

Lake County Safety Council Bylaws

Amended: [December 4, 2014](#)

Deleted: October 31

I. Purpose

To establish, implement, and disseminate rules which will govern the conduct of the Safety Council and its Steering Committee.

II. Safety Council Mission

To promote workplace safety awareness and the reduction of occupational injuries and disease.

III. Commitment

The Lake County Safety Council will:

- In cooperation with the Mentor Area Chamber of Commerce (MACC) function as a “not for profit” un-incorporated association to promote workplace safety for the benefit of business and industry in the Lake County area; and
- Comply with the requirements and support the mission of its sponsor, the Ohio Bureau of Workers’ Compensation, Division of Safety & Hygiene (BWC).
- Steering Committee members must attend 75% of the meetings (a combination of Steering Committee meetings and the monthly LCSC meetings). If a Steering Committee member’s attendance is below 75 %, then the Council Director will notify the member by letter of their lack of attendance. The Steering Committee may elect to remove a Steering Committee member for attendance below 75% unless the member has previously informed the Steering Committee and has been excused.

IV. Elements of Success

To implement its mission, the Safety Council shall:

- Promote and establish safety activities, furthering the education and development of safety techniques in the Lake County area and State of Ohio;
- Augment the position of safety personnel in the industrial and business fields;
- Exchange ideas, information and safety procedures for the betterment of all members and their organizations;
- Promote safety as a profession; promote its importance to businesses and the community;
- Cooperate with and support other safety associations, educational institutions, and Federal, State and Municipal safety programs; and
- Actively seek new Safety Council members.

V. Membership

Membership is open to all companies and businesses that make a commitment to continuous improvement in workplace safety. Member commitment is measured by participation in the BWC / Safety Council Annual Safety Campaign and attendance at Safety Council functions. Member fees and / or dues are maintained by a joint review committee comprised of members from the Lake County Safety Council Steering Committee and the Mentor Area Chamber of Commerce Finance Committee and will be reviewed annually in the fourth quarter.

Membership dues are non-refundable. Membership dues must be paid by October 31, or the member will be dropped.

Each member company will have the opportunity to receive the latest workplace safety information and regulatory guidance together with recognition for excellent safety performance and discounts related to BWC safety council functions. .

VI. Termination

- A. Any member may resign from the Council or the Steering Committee upon written notification to the Steering Committee Director.
- B. Any member may be expelled by the Steering Committee by a two-thirds (2/3) vote, at a special meeting of the Steering Committee thereof, for conduct unbecoming a member or prejudicial to the aims or reputation of the Council, after the member is provided written notification of the charge against him/her said member shall have an opportunity to be heard on said charge.

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VII. Safety Council Activities

1. The Safety Council will conduct at least ten monthly meetings and one safety awards banquet each year.
2. The Safety Council may also conduct special meetings, seminars and cosponsor safety related events that support its mission.

VIII. Leadership Structure

The Lake County Safety Council will be governed by a Steering Committee comprised of representatives of member companies and the President/CEO of the Mentor Area Chamber of Commerce. The Steering Committee will meet at least four times annually or more often as needed. Mentor Area Chamber staff shall be invited to all meetings and sub-committee meetings.

The government and policy making responsibilities of the Lake County Safety Council shall be vested in the Steering Committee which shall control its property, be responsible for its finances and direct its affairs. Each member of the Steering Committee will have one vote. A majority of Steering Committee members must be present for a quorum to exist at a Steering Committee

meeting. For a binding and valid vote to take place there must be a simple majority vote from members of the Steering Committee.

A majority vote of the Steering Committee is needed for approval of expenses outside of the normal operating budget. Emergency expenditures must be approved by at least two Lake County Safety Council officers (this group includes the council director, council director elect, council secretary and council liaison).

Permanent Committee Chairs shall be elected annually with the following goals:

- Programming
 - Working closely with the Council Assistant the Programming Committee will:
 - Maintain a rolling calendar of programming for the Lake County Safety Council monthly luncheon meetings; and
 - Evaluate and recommend technical training classes, seminars or special events to support the Safety, Health and Environmental education of its members;
- Finance
 - Review financials and expenditures and bring to full steering committee for approval.
 - Set budget for the following year
 - Commission and review audit
- Membership
 - Evaluate and maintain an active, engaged, multi-jurisdiction Steering Committee to serve its members; and
 - Research and recommend opportunities to maintain existing members as well as to recruit new members.
- Marketing/Communications
 - Coordination of all Marketing and Communications efforts for the safety council.

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Ad Hoc Committees

Should the need for committees arise, the Council Director may create a committee as necessary.

a. Appointment. The Council Director shall appoint a chairperson and members to each committee, subject to the approval of the Steering Committee. The chairperson of such committees shall keep records of their proceedings and report them to the Steering Committee at each Steering Committee meeting or upon request.

b. Purposes and Duties. Purposes, duties and responsibilities of such committees shall be specifically designated in notices of appointments to be sent under the direction of the Council Director. Their general functions shall be to investigate, to make recommendations and to take any advisable or necessary action to accomplish those activities for which they are appointed. If the tasks of an Ad Hoc committee have been completed, the committee can be dissolved with the approval of the Steering Committee.

- c. Technology (example ad hoc committee) Review and make recommendations to the Steering Committee for updating the Lake County Safety Council website; and
- Research, review and recommend new technology and resources that will benefit members and / or save the Safety Council time and / or money.

Offices

Council Director: Upon confirmation by the Steering Committee at their December meeting, the Director Elect will assume the position of Director for a one-year term period of one year. The Director shall preside at all meetings, enforce all rules of the Safety Council, and provide leadership in accomplishing the mission of the council and ensure that the Safety Council operates within its annual budget.

Council Director Elect: The Steering Committee will elect the Director Elect at their December meeting. The Director Elect will serve a one-year term working closely with the Director. The Director Elect will assume the duties of the Director when the Director’s term expires or in his or her absence.

Chamber Liaison: The Executive Director of the Mentor Area Chamber of Commerce will serve as the Chamber Liaison. The Chamber Liaison has fiduciary responsibility as council treasurer. The Chamber Liaison will provide MACC administrative support to operation of the Safety Council. The Chamber Liaison will administer: The keeping of the records of the membership, the receipt of membership applications, prepare and distribute minutes, notices and other correspondence; send out notices of meetings, communicate with the vendor providing the luncheon for number of attendees; track attendance and evaluations, send out Semi-Annual reports, track and post data on Lake County Safety Council website, communicate as necessary with the BWC of Ohio and has voting rights. The Chamber Liaison shall perform such other duties as usually pertain to this office.

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Council Liaison/Treasurer

Council Liaison is a paid position that has access to funds in order to remit payables as approved by the Steering Committee as approved at the Annual Budget meeting. The Council Liaison will bring potential items for approval to the Steering Committee for review and approval. Council Liaison must have approval from the Council Director and the Council Director Elect, for signature of all contracts involving LCSC expenditures. Non-budgeted purchases of \$500 or greater must be approved by the Council Director.

The Council Liaison shall direct meeting payments and all income into LCSC accounts as directed by the Steering Committee. Council Liaison shall report all electronic payment system monies received for any purpose. Council Liaison will account for funds to the LCSC at its annual meeting and at the request of the Steering Committee. Council Liaison will report income and expense statements at every Steering Committee meeting. Council Liaison will serve on the Steering Committee with voting rights. Council Liaison will ensure that 1099s are issued for paid positions and perform such other duties as directed by the Steering Committee.

Council Liaison/Treasurer has fiduciary responsibility and will bring all potential issues for expenditure to the Steering Committee's attention for approval.

Council Assistant to the Steering Committee

Council Assistant is a paid position that will keep membership records, track attendance, meeting evaluations, coordinate all monthly meetings, communicate with vendor providing the luncheon, send the BWC semi-annual report in a timely fashion, track and post data, and communicate with the Ohio BWC as necessary. Council Assistant will receive membership applications, prepare and distribute minutes, notices and other correspondence. Council Assistant shall serve on the Steering Committee as a non-voting member

Council Advisor: Is a past Council Director with at least three years of Steering Committee experience. The Council Advisor is nominated by the Chamber Liaison and Council Director and confirmed by the Steering Committee. The Council Advisor provides guidance to the Steering Committee and participates in forecasting income and expenses for the annual council budget.

Council Secretary: Is appointed by the Council Director to document the activities of the Safety Council. The position of Council Secretary may be rotated to other Steering Committee members as needed.

Steering Committee Member: Is a representative from a Safety Council member company interested in providing leadership to the council. Election to the Steering Committee is by a simple majority vote from the active members of the committee as a quorum.

Finances:

The fiscal year shall run January 1 – December 31. Budget meeting will take place during the fourth (4th) quarter of each year.

The membership dues structure shall be reviewed annually at the annual fiscal review/planning meeting.

A change of the membership dues structure requires a simple majority vote of the Steering Committee.

The Steering Committee shall prepare a budget of estimated income and expenditures. The Council Liaison/Treasurer shall deposit all funds in the banking institution to be named by the Steering Committee.

The Steering Committee must approve all contracts with a simple majority approval. The Council Director and the Council Liaison shall sign all contracts.

The Steering Committee shall approve of all expenditures in excess of \$500, which are not previously approved during the budget meeting. The Steering Committee, with a two-thirds (2/3)

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vote, will approved the transfer of all Lake County Safety Council membership dues to the Mentor Area Chamber of Commerce.

All bills shall be paid only by check, credit card or on line transfer to be signed by the Council Liaison/Treasurer and officer (voting member) and duly noted in the income or expense accounts. Petty cash may be used for minor unexpected expenses less than \$100.

Every three (3) years an independent accountant will perform an audit and submit the report to the Steering committee prior to the next fiscal year budget meeting. An annual review between audit years will take place by an accountant.

Vacancies

Should an officer of the Steering Committee resign, the office will be declared vacant and such vacancy will be filled by a majority vote of the Steering Committee for the remainder of the term.

IX. Amendments

The Lake County Safety Council Bylaws may be amended or repealed at any regular or special meeting called for that purpose by a two-thirds vote of all members of the Steering Committee in good standing and present at such meeting; provided, however, that one week notice of such intended action be communicated to the Steering Committee members and inserted in the call for such meeting.

The Lake County Safety Council Bylaws will be reviewed annually in the fourth (4th) quarter.

X. Distribution

All Committee Members
Mentor Area Chamber of Commerce
BWC, Division of Safety & Hygiene
Any member requesting a copy

XI. Endorsement

The Lake County Safety Council Bylaws were adopted by a two-thirds vote of the Steering Committee and made effective December 4, 2014.

Dawn Johnston, Council Director

Kevin Malecek, Council Liaison

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Xxxxx xxxxx, Council Director Elect

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