

Western Nevada College Safety Committee Bylaws

Date Last Updated: March 20, 2025

ARTICLE 1: NAME, REPORTING CHAIN AND OPERATIONAL OVERSIGHT

The WNC Safety Committee is a standing committee under Environmental Health and Safety.

Operational oversight is provided by the Chief Financial Officer.

ARTICLE 2: MISSION AND GOALS

The mission of the Safety Committee is to build a culture of safety through training, education and policy development.

This mission will be accomplished by:

- Promoting and communicating safety issues to increase awareness among Employees.
- Conducting and reviewing safety inspections.
- Making recommendations to mitigate or eliminate identified hazards in the workplace.
- Investigating and reviewing accident and injury reports.
- Reviewing work practices to establish Standard Operating Procedures.
- Identifying training needs through Job Hazard Analysis surveys.
- Protecting Employees by responding to safety concerns.
- Planning safety and promotional activities to build a culture of safety.

ARTICLE 3: COMMITTEE MEMBERSHIP, SELECTION, AND RECALL

- A. The membership of the Safety Committee is composed of fifteen members which reflects a relevant cross-section of the WNC community and consists of:
 - a. Environmental Health and Safety Coordinator
 - b. Chief Financial Officer
 - c. Vice President of Academic and Student Affairs
 - d. Director of Facilities
 - e. Organizational Resilience Coordinator

- f. Director of Workforce, Career, Technical Education, Instruction and Student Services
 - g. Director of Liberal Arts, Instruction and Student Services
 - h. Director of Fallon Campus and Rural Outreach, Instruction and Student Services
 - i. Director of Nursing
 - j. Director of the Child Development Center
 - k. University Police Department Northern Command (UPDNC) representative
 - l. Classified Staff Representative
 - m. Academic Faculty Members, one from WCTE and one from Liberal Arts or Nursing
 - n. Student Representative
- A. Membership may be reduced temporarily due to external constraints, e.g., funding reductions for personnel, etc.
 - B. The WNC President formally appoints members to committees. If requested by the President, current committee members may be asked to assist in identifying and recruiting new members.
 - C. Committee members are appointed to committees each spring and begin serving in late spring or the following fall depending on the remaining committee meeting schedule. Members serve staggered two-year terms. Committee members may serve more than one term.
 - D. Committee members are expected to contribute to the activities and goal attainment of the committee.
 - E. Attendance at committee meetings is required. Any committee member who misses three unexcused meetings in an academic year is subject to recall by the committee.
 - F. If a committee member is unable to serve out the full term, the WNC President will appoint a replacement member within thirty working days of the individual's resignation. If requested by the President, the committee will assist in identifying and recruiting a replacement.

ARTICLE 4: OFFICERS AND OFFICER ELECTIONS

- A. The Safety Committee elects officers for the upcoming academic year from its continuing committee members at the last committee meeting of the year. New committee members may be considered for officer roles as appropriate and desired by the nominated member and committee.
- B. Officers may be nominated by any voting committee members, including by the nominee themselves. The nominee may choose to accept or decline their nomination, and a nomination must be accepted by the nominee before a vote is held. The nominee with the most votes from voting committee members for each officer position will hold that officer position for the upcoming academic year.
- C. If an officer is unable to continue in their appointment or unable to continue as a committee member, the committee will hold a vote to replace them as soon as possible.
- D. Committee Officers and Duties:
 - a. Chair. Duties include:

- i. Preside over committee meetings.
 - ii. Solicit agenda items for upcoming meetings from committee members and create agendas for upcoming meetings. Agendas should be shared with committee members at least three days prior to meetings.
 - iii. Set committee meeting times and dates for the academic year.
 - iv. Share major updates and bring questions/concerns to College Council, other committees, and WNC offices as relevant and necessary.
 - v. Complete and submit committee's annual goals in the fall and annual assessment of goals in the spring to College Council and IRE Planning and Assessment Coordinator.
 - vi. Serve as a tie-breaker for all votes taken by committee requiring a majority.
- b. Recorder. Duties include:
 - i. Maintain a record of information items, action items and their outcomes, and public comments by recording meeting minutes using the standard meeting minutes template.
 - ii. Share meeting minutes in a timely manner with committee members following each meeting.
 - iii. Maintain committee website by regularly posting approved meeting minutes, agendas, bylaws, annual goals, upcoming meeting times and dates, current committee membership, and any other relevant committee documents or information.
- E. As determined appropriate by the committee, other positions shall be created and filled by a vote of the committee membership.

ARTICLE 5: MEETINGS

- A. The Safety Committee will meet regularly throughout the academic year:
 - a. Regular meetings are held four times throughout the academic year in September, November, February and April in accordance with the meeting schedule established by the Chair at the beginning of the academic year.
 - b. Additional informational sessions may be called by the Chair as determined necessary by the committee or the requesting department.
- B. Agendas for upcoming meetings are to be posted by the Recorder to the committee website prior to each upcoming meeting.
- C. The Chair shall establish a code of conduct that is consistent with these bylaws, Western Nevada College Bylaws, and the Nevada System of Higher Education Code (NSHE) and shall be governed by them. *Robert's Rules of Order Newly Revised*, 11th edition shall be the authority for all matters not covered by the bylaws and/or approved operating procedures.

ARTICLE 6: QUORUM AND VOTING

- A. A quorum consists of greater than 50% of the voting committee membership.

Voting may take place when a quorum of the membership is present or when a quorum is reached via email.

- a. When voting on an item in a meeting, a voting member must move to approve the item, followed by a second from another voting member. A vote is taken by a show of hands and/or spoken vote.
 - b. When voting on an item via email, a voting member must create their motion via email to the committee, which must then receive a second from another voting member before the email vote proceeds. Voting members will respond back indicating their vote via email.
- B. A motion passes when it receives a majority of the votes cast.
 - a. In the case of an email vote held between meetings or when a meeting must be canceled or rescheduled, that vote and its results must be recorded as an action item on the minutes for the next upcoming committee meeting.

ARTICLE 7: AMENDMENT OF BYLAWS

- A. These bylaws comply with WNC College bylaws, NSHE Code and all State and Federal Rules and Regulations.
- B. Any member of the Safety Committee may propose a change to the bylaws.
- C. These bylaws must be amended by a two-thirds (2/3) majority vote.
- D. Major changes to bylaws must be reviewed and approved by College Council.
- E. College Council may recommend changes to these bylaws.