

# Campus Executive Safety Council Charter and Bylaws

## CHARTER AND BYLAWS

Approved 9 December, 2020

### Mission Statement

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The University has a responsibility to provide a safe and healthy environment for faculty, staff, students, and visitors, while completing University-related work responsibilities. The Campus Executive Safety Council provides oversight and guidance to the Campus Safety Committee to resolve hazard trends to the safety and health of employees, students, and visitors that need executive level support to accomplish.

### Responsibilities

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- Establish objectives and safety culture direction to the campus safety committee.
- Advise the Chancellor or Cabinet in matters concerning safety and related policies and procedures.
- Provide guidance and oversight to the campus safety committee.
- Establish priorities and determine acceptable risk for programs, recommended corrective actions and initiatives.
- Use their network to assist in safety related communications.
- Occasionally provide representation at the campus safety committee meetings.

### Council Members

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Council assignments are based on university positions and remain in place as long as the position is held. Alternates may be temporarily assigned as needed but will have the full voting authority of the executive they represent. Council assignments are:

- Director of Emergency Management (Chair)
- Sr Vice Chancellor for F&A
- Vice Chancellor for Student Life
- Provost
- Assoc. VC for Communications
- Assist. VC of Research
- Assoc. VC for Public Safety
- Executive Dir for Sr Assoc. VC for F&A
- Chair of Campus Safety Committee

Ad hoc and ex officio members may be added by Council consent for one or more meetings to resolve particular matters or situations.



## **Quorum and Voting Rights**

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A quorum for a meeting will be a simple majority. Voting rights may be exercised during the attendance of a Council meeting or by electronic ballot. All members of the Council, except ad hoc and ex officio members, have voting rights.

## **Agendas**

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Agendas are assembled by the Council Chair and distributed in advance of a scheduled meeting. However, sudden changes in circumstances or emergency events may require the chairs to present an updated agenda at the meeting.

## **Minutes**

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A meeting summary with a list of members present and members absent, notes about the discussion, the statement of any resolutions, actions items and vote outcomes

## **Meeting Frequency**

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The Campus Executive Safety Council shall meet quarterly. Special meetings may be called to address matters needing immediate attention. Meetings may be cancelled if sufficient agenda items or participants are not available.

## **By-Laws Review and Revision**

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By-laws for the Executive Safety Council shall be reviewed at least every three years but may be reviewed “in real time” if changes in university administrative structure or policy necessitate. The By-law revision process will be managed by the Chair. Revisions to the By-laws must be approved by the affirmative vote of a majority (51%) of the Council membership. Ballots for such votes may be presented in person at the meeting where the vote occurs or made via e-mail.

