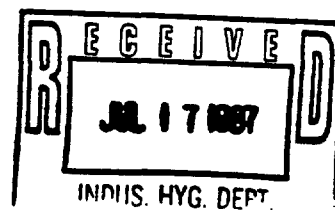


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November 1992



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DIVISION BYLAWS OF THE INDUSTRIAL DIVISION



Revised 1982

**Approved by the National Safety Council
Board of Directors
March, 1982**

**NATIONAL SAFETY COUNCIL
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Chicago, Illinois 60611**

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DIVISION BYLAWS OF THE INDUSTRIAL DIVISION OF THE NATIONAL SAFETY COUNCIL

INTRODUCTION

The National Safety Council (hereafter, NSC), chartered by the United States Congress, is dedicated to the prevention of accidents, mitigation of injuries and economic loss. To this end, it provides for Divisions for the purpose of developing and monitoring of concepts and programs and evaluation of results in each broad field of accident prevention covered by the activities of the Council.

PURPOSE

The aims and purposes of the Industrial Division shall be to aid, support, implement, and assist in the development of NSC policies and programs to encourage and promote methods and procedures leading to increased safety and health among all persons involved in business and industry.

SCOPE

The Industrial Division is principally concerned with safety and health of employees both on and off the job, as well as products and services of business, industry and government agencies.

POLICY

The Industrial Division will be governed by the policies of the NSC, its Constitution and Bylaws and shall operate within the Bylaws of the Industrial Division as approved by the Board of Directors of the Council.

INDUSTRIAL DIVISION/COUNCIL RELATIONSHIPS

The Industrial Division shall assist the Council in attaining its short and long range goals and in implementing Council programs that affect the occupational community.

The Division, its Sections, Committees, and members thereof, shall not represent the Division or the Board of Directors of the Council on any policy matter at any public hearing, public or private meeting, interview or broadcast, unless approved and/or requested to do so by the NSC President or Chairman of the Board of Directors. Further, the Division, its Sections and Committees thereof shall not publish any program, booklet, pamphlet or other materials, under its own or Council auspices, without the knowledge and approval of management staff authorized by the NSC President to grant such approval.

The Division, through its Officers and Executive Committee, is responsible for accurately reflecting the needs and views of the Council's industrial membership. It shall develop basic postures and policies in conformance with these needs and views and which are within the framework of policy established by the Board of Directors. Such basic postures and policies shall guide the industrial programming activities of the Staff and the Executive Committee of the Division.

Council management is encouraged to develop programs suggested by the Division. If the Council initiates a new broad based program affecting its industrial membership, it should be reviewed with the Officers of the Division before implementation. The advice and counsel of the Industrial Division should be given the highest consideration in shaping and implementing the proposed programs or activities.

The Division should have the opportunity to make adequate advisory technical reviews so as to add to the validity, reliability and credibility of the Council's materials, publications and information, which are of concern to the Industrial Division membership. Procedures for technical review should be identified in scopes and functions of the various Committees and Sections. Of necessity, the review procedures, where determined to be helpful, should be simplified and minimized so as to be compatible with expeditious and timely publication and issuance of Council materials.

The Division, its Sections and Committees shall not elect or appoint an employee of the Council to office or membership. Sufficient staff members from the Industrial Division shall be assigned to the Division Committees and Sections so the work of these groups can be completed in an effective and timely manner and within established budget and overall programming constraints.

Continuous interchange of information, as complete as can be reasonably expected, should be established between Council management and Division Officers so that Council management and Division members and staff can work most efficiently. Such interchange should include not only activities of the Industrial Department, but also those of any unit or person within the NSC which may be conducting activities having significant effect on the Industrial Division and its membership. The Manager of the Industrial Department shall give a report of activities to the Industrial Division Chairman well in advance of the Division meetings so that the Chairman, with the assistance of the staff, may select topics and information to be shared with Division officers and members. The management of the Council should share bulletins and publications of the Council of significance that are not confidential or non-informative with the Chairman of the Division so that he may be kept up to date on pertinent items of Council operation.

MEMBERSHIP

The Division shall have a minimum voting membership of 50 members at large, in addition to the Chairman and Vice Chairman of each Section in the Industrial Division. The Division shall actively seek new members that are committed to the objectives of the Council. Division members at large shall be nominated by the Division Nominating Committee and recommended by the Vice President for Industry subject to the approval of the Board of Directors. Election to the Division shall be for one year with the term beginning at the end of the annual meeting of the Division and ending at the conclusion of the following annual meeting.

Membership at large shall include Division members serving on the Council's Board of Directors and such others as shall provide a proper working balance for the Division.

The Vice President for Industry shall be ex-officio member of the Division.

With the exception of Federal Government personnel, no one shall be elected to the Industrial Division as a member at large unless they are organizational or individual paying members of the Council. Accordingly, if a member of the Division severs his or her relationship with the Council, he or she will be dropped from the Division.

It is recognized that standards producing organizations and professional associations (such as ASTM, NFPA, ANSI, ASSE, AIHA and others) may not be permitted to join the Council by their constitution; however, their participation in the Division's activities is not only needed but desired. Liaison people from such organizations will be listed on the Division roster in a special non-Council member section. Others may be invited to attend official meetings of the Division in an advisory capacity as needed to provide information and advice to Committees and Sections. Associations participating will have no vote in the deliberations of official bodies within the Division.

ORGANIZATION

The Division shall have the following Officers (see organizational chart) who will be elected at the annual Division meeting for a term of one year or until the conclusion of the next regularly called annual Division meeting:

- Chairman of the Division
- Chairman-elect
- Assistant to the Chairman-Secretary
- Director of Committees (3)
- Director of Sections (5)
- Immediate Past Division Chairman
- Chairman of the Advisory Committee

Officers shall not hold more than one office during a term and shall not be eligible to serve more than three years in same office.

A representative named by the President of the NSC shall serve as Division Staff Representative without vote.

INDUSTRIAL DIVISION ORGANIZATION

VICE PRESIDENT FOR INDUSTRY CHAIRMAN OF DIVISION DIVISION STAFF REPRESENTATIVE

ADVISORY CHAIRMAN

NOMINATING CHAIRMAN

ASSISTANT TO CHAIRMAN
SECRETARY

CHAIRMAN ELECT

DIRECTOR, LEGISLATIVE & COMPLIANCE

- Associations
- Environmental Health
- Occupational Health Hazards
- Product Safety
- Standards

DIRECTOR, PROGRAMMING & COMMUNICATIONS

- Audio-visual Aids
- Contests & Awards
- Occupational Motor Vehicle Driver Safety
- Occupational Safety and Health Training
- Off-The-Job Safety
- Safety/Health Computer Applications

DIRECTOR, TECHNICAL SUPPORT

- Engineering
- Ergonomics/Human Factors
- Occupational Health Nursing
- Research Projects
- Technical Publications

DIRECTOR, SECTIONS GROUP I

- Chemical
- Petroleum
- Public Utilities
- Research & Development
- Rubber & Plastics

DIRECTOR, SECTIONS GROUP II

- Fertilizer & Agricultural Chemical
- Forest Industries
- Health Care
- Public Employee
- Textile

DIRECTOR, SECTIONS GROUP III

- Aerospace
- Electronics & Electrical Equipment
- International Air Transport
- Marine
- Railroad

DIRECTOR, SECTIONS GROUP IV

- Food & Beverage
- Glass & Ceramics
- Power Press & Forging
- Printing & Publishing
- Trades & Services

DIRECTOR, SECTIONS GROUP V

- Automotive, Tooling and Metalworking
- Cement, Quarry, and Mineral Aggregates
- Coal Mining
- Construction
- Metals
- Mining

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EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the:

- Chairman of the Division
- Chairman-elect
- Assistant to the Chairman-Secretary
- Director of Committees (3)
- Director of Sections (5)
- Immediate Past Chairman of the Division
- Chairman of the Advisory Committee
- Vice President for Industry--ex officio
- Additional Members Appointed by the Chairman of the Division - not to exceed 3
- President of the American Society of Safety Engineers--ex officio (non-voting)
- President of the American Industrial Hygiene Association--ex officio (non-voting)
- Division Staff Representative--ex officio (non-voting)

Scope

The Executive Committee serves as the steering committee for overall Division affairs and in that capacity makes recommendations to the Chairman dealing with matters of policy affecting the Industrial Division.

The Division Officers and Executive Committee shall be responsible for accurately reflecting the needs and views of the volunteer industrial safety and health family on staff-initiated items of significance, as well as items initiated by Committees, Sections or individual members.

Duties and Responsibilities

1. Make recommendations to the Chairman for presentation to the Industrial Division for approval; including establishment of short and long range objectives for accomplishment by the Division.
2. After action by the Industrial Division the Chairman will present appropriate recommendations to the Vice President for Industry for consideration by the Board of Directors on items requiring Board action.
3. Meet at each meeting of the Industrial Division and at other times on call of the Chairman.
4. Approve reports, objectives, nominations and other items as contained in the Division Bylaws requiring special approval by the Executive Committee.
5. Recommend to the Division members the creation or realignment of Standing Committees and Sections.
6. Take official action through parliamentary procedures on issues submitted by the Chairman of the Division or others within the Industrial Division who are so authorized and direct the implementation of such issues.

NOMINATING COMMITTEE

The Nominating Committee shall be comprised of the following persons who will serve for a one-year term:

Immediate Past Chairman of the Division (Chairman)
 Chairman-elect
 Assistant to the Chairman-Secretary
 Four Division Members
 Division Staff Representative--ex officio (non-voting)

The four Division members shall be appointed by the Division Chairman, subject to the approval of the Executive Committee at the annual meeting.

Duties and Responsibilities

The Nominating Committee will report its recommendations to the Executive Committee at the spring meeting of the Industrial Division and recommend Division approval for those who are officially nominated by this Committee. In determining its slate for Division approval, the Nominating Committee shall consider appropriate geographic and interest balance of nominees. The report will cover the following:

1. Nomination for Division Officers who will stand for election at the annual meeting of the Industrial Division.
2. Recommendation for members at large who will be recommended to the Vice President for Industry for election, subject to approval by the Council Board of Directors.
3. Recommendations for Board of Directors representation from the Industrial Division to be submitted to the Council's Corporate Secretary for transmission to the Board of Directors Nominating Committee at least one hundred days before the next annual Council meeting.

The Nominating Committee shall consider suggestions from the Standing Committees and Section Groups in selecting officer nominees for the Directors of Committees and Sections, and also in recommending Standing Committee Chairmen and Vice Chairmen to the Division Chairman. Moreover, all Directors of Standing Committees and Sections must have a least three years of Industrial Division experience and have served as a Standing Committee Chairman or a Section General Chairman. In addition, the Nominating Committee shall consider appointing all 26 outgoing Section General Chairmen as members-at-large, if they have participated in Division meetings and activities.

Election Procedures

The Nominating Committee will report its nominees to the Industrial Division at the spring meeting. At the annual meeting of the Division, the Nominating Committee shall present its slate of Officers for official election. It shall also report its recommendations for other positions to the Division as outlined under "Duties and Responsibilities of the Nominating Committee."

Since the Industrial Division represents employer and association memberships in the Council, its Officers and Committee Chairmen shall be safety professionals responsible for the safety and health of employees in the Occupational area. Exceptions to this must be approved by the Executive Committee.

No person may be elected at the annual meeting as an Officer of the Division who shall not have been regularly nominated as provided herein. However 30 or more members of the Division entitled to vote may, in writing, make additional nominations for Division Officers if the nominee(s) has given his or her consent. Such nominations shall be filed with the Division Staff Representative at least 20 calendar days before the annual meeting of the Division. In the event there are additional nominations, the Staff Representative shall send them with the Nominating Committee's nominations, by mail, to the members of the Division at least 10 days before the annual meeting of the Division. If there is a contest for any of the offices, voting shall be by written ballot.

Officers shall be elected for a term of one year and shall take office immediately upon election. Vacancies during the year among officers shall be filled by appointment by the Division Chairman with the approval of the Executive Committee.

ADVISORY COMMITTEE

The Advisory Committee shall be comprised of the following persons:

Active Past Chairmen of the Division
Two Division members

The Committee Chairman and the two members shall be appointed by the Division Chairman, subject to the approval of the Executive Committee at the annual meeting.

Duties and Responsibilities

The Advisory Committee will serve at the direction and guidance of the Division Chairman. Normal assignments made by the Division Chairman, may include:

1. Serve as an advising group to the Division Officers and Staff Representative, offering suggestions based on Division experience, on matters that will improve the efficiency and performance of the Division.
2. Develop or update a five year plan that will assist the Executive Committee in planning for the changing needs and requirements within the industrial field.

3. Advise the Nominating Committee of those persons that have made meaningful contribution to the Division and have also shown good leadership qualities.
4. Identify problem areas within the Division, recommend possible solutions to these areas to the Division Chairman, and monitor the changes made to evaluate their effectiveness.
5. Review and update the Division Bylaws for Officers, Committees and Sections of the Industrial Division.
6. Develop and assist in presenting training programs to the Division membership, staff, and its Sections that will enhance a better understanding of how the groups can work together for a more effective and knowledgeable Division.

BOARD OF DIRECTORS' REPRESENTATION

The Industrial Division is represented on the Board of Directors by members of the Division who have been recommended by the Division Nominating Committee to the Council Board of Directors Nominating Committee and elected by the Board. The number of representatives of each Division allowed on the Board is determined by the Board. The Industrial Division is allocated nine representatives. The Chairman of the Division shall be nominated along with eight others who shall be nominated, when practical to do so, in the following order of consideration:

Immediate Past Chairman of the Division
Chairman-elect
Assistant to the Chairman-Secretary
Leadership within the Division

Division members recommended for nomination and election to the Board of Directors shall hold office for one year and may be renominated. Should a vacancy occur, it shall be filled by recommendation of the Chairman of the Division with the consent of the Executive Committee and forwarded to the Vice President for Industry for action by the Board of Directors.

A Division member will not be recommended to represent the Division on the Board of Directors unless he or she can reasonably expect to be available to serve the full term. A Division member will not be continued on the Board of Directors as a Division Representative unless he or she is an official member of the Division. Should a member of the Board of Directors representing the Industrial Division terminate his or her active association with the Division, the Vice President for Industry shall be so notified and ask that the Board end their term as an official representative of the Industrial Division.

Recommendations by the Division Nominating Committee for Board representation shall be forwarded to the Nominating Committee of the Board of Directors at least 100 days before the date of the Annual Council Meeting.

CONGRESS PROGRAM PLANNING COMMITTEE

Scope

To advise and assist the National Safety Council, the Industrial Division and its various sections in development of scheduling, planning and coordination of the annual congress programs (sessions) to minimize the duplication of topics and provide quality sessions of maximum interest and benefit to the attendees.

DUTIES AND RESPONSIBILITIES

1. Encourage sections and standing committees to co-sponsor high quality sessions pertinent to current problems, issues and technology.
2. Encourage sections and standing committees to develop programs at least nine months in advance, to allow for proper promotional efforts; and to encourage sections to build continuity into their program planning.
3. Provide sections and standing committees with general session subject matter at least one year in advance.
4. Make suggestions to National Safety Council staff as to the subject matter for general sessions and scheduling to avoid conflict or competition with section sessions.
5. Serve as liaison with National Safety Council Board Congress Program Oversight Committee.
6. Maintain liaison with section congress program committee chairmen and section general chairmen.
 - a. Suggest co-sponsoring sessions with other sections, standing committees or divisions.
 - b. Suggest potential subjects that will draw greatest attendance.
 - c. Receive from sections and standing committees subject suggestions for general sessions.
 - d. Make recommendations for training on program matters for section program chairmen.
7. Provide information to the sections on subjects other sections and standing committees are planning, as well as National Safety Council staff plans for programs.

8. Provide information from other divisions to the sections and standing committees regarding their plans for programs.
9. Solicit suggestions from Industrial Division members (through surveys, etc.) regarding congress program topics, program schedules, exhibits and other congress matters.
10. Serve as liaison with Occupational Safety and Health staff to develop congress program matrix and communication regarding same to the Industrial Division and sections.

COMMITTEE MEMBERSHIP

The Congress Program Planning Committee shall consist of the Division Chairman-elect, who shall serve as its Chairman, the Assistant to the Chairman, the Directors of Standing Committees, the Directors of Section Groups, and the Division Staff Representative.

DUTIES OF OFFICER

Chairman of the Division

Immediately after election, the Chairman shall present an outline of his or her proposed program for the coming Division year.

The Chairman shall preside at Division meetings and Executive Committee meetings and assume responsibility for holding meetings on schedule and for calling special meetings when necessary. The Chairman is responsible for the agenda at such meetings, with the help and guidance of the Division Staff Representative.

The Chairman shall direct activities of the Division in accordance with plans formulated through his or her objectives and with the advice, counsel and official action of the Executive Committee in areas so designated.

As chief executive officer, the Chairman is responsible for the proper function and performance of other officers and committees and all activities required for the welfare of the Division. The Chairman shall serve as an ex officio member of all Committees and Sections in the Division with the exception of the Nominating Committee.

The Chairman shall appoint: three members to the Executive Committee; four members to the Nominating Committee; Advisory Committee Chairman and two members; and the Standing Committees Chairman and Vice Chairman. In making these appointments the Chairman shall consider the recommendations of the Nominating Committee and previous Standing Committee Chairmen. These appointments shall be reported to the Executive Committee at the annual meeting for their approval.

The Chairman shall also appoint special committees, task forces, and representatives of the Division as may become necessary, subject to the approval of the Executive Committee. In addition, the Chairman shall fill all Division member vacancies that occur during the year, with approval of the Executive Committee.

The Chairman shall establish Division objectives and provide guidance to Standing Committees and Sections to lead in the development of their objectives to insure compatibility with Division objectives.

The Chairman shall submit an annual written report to the Vice President of Industry who will present the report to the Council Executive Committee. The report shall include progress and needs of existing programs and proposals for any new programs.

The Chairman is authorized to handle any issues requiring immediate attention after conferring with officers and staff as needed; however, any issues which can be delayed to a following meeting of the Executive Committee and Division should be held in abeyance until such meeting.

Chairman-elect and Assistant to the Chairman-Secretary

The duties of the Chairman-elect and Assistant to the Chairman-Secretary are to serve at the direction of the Division Chairman, and to furnish direction and guidance to their assigned Directors of Sections and Standing Committees.

At the request of the Division Chairman, it is the responsibility of the Chairman-elect and the Assistant to the Chairman to: chair special committees; following up on suggestions and recommendations submitted by Sections and Committees; and review and following up on items contained in the Section and Standing Committee meeting minutes.

In addition they shall:

1. Suggest programs and/or projects that will enhance the operation of the Division and report the status of current or long-range projects being worked on by Sections or Committees to the Executive Committee.
2. Advise the Executive Committee regarding solutions to problems of organization, communications and relationships.
3. Conduct meetings with their assigned Directors providing leadership and direction by: suggesting projects that are compatible with Division objectives; coordinating the work of the groups to eliminate duplication of effort; and advising of Council policy that falls within their scope of responsibility.
4. Attend, to the extent possible, the meetings of the assigned Directors and encourage the Sections or Committees to attain their objectives and goals.
5. Evaluate assigned Directors for future leadership roles and submit recommendations to the Nominating Committee.

The Assistant to the Chairman-Secretary shall be responsible for reviewing and approving Division Officer, Executive Committee, and Plenary session minutes that are prepared by staff of the Division Staff Representative.

Director of Sections

The duties of Directors of Sections are essentially those of furnishing direction to their assigned Sections and their respective Executive Committees through their Section General Chairmen.

They shall:

1. Coordinate the work of their group of Industrial Sections so that realistic objectives compatible with the goals of the Industrial Division are set and met.
2. Assist in elimination of overlapping and duplication of efforts between assigned Sections.

3. Coordinate efforts of Sections in activities that might be of benefit to more than one Section.
4. Provide leadership and direction to the assigned Sectional General Chairmen for more effective operation of their Sections.
5. Through the Chairman-elect, represent their assigned group to the Division Executive Committee. Submit to the Chairman-elect recommendations and resolutions or matters of interest that arise from Sections so that appropriate action may be taken by the Division Executive Committee.
6. Influence the National Safety Council Industrial Department Staff to provide services and guidance felt necessary for effective growth in assigned Sections.
7. Attend, to the extent possible, the assigned Section Executive Committee meetings during Congress week and throughout the year.
8. Observe Section Chairmen for future leadership responsibilities in the Division.

Functions

1. Conduct meetings with the assigned Section General Chairmen.
2. Review and take action on Section correspondence provided by the staff. This will include a review of minutes of all Section meetings within the assigned group.
3. Report activities of the group to the Industrial Division as called upon. Represent the group in Industrial Division matters and vice versa.
4. Maintain liaison with staff on activities and needs of the group.
5. Identify the visual aids, training programs and other outstanding activities within Sections and report these to the Chairman-elect for consideration by the Executive Committee, especially in areas where outstanding programs can be shared with other groups within the Division.

Directors of Committees

The duties of the Directors of Committees are essentially those of furnishing direction to their assigned committees and the Chairmen of those committees to attain the following objectives:

1. Coordinate the work of assigned Standing Committees so that realistic objectives comparable with the goals of the Industrial Division are set and met.
2. Keep overlapping and duplication of effort between assigned committees and other committees and activities of the Division at a minimum.

3. Refer problems that need the attention of more than one Division committee to the Assistant to the Chairman for proper reassignment or clarification.
4. Provide leadership and direction to the assigned committee Chairman for more effective operation of their respective committees.
5. Keep the Assistant to the Chairman informed on general progress of assigned committees and refer items to the Assistant to the Chairman that need attention or approval.
6. Bring matters to the attention of the Industrial Division that require its approval or might be of interest to the entire group. Such matters must be carried through the Assistant to the Chairman who will bring them to the attention of the Executive Committee.
7. Through the Assistant to the Chairman represent the interests of assigned committees to the Executive Committee, and submit resolutions to the Assistant to the Chairman that arise from Standing Committees so that appropriate action may be taken through the Executive Committee and the Division.
8. Provide guidance to the National Safety Council staff in clarifying decisions made by assigned committees.
9. Attend, to the extent possible, all committee meetings held during Congress week and during the winter and spring meetings.
10. Observe Committee Chairmen for future leadership responsibilities in the Division.

Functions

1. Conduct meetings with assigned Committee Chairmen.
2. Review and take action on correspondence provided by staff with regard to assigned committee operations. Review all minutes of assigned committee meetings and make an appraisal of their attainment of objective and attainment of Division objectives as they would relate to the function of the committees.
3. Make a comprehensive report of those activities to the Assistant to the Chairman and for further consideration of the Executive Committee.
4. Represent assigned committees in Industrial Division matters and vice versa.
5. Maintain liaison with the National Safety Council staff on activities and needs of assigned group.
6. Evaluate the effectiveness of their assigned group and observe committee chairmen for future leadership responsibilities in the Division.

DUTIES OF STAFF REPRESENTATIVES

Division Staff Representative

It is the responsibility of the Division Staff Representative to serve as liaison between the Division and the National Safety Council President, to assign staff to the Committees and Sections of the Division to ensure smooth operation of these groups, and to assist and encourage the Division and its Sections to attain their goals and objectives.

In addition, the Division Staff Representatives shall:

1. At the direction of the Division Chairman: arrange for meeting places of regular or special meetings; notify membership; prepare an agenda; record attendance and minutes and distribute on a timely basis; and maintain all records of these meetings.
2. Present a report on Staff activities, including activities of other Divisions that relate to the Industrial Division, at each of the regular meetings.
3. Consult and advise the Committees and Sections of the Division Bylaws and on plans and progress of Staff on projects that are related to their function.
4. Review reports of problems received from Section and Committee Staff Representatives with the Division Chairman and appropriate Director for study and resolution.
5. Recommend to the Division Chairman members to serve on the Standing Committees according to the members first or second choice preference.
6. Distribute member evaluation forms by 1 March of each year to all Directors and/or Chairmen for those persons they are working with, and forward replies to the Nominating Committee for their consideration in selecting next year's Officers and Members-at-Large.
7. Maintain and distribute at each regular meeting an updated record of: Executive Committee and/or Division action on all recommendations and resolutions presented to the Division during the past three years; the progress schedule of all incomplete data sheets, audio visual aids, etc., presented to the Division Staff by the Committees and/or Sections for publication or processing.
8. Transmit the recommendations or resolution of the Division to the appropriate Officers of the Board of Directors.

Director, Standing Committee, and Section Group Staff Representatives

It is the responsibility of the Staff Representative to: serve as a liaison between their respective group and the Division Staff Representative; ensure the smooth operation of their group; and assist and encourage their group to attain their goals and objectives.

In addition the group Staff Representatives shall:

1. At the direction of the group Chairman: notify members of regular and special meetings; prepare an agenda, record attendance and minutes and distribute on a timely basis; and maintain all records of those meetings.
2. Advise the Chairman and group members regarding Division Bylaws that pertain to group plans or projects.
3. Follow through on group projects that require Council staff participation and keep group informed regarding project progress.
4. Inform Chairman and group members about plans and progress of Council projects which fall within the scope of group activity.
5. Transmit recommendations and resolutions made by the group to the Division Chairman and Staff Representative.

See Appendix (Operating Procedures - Director, Committee, and Section Group Staff Representatives) for additional duties.

Section Staff Representative

It is the responsibility of the Section Staff Representative (hereafter referred to as Administrator) to: serve as liaison between the assigned Sections and the Division Staff Representative; ensure the smooth operation of these Sections; and assist and encourage the assigned Sections to attain their goals and objectives.

In addition the Administrator shall:

1. At the direction of the Section Chairman: notify members of regular and special meetings; prepare an agenda; assist the Section Secretary by editing and distributing minutes of the meetings on a timely basis; and maintain all records of the meetings.
2. Advise the Section Chairman and members regarding Division policy that pertain to Section projects or plans.
3. Follow through on Section projects and activities that require Council staff participation and keep the Section Chairman and members informed regarding progress on these projects.
4. Inform the assigned Sections about plans and progress of Council projects which fall within the scope of these Sections.

See Appendix (Procedures Guide for Division Sections) for additional duties.

STANDING COMMITTEES OF THE DIVISION

The Industrial Division shall have Standing Committees which will meet in conjunction with Division meetings and at special meetings upon the call of the Chairman of the Division and Director of Committees. (Standing Committee sub-groups shall meet as necessary at the direction of the Committee Chairman.) Such committees shall be advisory in nature and not administrative.

Chairmen and Vice Chairmen of Standing Committees shall be appointed by the Chairman of the Division (considering suggestions from previous committee Chairmen) with the approval of the Executive Committee and will serve a term of one year. Maximum term of office for Standing Committee Chairmen is three years, subject to a two year review. Members of the Standing Committees will be assigned by the Division Staff Representative, with the approval of the Division Chairman, according to the member's first choice of committees. Assignments other than first choice will only be made if absolutely necessary to maintain balance of Committee membership. Vacancies occurring during the year shall be filled by the Chairman of the Division, with approval of the Executive Committee.

Standing committees shall be structured to function in the following areas:

Associations	Occupational Safety & Health Training
Audio-Visual Aids	Off-the-Job Safety
Contests and Awards	Product Safety
Engineering	Research Projects
Environmental Health	Safety/Health Computer
Ergonomics/Human Factors	Applications
Occupational Health Hazards	Standards
Occupational Health Nursing	Technical Publications
Occupational Motor Vehicle	
Driver Safety	

The scope and duties of these committees is made a part of the Appendix.

Committee functions may be added or realigned according to the judgement of the Executive Committee with the approval of the Division at a regular meeting. This does not apply to ad hoc committees.

Duties of Committee Chairmen

1. Be responsible for implementation of Division and Committee objectives.
2. At the spring meeting, establish projects for the next year and present to the appropriate Director of Committees.
3. Evaluate committee member performance for the guidance of the Nominating Committee.
4. Present to the Director of Committees resolutions and recommendations calling for action by the Executive Committee and Division. The Director and the member requesting the action will present the resolution or recommendation to the Executive Committee for their consideration.

SECTIONS OF THE DIVISION

The purpose of the Sections shall be to aid, support, implement and assist in the development of Division standards and programs to encourage and promote methods and procedures leading to increased safety and health among the persons involved in industry. Sections will function in the following areas

Aerospace	Marine
Automotive, Tooling, Metalworking and Associated Industries	Metals
Cement, Quarry & Mineral Aggregates	Mining (other than coal)
Chemical	Petroleum
Coal Mining	Power Press & Forging
Construction	Printing and Publishing
Electronics & Electrical Equipment	Public Employees
Fertilizer, Agricultural Chemical	Public Utilities
Food & Beverage	Railroads
Forest Industries	Research & Development
Glass & Ceramics	Rubber & Plastics
Health Care	Textile
International Air Transport	Trades & Services

All actions relating to the realignment, elimination, establishment of new Sections, combining or fragmentation of Sections must be presented as a resolution to the Executive Committee who will take such a request into consideration, give it adequate study to determine the merits of a resolution, budgetary needs for providing staff and other services and present the resolution to the Division for approval along with its recommendations. If passed by the Division, the resolution will be forwarded to the Board of Directors for their consideration and actions.

See Appendix, Procedures Guide for Division Sections, for additional information relating to the function of Sections.

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MEETINGS OF THE DIVISION

There shall be an Annual Meeting of the Division held in conjunction with the Annual Meeting of the Council and the National Safety Congress in September, October or November. The Division will meet on the Saturday and Sunday prior to the National Safety Congress for the transaction of business and election of new officers.

In addition to the Annual Meeting, the Division will meet for a minimum of two days one or more times during the year at a location designated by the Executive Committee of the Division.

Suggested format for these meetings include meetings of:

- Director, Committee, and Section Chairman Groups
- Advisory and Nominating Committees
- Standing Committees
- Executive Committee Officers
- Division Members - Plenary Session
- Orientation, Training and Workshops

A quorum at any meeting of the Division or Committee shall be a simple majority of the Division or Committee in attendance.

RESOLUTIONS, RECOMMENDATIONS, AMENDMENTS

Resolutions and recommendations from Committees, Sections or members thereof shall be submitted to the Division Executive Committee for their consideration. A Director and the Division member requesting action may present the written resolution or recommendation personally to the Executive Committee at any scheduled meeting. The Executive Committee will decide the appropriate action on recommendations and announce their decision to the Division members. Resolutions will be studied by the Executive Committee and their recommendation to the resolution will be presented to the Division members for their vote.

Amendment to these Division Bylaws must be presented as a resolution to the Executive Committee for their consideration and recommendation. The amendment may be adopted by approval of two-thirds of the votes at any Division meeting or by mail ballot providing that the text of the proposed amendment is announced to the members at least forty-five days in advance of the vote. The amendment, if approved by the Division, shall not take effect until approved by the Council Board of Directors Executive Committee.

Roberts Rules of Order Newly Revised will be used as the guide in voting and conducting meetings in all cases to which they are applicable and in which they are not inconsistent with the National Safety Council Charter, Constitution and Bylaws, or Division Bylaws.

APPENDIX

INDUSTRIAL DIVISION STANDING COMMITTEES

The Scope and Duties of the committees have been drafted in such a manner as to spell out broad areas of responsibility without stating specific projects. It is intended to give the committees as much freedom as possible, within the purpose and scope of the Division, to determine their activities without being dependent on the Division for guidance in setting objectives. Each committee is responsible for developing a two way method of communication with similar Committees of the Sections and other Division Committees.

The following definitions should be used by the committees as guides when establishing their activities and programs.

GOAL - This is the objective of the effort of the Industrial Division as a whole which is stated in general terms. The Standing Committees should address the goal in specific terms as defined by their respective scopes.

SCOPE - The limits of the Committee's range of activity within the parameters of the Industrial Division.

DUTIES AND RESPONSIBILITIES - The specific activities assigned to a committee.

PROJECTS - Those individual undertakings assigned to, or developed by, the committee to fulfill the committee's duties and responsibilities.

RESOLUTION - A formal expression of opinion or will of an assembly, adopted by vote. If a Committee needs the support of the full Division to start a project or take some action, it should present a resolution to the Executive Committee who will study the resolution and present it to the Division membership along with their recommendation.

RECOMMENDATION - Act of recommending, to offer or suggest, to advise or counsel. Recommendations can be acted upon immediately by majority vote of the Division Executive Committee without taking it up further with the Division membership.

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ASSOCIATIONS COMMITTEE

Scope

To assist the Council, Industrial Division, and Sections by establishing cooperation between associations/professional societies and the Council staff and committees in their respective safety and health activities.

Duties and Responsibilities

1. Advise the Division on the best and most productive means the Council, the Division, the Section, and Associations can work cooperatively together to develop and promote safety and health programs, research, seminars, and other activities.
2. Assist the Council staff by recommending services that could be included with the association membership package. Also, provide assistance in identifying and soliciting new association Council members.
3. Advise the Division on alternative means of promoting Council membership, programs, and services to associations' individual and company members, and assist in such endeavors as undertaken by the Council staff or volunteer committees.
4. Maintain liaison with Division Sections and offer guidance and direction to the Sections on how they can best work with Associations related to their industrial field.
5. Establish liaison with association groups of other Divisions and the Board thru appropriate Council staff.
6. Submit articles on Association-Council cooperative activity in safety and health to Council staff for publication in appropriate Section Newsletters and Safety & Health.

AUDIO VISUAL AIDS COMMITTEE

Scope

To assist the Council and Division Sections in securing, developing and disseminating information related to the use of visual education equipment and materials and their most effective use in safety and health programs. This includes video tapes, slides, posters and charts, booklets, training manuals or guides, working in close coordination with the Occupational Safety Training Committee.

Duties and Responsibilities

1. Recommending to Council Staff, Division, and Sections those actions which would enhance the use of audio visual material in safety and health programs as follows:
 - a. Introducing programs and seminars.
 - b. As countermeasure for specific industry problems.
 - c. The need of new material in new or existing subject areas.
 - d. The productive method and techniques of AVA materials.
 - e. In review of new techniques, equipment changes, and standards.
2. To promote the development and use of audio visual aids by:
 - a. Producing audio visual guidelines and fact sheets.
 - b. Conducting audio visual seminars.
 - c. Sponsoring Congress sessions dealing with audio visuals.
 - d. Developing audio visual articles for publication in Section Newsletters and the Safety & Health.
3. Maintain liaison with Division Sections and offer guidance and direction on how the Sections can best answer their industry's audio visual needs.

CONTEST AND AWARDS COMMITTEE

Scope

Assist the Industrial Division, Industrial Division Sections, and the National Safety Council in the formation and operation of award programs and in conformance with the National Safety Council policy and Board Awards Committee recommendations.

Duties and Responsibilities

1. In cooperation with the Statistics Department, review the award plan for recognizing good industrial safety records as necessary and suggest changes as needed to the Industrial Division Executive Committee.
2. Examine the operation of Section safety contests and awards by:
 - a. Review rules of Section safety contests every five years and/or as problems arise.
 - b. Approve requested Section safety contest rule changes consistent with the National Safety Council policy.
 - c. Interpret Section contest rules, arbitration questions or controversies, and report findings to the Industrial Division Executive Committee.
 - d. Insure that Section special awards do not conflict with "b" above and to insure compliance with NSC policy.
3. Maintain liaison with Division Sections and assist them in contest and award programs.
4. Judge the nominations received for the Distinguished Service to Safety Award; review and revise requirements as needed to keep abreast of current thinking.
5. Assist staff in the operation of the Cameron Award program; maintain liaison with the Judging Committee; and recommend changes to the Division Executive Committee as needed to operate the program equitably and effectively.
6. Review, evaluate, and make recommendations to the Industrial Division Executive Committee for any newly proposed award program for the National Safety Council, Industrial Division, Industrial Division Sections and for any new Section safety contests.
7. Prepare articles for Industrial Division Section Newsletters and Safety & Health regarding award programs and Section safety contests; prepare "Success Stories" as appropriate.

ENGINEERING COMMITTEE

Scope

To assist the Division, Sections, and Council in securing, developing and disseminating information related to the safe design and use of industrial equipment and processes. This includes exposures to all forms of energy production and usage.

Duties and Responsibilities

1. Advise the Division, Sections and Council on the recommended ways and means whereby a safe and healthy work environment may be achieved through:
 - a. Machinery, tool and equipment design.
 - b. Plant layout and plant traffic patterns.
 - c. Material handling.
 - d. Preventive maintenance programs.
 - e. Industrial hygiene and industrial safety engineering programs.
2. Provide the Division, Sections and Council with engineering information and risk assessments for use in safety publications and programs.
3. Participate in loss prevention and congress technical sessions as appropriate.
4. Participate on safety standards' review committees as appropriate.
5. Maintain liaison with equipment manufacturers regarding new products and applications.

ENVIRONMENTAL HEALTH COMMITTEE

Scope

To act as coordinators and communicators to Council, Division and Sections concerning development of products and provision of services involving the environmental health of the populace, 23 hours per day.

Duties and Responsibilities

1. Assist the National Safety Council in expanding its image regarding the total involvement of workers' health, well being, and safety in Council programs.
2. Bridge the divisional structure of the National Safety Council through involvement of liaison representatives of other divisions in Environmental Health Committee programs.
3. Utilize innovative communication tools to reach the total community.

ERGONOMICS/HUMAN FACTORS

Scope

To assist the Division, Section and Council in securing, developing and disseminating information related to the recognition, evaluation and control of poor workplace design and job methods that exceed the physical capability of workers and leads to injuries such as carpal tunnel syndrome, tendonitis, white fingers, low back pain, etc.

Duties and Responsibilities

1. Advise the Division, Section and Council on ways and means to:
 - a. Identify and quantify occupational ergonomic problems in the workplace as it relates to safety.
 - b. Determine occupational ergonomic risk to workers based on problem type.
 - c. Develop corrective engineering design and controls for reducing ergonomic risk to workers.
2. Maintain liaison with the Council staff and Division Sections and, assist them in determining the need and content for new publication, audio visuals, training and other products.
3. Work within the Industrial Division objectives by assisting Sections in achieving their work injury reduction goals.
4. Disseminate ergonomic information through:
 - a. Ergonomic guides, fact sheets and other documents (e.g. "Ergonomic Design Ideas Illustrated").
 - b. Sponsoring a general ergonomics session at each National Safety Congress.
 - c. Developing articles for publication in Section Newsletters and Safety & Health.
5. Establish liaison with other organizations with ergonomic interest for the purposes of:
 - a. Learning recent advances in ergonomic research which can be applied by industry.
 - b. Developing an interorganizational forum for exploring mutual ergonomic interests.
 - c. Encouraging ergonomic research in areas of interest to Council members.

OCCUPATIONAL HEALTH HAZARDS COMMITTEE

Scope

To assist the Division, Sections and Council in securing, developing and disseminating information related to the recognition of potential health hazards, evaluation of hazardous exposures and protection from these hazards.

Duties and Responsibilities

1. Advise the Division, Sections and Council on ways and means whereby a healthy work environment may be achieved through:
 - a. Engineering designs and controls.
 - b. Proper handling of toxic and hazardous substances.
 - c. The use of personal protective equipment.
2. Maintain liaison with the Council staff and Division Sections and assist them in determining the need and content for publications and materials.
3. Assist the Council Sections in developing and conducting health programs, training courses and seminars as suggested by staff.
4. Disseminate information.
 - a. Producing guidelines and facts sheets.
 - b. Sponsoring Congress sessions.
 - c. Developing articles for publication in Section Newsletters and the Safety & Health.

OCCUPATIONAL HEALTH NURSING COMMITTEE

Scope

To support the goals of the National Safety Council, the Industrial Division Sections and Standing Committees on providing assistance and advise in occupational health and safety.

Duties and Responsibilities

Review, evaluate and make recommendations to the Industrial Division Executive Committee on occupational health and safety policies, programs, and publications. To maintain close contact with Standing Committees and Sections to explore possible activities the committee could undertake to support the objective of the Industrial Division.

Development and dissemination of materials which provide technical health information. This includes the production of publications by the committee as well as the promotion of existing material identified as appropriate.

Publish an Occupational Health Nursing Newsletter.

Sponsor/co-sponsor Congress sessions and seminars which promote the objectives of the Industrial Division.

Provide leadership and assistance to the Director of Occupational Health Programs of the National Safety Council.

OCCUPATIONAL MOTOR VEHICLE DRIVER SAFETY COMMITTEE

Scope

To assist the Industrial Division, Sections and Council in preventing accidents involving licensed vehicles used on highways.

Duties and Responsibilities

1. Advise the Division, Sections and Council on key issues in occupational motor vehicle safety.
2. Develop a comprehensive program guide for occupational motor vehicle safety.
3. Assist in evaluating and updating existing Council products related to motor vehicle safety.
4. Develop appropriate new materials directed to motor vehicle safety.
5. Conduct motor vehicle safety programs during Congress.
6. Establish and maintain liaison with other Council divisions, associations, insurance agencies and government interests.
7. Assist the Council in expanding business executive awareness of the magnitude of occupational motor vehicle accident problems.
8. Identify to the extent possible the specific causes of occupational motor vehicle accident problems.
9. Promote the inclusion of occupational motor vehicle safety in college level safety curriculum.

OCCUPATIONAL SAFETY AND HEALTH TRAINING COMMITTEE

Scope

To assist the Division, Sections and Council in securing, developing and disseminating information related to the use of training activities in safety and health programs.

Duties and Responsibilities

1. Advise the Division, Sections and Council on the most effective use of training activities in safety and health programs based on successful experiences, new techniques, and methods, etc.
2. Maintain liaison with the Division Sections and:
 - a. Assist the Sections to determine what types of training activities are needed for safety problems in their industry.
 - b. Assist in the development of rules for holding Section seminars or schools. Work with Sections, local councils and chapters to encourage joint sponsorship of schools, etc.
3. Assist the Council staff in determining the content of new or revised training courses for the Safety Training Institute based upon the needs of industry and the safety/health profession.
 - a. Assist Council staff in monitoring of STI courses held in the field by the Council, Sections, and local and state chapters and affiliates.
 - b. Assist in the development of criteria of STI courses both in-house and in the field as requested by Council staff.
4. Promote the development and use of training by:
 - a. Producing guidelines and fact sheets.
 - b. Conducting seminars.
 - c. Sponsoring Congress sessions.
 - d. Developing articles for publication in Section Newsletters and the Safety & Health.
 - e. Assist in publicizing schools, seminars, etc. in Section Newsletters and Safety & Health.

OFF-THE-JOB-SAFETY COMMITTEE

Scope

To assist the Division, Sections and Council in securing, developing and disseminating information related to the off-the-job safety activities. Also to encourage the expansion of off-the-job safety programs by companies to help the employee prevent accidents to himself and members of the family in their daily activities.

Duties and Responsibilities

1. Advise the Division, Sections and Council on the most effective use of the off-the-job activities in safety programs.
2. Maintain liaison with the Division Sections and assist the Sections in conducting surveys, exchanging information and developing campaigns for the benefit of their members.
3. Assist the Council staff and Sections in determining the need and content for publications and materials.
4. Promote the development and use of the off-the-job safety programs and activities by:
 - a. Producing guidelines and fact sheets.
 - b. Conducting seminars.
 - c. Sponsoring Congress sessions and, for maximum exposure, encouraging other Divisions to participate in the sessions.
 - d. Developing articles for publication in Section Newsletter and the Safety & Health.

PRODUCT SAFETY COMMITTEE

Scope

To assist the Council and Division Sections in securing, developing and disseminating information and material related to: 1) the field of Product Safety, 2) the role of the safety professional in the company Product Safety program.

Duties and Responsibilities

1. To recommend to the Industrial Division possible positions or responses to new Product Safety development which can be forwarded, through appropriate Council staff, to the Council Board of Directors for considerations.
2. To assist Council staff in the development of appropriate Product Safety educational and training materials and information by:
 - a. Producing Product Safety guidelines, fact sheets, brochures, films, etc., as necessary.
 - b. Conducting suitable Product Safety seminars.
 - c. Sponsoring Product Safety sessions at Regional and National Safety Congresses.
 - d. Developing articles for publication in Section newsletters and Council publications.
 - e. Expanding the Product Safety Committee expertise of Division Sections.
 - f. Assisting and advising other Divisions in the development of their Product Safety program, as required.
3. Establish liaison with Division Sections and assist them in developing appropriate product safety educational and training materials and information related to their industrial field.

RESEARCH PROJECTS COMMITTEE

Scope

To assist the Council and Division Sections in determining areas in occupational accident prevention where further study might be deemed necessary in order to improve the injury experience.

Duties and Responsibilities

1. Advise the Division, Sections and Council where research is needed and on the recommended methods whereby productive results may be obtained.
2. Suggest to Division, Sections and Council where the expertise is within the Council to do the research needed.
3. Maintain liaison with other research organizations; and keep the Division informed of projects undertaken which relate to occupational safety and health.
4. Act as a clearinghouse for research projects undertaken by Division Sections.
5. Encourage the use of research techniques and disseminate research findings by:
 - a. Conducting seminars on "How To Do Research," etc.
 - b. Sponsoring Congress sessions.
 - c. Developing articles for publication in Section Newsletter and the Safety & Health.

SAFETY/HEALTH COMPUTER APPLICATIONS COMMITTEE

Scope

To assist the Division, Sections and Council in securing, evaluating and disseminating information related to developing and marketing micro-, mini- and mainframe computer programs that specifically assist safety and health activities in the performance of their routine duties.

Duties and Responsibilities

1. Advise the Division, Sections and Council on ways and means to:
 - a. Identify, quantify, and prioritize safety and health tasks that would lend themselves to computerization.
 - b. Develop computerization analysis needs for specific professional groups or industries.
 - c. Critically review computer hardware and software for compatibilities and capabilities to meet the currently defined needs.
2. Develop program recommendations that will meet safety and health computerization needs.
3. Assist Council staff in the planning, developing and testing of newly developed computerized programs before marketing.
4. Maintain liaison with the Council staff and Division Sections to assist them in determining the need and content for new computer-oriented publications, audio-visuals, training, and products.
5. Help the Industrial Division achieve its objectives by assisting Sections in achieving their work injury reduction goals.
6. Disseminate computer-oriented safety and health information through:
 - a. Sponsoring safety and health computerization information session at the National Safety Congresses.
 - b. Sponsoring Professional Development Seminars on the topic.
 - c. Developing articles for publication in Section Newsletters and the Safety & Health.
 - d. Incorporating computer application information into the courses offered by the Safety Training Institute.
7. Establish and maintain liaison with other organizations with computerization interests for the purposes of:
 - a. Learning of recent advances in computerization research as well as hardware and software developments which can be applied.
 - b. Encouraging computerization research in areas of interest to Council members.
8. Develop guidelines and methods for computerizations applications in safety and health.

STANDARDS COMMITTEE

Scope

To act as Coordinators and Communicators to the Council, Division, and Sections concerning the development and maintenance of standards concerning occupational safety and health in which the Industrial Division has an established interest.

Duties and Responsibilities

1. Communicate to the Council, Division, and Sections the progress of standards projects which impact on occupational safety and health.
2. Recommend Council participation on specific standards development and maintenance activities.
3. Coordinate the Division position on proposed federal standards and regulations.
4. Coordinate a liaison with nationally recognized consensus standards producing organizations - i.e., ANSI, ASTM, NFPA, etc.
5. Coordinate a liaison with the Division Sections and encourage the Sections to participate in the development and maintenance of standards and submit their collective opinions through their standards representative to the standards committee.
6. Assist Sections in conducting safety standards seminars.
7. Assist the Council staff in determining the need and content for publications and materials concerning occupational safety and health standards.
8. Provide educational and training program information by:
 - a. Conducting seminars on standards activities;
 - b. Sponsoring Congress sessions;
 - c. Developing articles for publication in Section Newsletters and the Safety & Health, semi-annually.

TECHNICAL PUBLICATIONS COMMITTEE

Scope

To assist the Division, Sections and Council in developing printed materials of high technical quality by advising the Sections and staff on review procedures and sources for technical competence.

Duties and Responsibilities

1. Assist Council staff in securing qualified reviewers for chapters of the Accident Prevention Manual, data sheets and other publications as requested.
 - a. Review the ballot drafts and final drafts of data sheets developed by the Sections for accuracy and completeness.
 - b. Review other technical publications on request.
2. Recommend approval for publication of a data sheet after ensuring that its development has followed the established procedure. This is to be done in cooperation with Council staff - Industrial Department and Publications Department.
3. Assist the Council staff in determining the need and content for new publications of a technical nature.
4. Maintain liaison with the Division Sections and advise them of the areas in which technical publications are needed and the established procedures to follow in producing data and safety and health sheets.
5. Provide technical publications education and training by:
 - a. Conducting seminars.
 - b. Sponsoring Congress programs.
 - c. Developing articles for publication in Section Newsletter and the Safety & Health.

PROCEDURES GUIDES FOR DIVISION SECTIONS

HWBB-0032776

Introduction

This document contains a concise description of the structure, purpose, objectives, standards, and procedures of a typical Section of the Industrial Division. It is designed to supplement the Division Bylaws and to provide the fundamentals on Section organization and operation within the Division.

The document should, therefore, be used as a working guide for Section members and Council staff. Utilized as a template for individual Section handbooks and bylaws, it will assure the uniformity and compatibility of Section practices. Such practices will in turn have a positive effect upon the efficiency and productivity of the Industrial Division and Sections, and proper interfacing with the National Safety Council Board of Directors and staff.

Purpose

The aims and purposes of the Industrial Division and its Section shall be to provide proper leadership to aid, support, implement and assist in the development of the National Safety Council standards and programs, also to further, encourage and promote methods and procedures leading to increased safety, protection and health among all persons involved in business and industry. This also includes the safeguarding of the property, products and services of business and industry.

Objective

The basic objective of each Section of the Industrial Division shall be to define, study and recommend solutions to the safety and occupational health problems of its particular industry, to disseminate and exchange information about these problems and their solutions, and to bring these activities into the scope of the Industrial Division of the National Safety Council.

In attaining this objective, the Sections should conduct the following activities:

1. Meet yearly, in conjunction with the National Safety Council, to elect an Executive Committee which will administer the business of the Section. The full Executive Committee should meet at least one additional time outside of Congress time with at least one full day's agenda at each meeting to accomplish the objectives of the Section, Division and Council.
2. Develop in conjunction with the National Safety Council staff industry-specific technical publications such as Data and Information Sheets, safety manuals, inspection checklists and handbooks.
3. Develop in conjunction with the National Safety Council staff industry-specific audio-visual aids and related materials, such as video tapes, films, slide shows, instructor's manual, posters and visual aid directories.

4. Publish an industry-specific newsletter.
5. Conduct research and investigation of accident problems in conjunction with the National Safety Council staff.
6. Promote and conduct safety training for Section members and other interested persons.
7. Participate in conjunction with the National Safety Council staff in national standards development.
8. Compile and develop industry-specific statistics on loss prevention.
9. Sponsor and participate in organized educational activities, such as safety and health schools, seminars, and training programs.
10. Provide technical advisement on safety and occupational health matters to industry, the Council staff and the public.
11. Facilitate the interchange of information and materials between members, the Industrial Division and the Council.
12. Establish liaison with similar-interest groups, such as other safety and health organizations, professional, scientific and technical societies, trade associations, and governmental agencies.
13. Provide industry-specific programming for the annual National Safety Congress.
14. Promote industry-wide Council and Section memberships.
15. Interact with, provide feedback to, and otherwise support the National Safety Council and the Industrial Division and its activities.
16. Interact with Council staff for the development and promotion of industry-specific materials, products, and services within the Section industry and for other appropriate similar industries.
17. Establish a liaison and working relationship between Section Standing Committees and Industrial Division Standing Committees by promoting attendance of Standing Committee Chairmen at Industrial Division Standing Committee meetings.

Section Policy

The Section shall be governed by the policies of the National Safety Council, its Constitution and Bylaws, and shall operate within the Division Bylaws as approved by the Board of Directors of the National Safety Council. Each Section is subject to all operating standards and procedures of the Industrial Division and is subject to the supervision, management, and coordination of that Division in all Section activities.

Each Section shall formulate and publish its own handbook and set of Bylaws and rules covering its organization and function. This document shall be in agreement with the Division Bylaws and all applicable documents of the Industrial Division and shall not take effect until approved by the Division Executive Committee.

Section/Council Relationships

If fulfilling its objective to assist the National Safety Council in its activities, it is important that the Sections maintain a working relationship with the Council's professional staff. It is also important that the Council's policies, practices, and programs be clearly communicated to the Section's officers.

To accomplish this activity the Industrial Department of the Council has appointed Section Administrators to work with 2-3 Sections. These persons serve as a liaison between the Section and the Council and assist the Section officers in the Section operations.

Section Administrators are responsible for assisting the Section and other staff in the development or production of technical materials, as necessary. This includes Data Sheets, surveys, safety guides, video tapes, slide shows, manuals, etc. The Section Administrator will be responsible for continued follow-up to see the projects are properly coordinated through the Section and the Council as appropriate.

The following is a specific list of obligations and responsibilities of the Section Administrator:

1. Serve as a liaison between the assigned Sections and the Council.
2. Assist in the planning and conducting of Section meetings, attending these meetings, editing and distributing the minutes of these meetings.
3. Coordinating the Section's projects and activities with members and Council staff.
4. Handling general requests and inquiries for technical assistance from assigned Sections.
5. Assisting the Section Newsletter Editor in the publication of the Section's Newsletter, review the safety Newsletter for appropriate content and technical accuracy.
6. Advising the Section on the Council's policies and Industrial Division programs and activities.
7. Provide advice to the General Chairman and Section members, encourage and stimulate them to carry out their responsibilities.
8. Keep the Section informed concerning the health and safety needs relating to the specific industry, and provide technical assistance and advice in this area of responsibility.

9. Consult with Section members on industry-related hazards and assist the Section in developing programs to eliminate these hazards.
10. Carrying out assigned internal Industrial Department duties which may include among other things telephone and written consultation to members, serving as secretary or member of Standards Committees, special projects and teaching in the Training Institute, and serves as secretary to Industrial Division Groups and Standing Committees as assigned by the Industrial Department Manager.
11. Keeping the Section informed of Industrial Division activities and programs and coordinating any activities as required.
12. Keeping the Section informed of Industrial Department and Council staff changes, activities, services and new products, etc.
13. Promoting Section projects and activities for the development of Section specific materials and products.

Section Membership

1. Membership in the National Safety Council may be an employer or organizational membership or an individual membership.
2. Each candidate for admission to the Section as a voting member shall be an individual dues paying member of the National Safety Council or an authorized representative of an organization member of the National Safety Council.
3. The Section Executive Committee shall manage the affairs of the Section and has the power to regulate its proceedings in conformance with Council policies and procedures and Industrial Division Bylaws.
4. Sections shall establish their own individual limits to Executive Committee membership. All Executive Committees should have a minimum of 30 active voting members at all times to function as a viable Committee.
5. The membership in a Section shall be limited to the specific or related business and industry or businesses and industries of a given Section.
6. Where companies are diversified, they may have representation in more than one Section.

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Section Organization

Whenever possible, in order to maintain good continuity within the Section Executive Committee, officers' positions shall be filled according to a clearly defined line of progression, subject to the annual review and appraisal of the Section. The purpose of this procedure provides that all officers should have broad experience with all aspects relating to activities of the Section prior to being appointed to higher levels of the Executive Committee.

Beginning with appointment at the Committee level, members shall serve at least one year on one of the several Committees of the Section before appointment to the position of Committee Chairman unless new Committees are being formed or the Executive Committee is in the process of rebuilding its Committee.

The line of a typical progression should be Committee member, Committee Chairman, Secretary, Newsletter Editor, Program Chairman, 2nd Vice Chairman, 1st Vice Chairman or Chairman-Elect and finally General Chairman.

OPERATING PROCEDURES FOR DIRECTOR, STANDING COMMITTEE, AND SECTION GROUP STAFF REPRESENTATIVES

It is the responsibility of Group Staff Representatives to ensure the smooth functioning of their respective committees/groups and to encourage the group to attain its objectives as outlined in the Industrial Division Bylaws.

The Staff Representatives duties are as follows:

1. Serve as liaison between the group and the National Safety Council.
2. Advise Chairman and other members of the group about Council policy regarding projects the group is either currently working on or contemplating for the future.
3. Suggest new projects and programs to the group.
4. Guide group members to successful completion of projects and programs, giving advice and technical assistance wherever necessary. Guidance is especially needed for projects which take more than one year to complete, because the group may have a new Chairman and new members on the committee.
5. In those projects that are initiated by the group, but require Council staff participation, follow through to ensure this gets done and keep group informed about progress of project.
6. Keep Standing Committee informed about plans and progress of Council projects which fall within the scope of committee activity.
7. Transmit recommendations and resolutions made by the group to the Industrial Division Staff Representative.

8. Attend meetings. Ensure they run smoothly. This entails:
 - A. Preparing the agenda in conjunction with the Chairman of the group.
 - B. Circulating the agenda along with a cover letter (meeting notice) at least two weeks prior to the meeting to group members. If the group is a Standing Committee, then circulate meeting notice and agenda also to every Section representative that is responsible for that particular activity in his/her Section.
 - C. An agenda should contain the following information:
 - a. Presiding officer
 - b. Agenda prepared by: _____
 - c. Date prepared
 - D. A suggested order of business is as follows:
 - a. Call to order
 - b. Welcome and introductions
 - c. Approval of previous meeting's minutes
(Minutes may be read prior to approval at the discretion of the Chairman and/or the Secretary)
 - d. Group Chairman's/Group Director's Report
 - e. Staff Reports (if any)
 - f. Miscellaneous Items (if any)
 - g. Old Business
 - h. New Business
 - i. Adjournment
 - E. A copy of the meeting notice and agenda should be given to the Industrial Division Staff Representative.
 - F. Arrange to have whatever equipment is necessary (e.g., slide projector) in meeting room.
 - G. Bring to the meeting extra copies of the agenda, meeting notice, minutes of meetings for the preceding two years and any other material that might be needed. Take notes or record proceedings of meeting for use in preparing minutes of meeting.
 - H. Prepare attendance list. This can be accomplished by passing an attendance sheet requesting the following information:
 - a. Name of person;
 - b. Name of company;
 - c. City in which company is located.
 - I. Prepare a rough draft of the minutes. Have them approved by the Group Chairman. The draft should be mailed to one of the above within two weeks of the meeting, with a cover letter requesting that it be reviewed as soon as possible and that you be contacted, preferably by phone, with recommend changes, if any.

November 1992

MIN RE: ABRAMS

- J. Incorporate changes recommended by Group Chairman in the final draft. This draft should be on stationery that has the Council logo and should contain the following information at the end of the minutes:

Minutes prepared by: _____
(your name)

Date prepared: _____
(date of rough draft)

Approved by: _____
(name of Group Chairman)

- K. Circulate minutes along with cover letter and attendance list to:
Group Chairman, Vice Chairman and members. (Standing Committee minutes should also be circulated to Section Chairman responsible for that particular activity.)
- L. Give six copies of all Standing Committee minutes to the Industrial Department Manager's Administrative Assistant. Give one copy of all Group minutes to the Industrial Division Staff Representative and one copy of the IDMAA.
- M. Follow up on requests made by group members and "action items" in the minutes.

NVBB-0032779

EXCERPTS FROM THE CONSTITUTION AND BYLAWS
OF THE NATIONAL SAFETY COUNCIL
RELATING TO DIVISION AND SECTIONS

NWBB-0032780

ARTICLE XV. DIVISION AND SECTION ORGANIZATION

Section 1. Divisions General

- a. There shall be a Division for each broad field of accident prevention (safety and health) covered by the activities of the National Safety Council, for the purpose of program development and supervision, and for representation on the Board of Directors, as provided in Article X, Section 1 (c) and Section 2. Subject to Section 1 (c) of this article, there shall be the following Divisions: Farm, Home, Industry, Labor, Motor Transportation, Public Safety, Religious Leaders, School and College, State and Local Safety Organizations, Traffic, Women, and Youth Activities. The Board of Directors shall, from time to time, define the scope and functions of the Divisions and approve proper policies and procedures for each Division.
- b. Each Division shall supervise and coordinate the activities and procedures of the Sections assigned to it.
- c. The Board of Directors may establish additional Divisions for other fields of activity and combine or dissolve Divisions and approve how each shall be constituted and composed. Where necessary because of Board action in establishing additional Divisions or combining or dissolving the Divisions, the Board may, without regard to Article XVII, Section 3, adjust the apportionment of Division representatives on the Board, within the number provided in Article X, Section 1 (c) and Section 2, subject to ratification at Council meeting. (See page 43.)
- d. Divisions, Sections, and all Division and Section Committees shall work within the framework of, and in accord with, the Council's Constitution and Bylaws and the Council's policies and procedures, and shall not speak for the Council unless authorized by the Board or President to do so.
- e. As required by the Board of Directors from time to time, each Division shall present periodically to the Board of Directors, for its approval, a statement of its current procedures governing the activities of such Division and of the Sections assigned to it and of all Division and Section Committees.

Section 2. State and Local Safety Organizations

- a. The Council shall promote the development of State and Local safety organizations for the purpose of carrying on organized accident prevention (safety and health), and the Board of Directors shall determine the requirements to be met by such State and Local safety organizations as apply for membership in the Council.

- b. The Board of Directors may accredit or charter or grant affiliate membership to a State or Local safety organization which has satisfied its policies and requirements, or may suspend or withdraw affiliated membership, accreditation or charter if such member of organization no longer satisfies such policies and requirements. In taking such action, the Board of Directors shall take into consideration the findings and recommendations by the Division of State and Local Safety Organizations.
- c. Only a chartered organization may use the designation "Chapter of the National Safety Council."
- d. The Board of Directors shall prescribe the conditions governing the use by State and Local safety organizations of the name, symbols, emblems, trademarks, copyrights, materials and services of the National Safety Council, and the nature and scope of affiliation of such organizations with the National Safety Council.

Section 3. Division Sections

- a. There shall be those Sections whose members shall consist of persons, or affiliate member organizations in case of the Division of State and Local Safety Organizations, whose common purposes, service or occupational backgrounds, together with a common method of operation, are conducive to a cohesive and coordinated effort in accident prevention and in attaining the objects and purposes of the Council.
- b. The Board of Directors may establish, combine, and dissolve Sections, and assign them to Divisions, and shall take into consideration the recommendations of the Division or Divisions involved.
- c. The Chairman of the Executive Committee of a Section may appoint subcommittees of the Section as necessary.
- d. Sections shall undertake to facilitate program development and the exchange of ideas on accident prevention within the field of the common interest of their members. Through participation in Divisions, the Sections shall also help determine the general program of the Council.
- e. The activities and procedures of Sections shall be supervised and coordinated by the Divisions to which they are assigned.

Section 4. Membership

- a. Each Division other than the Division of State and Local Safety Organizations shall have no less than fifty members. The Division members shall be appointed by the Council Vice President serving as liaison between the Division and the Board and approved by the Board of Directors. Members shall be appointed for a one-year term and may be reappointed. Each Division may suggest to the Council Vice President qualified persons to be added to its membership.

- b. Membership of the Division of State and Local Safety Organizations shall consist of State and Local safety organizations chartered or otherwise accepted as affiliate members by the National Safety Council in the manner provided by Article XV, Section 2 (b) of this Constitution and Bylaws, and in good standing. Each chartered or affiliate organization may designate not more than two persons to serve as its representative on the Division.

Section 5. Meetings

- a. Each Division shall hold its annual meeting in the week during which, and in the city where, the Annual Council meeting is held. Other meetings shall be held upon call of its Chairman, or upon written request of the majority of the Division Executive Committee.
- b. Each Section shall hold its annual meeting in the week during which, and in the city where, the Annual Council meeting is held. Other meetings shall be held upon call of its Chairman, or upon written request of the majority of the Section Executive Committee.

Section 6. Officers

- a. Each Division shall elect, at its annual meeting, a Chairman, one or more Vice Chairmen, and other officers if deemed necessary.
- b. At its annual meeting each Section shall elect a Chairman, one or more Vice Chairmen, a Secretary, and others who, with these officers, shall be the Section Executive Committee for the ensuing year. They shall take office when their election is reported to the Council's Corporate Secretary, and hold it while qualified and until new officers and committee men take office. Vacancies among Section officers shall be filled by the Executive Committee of the Section.
- c. Each Division and Section shall formulate a policy of succession in the event of vacancy in the office of Chairman.

Section 7. Division and Section Committees

- a. Each Division shall elect an Executive Committee which shall include the Chairman and Officers and such other members as the Division may determine.
- b. Each Section shall elect an Executive Committee which shall include the Chairman and Officers and such other members as the Division may determine.
- c. The Chairman of a Division may name appropriate Committees with the approval of the Division.
- d. The Chairman of the Executive Committee of a Section may appoint subcommittees of the Section as necessary.

Section 8. Representation on Board of Directors

- a. Each Division shall be represented on the Board of Directors in accordance with Article X, Section 1 (c) and Section 2. (See below)
- b. The Chairman of each Division shall serve as one of the Division's representatives on the Board of Directors.
- c. Each Division shall, at least one hundred days before the date of the Annual Council meeting, choose those to be recommended to the Nominating Committee of the Board for nomination as members of the Board of Directors, subject to the provisions of Article IV, Section 2 (1) (4). Each Division shall determine the procedure for selecting its recommend representatives, and shall report such procedure and the persons selected to the Council's Corporate Secretary for transmission to the Nominating Committee.

ARTICLE X. BOARD OF DIRECTORS

Section 1. Membership

The Board of Directors shall consist of no more than 85 members. It shall be composed as follows:

- | | |
|--|----|
| a. Elected Officers (except the Corporate Secretary and Treasurer) | 17 |
| b. Executive Vice President | 1 |
| c. Representative of the Divisions | 39 |
| d. Members at large who shall not exceed 25 in number | 25 |
| e. Trustees who shall not exceed three in number | 3 |

Section 2. Division Apportionment

There shall be a Division for each of the following broad fields of activity and representative of these Divisions, numbering 39, shall be apportioned as follows:

Farm	2
Home	2
Industry	9
Labor	2
Motor Transportation	4
Public Safety	2
Religious Leaders	2
School and College	2
State and Local Safety Organizations	7
Traffic	3
Women	2
Youth Activities	2