



Laboratory and Chemical Safety Committee (LCSC)

BYLAWS

1. ARTICLE I - Objectives

The LCSC is charged with the responsibility of developing guidelines for a safe laboratory and chemical safety for the university (Annual review of the Chemical Hygiene Plan). The committee shall see to it that, all chemicals used in the research and teaching labs are received, stored, used, and disposed in a safe manner consistent with the requirements from the city, state and federal agencies responsible for such safety. It is also the responsibility of the committee to explore ways of mitigating health and safety issues in laboratories across the campus. It will also review safety and health policies and procedures established by the agency pertaining to laboratory and chemical safety. It is also the responsibility of this committee to review incidents involving work-related fatalities, injuries, illnesses or near misses related laboratory and chemical safety. This committee also has the authority to require that changes be made prior to the implementation of the University's Chemical Hygiene Plan and will make such recommendations through the Director, Office of Research Compliance (ORC) and the Environmental Health and Safety Officer (EH&SO) for subsequent inclusion into the University's Laboratory Safety Manual. This committee shall report to the Director, Office of Research Compliance/Compliance Officer.

2. ARTICLE II - Members

SECTION 1. The committee will comprise of seven members nominated by the Compliance Office and appointed by the Provost and VP for Academic Affairs and Research or his/her designee.

SECTION 2. Members are appointed to serve a term of two academic years. Appointment shall be based on knowledge and experience in use of chemicals in a laboratory environment and will mirror the diversity of research at AAMU. At the end of the 2-year term, a member can be nominated to serve another term based on their expertise and experience.

SECTION 3. A system of chair rotation shall be established within the committee members to maintain a progressive edge in the committee.

SECTION 4. Should a vacancy arise in the committee, the Office of Research compliance shall nominate a person for appointment to fill the vacancy.

SECTION 5. At annual mid-year meeting, committee members shall nominate candidates to fill office positions among its members (Chair, Secretary Etc.) created by expiration of committee member tenure or term of service.

SECTION 6. A request for member replacement will be made in writing to the compliance officer for committee member(s) who is absent from 2 consecutive meetings without a reasonable explanation.

3. ARTICLE III - Officers

SECTION 1. The officers of the LCSC shall be the Chairperson, the Secretary, the communication officer, and the editor. The elected officers' duties shall be prescribed by these bylaws.

SECTION 2. The committee shall elect a committee chair and secretary to serve a two year term. Service shall be effective at the beginning of the academic year in September. Should the chair position become vacant, the committee shall appoint a successor to complete his/her tenure.

4. ARTICLE IV – The Executive Board

The Executive Board shall be the Chair and the Secretary and shall supervise committee affairs between meetings, set time and place of meetings and when necessary, make recommendations to the Committee and perform other duties specified in these bylaws. The Executive Board will remain subject to orders of

the Committee and at no time will the board be in conflict with the orders/actions of the Committee.

5. ARTICLE V - Meetings

SECTION 1. There will be at least 2 regular meetings a year.

SECTION 2. Upon the request of no less than three (3), emergency and special meetings shall be called by the Chair. These meetings shall require at least three days advance notice.

SECTION 3. All meetings conducted through telephone, email or the internet shall be ratified at the following regular meeting.

SECTION 4. A quorum shall be constituted by a simple membership majority present (not less than 4) at a meeting.

6. ARTICLE VI - Meeting Specifics

1. The time, location and subject/focus of each meeting shall be made known to all members in advance via email.
2. Member's sign-in sheet shall be passed around at the start of each meeting. Sign-in sheet shall become part of the LCSC attendance record.
3. The chair shall call the meeting to order no later than 10 minutes after the proposed meeting time.
4. Meetings shall be conducted and conclude within one hour (1 h).
5. The Secretary shall take down meeting minutes. In his/her absence, the chair shall appoint a member to serve as secretary for that meeting.
6. A quorum shall be met when at least four members are present. Quorum will be subject to adjustments (lowered) based on attendance history.
7. Committee issues up for a vote will be considered passed with a majority "Yay" or declined with a majority "Nay".
8. In the event that attendance continues to fall short in follow-up meetings, voting shall proceed with the member number present.
9. The Chair will move a motion to adjourn the meeting seconded by a member.
10. Meeting will be adjourned.