

**Colorado Department of Public Health and Environment (CDPHE)  
Occupational Health & Safety Surveillance Advisory Committee**

**BYLAWS**

**ARTICLE I – NAME**

The name of the advisory committee shall be the Occupational Health & Safety Surveillance Advisory Committee, hereinafter referred to as the “Committee.”

**ARTICLE I – PURPOSE**

The Committee is a panel of professionals with experience, skills and knowledge in the field of occupational safety and health. This group will play a major role in advising the surveillance activities of the Colorado Department of Public Health and Environment (CDPHE) Occupational Health & Safety Surveillance Program (hereinafter referred to as the “Program”) as described in Article III.

**ARTICLE III – DUTIES**

The duties of the committee are to:

Overall

- Act in an advisory capacity to the CDPHE on all matters concerning occupational public health and safety surveillance for the state of Colorado. Do this in the context of state, regional and national perspectives;
- Recommend surveillance priorities for Colorado to better characterize occupational injuries, illnesses, and hazardous exposures or conditions;

Surveillance & Intervention

- Provide guidance on methods for collection, analysis and dissemination of surveillance data;
- Review surveillance data and guide the Program on development, implementation and evaluation of strategies to prevent and reduce occupational injuries and illnesses or mitigate hazardous conditions;
- Review proposed investigation, research and intervention initiatives, as set forth by Program staff or Committee members;

Funding

- Recommend and review proposals/applications for federal and state funds available through either grants or contracts, to support state-level occupational health and safety surveillance activities;
- Review and comment on the Program’s progress towards meeting the goals and objectives set forth by funding agencies;

Policy

- Guide the Program in defining its role in occupational health and safety in the context of other local organizations and agencies (i.e. Colorado Safety Association, MAP ERC, NIOSH Western States Office, OSHA, and WorkSafe Colorado);
- Assist in the formulation of public health policies and changes to public health statutes and regulations which will improve occupational health and safety surveillance and outcomes in Colorado;

**ARTICLE IV – MEMBERSHIP**

The committee shall consist of no less than 12 and no more than 20 members, and will be chaired by the Principal Investigator of the CDPHE's Occupational Health & Safety Surveillance Program.

CDPHE Program staff will invite committee members to the initial meeting. At this meeting, membership will be defined by consensus. Proposed terms are:

- Members are asked to commit to two-year renewable terms. The number of successive terms that may be served is not limited.
- Every two years, Committee members will be invited to continue in a successive term by Program staff. Should a member decide not to commit to a successive term, he/she is encouraged to openly discuss this decision with Program staff and advise on a suitable replacement.
- If a member finds it necessary to resign from the Committee prior to their term ending, they are encouraged to remain until a replacement can be selected and to provide as much notice as possible. They are also encouraged to help the Committee find a suitable replacement. Replacement members will be appointed to the remainder of the resigning member's term, and are eligible for reappointment.
- As effective participation in this Committee requires a fair amount of relationship-building and education on Program issues and activities, in the event a member is unable to attend a meeting, he/she is generally discouraged from inviting a colleague to attend in their place. Exceptions may be made for unique circumstances with prior approval from the Program staff.
- Committee members will include diverse representation from federal, state, and local government agencies, health care organizations, unions, researchers, workers, businesses, academia, and community-based organizations.
- With prior notification and approval of the Program staff, meetings are open to invited guests to contribute to discussion on planned agenda items, present to the Committee on occupational health and safety topics, as a training opportunity for students and residents, or for other reasons identified by Committee members.

No membership fee will be charged. Upon request, transportation and per diem for attendees will be provided to members traveling from outside the Denver-Metro area at the government rate approved by CDPHE, and upon completion of all appropriate paperwork.

#### **ARTICLE V – MEETINGS**

Notices and tentative agendas shall be sent to all Committee members at least 30 (thirty) days prior to the Committee meeting. Such notice shall include the date time, and place of the meeting.

The Committee shall hold regular meetings at least twice each year for as long as the Occupational Health and Safety Surveillance Program is sustained at the CDPHE.

Meetings will be approximately 2 hours in length. Formats will vary depending on agenda, setting, and timing and will follow Robert's Rules of Order as needed. Most meetings will be

held at CDPHE's main campus at 4300 Cherry Creek Drive South, in Denver Colorado. Occasional meetings may be conducted through teleconferencing or held at other locations.

A Committee member is considered in attendance at a regular Committee meeting when (s)he is present for at least two-thirds of the total length of the meeting.

Members are asked to accept the obligation to attend meetings and to provide advance notice to the program manager or coordinator if they are unable to attend. Repeated absences may be considered an abdication of membership, and may be grounds for terminating a member's appointment at the discretion of the CDPHE, with the concurrence of the Committee.

#### **ARTICLE VI – QUORUM**

At all meetings of the Committee, the presence in person of seven (7) members of the Committee shall constitute a quorum for the transaction of business. In the absence of a quorum, those present may decide to recess the meeting until a quorum shall be present. Typically, advising decisions offered to the Program by the Committee will be reached through open discussion.

At all meetings of the Committee at which a quorum is present, all matters, except as otherwise expressly required by law or these Bylaws, shall be decided by the agreement of a majority of the members of the Committee present. When post-meeting follow-up is needed to better inform decisions or edit documents, approval by the Committee may be obtained through e-mail communication or conference calls.

#### **ARTICLE VII – OCCUPATIONAL HEALTH & SAFETY SURVEILLANCE PROGRAM STAFF**

The Committee will rely on CDPHE's Occupational Health & Safety Surveillance Program staff for all general administrative duties. Program staff shall maintain the Committee's work plan, meeting agenda, minutes, and notices.

CDPHE Program staff are also responsible for providing all materials/documents for the committee to review within thirty (30) days of the committee meeting, if possible, in order to Committee members to meet the duties defined in Section III.

Program staff will also disseminate all meeting materials to the Committee members within thirty (30) days after Committee meetings are held if possible.

#### **ARTICLE VIII - AMENDMENTS TO BYLAWS**

Proposed amendments to these Bylaws must be sent to all Committee members at least thirty (30) days in advance of a scheduled meeting. Discussion of proposed amendments shall appear as a separate item on the meeting agenda. Passage of amendments shall require a majority agreement of a Committee quorum as defined in VI.