

Bylaws of the College Committee on Environment, Health and Safety

Article I: Name

This committee shall be known as the College Committee on Environment, Health and Safety, hereinafter referred to as the "the Committee." This committee shall serve as a standing committee of the College.

Article II: Purpose

The Committee will serve as an advisory body to the President on issues of environmental health and safety on campus, and to raise awareness and promote the use of campus environmental health and safety resources.

Article III: Function

The functions of the Committee functions include:

- a) Advising on the adequacy of environmental, health and safety programs, policies and organization;
- b) Identifying needs and recommending priorities and strategies to promote good practices related to the environment and health and safety;
- c) Review and recommend policies relating to safety training, personal protective equipment, hazardous material communication and the health of the Mercy community; and
- d) Fostering cooperation among different offices.

Article IV: Members

Section 1: Permanent Membership

The Committee shall consist of 15 members:

- a) There shall be five faculty members, including one from each school. At least one should be a member of the faculty senate. It is recommended that faculty represent a cross-section of campuses.
- b) There shall be one representative with responsibility for laboratory safety.
- c) There shall be eight administrators, including:
 - o one administrative representative from each of the four campuses (Yorktown Heights, Manhattan, Dobbs Ferry, and the Bronx) selected from a mix of Enrollment Services, Library, PACT, Counseling, and Admissions,
 - o the Director of Safety,
 - o the Director of Health Services, and
 - o one administrative representative from Operations & Facilities.
- d) There shall be two student members, preferably representing a mix of campuses and schedule types.

The Committee shall seek advice from Office of the General Counsel, as needed.

Section 2: Appointment of Members:

Faculty members of the Committee shall be appointed by the Faculty Senate. Administrative members of the Committee shall be appointed by the President. Student members shall be appointed by the Student Government Association.

Section 3: Term Length and Term Limits for Members:

The term length for faculty members shall be three years. No faculty member shall serve more than two consecutive terms. Administrative members do not have a term limit. Students shall be appointed annually.

Terms of membership should be staggered so that no more than half of the members' terms expire in any year. The Committee shall meet with the Senate's Committee on Committees to jointly determine which Committee members' terms may be extended or diminished in order to stagger the terms.

Section 4: Removal of Members

A faculty member of the Committee who fails to attend three or more consecutive meetings without justifiable cause may be removed from the Committee by a two-thirds vote of the Committee.

Article V: Officers

Section 1: Officers and Duties

The Committee shall have two Co-Chairpersons (“the Co-Chairs”), one from the faculty and one from the administration, and a secretary. The Co-Chairs shall preside at meetings, unless another is designated in their absence. The secretary shall be responsible for keeping all minutes and records pertaining to the work of the committee.

Section 2: Selection of Officers

The Committee shall elect its officers from among its membership by majority vote at the first meeting of the academic year.

Article VI: Meetings

The Committee shall meet at least twice per fall and spring term. Further meetings necessary to conduct Committee business may be called by the Co-Chairs. The Co-Chairs are responsible for preparation of meetings.

Article VII: Quorum

A quorum consists of a majority of the faculty members and a majority of the administrative members of the Committee. In the absence of a quorum, proposals may be presented and discussed, but no votes may be taken. Members participating by telephone shall be counted toward quorum.

Article VIII: Voting

All items of business and recommendations shall be decided by a majority vote of members present and voting; proxy votes are not permitted. In the event that there shall be no formal meeting, and that business to be transacted shall be done through mail or email, it shall be necessary that a two-thirds vote of the membership be returned to the Co-Chairs before any decision can be considered. A majority decision from within the returned statements shall be considered to be the Committee’s decision.

Article IX: Subcommittees

The Committee shall establish whatever subcommittees it deems useful or necessary for carrying out its functions.

Article X: Annual Report

On behalf of the Committee, the Co-Chairs will submit an Annual Report summarizing the Committee’s activities and actions to the President at the end of each academic year.

Article XI: Amendments

These bylaws may be amended at any meeting of this Committee. Notice of the proposed amendment, together with the text of the proposed amendment, shall be mailed to the membership by the Secretary at least five days before the meeting at which the amendment will be voted on. The affirmative vote of two-thirds of the members present and voting at such meeting shall be required for the adoption of any amendment.

Upon the consideration of any proposed amendments, amendments thereto may be offered and voted upon at the meeting.

Article XII: Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order shall govern the deliberations of the Committee in all cases, as applicable.