- (6) “Environmental Advocates” shall be individuals representing either organizations or standing committees associated with local governments in Morrow County which advocate for any of a wide range of environmental issues, goals, projects, or interests, or which exist to advise local government elected officials on matters related to the environment or to environmental features of public property.
- (7) “Local Government Representative” shall mean an employee of a County, municipal, or special district governmental organization formed and organized under the Oregon Revised Statutes and operating within the jurisdictional boundaries of Morrow County.

- (8) “Low-Income Individuals” or “person with low-income” shall mean individuals with an income at or below 150% of the Federal Poverty Level for the size of family including children and dependents.
- (9) “Major Destinations” shall mean a well-known and commonly recognized destination within Morrow County, which may either be at one physical location (ex. Morrow County Historical Museum) or a group of destinations located within an industry (ex. Local wineries or craft beer breweries.) A “Representative of Major Destinations” may be an employee, manager or owner of a destination or representing a destination industry group or a member of an organization which promotes tourism with Morrow County generally.
- (10) “Non-Profit Public Transportation Service Provider Representative” shall mean a representative of a non-profit transportation service engaged in providing public transportation service with the County, regardless of whether or not this entity receives public transportation funding.
- (11) “Person(s) living with Disabilities” shall mean individuals with disabilities which limit or constrain any aspect of their daily life, and may include, but is not necessarily limited to, physical, intellectual, cognitive, developmental, and /or emotional disabilities.
- (12) “Persons with Limited English Proficiency” shall be persons as defined in Morrow County’s Limited English Proficiency Plan adopted by the Board of Commissioners, who did not speak English as their original language and who may have limited proficiency in either speaking or understanding written or spoken English, or both.
- (13) “Public Transportation Service Provider Representative” shall mean a representative of a publicly managed transportation service engaged in providing public transportation services with the County.
- (14) “Representative of Educational Institutions” shall mean a person who is employed by or on the Board of Directors of a K-12 public school; chartered or state-licensed private K-12 school, community college, university, private college, or trade school operating within the jurisdictional boundaries of Morrow County.
- (15) “Representative of Low-Income Individuals” shall be a person representing the needs of low-income transportation system users, and who is familiar through association with groups or individuals with special transportation needs of low-income users.
- (16) “Representative Person(s) living with Disabilities” shall be a person representing the needs of disabled transportation system users, and who is familiar through association with groups or individuals, or facilities serving persons with disabilities, is familiar with the special transportation needs of disabled users.

- (17) “Representative of Persons with Limited English Proficiency” shall be someone representing the needs of transportation system users with limited English proficiency, and who is familiar through association with neighborhood groups, local school groups, social services or non-profit agencies, with the transportation needs of limited English proficiency users.
- (18) “Senior” or “Elderly” shall mean persons sixty (60) years of age or older. A “Senior Representative” shall be someone, who may also be a senior, representing the needs of elderly transportation system users, and who is familiar through association with groups or individuals, or facilities serving seniors, with the special transportation needs of elderly users.
- (19) “Social and Human Service Provider Representative” shall mean a representative of a social services, human services, or health services agency operating within Morrow County. Said agency may be a public agency, a non-profit agency, or a not-for-profit institution such as a health center.
- (20) “Social Equity Advocates” shall be individuals representing either organizations or standing committees associated with local governments within Morrow County which advocate for equity for groups of persons who may be disadvantaged due to but not limited to ethnicity; income or other economic circumstances; limited English proficiency; homelessness; citizenship status; gender identity; sexual orientation; or which exist to advise local government elected officials on matters related to equity.
- (21) “Transit Dependent User” shall mean an individual who is dependent on public transportation for mobility due to economic reasons or due to other special transportation needs.

## Article 4

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### Function

Section 1. Purpose: The Committee shall assist the Commissioners in tasks and duties supporting local and regional transportation services funded through the State Transportation Improvement Fund (STIF) and allocated to Morrow County, for distribution to Public Transportation Service Providers within and adjacent to Morrow County. **The Committee's functions also include promoting and educating the public on the acceptance and usage of the transit system.**

Section 2. Major Tasks: The Committee shall have four major tasks. These are:

- (a) Reviewing and advising staff on the development of the local STIF Plan, consistent with the guidelines promulgated by State administering agencies;
- (b) Reviewing all projects proposed for inclusion within the STIF Plan, and prioritizing the approved projects, including the funding level for each project to be included within the STIF Plan;

- (c) Developing a process for monitoring and evaluating projects to ensure that Public Transportation Providers that have received funds are applying the funds in accordance with and for the purposes described within their project proposal;
- (d) As and if requested, and in the manner directed by the Commissioners, reviewing and advising staff on the methodology for distribution of STIF Formula Program monies allocated to Morrow County;

Section 3. STIF Plan Duties: The Committee shall perform the tasks consistent with the administrative requirements set forth under OAR Chapter 732, Division 040, as defined by Morrow County:

- (a) Hold public meetings to assist and advise staff with the development of the County's local STIF Plan, including components of the Plan developed by or for other Public Transportation Service Providers within the County;
- (b) Review every project proposed for inclusion in the County's STIF Plan and make a determination whether to recommend inclusion or rejection of the project for the STIF Plan;
- (c) Advise and assist staff by recommending projects to be included in the STIF Plan; the priority of each project in the Plan; and the level of project funding to be included for each project, consistent with the County's allocation process for the distribution of Formula Fund moneys;
- (d) Consider the criteria established under OAR Chapter 732, Division 040 when identifying Projects for inclusion in the STIF Plan, including but not limited to; expanded service and frequency in areas with a high percentage of low-income households; improved service connections between communities; reduced fragmentation of service and closure of service gaps; maintenance of existing services; and other factors such as geographic equity;
- (e) Advise staff regarding the opportunities to coordinate STIF funded projects in the Plan with other local or regional transportation programs and services;
- (f) Recommend to the Board of Commissioners a STIF Plan which includes the prioritization of projects proposed for funding within the Plan;
- (g) Develop processes for review and monitoring of ongoing funded projects and local Plans, which may include reporting and site visits to local public transportation providers receiving STIF project funding;
- (h) If appropriate, propose changes to policies or practices to ensure

that the Public Transportation Service Provider has applied the monies received in accordance with and for the purposes described in the STIF Plan or project proposal, and that the project does not unduly fragment the provision of public transportation services.

## ARTICLE 5

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### Membership

Section 1. Number, Qualifications, and Selection of Members: The Committee shall consist of no less than five (5), and no more than nine (9) members, appointed directly by the Commissioners, as follows:

- a) To be qualified to serve on the Committee, an individual must:
- Reside or work in Morrow County and;
  - Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from the County and be a person who is a member of or represents one or more of the following:
    - local governments, including land use planners;
    - people with disabilities;
    - veterans;
    - low-income individuals;
    - social equity advocates;
    - environmental advocates;
    - black, indigenous, and people of color;
    - bicycle and pedestrian advocates;
    - people with limited English proficiency;
    - public health, social and human service providers;
    - transit users who depend on transit for accomplishing daily activities;
    - individuals age 65 or older;
    - educational institutions;
    - Public Transportation Service Providers;
    - non-profit entities which provide public transportation services;
    - neighboring Public Transportation Service Providers; employers;
    - or
    - major destinations for users of public transit.
- b) If a Qualified Entity is a county with a population fewer than 50,000 persons, then its Advisory Committee, or the joint Advisory Committee in which it participates, must include at least three members who collectively represent each of the groups listed in 732-040-0035(6) (a-d).

1. low-income individuals;

2. individuals age 65 or older;
3. people with disabilities; and
4. Public Transportation Service Providers or non-profit entities which provide public transportation services.

c) The Commissioners will seek to appoint Committee members who represent the diverse interests, perspectives, geography, and demographics of the County. Consideration may also be given to individuals within these categories who are users of public transportation services provided within the County.

**Section 2. Alternate Members:** the second group of nine shall comprise the alternate voting members who may stand in as voting members if their designated voting member is absent. This group shall be selected in the same manner as the voting members using the same criteria for geographic location.

**Section 3. Ex Officio Members:** The Committee may additionally consist of any of the following ex officio members, appointed by the Board of Commissioners as follows:

One (1) County representative;

Any additional representatives which the Board of Commissioners deems appropriate.

**Section 4. Terms of Office:** Terms shall be three (3) years. Any member may serve two (2) successive terms if reappointed by the Board of Commissioners. Terms begin on July 1 and end on June 30. Terms shall be staggered, with either two or three members' terms expiring each year.

**Section 5. Member Responsibilities:**

1. All Committee members shall regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed, and shall fulfill other duties as appointed by the Chairman.
2. Meeting attendance is mandatory unless previously arranged with the County Transportation Coordinator, alternates are permitted to vote in such cases.
3. All Committee members shall come prepared to achieve meeting objectives described in the published agenda, focus on the agreed scope of the group operation, and listen to and appreciate a diversity of views and opinions.

**Section 6. Termination of Membership:**

The Board of Commissioners may remove Committee members by a majority as follows:

- (a) The Board of Commissioners may declare a member's position vacant

when the member has had three (3) unexcused absences in one year or no longer meets a membership requirement;

- (b) For cause following a public hearing, for reasons including, but not limited to the commission of a felony, corruption, intentional violation of open meetings law, failure to declare a conflict of interest, or incompetence

Section 7. Vacancies: The Board of Commissioners shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

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## ARTICLE 6

### Officers

The following officers shall be elected from the Committee members during the first meeting of each calendar year:

- Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called.
- Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

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## ARTICLE 7

### Subcommittees

Section 1. Creation of Subcommittees: The Committee shall have the power to create subcommittees with such responsibilities as the Committee directs.

Section 2. Naming of Subcommittees: The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person.

The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

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## ARTICLE 8

### Advisors

The Committee and the subcommittees may call on lay citizens and professionals as advisors without voting rights to provide technical assistance,

expert guidance and advice, data support and analysis, provide information for and testify in deliberations, and attend meetings to the extent deemed appropriate and approved by the Committee and the Chair.

Calling of advisors by the Committee will be coordinated by the Chair or subcommittee chairs through County staff assigned to the Committee.

## ARTICLE 9

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### Meetings

Section 1. Regular Meetings: Meetings shall be held a minimum of two times per year, as required by statute, but may be held more frequently to carry out the purposes of the Committee. These meetings shall be held in publicly accessible facilities and shall take place during transit operating hours, to facilitate the attendance of interested individuals. Attendance may be achieved by being in person or available by phone or other electronic means.

Section 2. Special Meetings: Special meetings may be called by the Chair or by the Board of Commissioners by giving the members and the press written or verbal notice at least 24 hours before the meeting.

Section 3. Quorum: A simple majority of the appointed, and filled, voting membership shall constitute a quorum. All business conducted with a majority vote of the quorum shall stand as the official action of the Committee.

Section 4. Voting: Each Committee member, except ex officio members, shall have one vote. In the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting. A Committee member shall not vote on any funding decision in which they are an applicant for funds.

Section 5. Staff: Administrative staff to the Committee shall be determined by the Commissioners in consultation with the County Administrator. Staff for recording the proceedings of the Committee shall also be provided by the County.

Section 6. Agenda: The Chair, with the assistance of the County-provided staff, shall prepare the agenda of items requiring Committee action, and shall add items of business as may be requested by individual Committee members and/or the Board of Commissioners. Agendas of all meetings shall be posted in advance as required under existing County policy and filed with the Commissioners.

Section 7. Notice: All members shall be given written notice of time, date, location, and purpose of the meetings at least three (3) days before a regular Committee meeting, and written or verbal notice one (1) day before a special meeting. In the event a member is provided with less than three (3) days written notice of a regular meeting, or less than one (1) day actual notice of a special meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next

regular meeting or at a special meeting called with adequate notice.

Section 8. Minutes: Minutes recording all motions and subsequent actions for each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be posted following all meetings as required under public meeting laws.

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## ARTICLE 10

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### **Public Records & Meeting Law and Public Engagement**

Section 1. Public Records and Meeting Law: The Committee is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to Oregon public records and meetings. Pursuant to OAR 732-040-035(2)(b), written copies of Committee agendas, minutes, and By-laws shall be made available to the public for a period of no less than six (6) years.

Section 1. Public Engagement: Pursuant to OAR 735-040-0035, the Committee shall strive to seek public engagement in all its deliberative processes, with particular regard to the selection of projects for inclusion and funding in the County STIF Plan

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## ARTICLE 11

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### **Parliamentary Procedure**

The current edition of Robert's Rules of Order shall govern the Committee where not inconsistent with these By-laws or any special rules of order the Committee shall adopt.

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## ARTICLE 12

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### **Conflict of Interest**

A potential or actual conflict of interest shall be declared by any member who has or may have a conflict of interest as defined by Oregon law (ORS 244.020), prior to taking any action on the matter causing the conflict. No member shall vote upon any motion which requires a declaration of an actual conflict of interest.

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## ARTICLE 13

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### **By-Laws and Amendments**

Section 1. By-laws: The Committee shall maintain written By-laws pursuant to OARS 732-040-035 that include, but are not limited to, name and purpose, committee membership criteria, appointment process, terms of office for the

committee members, general procedures of the committee, member duties, meeting schedule, public noticing requirements and engagement processes, and the STIF Plan development process and general decision-making criteria.

Section 2. Review of By-laws: The Committee shall periodically review its By-laws and update them as required, but no less frequently than every three (3) years. Committee By-laws will be reviewed by the County Counsel and presented to the Commissioners for adoption. The Commissioners may also elect to review Committee By-laws at any time.

Section 3. Amendments: Committee By-laws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the appointed and filled membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.