# Gavilan College

Health and Safety Committee By-Laws

**ARTICLE I**

**NAME**

1.1 NAME

This committee shall be known as the Health and Safety 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 and safety issues.

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

**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 ASGC Appointee

 Director of Business Services and Security

 College Health Nurse/Student Health Coordinator

 Vice President of Student Services

3.12 Resource persons (ex officio/ non-voting): Superintendent/President, Vice President of Administrative Services, JPA/NCCCP Coordinator of Safety Programs and Santa Clara County Sheriff Deputy assigned to the Gilroy Campus.

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 The Director of Business Services shall serve as the chairperson.

3.17 The recorder shall be the administrative assistant 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 majority vote of those committee members present and voting.

4.15 Clerical responsibilities for minutes, reports, agendas, policy changes, correspondence and other written committee business shall be assigned and coordinated by the administrative assistant assigned by the Vice President of Administrative Services.

**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 present and voting.