

**APPENDIX 2**

**ORGANIZATION AND BYLAWS OF THE**

**DEPARTMENT OF THE INTERIOR**

**SAFETY AND OCCUPATIONAL HEALTH COUNCIL**

Article I. Name

The name of the organization will be the Department of the Interior Safety and Occupational Health Council.

Article II. Purpose

The Council serves as an advisory body on Safety and Occupational Health Program matters to the Designated Agency Safety and Health Official (DASHO) for the Department of the Interior.

Article III. Authority

- Section 19 of the Occupational Safety and Health Act of 1970 (Public Law 91-596);
- Section 7902 of Title 5 of the United States Code;
- Executive Order 12196, Occupational Safety and Health Programs for Federal Employees;
- Title 29 Code of Federal Regulations Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs; and
- Part 485 DM Safety and Occupational Health Program, (2.14 and 9.5).

Article IV. Organization of the Department of the Interior Safety and Occupational Health

Council

Section 1. Elective Officers

The elective officers of the Department of the Interior Safety and Occupational Health Council will be a Chairperson, Vice Chairperson and Executive Secretary, each having full voting rights on all matters coming before the Council.

## Section 2. Election and Terms

Officers will be elected at the last Department of the Interior Safety and Occupational Health Council meeting of each fiscal year and their terms of office will commence at the beginning of the first meeting of the fiscal year.

## Section 3. Membership

The Department of the Interior Safety and Occupational Health Council will consist of:

- a. Bureau Safety Manager for each bureau
- b. Safety Manager for the Office of the Secretary and Other Departmental Offices
- c. Aviation Safety Manager - Office of Aircraft Services
- d. Director, Office of Managing Risk and Public Safety

## Section 4. Responsibilities

a. The Chairperson will be responsible for:

- (1) Establishing the agenda and order of business for each meeting, requesting and incorporating suggestions from the membership;
- (2) Conducting all regular and special full Department of the Interior Safety and Occupational Health Council meetings;
- (3) Coordinating the efforts of individual members, committees and the Department of the Interior Safety and Occupational Health Council as a whole;
- (4) Presenting the actions and recommendations of the Department of the Interior Safety and Occupational Health Council to the DASHO and insuring proper follow-up and feedback is provided.

b. The Vice Chairperson will be responsible for:

- (1) Assuming the duties of the Chairperson during the absence of the Chairperson;
- (2) Reviewing and becoming familiar with each agenda item prior to each meeting;
- (3) Chairing a standing committee on Safety Awards.

c. The Executive Secretary will be responsible for:

- (1) Publishing the schedule and programs for each meeting of the Department of the Interior Safety and Occupational Health Council;
- (2) Distributing an agenda for each Department of the Interior Safety and Occupational Health Council meeting;
- (3) Publishing the minutes for each meeting of the Department of the Interior Safety and Occupational Health Council.

d. Members will be responsible for:

- (1) Attending and participating in regular and special Department of the Interior Safety and Occupational Health Council meetings;
- (2) Contributing to the agenda of Department of the Interior Safety and Occupational Health Council meetings;
- (3) Serving on committees of the Department of the Interior Safety and Occupational Health Council when required.

e. Ex-Officio Members:

- (1) Office of Managing Risk and Public Safety, Safety and Occupational Health Team;
- (2) Office of Environmental Policy and Compliance;
- (3) National Interagency Fire Center;
- (4) Office of Managing Risk and Public Safety, Law Enforcement and Security Team.

## Section 5. Committees

a. Ad hoc committees may be formed by the Chairperson to:

- (1) Review and make recommendations concerning ongoing programs of the Department;
- (2) Develop and recommend proposals for new programs, initiatives, and action planning for Departmental consideration;
- (3) Consider and develop future objectives and plans for the Department at the request of the Director, Office of Managing Risk and Public Safety, or the Departmental DASHO.

b. Safety Awards Standing Committee

(1) The committee chairperson shall appoint 2 other Department of the Interior Safety and Occupational Health Council members to serve a one-year term on the Safety Awards Committee.

(2) The Committee shall review nominations from Department of the Interior Safety and Occupational Health Council members and make recommendations to the full Council for the following awards:

(a) The Award of Merit is given by the Department of the Interior Safety and Occupational Health Council when, in the opinion of the majority of its members, an individual, group, bureau, office or organizational unit has performed an outstanding service for, or made a contribution of unusual value to the Department's Safety and Occupational Health Program. Nominations for the Award of Merit require the concurrence of the head of the nominating bureau or office.

(b) The Professional Service Award is given by the Department of the Interior Safety and Occupational Health Council, when in the opinion of the majority of its members, a safety and occupational health professional (series 018, 019, 690, or 803) has contributed quality service to his/her bureau, office or the Department during his/her career.

(3) All awards shall be in the form of a certificate, prepared by the Executive Secretary and signed by the current Department of the Interior Safety and Occupational Health Council chairperson and the Departmental DASHO.

## Article V. Department of the Interior Safety and Occupational Health Council Meetings

### Section 1. Regular Meetings

a. The Department of the Interior Safety and Occupational Health Council will meet quarterly according to a published schedule prepared by the chairperson, in consultation with the Departmental DASHO.

b. The annual published schedule of meetings will include the date(s) and location for each meeting.

c. Agenda topics will be submitted to the Executive Secretary in time for inclusion in the agenda published no later than two weeks before each meeting.

d. In addition to new topics, the meeting agenda will include unresolved old business and committee reports, if any.

e. Draft minutes of each meeting and Department of the Interior Safety and Occupational Health Council recommendations will be transmitted to members within two weeks after the meeting for corrections or comments. The Executive Secretary and the Chairperson will attempt to resolve any differences. The final minutes will be produced within 30 business days after the meeting is adjourned.

## Section 2. Special Meetings

a. Special meetings of the Department of the Interior Safety and Occupational Health Council may be called by the Chairperson or will be called upon the written request of at least 6 members served upon the Executive Secretary. Such call will state the subject and the proposed time and location of the meeting.

b. The Executive Secretary will notify members of special meetings, by mail, telephone, or electronic means stating the time, place, and subject of the meeting. No special meeting will take place less than 10 days after notices have been mailed or less than 7 days after members have been notified, unless there is unanimous agreement to an earlier meeting date.

## Section 3. Quorum

Seven members of the Department of the Interior Safety and Occupational Health Council will constitute a quorum. The act of a majority of the members present at a meeting at which a quorum is present will be the act of the Department of the Interior Safety and Occupational Health Council.

## Section 4. Procedures

Robert's Rules of Order will be followed during all Department of the Interior Safety and Occupational Health Council meetings, except in the case of a tie vote for any motion. In the case of tie vote, the motion is defeated.