

UNIVERSITY SAFETY AND SECURITY COUNCIL

Kutztown University of Pennsylvania
Member of the State System of Higher Education

Mission and Bylaws

MISSION

The University Safety Council reports to the Administrative Council. The mission of the University Safety Council is:

To safeguard the health, safety and security of the Campus Community.

BYLAWS

I. Composition and Terms of Appointment

- A. Composition – the Safety Council will be comprised of twelve (12) members, two who serve ex-officio.
1. Permanent members include:
 - Environmental Health & Safety Specialist
 - Director of Facilities Management & Construction (or designee)
 - Director of Housing and Residence Life (or designee)
 - Director of Public Safety (or designee)
 - Ex-officio members representing Human Resources and the Administrative Council (Vice President for Finance and Administration).
 - Executive Director of the Health, Wellness, and Counseling Center
 2. Members serving three-year terms include:
 - One appointed or elected representative identified by APSCUF
 - One appointed or elected representative identified by AFSCME
 - One appointed or elected representative identified by UPGWA
 - One appointed or elected representative identified by PNA
 - One appointed or elected representative elected identified by SUA
 - One Faculty "At-large" representative

II. Duties

1. To take positive action to assure that the University is in compliance with all laws and regulations concerning health, safety and the environment.
2. To provide a forum for discussing safety-related problems encountered by employees, students and any other concerned members of the Campus Community.
3. To promote a safety awareness through prevention education.

4. To assist the University in achieving the safest and healthiest possible learning environment through periodic review and revision to the University's *Illness and Injury Prevention Program*, as required by the State System Chancellor's office and Pennsylvania Department of Labor and Industry.
5. Preview information provided by the University's Emergency Management Team to gain an understanding of the University's emergency management plans and structure. Provide suggestions on emergency management operations and share information with constituent groups.

III. Meetings

The council will meet during the months of February, March, April, July, September, October and November, or, upon call of the Chairperson.

IV. Voting Privileges – Quorum – 50% Membership (+1)

- A. All members of the Council have full voting privileges.
- B. Amendments of the Bylaws shall require a two-thirds majority of the total voting membership.

V. Agenda

- A. The Agenda shall consist of the following in order of priority:
 1. Call to Order
 2. Approval of Minutes
 3. Announcements
 4. Old Business
 5. New Business
 6. Adjournment
- B. A call for agenda items will be sent out to all members of the Council with a copy of the minutes and a draft agenda, at least one-week prior to the meeting.
- C. The final agenda for the meeting will be available for the members of the Council on the day of the meeting.

VI. Rules of Order

- A. Robert's Rules of Order will govern the Council's procedures in all cases where applicable.
- B. A quorum will consist of a simple majority of the members of the full Council.