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## **EXECUTIVE COMMITTEE**

### **DUTIES**

This Committee shall have power to direct and transact all business of the Corporation which properly might come before the Board of Directors, except such as the Board only, by law, is authorized to perform. The Committee shall keep minutes of its proceedings and shall report its actions to the next succeeding meeting of the Board of Directors.

### **QUORUM**

Majority

### **FREQUENCY OF MEETINGS**

Meets on call of the Chairman of the Committee or of the Chief Executive Officer. The CEO shall be responsible for scheduling, preparation of agenda, and handling such other matters as may be necessary for the proper conduct of the meeting.