



DIVISION OPERATING PROCEDURES
LABOR DIVISION
NATIONAL SAFETY COUNCIL

Table of Contents

- Introduction 3
- Definitions 3
- Relationship to the NSC 3
- Reporting Relationship..... 3
- Public Representation..... 4
- Responsibilities..... 4
- Reporting Process 4
- Labor Division Purpose and Scope 4
- Division Objectives 5
- Membership..... 5
- Division Leadership Team..... 6
- Division Committees 7
- Meetings 9
- Amendment Procedure 9
- Parliamentary Authority 9

1. Introduction

The National Safety Council (NSC) saves lives, from the workplace to anyplace. 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 Structure and Membership. As such, the Council will provide resources, to support the overall success of the Division provided the Division's plans and actions demonstrate active engagement in the goals of the Council.

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 this document is to provide clarification for areas not specifically covered by Council Bylaws or the Standards and Operating Procedures. In the event of a conflict between Council Bylaws and the Division Operating Procedures, National Safety Council Bylaws shall take precedence.

2. Definitions

2.1. Division

A group of volunteers with shared safety interests and approved as a Division by the Board of Directors.

2.2. Division Leadership Team

The combined elected Leadership of the Divisions, along with NSC Staff members as assigned, comprise the Division Leadership Team.

2.3. Meeting

A Division or Division Committee meeting, whether in-person, virtual, or a combination thereof, that discusses strategy and determines initiatives of the Division.

2.4. Committee

A subset of a Division that addresses ongoing needs of the Division. Committee leads report directly to Division Leadership and activities are part of the goals of the Division.

2.5. Task-Force/Ad-hoc Committees

A short-term group addressing a specific need. Task-forces are created when necessary to complete specific, short-term activities. Activities are usually complete within six months.

2.6. Quorum

A simple majority of any committee or deciding body, not to be less than one more than 50% of membership, unless otherwise specified.

3. Relationship to the NSC

3.1. Reporting Relationship

Each Division section shall follow the NSC Division Operating Procedures. These Operating Procedures shall outline the expectations for meetings and engagement, creation and use of Committees and Sections. Unless otherwise approved by the Delegates, all Divisions will adopt these Operating Procedures and submit position descriptions for Appendices for approval by the Delegate Chair(s). Once approved, these will be submitted to the Corporate Secretary.

3.2. Public Representation

No Division, Section or Committee, or member thereof, may represent the Division, 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 & CEO or the Chair of the Board of Directors.

3.3. Responsibilities

3.3.1. Duty of Care

Division members are expected to actively participate in organizational planning and decision-making 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.

3.3.2. Duty of Loyalty

The duty of loyalty is a standard of faithfulness; the Division must give undivided allegiance when making decisions affecting the organization. When acting on behalf of the organization, Division members must put the interests of NSC before any personal or professional concerns and avoid potential conflicts of interest and may never use information gained through his or her position for personal gain.

3.3.3. 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 and the Divisions staff. Possible conflicts of interest will be brought to the Executive Team for evaluation, who can determine whether the Member should abstain from any pertinent discussion on the pending issues.

3.4. Reporting Process

The Division shall submit a report of its activities to the Delegates Committee after each Division Business Meeting. The Division Delegates Representatives 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. Labor Division Purpose and Scope

The Labor Division (“Division”) is authorized by the Constitution and Bylaws of the National Safety Council (“Council”). Its individual Division Policies and Standard Rules and Regulations are described herein, and shall be noted as the Division Operating Procedures.

The Division shall serve as a continuing forum for the Council's mission for all workers and their families. It shall serve as a medium for exchange of information, collaboration and education on safety topics and for planning within the Organized Labor, Health and Safety movement and to be shared with all other Divisions of the Council.

4.1. Division objectives include to:

- Seek support from the Council, Private Associations and Public Agencies in order to institute programs to effect significant reductions in workplace incidents, injuries and illnesses and improved overall health
- Help implement the real acceptance by every employer of their primary responsibility for health and safety
- Encourage labor organizations to prioritize safety, and insist that workers under their charge or jurisdiction use safe and healthful methods on and off the job

4.2. The Division will:

- Serve as a forum to encourage and promote activities of Labor Organizations leading to the improved safety and health of their members and families, on and off the job site
- Cooperate with other members of the Council on matters of common interest

5. Membership

The membership of the Division consists of Representatives from International Unions, National Unions, Local Central Union bodies, Local Unions, Trade Councils and representatives of Governmental Departments, Federal, State, and Provincial, dealing with Organized Labor’s Interest in Safety and Health.

Labor Division membership requires:

- Individual membership in or employed by with a union organization (ex: Local Lodge, District Lodge, International, Central Labor Council, etc.), and
- Be a member of NSC, either by:
 - Membership in a member organization
 - Individual membership
 - Employee of an NSC member, or
- Serve as a Labor Liaison with OSHA
- Be an Honorary Life Member

5.1. Active Membership

To be considered an active member, applicants:

- Must attend at least one Labor Division meeting, virtually or in person, within a two year period
- Be committed to the mission and purposes of the Council, and shall actively seek new participants

5.2. Honorary Life Membership

Honorary Life Membership in the Division shall be granted by the Council in recognition of outstanding injury/illness prevention services to the Division. Persons selected as Honorary Life members shall have demonstrated outstanding efforts on behalf of the Division and the Council in their stated objectives, having contributed to the work of the Division by outstanding leadership, counsel, and service. Candidates for such recognition shall be presented to the Award Committee, then the NSC Awards team, and will have been an Executive Committee member or have been an officer of the Division.

Approved candidates will be presented with an Honorary Life Membership Certificate during suitable ceremonies at the annual fall meeting of the Labor Division, and will be provided no-cost meeting registration for Division meetings, but will no longer be considered an active member with respect to voting privileges.

5.3. Membership Process

The Membership Committee will approve applicants after verification of qualifications. When feasible, the Membership Committee will introduce newly approved members at the Committee report out to the body during a Division meeting. Membership is active until the member no longer meets the qualifications as outlined above.

5.4. The Division will have 25 or more active members as defined above.

6. Division Leadership Team

The Division is guided by a Chair and a Vice-Chair, Secretary and Vice-President for the Division. The immediate past Chair shall serve as Secretary of the Division. The Chair and the Vice-Chair of the Division shall be elected in accordance with the Nominating Committee Procedures, Section 9.2.3. The term of office shall be (2) two years.

6.1. Chair of the Division

The duties of the Chair shall be to:

- Assume responsibility for holding meetings when deemed necessary
- Prepare agendas for such meetings
- Preside at all Division Executive Committee and Division meetings
- Be responsible for the proper functioning and welfare of the Division
- Appoint all committees, committee Chairs, and Vice-Chairs
- Create additional committees as becomes necessary
- Act as ex-officio member of all committees, with the exception of the Nominating Committee

6.2. Division Vice-Chair

The duties of the Vice-Chair shall be to assist the Chair in directing the activities of the Division. In the absence of the Chair, the Vice-Chair will preside at all meetings normally chaired by the Chair. In addition, the Vice-Chair will:

- At the order of the Chair, call regular or special meetings of the Division or its committees

- Confer with the Division Chair to prepare an agenda for each meeting, and to keep attendance record of Division members

6.3. Division Secretary

The duties of the Division Secretary shall be to:

- Receive from the past Secretary all files and data pertaining to this office.
- With the assistance of NSC assigned Staff, take minutes and maintain records of all Division meetings
- Prepare and distribute copies of minutes, reports, and other pertinent data to members of the Division
- At the order of the Chair, call regular or special meetings of the Division or its committees
- Confer with the Division Chair to prepare an agenda for each meeting, and to keep attendance record of Division members

6.4. Vice-President for the Division

The Vice President of the Division shall serve a two year term. The duties of the Vice President for the Division shall be to Chair the Nominating Committee, act as the Liaison for the Division to the Delegates Committee.

7. Council Board of Directors and Delegates Committee

The National Safety Council is governed by a Board of Directors, as appointed and elected by the terms of the Council by-laws. The Delegates Committee is populated by nominated and appointed members, regulatory agency representatives, and other subject-matter experts. All Division leadership team members are encouraged to apply to be a Delegate and serve a two-year term.

8. Division Committees

More information on each committee can be found in the Division Handbook.

8.1. Executive Committee

8.1.1. Composition

The Division Executive Committee shall consist of all active past Vice Presidents for the Labor Division, the current Vice President for the Division, Chair and Vice-Chair of the Division, active past Division Chairs, labor members of the Council's Board of Delegates and the Board of Directors, Division Committee Chairs and Vice-Chairs (having a voice but no vote). Votes without a quorum present will be non-binding.

8.1.2. Duties

- 8.1.2.1. Meet twice a year in conjunction with each biannual Division meeting. Handle Division business between regular Division meetings, either virtually or in-person.
- 8.1.2.2. Coordinate the work of all Division Committees.
- 8.1.2.3. In the event of vacancies among the Division Officers, the Executive Committee, based on the recommendation of the Nominating Committee, shall fill such vacancies. In the event a vacancy occurs in the office of Division Chair, the Vice-Chair shall take office and a new Division Vice-Chair shall be appointed until elected by membership.

8.2. Nominating Committee

8.2.1. Composition

The Nominating Committee shall be appointed by the Division Chair and approved by the Executive Committee, with the Vice President for Labor acting as the Committee Chair. Those to serve on this committee shall be taken from all past Division Chairs and past Division Vice Presidents. The Committee shall not exceed nine in number. A quorum of three (3) attendees must be present, virtually or in-person, for the Committee to take action.

8.2.2. Duties

The duties of the Nominating Committee shall be to recommend for nomination, the best-qualified candidates for:

- Division Chair
- Division Vice-Chair
- Vice President of the Division
- Mid-term vacancies as defined above
- Delegate Representatives

The Committee recommends Labor Division members to serve as a Delegate on the Delegate Committee of the Board of Directors to the Council Staff. All Delegates Committee nominees must complete an application form and be approved by the Board of Directors every two years to be considered, including the Chair and Vice-Chair. These recommendations should be determined prior to the Spring Meeting of the Division for review and recommendation to the Executive Committee, as well as the Division.

8.2.3. The nominated Division Leadership Team will be brought to the Division membership for ratification.

9. Administrative, Special Interest and Professional Interest Committees

The following committees will constitute the remaining committees of the Labor Division, with the rules and responsibilities described in the Labor Division Handbook.

9.1. Administrative Committees

- 9.1.1. Awards
- 9.1.2. Membership
- 9.1.3. Operations Plan and Council Policy
- 9.1.4. Program Planning
- 9.1.5. Welcoming

9.2. Special Interest Committees

- 9.2.1. Community Services/Public Safety and Health
- 9.2.2. Ergonomics Safety and Health
- 9.2.3. Government, Labor Agencies and Standards
- 9.2.4. Promotion of Training and Education in Safety and Health
- 9.2.5. Senior Safety Advocates
- 9.2.6. Troubled Worker Safety and Health

9.3. Professional Interest Committees

- 9.3.1. Construction Safety and Health
- 9.3.2. Occupational Driver Safety and Health Committee
- 9.3.3. Occupational and Environmental Health

- 9.3.4. Industrial Safety and Health
- 9.3.5. Maritime Industries Safety and Health
- 9.3.6. Transportation Safety and Health
- 9.3.7. Utilities Safety and Health

9.4. Task Forces, Ad Hoc and Special Committees

Ad Hoc or Special Committees may be created as needed by the Division Chair or by the direction of the Executive Committee.

10. Meetings

The Division shall schedule at least two meetings a year, either in-person, virtually or in combination. If in-person, meetings will be scheduled as follows:

- 10.1. Annual Meeting: in coordination with the NSC Safety Congress & Expo
- 10.2. Spring Meeting: in a location and at a time to be recommended by the Division Officers, or in coordination with another NSC regional event.
- 10.3. Standing and Special Committee meetings will be scheduled virtually or as a part of each Division meeting. Committee Chairs may call additional meetings as needed.

11. Amendment Procedure

Proposed amendments to the Division Operating Procedures shall be submitted in writing to the Division Chair at least (60) sixty days prior to the Meeting of the Division. Notice of proposed changes to the Operating Procedures shall be provided to all voting members prior to the Division Meeting.

Division Operating Procedures may be amended by a majority of present active members at any Division Meeting. Proposed changes sent prior to Division meetings will allow for a comment period from the membership prior to the vote.

Committee Chairs shall review any proposed amendments with their committees prior to the full membership meeting to assure that all members are informed as to the content of the proposed amendment(s).

12. Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern the Division in all cases to which they are applicable and in which they are not inconsistent with these Division Operating Procedures, Council Charter, and Council Constitution and Bylaws.