

The Evergreen State College Health and Safety Committee (HSC) Bylaws

Mission: HSC seeks to create and promote a safe and healthy campus for students, staff, faculty, neighbors, and visitors so as to reduce rates of preventable injury and illness as mandated by WAC 296-800-130.

Vision: HSC envisions facilitating the highest levels of health and safety for everyone on campus. Through the committee's work, Evergreen will foster a strong culture of safety awareness, proactively identify and resolve safety threats, and encourage health and wellness.

Values: HSC believes the campus community and the general public have the right to a healthy, safe campus environment, and share responsibility for maintaining it. Health and safety are fundamental elements of a successful educational institution, requiring proactive awareness and communication. Collaboration, inclusion, representation and equity are essential to the HSC's approach to identifying and resolving health and safety threats.

Given these values, HSC will ensure evidence-based recommendations, a safety management process that is timely, transparent and informed by broad community participation.

Charging Authority: HSC reports to the Vice President for Finance and Operations.

ARTICLE I

Membership: The Committee will be comprised of no fewer than ten (10) voting members and no more than twenty (20). Representation will be as follows:

- 1) No fewer than sixty percent of voting members will be employee-elected.
 - a. Employees eligible to be employee-elected members may be nominated by employees, employee-elected members of the committee, a bargaining representative, or the chief steward. Employee-elected members will be elected by a majority vote of the employee-elected members of the committee, or by a union vote if one is held.
 - b. Any employee of The Evergreen State College is eligible to be an employee-elected member.
 - c. If there is an employee-elected member vacancy which bring total voting membership below ten (10) or below 60% employee representation, OR leaves an area of campus unrepresented, a new member must be appointed as soon as possible, preferably prior to the next scheduled meeting.
- 2) No more than forty percent of members will be employer-selected.
 - a. The charging authority will appoint employer-selected members.
 - b. The charging authority may defer employer-selected appointments to the committee, which will follow the process outlined in 1a, above.
 - c. The charging authority is obligated to appoint a student representative, selected by the Geoduck Student Union, to one (1) of their employer-selected positions.
- 3) The Safety Manager will serve as ex officio (non-voting).

Resignation: A member may give notice of resignation from the HSC in writing to the Chair, with the expectation that the member gives one month's notice.

Officers: The Committee will elect a Chair and Co-Chair.

Non-voting Membership: Evergreen staff, faculty, and students may attend meetings.

Quorum: A quorum is defined as at least sixty percent of the voting members. A quorum must be present for official action to be taken. A simple majority vote constitutes approval.

ARTICLE II

Terms of membership: A term is one (1) year. Terms will be staggered so all members do not change at one time. At the end of a term a member may be reappointed or reelected, following the procedures in Article I, Sections 1 and 2, above. [Offices held within the committee (Chair, co-chair, sub-committee chair) will serve a term of one year and may be re-elected. No officer will serve more than two terms consecutively]. Vacancies will be filled in accordance with ARTICLE I.

Membership Responsibilities: Each voting member is responsible for and agrees to:

- 1) Attend all HSC meetings. Any member unable to attend a meeting will notify the Chair.
 - a. Members may not miss more than three (3) meetings per term. Proxies may be assigned to attend meetings by that absent member. Proxies have the right to take part in discussions and vote.
 - b. Members may not have more than one unexcused absence.
- 2) Update their constituencies on pertinent HSC information and advocate for safety.
- 3) Review and contribute to minutes.
- 4) Engage in development opportunities related to HSC.
- 5) Vote.
- 6) Members may be asked to vacate the committee if they are not able to fulfill membership responsibilities.

Chair Responsibilities: Upon election, The Committee Chair will serve for the remainder of their term and agrees to the following:

- 1) Prepare agenda.
- 2) Facilitate monthly meeting.
- 3) Announce membership vacancies to appropriate constituency groups for appointment.
- 4) Assign Record Keeper to ensure meeting minutes are taken and that approved minutes are published three (3) days after subsequent month's meeting.
- 5) In the event of the Chair's absence, the Co-chair will assume these responsibilities.

Co-Chair Responsibilities:

- 1) Maintain records of member terms.
- 2) Maintain HSC calendar, invites, space scheduling and publish agenda three (3) days prior to meeting.

ARTICLE III

Meetings: Meetings will be held the first Wednesday of each month. If this falls on a holiday, the meeting will be the following Wednesday. Meetings will be scheduled for ninety (90) minutes and may be modified by majority vote by HSC.

Agenda: Items for the agenda are to be submitted to the Chair and Co-Chair no later than seven (7) days prior to the scheduled meeting. Agenda items will be distributed to HSC and made available to campus community online at least three (3) days prior to the scheduled meeting.

Minutes: Minutes will be detailed, time-oriented, succinct and observant of privacy regulations.

Action Items: Action items will be presented to HSC twice whenever possible; initially for information and discussion, secondarily for further discussion and action. The committee will attempt to reach consensus. A formal motion is required to bring action items to a vote. A simple majority of a quorum is required to pass.

Subcommittees: HSC may recommend the formation of subcommittees to address issues of particular concern. Membership is not limited to HSC participants, however, subcommittees will be chaired by an HSC member. All subcommittee findings will be presented to a quorum of HSC.

ARTICLE IV

Bylaws: Bylaws will be evaluated for modification as determined necessary by the Health and Safety Committee. Recommendations for modifications by the charging authority may be considered. Sixty percent votes are required to modify the bylaws.

Impasse: HSC may utilize outside resources such as the Labor and Industries Regional Safety Consultation representative at any time.