



Town of Prescott Valley
Safety Committee
By-laws

1. Safety Committee Members and Officers:

Membership on the safety committee is initially determined by the Town Manager and then determined by majority vote of the current established committee members.

The Town of Prescott Valley Safety Committee members shall include a Committee Chairperson, Vice-Chairperson, Secretary, and at least one representative from each Town department as recommended by the Town Manager. Each of these members shall serve on a volunteer basis.

2. Membership:

The Chairperson, Vice-Chairperson and Secretary shall serve for a period of one (1) year from date voted into office. Upon expiration of the term of office of the Chairman, or in any event where the office shall become vacant, the Vice-Chairperson shall automatically become Chairperson and a committee vote shall be held for the office of Vice-Chairperson.

The Town of Prescott Valley Safety Committee members shall be appointed for three (3) year staggered terms, with the appointments beginning in 2000; three (3) members shall be appointed to a term of one (1) year, three (3) members shall be appointed for a term of two (2) years, and three (3) members shall be appointed for terms of three (3) years. All subsequent appointments shall be for terms of one (1) year.

If any member shall miss three (3) consecutive meetings or be guilty of misconduct, a quorum or the membership may, by majority vote, recommend to the committee members that such member be asked to resign and a new member be appointed as replacement.

3. Meeting Frequency:

Section 3.1 Meeting Days.

Regular meetings shall be held on the first Wednesday of every month. The annual meeting shall be held the first Wednesday of December. At regular meetings, members meet to conduct business or training, hear reports of committees and officers, and conduct business pertaining to Section 6. At the annual meeting, members will additionally elect officers and appoint new members if necessary. The secretary will email out a call to the meeting 7 days prior to the meeting.

Section 3.2 Quorum and voting.

A quorum at all membership meetings shall be 50% plus one of the voting membership. Voting shall be conducted by the same standard.

Section 3.3 Special meetings.

Special meetings may be called by the Chair, the Town Risk Management Director, or any three (3) voting members by written request to the Chairperson or in the event of an emergency. Notice specifying the purpose of the meeting, and the time and place of the meeting, shall be emailed to each member by the secretary prior to the date of the meeting.

Section 3.4 Cancellation of a regularly scheduled meeting.

Meetings may be canceled due to weather, a national emergency, lack of quorum, or at the call of the Chair. Members shall be notified by email and by telephone if the meeting is cancelled. The notification of cancellation may be made by the Chair or a designee. The Chair may reschedule the meeting.

4. Meeting Minutes:

Minutes are kept of each safety committee meeting and provided to the committee members within one week of the meeting. Minutes are to be distributed by the committee secretary.

5. Pre-established Agendas:

Pre-established agendas are to be set by the committee during each subsequent meeting. This established agenda is prepared by the committee secretary and distributed to members along with the minutes of each meeting.

6. Powers of the Safety Committee:

The Town of Prescott Valley Safety Committee SHALL serve as an advisory committee to the Risk Management Director/Department and have the power to:

1. Make recommendations to the Town Manager regarding any safety concerns.
2. Provide in its rules for its meetings: any three (3) members of the committee may make written request to the Chairperson to hold a special meeting in the event of an emergency.
3. Provide after-action reviews on fire drills, accidents, and related emergencies with the authority to communicate safety concerns directly to employees and/or departments as deemed necessary to promote a safe working environment.

The Town of Prescott Valley Safety Committee SHALL NOT have the power to:

1. Make changes to any existing Town of Prescott Valley Safety Policies without prior approval of the Town Manager.

The Safety Committee shall adopt such other rules for its operation as may be needed from time to time (provided that such rules shall not be inconsistent with any provision of these by-laws), and shall conduct all meetings according to Robert's Rules of Order.

7. Safety Training:

The Safety Committee members shall receive periodic formal training in safety and health matters such as ergonomics, industrial hygiene, accident risks and prevention, OSHA and other safety subjects.

8. Periodic Audits:

The Safety Committee monitors the effectiveness of periodic audits and inspection that others may perform.

By-laws approved on April 4, 2001

Amended and adopted on November 18, 2010