

**CALIFORNIA WATER ENVIRONMENT ASSOCIATION
SAFETY COMMITTEE**

STANDING RULES

The Safety Committee is a Standing Committee of the California Water Environment Association, hereinafter referred to as the Association, with a Board of Directors, hereinafter referred to as the Board.

1.0 MISSION STATEMENT

- 1.1 The Committee's mission is to promote safety in the work place through the administration and coordination of the educational safety programs conducted by the Association, and through the support of local section safety functions and the Technical Certification Program.

2.0 OBJECTIVES

- 2.1 The Committee is responsible for coordinating Safety related programs with the program Committees of the annual and regional training conferences.
- 2.2 The Committee is responsible for planning and organizing other such seminars or meetings to promote the mission of the Committee.
- 2.3 The Committee will receive the Safety Award applications submitted by the Local Sections, complete a review and selection process, and submit suggested award recipients to the Board.
- 2.4 The Committee will support the Water Environment Federation's Safety and Security Committee,

3.0 MEMBERSHIP

- 3.1 The membership of the Committee includes voting and non-voting members. The five voting members, also referred to as "Directors", shall consist of the following: Immediate Past Chair, Chair, Vice-Chair, Secretary, and Director. These members vote on all Safety Committee issues. All voting members (Directors) of the Committee shall be members of the Association.
- 3.2 Non-voting members of the Committee include a representative from each Local Section, usually designated to the member serving as the Chair of the Local Section Safety Committee, and other Active, Corporate, or Association Members interested in forwarding the mission of the Committee. These individuals are encouraged to attend and participate at the annual business meetings, however, they are not entitled to vote on Committee issues.
- 3.3 The Board President shall appoint the Chair and Vice Chair (if required) of the Committee to a one-year term within thirty (30) days after the annual business

meeting. The Board President may appoint a replacement for the Committee Chair in cases where he/she cannot fulfill his/her full term.

- 3.4 No Chair may serve more than two (2) consecutive terms.
- 3.5 The Committee shall submit to the Board President-Elect by the first of March the name of a nominee to serve as chair of the Safety Committee.
- 3.6 The Chair shall have the right to attend meetings of the Board with full privilege of discussion on matters involving the work of the Safety Committee.
- 3.7 In the event that a Committee member's plant or agency is nominated by their local section for the safety award, the Committee member shall not be allowed to judge the category in which the member's plant or agency is entered.

4.0 DUTIES AND FUNCTIONS

- 4.1 Chair
 - 4.1.1 General supervision of the affairs of the Committee.
 - 4.1.2 Preside over Committee meetings.
 - 4.1.3 Appoint Sub-Committees as required.
 - 4.1.4 Submit a quarterly report to the Executive Director for presentation to the Board. The Committee report will contain activities, recommendations or other information of importance relating to the activities of the Committee or the Association.
 - 4.1.5 Assign committee members to submit articles to the "Bulletin".
 - 4.1.6 Appoint Safety session chair for the Annual Conference, and ensure moderators and room monitors for safety sessions are assigned.
 - 4.1.7 Liaison to Directors and their Regional Training Conference duties.
 - 4.1.8 Attend Regional Committee Meetings (shared duty with Vice Chair).
 - 4.1.9 Liaison to Local Sections hosting Safety Day Conferences
 - 4.1.10 Develop and submit Safety Committee budget and other required documents to the Board in a timely manner.
 - 4.1.11 Coordinate with Vice Chair to act on behalf of Chair in the event of absence or inability to attend scheduled meetings/events.
- 4.2 Vice-Chair
 - 4.2.1 Serve as acting Chair at Committee meetings and Association meetings when the Chair is unable to attend.
 - 4.2.2 Serve as Safety session chair for Regional Training Conferences.
 - 4.2.3 Serve as liaison to Directors for their assigned Conferences.
 - 4.2.4 Attend Sub-Committee meetings as directed.
 - 4.2.5 Attend Regional Committee Meetings as requested by Chair.
 - 4.2.6 Submit Committee position nominations to the Board and make arrangements for installation and appreciation honors.
 - 4.2.7 Chair the Sub-Committee to review and update the Safety Award Application form and submit to CWEA Membership and External Relations Board Committee.

- 4.3 Secretary
 - 4.3.1 Take, publish, and distribute the minutes of all Safety Committee meetings in a timely manner.
 - 4.3.2 Serves as moderator and Committee representative when directed by the Chair.
 - 4.3.3 Recruits replacement for their position when directed by the committee.

- 4.4 Director
 - 4.4.1 Serve as backup to Secretary to take, publish and distribute the minutes of Safety Committee meetings.
 - 4.4.2 Serves as moderator and Committee representative when directed by the Chair.
 - 4.4.3 Recruits replacement for their position when directed by the committee.
 - 4.4.4 Maintain (update) speaker list for Safety Committee training and conferences.

- 4.5 Immediate Past Chair
 - 4.5.1 Serves as mentor for the Incoming Chair.
 - 4.5.2 Serves as Historian for the Safety Committee.
 - 4.5.3 Chair the Award Sub-Committee to review the Plant Safety Award applications submitted from the Local Sections.
 - 4.5.4 Manage the application review process within the Sub-Committee. This includes coordinating the distribution the applications to the judges, developing the evaluation timeline and criteria, hosting the evaluation meeting of the judges, and compiling agency scores.
 - 4.5.5 Coordinate plant site visits for top candidates for State awards.
 - 4.5.6 Provide the Board (through the Chair) information on the winning agencies.
 - 4.5.7 Submit the Burke Award winner to the Board and arrange for the representative agency to provide a presentation at the following year Annual Conference breakfast meeting.

5.0 OPERATING PROCEDURES

- 5.1 The Committee shall comply with all procedural requirements established by the Board.
- 5.2 The Committee shall hold its annual business meeting at the annual conference and shall hold a minimum of three additional meetings throughout the year. These meetings may be coordinated in conjunction with a regional conference or may be accomplished through a telephone conference call.
- 5.3 Neither the Committee nor its members shall represent or purport to represent any official position or policy statement of the Association without prior approval of the Board.
- 5.4 All matters of decision by the Committee shall be decided by majority vote of all Directors present. A minimum of three (3) Directors shall constitute a quorum for action items requiring a majority vote.
- 5.5 The Committee shall submit a budget to the Board, following the policies and procedures of the Association. The Executive Director will conduct all financial

transactions through the Association Treasury. The Committee may not retain an independent bank account unless authorized by the Board.

- 5.6 The Committee shall pursue activities such as meetings, seminars, conferences, publications, and newsletters that would promote activities and training related to the mission of the Committee.
- 5.7 The Committee shall coordinate with the Annual, Northern, and Southern Regional Conference Program Committees and other CWEA sanctioned Safety Conferences to facilitate safety training programs.
- 5.8 The Committee shall coordinate with the Operations Challenge Chair and provide judges and other assistance for the safety event.
- 5.9 The Committee shall host a safety breakfast at the annual conference for the purpose of recognizing all safety award applicants and to introduce the outgoing and incoming Safety Committee Directors.

6.0 BOARD LIAISON

- 6.1 The Association President shall appoint a primary contact as Board Liaison to the Committee within thirty (30) days following the annual business meeting.
- 6.2 The Board Liaison shall attend, when possible, all Committee meetings and serve as a representative of the Board.

7.0 AMENDMENTS

- 7.1 Amendments to these Standing Rules may be proposed by a majority of the Committee Directors. All proposed amendments shall be referred to the Association Membership and External Relations Board Committee for certification as to being in conformance with the Constitution and Bylaws of the Association. Amendments to the Standing Rules shall be considered adopted with the approval of the Board.

ACCEPTANCE BY COMMITTEE: _____ **DATE:** _____
John Chadwell, Chair

APPROVED BY CWEA: _____ **DATE:** _____
President

ATTESTED: _____ **DATE:** _____
Executive Director