ARTICLE I
NAME

1.1 NAME

This committee shall be known as the Health/Safety, Facility, and Grounds committee and is an INSTITUTIONAL STANDING COMMITTEE.

ARTICLE II
PURPOSE

2.1 PURPOSE

The purpose of this advisory committee is to advise the Vice President of Administrative Services who is responsible for taking action:

2.11 To comply with the safety and health committee requirements outlined in Cal OSHA's regulation Title 8 Section 3203, California Code of Regulations.

2.12 To review and make recommendations regarding health/safety, facility, and grounds issues.

2.13 To promote educational programs relating to health and safety issues for staff and students.

2.14 To serve as the initial screening level for facility and grounds improvements, additions, and/or changes.

ARTICLE III
MEMBERSHIP

3.1 MEMBERSHIP

Membership shall be appointed by the represented campus groups.

3.11 Membership shall consist of representatives or appointees from the following areas:

Two Classified Members
Two Faculty Members
One Administrator Appointee
One ASB Senate Appointee
Facilities Services' Manager
Campus Security Supervisor
Coordinator of Student Health Services

Revised 2/12/02
Vice President of Administrative Services  
JPA/NCCCP Coordinator of Safety Programs (non-voting)

3.12 Resource person (ex officio): Superintendent/President

3.13 Community advisory resource contact persons shall be solicited by the 
Vice President of Administrative Services or designee from the 
following community agencies:

Public Health Department
Fire Department
Police Department
Sheriff Department
Local Ambulance Service
Hospital Emergency Departments
County Dispatch
County Office Of Emergency Services

and others as appropriate, selected from either County served by the 
District.

3.14 Members agree to serve a two-year term based on a July 1/June 30 
school year and attend regularly scheduled meetings.

3.15 Appointments shall be made at the beginning of the academic year, or 
upon resignation of a member.

3.16 A chairperson shall be elected at the first regular meeting of the 
academic year. In the absence of an elected chairperson, the Vice 
President of Administrative Services and the Coordinator of Student 
Health Services will serve as co-chairpersons.

3.17 The recorder shall be the administrative secretary designated by the 
Vice President of Administrative Services.

3.18 Vacancies shall be filled in accordance with the bylaws.

ARTICLE IV
MEETINGS

4.1 MEETINGS

4.11 Meeting dates and times shall be set by members based upon need 
and work schedules. The minimum is at least one meeting quarterly.

4.12 Special meetings may be called by the chairperson.

4.13 Meetings shall be open to the college.

4.14 Decisions shall be reached through a consensual process.
4.15 Clerical responsibilities for minutes, reports, agendas, policy changes, correspondence and other written committee business shall be assigned and coordinated by the administrative secretary assigned by the Vice President of Administrative Services.

4.16 An annual report of committee business will be prepared by the chairperson with input from the committee members. The Vice President of Administrative Services will incorporate it into his report to the Board of Trustees.

ARTICLE V
ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURE

5.1 ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURE:

Robert’s Rules of Order, (most current revision), shall be the authority on order of business and parliamentary procedure in both regular and special meetings.

5.11 The bylaws shall be approved by a majority vote of the committee. A quorum shall exist when 5 out of the 9 voting membership are present.

5.12 Amendments to the bylaws may be proposed at any regular meeting of this committee. Amendments shall be adopted by a majority vote of the voting membership.