

CHAPTER 12

**BY-LAWS OF THE CASSIA COUNTY
SAFETY ADVISORY COMMITTEE**

SECTION:

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2-12-1: **NAME**

The name of the Committee shall be "CASSIA COUNTY SAFETY ADVISORY COMMITTEE," hereinafter referred to as the "Safety Committee."

2-12-2: **AUTHORIZATION**

The Safety Committee has been approved, sanctioned and authorized by the Cassia County Board of Commissioners (hereinafter "Board"). Members of this committee shall hold office at the pleasure of the Board.

2-12-3: **PURPOSE AND DUTIES**

- A. Purpose: The purpose of this Safety Committee is to provide input and recommendations to the Board regarding the adoption, amendment, or change of safety rules, policies and procedures related to safety in the workplaces of the County.
- B. Duties: The Safety Committee will perform research, gather information, and seek the most effective, and comprehensive policies and procedures to provide a safe workplace throughout the County's workplaces and work circumstances.

The Safety Committee will work to create and maintain the following:

- a. Create a County safety policy.
- b. Create a County safety mission statement.
- c. Develop and ensure compliance with an accident reporting policy and procedure.

- d. Work with each County Department to hold safety meetings and follow up on matters discussed through the use of minutes.
- e. Have each County Department perform safety inspections of their work areas and maintain written record of those inspections.
- f. Consider designation of a County preferred provider to assist injured employees in returning to work.
- g. Review and update the County Emergency Action Plan and ensure annual review of that plan by each County employee.

2-12-4:

MEMBERSHIP

- A. Members of this committee shall hold office at the pleasure of the Board and will serve without salary or wage additional to regular wage as a county employee in an advisory capacity to the Board.

Members shall be current full-time employees or elected officials of Cassia County that are deemed by the Board to be in good standing. "Good standing" shall be determined by regular attendance at meetings, participation in good faith on the Safety Committee, and in by the member's conducting themselves in accordance with Cassia County's Personnel Policy. Members determined by the Board to not be in good standing will be removed from the Safety Committee. Further the Board may remove any member of the committee without cause, and at any time.

- B. The Safety Committee will be made up of a representative from each department in the County, namely: Assessor, Clerk, County Road and Bridge, Coroner, Extension, Mini-Cassia Criminal Justice Center, Misdemeanor Probation, Prosecutor, Public Defender, Sheriff, Treasurer and Zoning and Building. A commissioner will serve as chair of the committee.
- C. Appointments to serve as a member of the Safety Committee shall be made by the Board. The Board may seek recommendations from elected officials, department heads of other committee members, and may also consider requests from interested employees to serve on the Safety Committee. The Board will consider any such recommendations or requests, but shall in no way be bound thereby. The Board shall seek to have broad representation and balance on the Safety Committee.
- D. Members of the Safety Committee will be appointed for a non-specific term. Membership will be changed by mutual agreement of the department head and the Board of Commissioners.
- E. A member of the Safety Committee may resign from service on the committee by submitting written resignation to the Board of County Commissioners, in care of the Cassia County Commissioners' Office.

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- F. A member must be and remain a full-time employee of Cassia County to serve on the Safety Committee.

2-12-5:

SUBCOMMITTEES:

Subcommittees may be established and appointed by the Safety Committee Chair to assist the Safety Committee in performance of its functions and assignments. Each subcommittee shall consist of not less than two (2) voting members of the Safety Committee. Citizens and public officials may be appointed to serve as non-voting members on the subcommittees by the Committee Chair.

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MEETINGS:

A. Locations and Dates:

1. The meetings of the Safety Committee shall be held at the County Commission Chambers or such other suitable place as may be determined and at a time determined by the Committee. Meetings shall be held as needed and as required to conduct the business and fulfill the duties of the Committee.
2. Notices of meetings and publication of agendas must comply with Idaho Open Meetings Law or any successor law.

B. Decisions and Quorums:

1. All actions, recommendations and decisions (other than those specified otherwise in the By-Laws) made by the Safety Committee must be made by simple majority vote of participating members taken when a quorum of the group is constituted in a lawful meeting.
2. A quorum shall consist of at least seven (7) of the thirteen (13) members being present at the meeting.
3. All members present at a lawfully called meeting shall be counted to determine the existence of a quorum, even though some of those members may not be participating in the action.
4. Presence of a quorum member may be obtained telephonically if done in accordance with state law.
5. Once a quorum is determined to exist, it shall remain so, until the number of group members present at the meeting shall fall below seven (7). When a quorum ceases to be present at the meeting, then the Chair shall close

the meeting, and no further action shall be taken until a quorum is re-constituted.

C. Procedures:

1. Meetings shall be conducted by the Chair or Chair's designee. Specifically, the Chair is responsible for ensuring: the recording and distribution of meeting notes; preparation and distributions of meeting agendas; providing notice and agendas of meetings to comply with Idaho's Open Meeting Act, that meetings are conducted and facilitated effectively; that meetings are productive and within the scope of the mission and goals of the Safety Committee.
2. To assist in fulfilling the duties of the Chair, a secretary shall be designated from the Committee membership to take minutes of meetings and to assist in preparation and distribution of notices and agendas.
3. Consideration may be given to the use of a professional facilitator not directly affiliated with the membership, for agendas that may be especially controversial.
4. Each regularly appointed member shall be entitled to one (1) vote on any matter that may come before the Safety Committee. The vote of the majority of the members present at any meeting attended by a quorum of its members shall be necessary to decide any items. The Chair may enter into the discussion of items before the Safety Committee and may vote on any item of business to come before the Safety Committee. Any member participating in deliberations shall disclose conflicts of interest on matters before the Committee before deliberations begin.
5. Rules of conduct shall be strictly adhered to through meeting facilitation; members should listen actively; members shall be entitled to speak and be heard; problems and issues will be attacked – not people. Matters coming before the Safety Committee shall be heard in accordance with the provisions of Cassia County Resolution No. 2002-12-02, or its successor. If the matter is not covered by the provisions of that resolution, then specific rules of conduct or working guidelines may be formally recommended by the Committee to the County Commissioners for adoption by the Commissioners.
6. It shall be the purpose of the Safety Committee to allow opportunity for all reasonable viewpoints that are relevant to the business of the committee to be expressed in the meetings of the Safety Committee.

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7. Members will be respectful to one another and to guests invited to appear before the committee.
8. Members will contact the Chair or Secretary of the Committee in advance of a called or scheduled meeting to notify if they will be absent.