

NC Division of Parks and Recreation
June 20, 2017

MEMORANDUM

TO: Mike Murphy, Division Director

THROUGH: Adrian O'Neal, Chief of Operations *AO*

FROM: Bryan Dowdy, Parks Chief Ranger *BAI*

SUBJECT: Division Safety Occupational & Health Council & Bylaws Revision

Attached is a draft revision to the Division's Safety Occupational and Health Council (SOHC) Bylaws for your review and approval. These Council Bylaws are outdated because of the Division's reorganization to Regions instead of Districts and overall, are needing updating.

Many the Council's members are scheduled to rotate off in 2018 and the Council has been having trouble recruiting new members to fill the Council seats. Since the loss of the Division's former Safety Officer Yancy King over 3 years ago, the Division's Safety Council has struggled for direction and recognition for its worth. Previous and current Council Executive Committee officers have done an admirable job of trying to keep the Council moving forward without the traditional leadership of a Division's Safety Officer position.

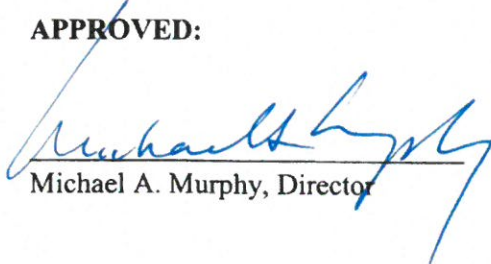
Approximately two years ago I started attending the Safety Council meetings to provide some Operations' level support and guidance while the Division's Safety Officer / Consultant position was vacant. I agreed to fill a vacant voting member seat on the council in mid-2016 to assist the Council's efforts. I also instructed the council to move ahead with permanently accepting a couple of new members who had shown interest in joining.

The attached Bylaws are a revision of the 2013 Bylaws reflecting new Regions, a reallocation of Council seats and some other minor changes. These changes have been supported by the Council's Executive Committee and have also been reviewed by the Regional Superintendents and I ask that you review and approve these suggested changes. I also recommend that the new Division Safety Consultant resume the leadership role with the council and the Division's overall Safety Program once he becomes acclimated to our Division.

Cc: Wade Engels, SOHC Chairperson

Attachment: SOHC Bylaw Revision 6-14-17

APPROVED:


Michael A. Murphy, Director

6/29/17
Date

DPR Safety and Occupational
Health Council - Bylaws
(SOHC)



Division of Parks and Recreation
NC Department of Natural and Cultural Resources

Revised June 2017

DPR Safety and Occupational Health Council Bylaws

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DPR Safety and Occupational Health Council Bylaws

ARTICLE I Purpose and Goals

- A. The Division Safety and Occupational Health Council (SOHC) through the Division Safety Consultant shall be responsible for submitting recommendations to the Division Director through the Chief Operations in the development, coordination, advisement and regulation of the Division of Parks and Recreation's Safety and Occupational Health Program
- B. The SOHC goals shall be to reduce employee accidents, remove hazards in the work and park environments and to make the North Carolina Park System a safe place for the visiting public.

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ARTICLE II Council Membership

- A. Council membership shall consist of 12 members from the North Carolina Division of Parks and Recreation.
- B. Council membership shall be composed of a balance of all levels of Division staff including; Maintenance, Ranger, and Administrative personnel, in both supervisory and non-supervisory positions. Each of the three operational regions will be represented in the membership. Membership shall include three (3) voting members each from the three operational regions, two (2) from the Division Operation's Section and one (1) from the Division At-Large.
- C. Council members shall be appointed by the Division Director from nominees submitted by the SOHC Executive committee through the Division's Safety Consultant and Chief of Operations. Nominations may be submitted to the Director at any time for unexpected vacancies and by November 1st each year to fill annual vacancies. All Division employees shall have an opportunity to apply for membership. Applications (letter of request) should be received by September 1st.
- D. Council members shall serve three year terms, with four new members selected annually. The Council year shall run from January 1st to December 31st each year. Council members being replaced will attend the first quarterly meeting to assist in the orientation of new members.
- E. Members who are unable to attend three consecutive meetings may be removed from membership at the discretion of the Council, and replaced with a representative approved by the Division Director.
- F. The Division's Safety Consultant shall be an ex-officio member of the SOHC. Additional ex-officio members may be appointed by the Council as needed.
- G. Vacancies on the Council shall be approved by the Division Director from nominees submitted by the SOHC Executive Committee to fill the unexpired term. Vacancies should be filled within six months of the vacancy.

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ARTICLE III

Officers

- A. The Division SOHC shall have three elected officers from its members: Chairperson, Vice-Chairperson, and Secretary/Treasurer.
1. The Executive Committee shall be composed of the three officers; Chairperson, Vice-Chairperson, and Secretary/Treasurer.
 2. The Vice-Chairperson and Secretary/Treasurer shall be elected by the SOHC members at the first meeting during the Council year.
 3. The Vice-Chairperson shall be selected from the members and assume the Chairperson's duties at the end of his/her term.
 4. Officers shall serve a term of one (1) year, beginning with their election at the first meeting, and ending with the election of the new officers. Officers may serve longer terms if so desired or agreeable and approved by majority vote by the council voting members.
 5. In the event of a vacancy of an officer, the Chairperson shall appoint an interim officer, from existing Council members, to complete the term.

B. Duties of Officers

1. The Chairperson shall preside over all meetings of the Council and shall have general charge of the SOHC, subject to restrictions as the Council shall from time to time determine.
2. The Vice-Chairperson shall perform such duties as may from time to time be assigned by the Council. In cases of absence of the Chairperson, the Vice-Chairperson shall be vested with all the powers and perform all the duties of the Chairperson.
3. The Secretary/Treasurer shall keep a record of the minutes of all meetings of the members, shall give notice of meetings as provided by the bylaws, and have custody of all books, records, and papers of the Council, except those that the Council authorizes to have charge thereof.

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ARTICLE IV Special Committees and Officers

- A. Special committees may be appointed by the Chairperson for such purposes as deemed necessary by the SOHC.

ARTICLE V Meetings and Agenda

- A. Council meetings shall be held quarterly. The recommended months are September, December, March, and June or as required by special business.
- B. Council meetings shall be held at locations designated by the Council with consideration for holding them at different geographic locations throughout the state when possible.
- C. It shall be the duty of the Executive Committee to select quarterly meeting dates and locations, and advise Council members of such meetings with at least five days' notice to Council members.
- D. Special meetings may be called by the Executive Committee with at least five days' notice to Council members.
- E. A quorum of membership shall consist of five SOHC members entitled to vote. Any number less than a quorum may adjourn any meeting until a quorum is present. No business conducted at a meeting when less than a quorum shall be legal or binding.
- F. Order of business at regular meetings:
 - 1. Election of New Officers (at first meeting after January 1st)
 - 2. Reading of minutes of the previous meetings
 - 3. Report of Council Chairperson
 - 4. Report of Division's Safety Consultant
 - 5. Committee Reports
 - 6. Old Business
 - 7. New Business
 - 8. Adjournment

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ARTICLE VI

Council Duties and Responsibilities

- A. The Council shall be responsible for complying with Division Employee Safety Guidelines regarding investigating accidents, and:
 - 1. The Council shall review all accidents involving a fatality and any other accidents presented by the Division's Safety Consultant.
 - 2. The Division's Safety Consultant shall record and tabulate all accident reports for the Council, and submit a yearly report of all accidents from January 1st to December 31st each year. The annual accident report shall show each accident, type accident, number of lost work days, and causes of accident (if possible).
 - 3. The SOHC may request an investigation by N.C. Department of Labor if by majority vote at a regular or special meeting indicate that they are not satisfied with management's response to hazardous conditions, safety program deficiencies, or allegation thereof.
- B. The SOHC shall develop, recommend, and review safety and health programs and measures for Division employees and park visitors.
- C. The SOHC shall request budget funds to administer the Council and its projects as needed through the Chief of Operations by March 15th or on as needed basis.
- D. The SOHC through the Division's Safety Consultant shall review the Division Employee Safety Guidelines by March 31st, and make appropriate recommendations to the Division Director through the Chief of Operations.

ARTICLE VII

Amendments

- A. Amendments to the SOHC bylaws shall be passed by a Council majority vote at any quarterly meeting.

Bylaw History

December 2013 - Revised by Yancy King, Division Safety Officer

June 2017 – Revised by Bryan Dowdy, Parks Chief Ranger