

Chair upon notice to the Membership of not less than fourteen (14) days. The State Chair shall be notified by certified mail.

**3.3 Special Meetings.**

**3.3.1** The County Executive Committee shall hold a special meeting at a place, time, and date designated by the Chair upon notice to the Membership of not less than fourteen (14) days.

**3.3.2** The County Executive Committee shall hold a special meeting at a place, time, and date designated in a written petition signed by not less than twenty-five percent (25%) of the Elected Membership. Upon presentation of such a petition, the Secretary shall give notice of such a meeting to the Membership of not less than fourteen (14) days.

**3.4 Presiding Officer at Meetings.** The Chair, or in the Chair's absence the First Vice Chair, shall preside over regular and special meetings of the County Executive Committee, call the Membership to order and, upon appearance of a quorum, proceed to business.

**3.5 Quorum.** ~~Twenty-five~~ **Thirty** percent (25~~30~~%) of the total membership. ~~if total membership of 300 or more; forty percent (40%) of the total membership if total membership is 299 or less.~~

**Section 4. Steering Committee.**

**4.1 Composition.** There shall be a Steering Committee composed of the officers of the County Executive Committee, the Parliamentarian, the Sergeant-at-Arms, the General Counsel, the Chairs of Standing Committees, a representative from each Caucus chartered in Miami-Dade, and a representative from each Club chartered in Miami-Dade that has satisfied the requirements in Article II, Section 5.9.

**4.2 Duties.** The Steering Committee shall supervise, administer, and control the policies and affairs of the County Executive Committee and make decisions between meetings not inconsistent with these Bylaws and policies set by the County Executive Committee. It shall set salaries.

**4.3 Management of Affairs.** The Steering Committee shall be the operating and management committee of the County Executive Committee.

**4.4 Officers.** The officers of the County Executive Committee shall be the officers of the Steering Committee.

**4.5 Operate According to Bylaws.** The Steering Committee shall operate in accordance with the Bylaws of the County Executive Committee.

**4.6 Meetings.** The Steering Committee shall meet at the call of the Chair, or within fifteen (15) days after petition of a majority of the members of the Steering Committee, provided the Steering Committee shall meet at least once every three (3) months.

**4.7 Approval of Actions.** All actions of the Steering Committee shall be subject to approval by the County Executive Committee as to all matters where authority has not been delegated to the Steering Committee.