

# SAFETY COMMITTEE INVOLVEMENT RULES

## MEMBERSHIP REQUIREMENTS

- All Members of the Safety Committee and their companies MUST be members of TEXO and in good standing with the association.
- Members are required to attend nine of the 12 meetings in order to continue to serve on the Safety Committee.
- Members may make-up a missed meeting. This is accomplished through volunteering to organize a forum, participate in leading a forum (such as being a part of a panel) or any designated activity.
- Attendance will be taken

## COMMITTEE STRUCTURE

- Group will meet the first Wednesday of each month from 10:00 am - 11:30 am
- Officers will consist of a Past Chair, Chair, Chair-Elect, Secretary and a Director of Best Practices. All positions will be nominated and voted on by the Committee excluding the Chair which will be held by the Chair-Elect.
- Chair and Chair-Elect positions will be held by Contractor members only and will serve a 2-year term. The chair position will alternate between a General Contractor and Specialty Contractor.

## OFFICERS DUTIES

- The Chair and Chair-Elect will be responsible to coordinate, direct and set agendas with committee members, facilitator and TEXO staff. They will work to insure members follow through with implementation of all assigned tasks.
- The Secretary position may be held by any Safety Committee member and will serve a 1-year term.
  - The Secretary's responsibilities include but are not limited to taking and distributing meeting minutes to the full Committee within 7 days of the meeting. All communication will be coordinated thru the TEXO office.
- Director of Best Practices may be held by any Safety Committee member.
  - This position will coordinate best practice meeting groups, ongoing writing and review of the Best Practices for Safety. They will work in coordination with the Chair, Chair-Elect and TEXO staff.

- Past Chairman
  - The past chairman will serve on the Safety Leadership Team and act as a liaison between the Leadership Team and the Safety Committee.

#### DECISION MAKING PROCESS

- All decisions of the Safety Committee will be made through a consensus building process. The Safety Committee desires to make every effort to reach consensus within the group. In the event no consensus can be reached, the majority will rule. A 2/3 vote of the attending members will be effective in solidifying an important decision.