

- (f) Cause to be made a record of the proceedings of the Commission and Board and preserve the same in the headquarters office;
- (g) Give notice of all meetings;
- (h) Make recommendations on programs, policies, and activities of the Commission;
- (i) Exercise general supervision under the direction of the Commission of all the Commission programs and activities;
- (j) Have immediate charge of the headquarters office and personnel.

SECTION 5 - Executive Staff: The executive staff of the Commission shall consist of President/CEO and such other staff members as may be designated by a majority vote of the Board from time to time.

ARTICLE V COMMITTEES

SECTION 1 - The Commission may, from time to time and as deemed necessary, delineate committees, special committees, and task forces to carry out its initiatives. Each committee, special committee, or task force shall consist of persons from each interested state and province, nominated by the Chair of the delegation and appointed by the Chair. Each state shall be entitled to one vote on each committee, special committee and task force. In addition, the Chair of each committee, special committee or task force may arrange for associates or advisors, without payment of compensation or expenses to the same unless authorized by the Commission, to assist the committee, special committee or task force and participate in its deliberations and discussions without power to vote on recommendations.

SECTION 2 - The committees, special committees, and task forces shall conduct studies and research, prepare memoranda and reports in their assigned fields and on that basis make recommendations to the full Commission for specific action to be taken in a particular field. Any and all action on legislative recommendations of a committee, special committee or task force other than discussion, study and voting will be made only with the approval of the Commission.

SECTION 3 - Each committee, special committee or task force shall meet as needed to conduct assigned duties. Through its Chair, or the Chair's designee, each committee, special committee or task force shall periodically submit a written report to the Commission at regular annual meetings of the Commission or at other times as deemed appropriate. Recommendations by the committees, special committees and task forces calling for action by the Commission shall be received in writing by the Chair of the Commission and the President/CEO at least one month prior to the date of the meeting of the Commission at which such action is to be sought, unless special permission is granted by the Commission Chair for a late report.

ARTICLE VI MEETINGS

SECTION 1 - Annual and semiannual meetings: The Commission shall meet at least twice annually. The annual meeting normally shall be held during the month of October; the semi-annual meeting normally shall be held during the second half of the fiscal year (January – June). The Chair shall consider recommendations and invitations of Commissioners in selecting meeting locations, and views on conditions which tend to override the normally established meeting dates.

SECTION 2 - Notice: The President/CEO shall mail notice in writing of the time and place of each regular meeting of the Commission to each member not later than 60 days prior to the date of the meeting.

SECTION 3 - Special meetings: Special meetings of the full Commission may be called by the Chair to be held at times and places identified in an official call for such meetings.

SECTION 4 - Order of business and rules: The order of business which may be developed by Bylaws, tradition or ruling of the presiding officer of the Commission or Board may be changed at any meeting of the body proposing a change in its order of business by vote of a majority of members present, except as otherwise provided by the Compact or the Bylaws. The usual applicable parliamentary rules and precedents will govern all proceedings.

ARTICLE VII BUDGET AND FINANCE

SECTION 1 - All component states shall share equally in the expenses of the Commission. Each individual state shall bear the expenses of its Commissioners at Commission annual, semiannual and Board meetings. and such expenses shall not be paid out of funds in the Commission treasury.

SECTION 2 - In the case of committee, special committee or task force programs the Commission may authorize the payment of expenses of committee, special committee or task force members from Commission funds.

SECTION 3 - Financial remittances to the Commission by each member state shall be requested for each fiscal year. The amount of each remittance shall be determined by the Commission in accordance with Sections 1, 6, 7 and 8, this Article and Article V of the Compact.

SECTION 4 - The President/CEO shall, on a quarterly basis, prepare and submit to the Board a statement presenting the Commission's financial condition.

SECTION 5 - With the approval of the Board, the President/CEO may make transfers of funds within the approved budget of the Commission.

SECTION 6 - The budget of estimated expenditures referred to in Article V of the Compact shall be adopted by the Board prior to the relevant fiscal year, and presented at the next meeting of the Commission.

SECTION 7 - The budget of the Commission shall consist of two parts:

- a) The "general operating budget" shall include, but not be limited to funds remitted by each member state, Commission reserve funds and interest earned. Expenditures will normally include routine operating costs for the Commission.
- b) The "restricted fund budget" shall include income from projects, grants and other sources not considered as a routine revenue. Expenditures will normally be made to fund costs of the projects or grants incurred by the Commission. Transfers to pay Commission operating expenses may be made in accordance with grant or project authorization.

SECTION 8

- a) The President/CEO shall prepare a proposed annual budget for review and evaluation by the Board at least 45 days prior to the new fiscal year. The proposal shall include estimated income and expenditures for each part of the budget.
- b) The Board will make necessary changes to the proposal, will distribute a draft budget to the full Commission for review, and following consultation with the full Commission will adopt a final budget document. The general operating budget component shall be used to determine the financial remittance required by each member state. Only a majority vote by the full Commission shall authorize a change in a member state's required financial remittances.

SECTION 9 - Certain changes and alterations are expected to occur within the approved budget. These will be handled as follows:

- a) Changes in the general operating budget, not requiring a change in required member state remittances, may be made by majority vote of the Board or by a majority vote of the full Commission.
- b) Changes in the restricted fund budget, not amending the general operating budget, may be adopted by a majority vote of the full Board or by a majority vote of the full Commission.
- c) Changes in the budget, requiring alterations in the required member state remittance will only be authorized by majority vote of the full Commission.
- d) Changes in the budget requiring immediate action, where a Board or full Commission meeting is not possible, may be made by the President/CEO in consultation with the Chair or Vice Chair, as available. A subsequent report to, and ratification by, the Board or Commission, as appropriate, will be sought.

**ARTICLE VIII
AMENDMENT OF BYLAWS**

These Bylaws may be altered and amended at any regular meeting upon the affirmative majority vote of the Commission. However, no amendment may be considered at any such meeting unless the proposed amendment shall have been received by the Chair and President/CEO at least one month prior to the first day of the month of which said regular meeting shall be held. Immediately upon receipt of such proposed amendment the President/CEO shall refer it to the Board and shall send a copy thereof to each member of the Commission within fifteen days after the receipt thereof, together with notice of the date on which the proposed amendment will be acted upon by the Commission.

Bylaws as approved December 3, 1962; amended July 23, 1965; December 14, 1966; June 14, 1968; November 20, 1968; June 9, 1970; October 6, 1971; June 19, 1973; May 28, 1982; October 7, 1983; March 13, 1986; March 5, 1993; October 15, 2002 and October 7, 2008.