

# **YCCC Health & Safety Committee**

## **Purpose**

The Health & Safety Committee has been established to help provide a safe, secure and hazard free building and grounds for all who work, attend classes or visit York County Community College.

## **Scope of Work**

The committee is responsible for reviewing and recommending policies and procedures related to the College's health and safety. The following items are included in the scope of the Health & Safety Committee.

- Health and safety education of staff and students
- Health and safety training of staff and students
- Security procedures
- Safety drills
- A forum where health and safety issues are discussed

## **Level of Authority**

The Health & Safety Committee is responsible for making recommendations of the above items consistent with established Federal and State regulations to the College Council for submission to the President for final approval. The President, who has ultimate responsibility for administration of the College, has final authority on actions recommended by the Health & Safety Committee.

## **Bylaws of the Health & Safety Committee**

### **Article 1: Membership:**

#### **Section 1: Composition**

Membership of the Health & Safety Committee should include representatives from all groups that represent the college. Voting members of the committee include the following:

- One Facilities representative appointed by the Manager of Facilities
- Two Faculty representatives elected by the Faculty Senate
- Three Staff representatives elected by the Staff
- One Student representative elected by the Student Senate

## **Section 2: Selection of Health & Safety Committee Members**

Selection of standing committee members will be by vote from within each group listed in Article 1, Section 1.

## **Section 3: Duties and responsibilities of Health & Safety Committee Members**

- Be an involved, active and informed committee member.
- Attend monthly meetings and participate in discussions and actions.
- Abide by the meeting ground rules.
- Review current health and safety procedures.
- Recommend new health and safety procedures.

## **Section 4: Terms**

Health & Safety Committee Members shall serve for one year. There is no limit on the number of terms one may serve.

## **Section 5: Attendance**

Regular attendance at Health & Safety Committee meeting is strongly encouraged.

## **Article II: Officer of the Standing Committee**

**Section 1:** The Chair is elected by majority vote of the voting members of the Health & Safety Committee.

## **Section 2: Duties and responsibilities of the Chair**

- Review, set and publish the agenda for each committee meeting.
- Respond to originators of agenda items, as necessary.
- Ensure that the order of business is followed.
- Attempt to ensure that all committee seats are filled.
- Assign duties to other committee members as appropriate.
- Publish minutes of each committee meeting.
- Be a voting member of the committee only to break a tie.
- Report to College Council and others as necessary.

## **Section 3: Terms**

The Chair of the Health & Safety Committee will serve for one year. There is no limit on the number of terms one may serve.

#### **Section 4: Vacancies**

In the event that the Chair becomes vacant, a new Chair is elected by the voting committee members.

### **Article III: Health & Safety Committee Meeting**

#### **Section 1: Regular Meetings**

The Health & Safety Committee Meetings are scheduled for at least one meeting a month during the academic year.

#### **Section 2: Quorum**

A quorum is four members of the seven-member committee. The Health & Safety Committee will meet with a quorum present to discuss subject matter.

#### **Section 3: Discussion**

In the interest of time and efficient decision-making, discussion of agenda items is restricted to members of the committee. Visiting members of the college community may not participate in the discussion of agenda items unless invited by the Chair.

#### **Section 4: Meeting Access**

In accordance with State of Maine open-meeting law (MRSA Sec, 403) standing committee meetings are open to the public.

#### **Section 5: Voting Procedure**

Decisions are made by majority vote, after establishing a quorum. Voting is conducted by a show of hands or by ballot as requested.

#### **Section 6: Order of Business**

- Roll Call
- Approval of minutes of previous meeting
- Review of the agenda
- Unfinished business
- New Business
- Announcement
- Adjournment

#### **Article IV: Operational Procedures**

The Health & Safety Committee will use Sturgis' Standard Code of Parliamentary Procedure, as needed, to facilitate the transaction of business and to maintain cooperation and collegiality.

#### **Article V: Standing Rules**

##### **Section 1: Agendas**

Agendas are set and published in a timely manner before the committee meeting. Items for discussion must be submitted (written, e-mail or verbally) three days before the committee meeting.

The Committee Chair will review all agenda items and determine if they are within the scope of the committee's authority. If the item is not to be included on the committee agenda, the Committee Chief will return the request to the originator with the reason for not including the item. The originator may appeal the decision with the Committee.

According to parliamentary procedure, the committee may modify the agenda at the opening of a meeting.

##### **Section 2: Minutes and the Duties of the Recorder**

The recorder for the Health & Safety Committee shall be a volunteer. In the event that there is no volunteer, a recorder will be appointed by the senior administrator for the operational area. The recorder will take accurate minutes of committee meetings and will publish approved minutes to the committee webpage. The recorder will also maintain the committee's binder of print and electronic documents.

##### **Section 3: Year-To-Date-Reports**

The Health & Safety Committee will maintain an ongoing Year-To-Date Report to record the recommendations forwarded to the President, and their outcomes.

##### **Section 4: Communication**

The Health & Safety Committee will maintain the minutes of its meetings and its Year-To-Date Report as a hard copy in the Health & Safety Manager's office. The documents will also be made available to the college in an electronic format.

## **Article VI: Code of Conduct**

### **Vision:**

- Commit to achieving the college's mission by embracing the institution's vision and core values

### **Trust:**

- Promote mutual respect and trust by expecting the best from other Health & Safety Committee members
- Uphold and expect the highest standards of performance and behavior
- Act honestly and in good faith; be intentional in avoiding behavior that can undermine goodwill
- Learn how to disagree vigorously while preserving a working relationship that values diverse viewpoints
- Trust that knowledge and expertise are valued and relevant to the governance process

### **Accountability:**

- Devote knowledge and expertise as well as the necessary time, energy and study to the duties and responsibilities of governance
- Make every effort to participate in the voting process, avoiding abstention; it is understood that a vote is based on all available facts in each situation
- Abide by and uphold the final majority decisions
- Be courageous in identifying the real problems and discussing them candidly

### **Communication:**

- Actively seek and provide regular feedback to the YCCC community
- Welcome and encourage active participation by all members of the college community
- Actively seek any appropriate information regarding the topics at hand

### **Empowerment:**

- Bring collective wisdom to bear on institutional problems
- Be an informed and active participant