

## Bylaws for the Desert Sands Unified School District Employee Safety Committee

### **Article I - Name**

The name of this committee shall be the Desert Sands Unified School District Employee Safety Committee.

### **Article II - Mission Statement and Functions of Committee**

The mission of this committee is to increase safety awareness and accident prevention and to review safety, health and sanitation conditions for a safe and healthy workplace.

Functions of the Committee:

- A. CSEA, DSTA and Management will form a joint committee to address employee safety issues in the schools and district. This will include exploring ways to improve safety at work sites.
- B. To provide a forum for discussing employee work safety programs.
- C. To measure and evaluate the effectiveness of employee work safety programs.
- D. To make recommendations for implementation and revisions in safety programs and procedures.
- E. To provide information to employee groups regarding current procedures and any changes in district safety programs.
- F. To review federal and state legislative requirements regarding employee work safety.
- G. Establish and ensure guidelines for compliance with federal and state law.

### **Article III - Membership**

Section I: Appointment as voting members: Membership of the Employee Safety Committee shall be provided in writing from the employee group and will consist of:

- A. CSEA – four members - plus one alternate.
- B. DSTA – four members - plus one alternate.
- C. Management – four members - plus one alternate.

Section II: Resignation or Removal.

Members resigning or removed by their constituent group should be submitted in writing to the group chair with a copy to the Risk Manager for presentation to the committee.

#### **Article IV - Officers**

The committee shall elect a chairperson, co-chairperson, and secretary at the first meeting of the school year.

#### **Article V – Meetings**

Meetings shall be held monthly during the school calendar year. Risk Manager will schedule meetings once monthly or more or less often as may be requested by the committee.

The committee will operate under the most current Robert's Rules of Order.

#### **Article VI –Attendance**

Attendance at all meetings is crucial to ensure the functions of the committee are being met. If a member fails to attend three consecutive meetings that member will be recommended for replacement to the employee group in which he/she belongs.

#### **Article VII - Amendments of Bylaws**

Amendments to these bylaws may be proposed by any member of the committee. These bylaws may be amended at any regular meeting by a vote of one half plus one of the vote of the voting members (seven members), provided the amendment was submitted in writing at the previous regular meeting.

Bylaws Presented: January 23, 2008

Revised: November 30, 2015

Revised: November 30, 2018

## **Desert Sands Unified School District Employee Safety Committee Member Responsibilities**

### **Chairperson:**

1. Moderates each meeting, without dominating the proceedings.
2. Guides the discussion from one subject to the next.
3. Gives all members and advisors an opportunity to talk.
4. Prevents any person(s) from dominating the meeting.
5. Ensures that action is assigned to members.
6. Delegates responsibilities and authority to carry out actions.
7. Ensures that new members are appointed when required.
8. Initiates recognition for outgoing members and for those who have made special contributions.
9. Coordinates the committee business with supervisory and advisory personnel.

### **Co-Chairperson:**

1. Follows the chairperson's responsibilities when chairperson is not available.

### **Secretary or Designee:**

1. Arranges for the meeting place – comfortable, quiet and free from disruptions.
2. Notifies all members of the time and place of the meeting.
3. Takes minutes of all meetings, or assigns the task to someone else.
4. Types and disseminates the minutes to safety bulletin board or other means of relaying information to all employees.
5. Prepares the meeting agenda and disseminates it to members at least three working days in advance of the meeting.
6. Keeps record of meeting including agendas, minutes, attachments and handouts of all meetings in accordance with the district's record retention requirements.

## **All Members**

1. Attend all meetings.
2. Report to the committee on the status of assigned projects.
3. Do not dominate, but actively participate in discussions.
4. Act as a liaison between the committee and the department, employees, and organization they represent.
5. Ensure that fellow employees are kept current on what the committee is doing.
6. Bring ideas, suggestions and recommendations from employees to the committee via the agenda system.
7. Provide the Secretary with agenda items for the next meeting at least seven working days prior to the meetings.
8. Participate in special subcommittees as assigned or volunteered.
9. Work to improve the committee and its functions.