



***National
Safety
Council***

NATIONAL SAFETY COUNCIL

GOVERNMENT AND PUBLIC SECTOR
DIVISION

Protocols and Practices

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1 Introduction

For over 100 years, the National Safety Council (NSC) has been a leader in the effort to make the workplace safer. However, injuries to workers in local, state and federal government continue to outpace those in the private sector. Injuries and fatalities to public sector workers, unlike those in private sector have an effect on not only the employer, but on the communities that they serve in that government is funded by the communities themselves.

In 2015, at the urging of government and public sector safety professionals, the NSC formed the Government and Public Sector Division. The Government and Public Sector Division, along with other NSC Divisions, support the NSC in the mission of saving lives by preventing injuries and fatalities in the local, states a federal workplaces; thus contributing to safety in the homes, communities and transportation corridors through leadership, research, training, education and advocacy. The Government and Public Sector Division is a unique from other NSC Divisions in that it focuses predominantly on meeting the needs of Government and Public Sector safety professionals and representing Government and Public Sector safety professionals in NSC strategy and policy development.

The National Safety Council (NSC) saves lives by preventing injuries and deaths at work, in homes and communities, and on the roads, through leadership, research, education and advocacy. Our vision is to eliminate preventable deaths in our lifetime. The Board of Directors provides governance and oversight for the organization and operates according to the National Safety Council Charter, Constitution and Bylaws. According to the Councils Bylaws, the Divisions exist as a group of volunteers with shared safety interests.

National Safety Council has a sustained commitment to the Division Volunteer Structure and Membership. As such, the Council will provide resources, both human and financial, to support the overall success of the Division provided the Division's plans and actions demonstrate active engagement in the goal to eliminate preventable deaths in our lifetime.

The Divisions shall conform to and be governed by National Safety Council Charter, Constitution, Bylaws, Standards and Procedures, Practices and Protocols, and policies of the Council. The purpose of the Division Practices and Protocols is to provide clarification for areas not specifically covered by Council Bylaws or the Standards and Operating Procedures. In the event of any conflict between Council Bylaws and the Division Protocols and Practices, National Safety Council Bylaws shall take precedence.

This document is intended to establish the protocols and practices within the Government and Public Sector Division. The Government and Public Sector Division is primarily concerned with the role of safety professionals that work in local, state and federal governments. The Government and Public Sector Division to operate within the procedures described in subsequent sections of this document.

2 Vision, Mission and Values

- 2.1 **Vision** - Our vision is a National Safety Council Division that is the catalyst to a safety culture in government and public sector that is equivalent or safer than similar work performed in the private sector.
- 2.2 **Mission** - The mission of our division is to provide a forum for collaboration, communication, support between; as well as training, education and development of Government and Public Sector safety professionals

The Division shall support and promote National Safety Council's mission of saving lives by preventing injuries and deaths at work, on the road and in homes and communities, through leadership, research, education, advocacy and collaboration.

2.3 Values

- Safety as Strategy for Effective and Efficient Government - The safety, health and survival of government and public sector workers is the key to effective and efficient government at every level. While cost effective government is paramount, investment in safe and healthful government and public sector workplace is today is a more prudent strategy than the addressing a worker injury or fatality tomorrow.
- Strengthening the Community of Government and Public Sector Safety Professionals - Safety professionals in government and public sector organizations are critical to the success of a workplace safety system. Given the vast array of services provided by government, it is not possible for any individual to have safety related expertise in every area, therefore the variety of expertise of the community of safety professionals is an invaluable asset. The ability of the division to facilitate connections between safety professionals is a priority.
- Diversity of Methods – While government and public sector safety professionals have similar goals and objectives, the methods employed to achieve these goals will vary based on the purposes, constraints, initiative and opportunities available to both the organization and the safety professional.
- Evidence Based Effort – The division will focus its resources on efforts that improve the safety culture of government and public sector organizations in an evidence based manner.

3 Relationship to the NSC

- 3.1 **Public Representation** - In conformance with NSC practices, public representation of the NSC is limited, therefore, no Government and Public Sector Division member may represent the Division, Division Leadership, the NSC Board of Directors or the Council on any policy matter at any public hearing, public or private meeting, interview or broadcast unless approved and/or requested by the President or the Chair of the Board of Directors.
- 3.2 **Responsibilities** - Divisions shall conform to National Safety Council Charter, Constitution and Bylaws, and Standards and Procedures and shall function within the Division Operating Procedures as approved by the Delegates.
- 3.3 **Duty of Care** - Division members are expected to actively participate in the organizational planning and decision-making of the Division and to make sound and informed judgments as a steward of National Safety Council. The duty of care describes the level of competence that is expected of a Division member and is commonly expressed as the duty of care that an ordinarily prudent person would exercise in a like position and under similar circumstances.
- 3.4 **Duty to Disclose a Conflict of Interest** - A conflict of interest exists when a person's private or organizational financial interest interferes in any way, or even appears to interfere with the interest of the Council. If a Division member or the organization they represent has a financial interest, ownership or investment interest or a compensation interest or the potential for any of these interests; wherein, the Council has a business transaction or partnership, and their interest is adverse or presents a conflict of interest with the Council, the Member must disclose this information to Chair of the Division, the Council's Chief Ethics Officer and/or Vice President of Management Relationships. If the Chair of the Division together with the Chief Ethics Officer and the Vice President of Relationship Management determine a conflict exists the Member should abstain from any pertinent discussion or vote on the pending issues.
- 3.5 **Reporting** - The Division shall submit a written report of its activities to Chair of Delegates after each in person meeting. The Division Delegates will include any needed updates in their committee report to the Board at the Board's annual and mid-year meetings for Board of Director approval.

4 Composition and Structure

- 4.1 **Membership** - The Division shall establish criteria for membership which shall include commitment to the mission and objectives of the National Safety Council and shall actively seek new participants. All members shall be either organizational or individual dues paying members of the Council.

The Division, other than the Chapter affiliates, shall determine the appropriate minimum number of Division members per Division for approval by the Delegates and reported to the Board of Directors.

Any National Safety Council member employed (full or part time) by a local, state or federal government; or an employee assigned workplace safety responsibilities as a substantial part of their job duties is eligible for membership in the Government and Public Sector Division

4.2 Division Leadership - The leadership team of the Government and Public Sector Division shall include the elected officers of the division and a program manager from the National Safety Council who will serve as the division liaison. The elected board shall include:

- Chair
- Vice Chair
- Secretary
- Treasurer
- At-Large Director (Local Government)
- At-Large Director (State Government)
- At-Large Director (Federal Government)

Qualifications and roles for elected officers are outlined in Appendix A

4.3 Terms and Role of Division Leadership

- Division and Section leaders shall take office at the time of the Division or Section annual meeting.
- The term of office of the Division Chair and Vice-Chair shall not exceed two years.
- No person shall hold more than one elective office within a Division.
- Vacancies among the Division or Section leaders shall be filled by the Division or Section Executive Committee. Each Division shall formulate a policy of succession in the event of a vacancy in the office of Chair.
- Divisions, Sections and Committees thereof, shall neither elect nor appoint an employee of the National Safety Council to office or membership, either regular or ex officio.

4.4 Ad Hoc Committees - The Chair of the Division is authorized to add or delete ad hoc committees as may be practical and to define duties and responsibilities of committees, all subject to the approval of the Division. Ad Hoc Committees are designed to fulfill specific areas of Division's needs. These committees may function as long as practical and may be dissolved by the Chair of the Division. Ad hoc committees meet on call of the Committee Chair and may conduct their business by telephone conference call, or by mail or e-mail ballot. Ad hoc committees shall submit a full report of their activities to the Chair of Division.

4.5 **Sections** - The Government and Public Sector Division may establish sections to further general operating of the Division and the execution of the Division Mission. Sections must be:

- Approved by vote of the Division at an annual meeting.
- Open to all members that actively participate (non-active members will be removed from the committee/section on an annual basis)
- Organized similar to the division, with (at a minimum) a Chair, Vice Chair, and Secretary. Any member can propose a new section. All proposals must be in writing, and include the following elements:
 - Scope
 - Purpose
 - Objectives
 - Names of 10 Division members in support of section formation
 - Names of Division members assigned to leadership roles for section launch
- Sections, once accepted, shall submit to the Division Leadership Team a draft of the operating procedures for review within 60 days of being approved for formation.

4.6 **Division Affiliates/Sponsors** - Shall be any individual or organization with a specific interest in workplace safety on local, state or federal government.

5 Division Meetings

5.1 **Annual** - An Annual Division Meeting will be held during the National Safety Council Congress and Expo. This meeting will be open to all Division Membership, and will provide for separate Committee and Section meetings, as needed. Additional meetings of the Division may be held at the discretion of the Division Chair.

5.2 **Mid-Year** – The midyear meeting will be held in conjunction with the National Safety Council mid-year meeting. The primary purpose of the meeting is strategic planning for the Division as well as committee activities.

5.3 **Leadership Team** - The Division Leadership Team shall meet at least twice each year. One meeting shall be held in conjunction with the Annual Meeting of the National Safety Council. The second meeting shall be held at the mid-year meeting of the National Safety Council. Conference calls shall be held monthly except in months where there is an in person meeting. Additional conference calls may be held at the request of any member of the Division Leadership team with concurrence by the Chair.

5.4 **Meeting Structure**

- Meetings shall be called to order promptly by the Division Chair;

- A Safety Moment shall be presented by a Division Member;
- Introductions and Emergency Evacuation information shall be provided to the degree necessary to ensure members are informed;
- The agenda shall be presented, and members shall have an opportunity to add agenda items;
- The agenda shall be executed;
- A period for open comment will be provided to the membership;
- The meeting shall be formally adjourned by the Division Chair.

5.5 **Membership Notification** - Notices for Division Meetings shall be distributed by the Secretary to all Division members by mail or e-mail at the address listed in the Division's roster at least 30 days before the date of the meeting.

6 Criteria for Division Status

6.1 Division must:

- Relate to a broad area of interest, focusing on or having a significant and documented accident/injury, health and/or environmental experience
- Determine the appropriate minimum number of Divisions members per Division for approval by the Delegates and reported to the Board of Directors
- Be currently involved in Council projects, activities and programs, and have objectives that support the Council's mission
- Be actively involved in identifying significant safety, health and environmental policy positions, trends and issues and recommending and supporting appropriate policy positions and other interventions
- Provide an opportunity for members to exchange information on safety, health and environmental issues, methods, and best practices
- Be in compliance with and conform to National Safety Council Charter, Constitution and Bylaws, the Divisions Practice and Protocols

6.2 **Merging or Dissolution of a Division** - The Delegates may recommend merging a Division with another National Safety Council Division or dissolution if the Division is not:

- Fulfilling responsibilities as stated in the Council Bylaws, Article 8 - Section 5 of these Standards and Procedures, or the Division's Operating Procedures;
- Functioning in the best interests of the Council; or
- Able to maintain required minimum membership.

Recommendations for dissolving Divisions shall be submitted to the Board of Directors for final approval.

7 Governance and Voting

7.1 **Voting** - Voting shall be facilitated by the Division Leadership Team either by in

person voting or electronic means. The results of a vote constitutes a decision by the entire Division.

- Voting in-person: Will be used at Division meetings where at least 10% of the members of the Division are present and capable of voting.
- Electronic voting: Will be used for decisions in cases where decisions are needed between meetings and require at least 20% of the members of the Division to cast a vote.

7.2 **Elections** - Election of Division Leadership will take place at the annual meeting of the Division. Division members eligible for election will make their intent to run known to the no earlier than the annual meeting of the Division for the next year and no later than the mid-year meeting before the meeting.

8 Parliamentary Procedures

8.1 **Deliberations** - The deliberations of the Division shall be determined pursuant to the provisions of "Robert's Rules of Order Newly Revised," or any authorized subsequent revision which is not inconsistent with the National Safety Council Charter, Constitution and Bylaws.

Appendix A - Leadership Roles & Responsibilities

Title: Division Chair	Term: 2 years	<input checked="" type="checkbox"/> Elected	<input type="checkbox"/> Appointed
Prerequisite/Qualifications: Member in good standing with NSC and Government and Public Sector Division.			
<p>Duties:</p> <ul style="list-style-type: none"> • Preside over all Division and Division Leadership Team meetings. • Facilitate meetings and assume responsibility for calling special meetings when necessary. • Set agenda, schedules and notifications for meetings. • Direct activities of the Division in accordance with Division objectives and the official actions of the Leadership Team. • Assure proper function of the Division and for the activities of the Division, its Officers, Sections, Committees, and members. • Appoint division members to serve as Committee Chairs and fill vacant Committee Chairs positions • Appoint ad hoc committees, task forces and representatives of the Division as may become necessary. • Preparation of periodic reports to the Board of Directors, as requested by the Board, on the activities of the Division. These reports should include the accomplishments of the Division, its Sections and Committees, projects underway and proposals for any new programs, policies or initiatives as well as other information requested by the Board. • Resolve any issues requiring immediate attention through consultation with the other Leadership Team Members and the Division Manager, outside of a formal Division or Division Leadership Team meeting. 			

Title: Vice Chair	Term: 2 years	<input checked="" type="checkbox"/> Elected	<input type="checkbox"/> Appointed
Prerequisite/Qualifications: Member in good standing with NSC and Government and Public Sector Division.			
<p>Duties:</p> <ul style="list-style-type: none"> • Serve at the direction of the Division Chair and as otherwise provided for in these procedures. • Lead special committees per Chair's request; • Follow-up on suggestions and recommendations submitted by Sections. • Review and follow up on items contained in the Sections meeting minutes. • Suggest programs and/or projects to Sections that will enhance the objectives of the Division (Suggesting projects that are compatible with Division objectives; coordinating the work of the groups to eliminate duplication of effort; and advising these Sections of Council policies and initiatives that falls within their scope of responsibility). • Advise the Division Leadership Team regarding solutions to problems of organization, communications and relationships. 			

Title: Secretary	Term: 2 years	<input checked="" type="checkbox"/> Elected	<input type="checkbox"/> Appointed
Prerequisite/Qualifications: Member in good standing with NSC and Government and Public Sector Division.			
Duties: <ul style="list-style-type: none"> • Serve at the direction of the Division Chair and as otherwise provided for in these procedures. • Chair special committees per Chair's request; • Follow-up on suggestions and recommendations submitted by Committees • Review and follow up on items contained in the Division meeting minutes. • Work closely with Committees to suggest programs and/or projects that will enhance the operation of the Division. (Suggesting projects that are compatible with Division objectives; coordinating the work of the groups to eliminate duplication of effort; and advising these Committees of NSC policies and initiatives that falls within their scope of responsibility). • Advise the Leadership Team regarding solutions to problems of organization, communications and relationships. • Recording the minutes of the Division and Division Leadership Team meetings and submitting them to the Division Manager within 30 days of the conclusion of the meeting. • Maintain the Division Membership Roster. 			

Title: Treasurer	Term: 2 years	<input checked="" type="checkbox"/> Elected	<input type="checkbox"/> Appointed
Prerequisite/Qualifications: Member in good standing with NSC and Government and Public Sector Division.			
Duties: <ul style="list-style-type: none"> • Serve as liaison between the Division and the NSC financial staff • Serve as the liaison between the Division and sponsors of the Division and Division initiatives • Monitor and report as necessary on all revenue and expenditures relative to Division initiatives • Advise the Leadership Team regarding financial goals of the Division. • Prepare financial reports as necessary for Division meetings 			

Title: Director at Large	Term: 2 years	<input checked="" type="checkbox"/> Elected	<input type="checkbox"/> Appointed
Prerequisite/Qualifications: Member in good standing with NSC and Government and Public Sector Division.			
Duties: <ul style="list-style-type: none"> • Bring the perspective of their respective segment of government (Local, State, Federal) to the Division Leadership Team. • Participate in Division Leadership team activities and meetings • Facilitate communication and coordination of members from their respective segment of government. 			

Title: Committee Chairs	Term: 2 years	<input type="checkbox"/> Elected	<input checked="" type="checkbox"/> Appointed
Prerequisite/Qualifications: Member in good standing with NSC and Government and Public Sector Division.			
Duties: <ul style="list-style-type: none"> • Preside over the Committee, including setting agendas and schedule for committee meetings. • Coordinating committee activities with the Division Leadership Team. • Setting and monitoring the achievement committee objectives, goals, target and milestones. • Submit recommendations and resolutions to the Division Leadership Team. • Refer to the Committee issues, concerns, initiatives, and requests for support by the Division Leadership Team 			