April 25, 2012

MEMO TO: 2011-2012 ASSE House of Delegates

FROM: Terrie Norris, CSP, ARM, CPSI
       President and Chair, House of Delegates

This year’s House of Delegates and Membership Meetings will take place at 12:00 p.m., Sunday, June 3, at the Colorado Convention Center, Rooms 601/603/605/607. The meeting will be held in conjunction with SAFETY 2012 being held in Denver, CO.

Delegate registration will begin at 9:00 a.m. and should be completed by 12:00 p.m, located outside meetings rooms 601/603/605/607. Please bring a photo id. There will be coffee available outside rooms 601/603/605/607 starting at 9:30 a.m. Regional Caucus meetings will be held from 9:30 – 11:30 a.m. in the 700 room corridor. A delegate lunch will be served from 10:30 a.m. to 12:00 in rooms 601/603/605/607 (back of HOD meeting room). The House of Delegates meeting is expected to last until approximately 3:25 p.m. and will be followed by the Membership meetings at 3:30 p.m.

Attached are the following items for your information:
- Agenda
- Operating Procedures
- June 2011 House of Delegates Minutes
- June 2011 Board of Directors Meeting Minutes
- October 2011 Board of Directors Meetings Minutes
- Delegate/Proxy Attendance Registration Form

During the House of Delegates/Membership meeting, we will hear reports from Mr. James D. Smith, Vice President of Finance, Eddie Greer, Chair of the ASSE Foundation and myself. Delegates will also hear a report on the election of Society officers for 2012-2013.

If you have not done so already, all Delegates must return the enclosed Delegate Attendance Notification, indicating their intention to attend, or not attend the House of Delegates/Membership meeting. If it is necessary for you to appoints a proxy, please return the enclosed form (or submit a letter), identifying your appointed proxy.

THE PROCEDURES FOR NAMING PROXIES ARE AS FOLLOWS:

(ASSE Bylaws, Article VIII, Sec. 5)
(A)(3) Chapter delegates may appoint a proxy to represent them at a specified House of Delegates meeting. The proxy may be any member of the delegate’s chapter who meets all other requirements of a delegate. The proxy appointment shall be delivered to the Society Secretary prior to the House of Delegates meeting.
Should you have any questions regarding the House of Delegates Meeting, please feel free to contact Marge Krumpolz at 847-768-3426.

I look forward to working with you and seeing all of you at the House of Delegates and Membership meetings.

cc: Chapter Presidents
House of Delegates & Membership Meetings
Sunday, June 3, 2012 - 12:00 p.m.
Colorado Convention Center, Denver

9 a.m. – 12 p.m.
I) Delegate Registration

12 p.m.
II) House of Delegates Meeting
   1) Call to Order—Terrie S. Norris, CSP, ARM, CPSI, Chair
   2) Reflection/Invocation
   3) Welcoming Remarks—Introductions
   4) Establishment of a Quorum
   5) Appointment/Approval of Parliamentarian
   6) Recognition Ceremonies
      - MSA Outstanding Student Section Award
      - Veterans of Safety Scholarship Award
      - Member Recruitment Awards
      - Region Safety Professionals of the Year
      - Charles V. Culbertson Outstanding Volunteer Service Awards
      - NAOSH Champion Awards
      - Professional Paper Awards
      - President’s Awards
   7) Reports to Delegates/Members
      - State of the Society—Terrie S. Norris, CSP, ARM, CPSI, President
      - Financial Report—James D. Smith, CSP, Vice President, Finance
      - State of the Foundation—Eddie Greer, CSP, OHST, Chair
   8) Old Business
   9) New Business
      - Code of Conduct Revisions
      - Nominations and Elections Standard Operating Guideline Revisions
      - Real Estate Transaction Authorization
   10) Other Business
      - Nominations and Elections/Installation of 2012-13 Officers
      - Awarding of Past President’s Plaque/Passing of Gavel

11) Open Forum
12) Announcements

3:25 p.m.
13) Adjournment: House of Delegates Meeting

3:30 p.m.
III) Membership Meeting
   1) Call to Order
   2) Establishment of a Quorum
   3) New Business
   4) Adjournment: Membership Meeting
Section 4.1

HOUSE OF DELEGATES OPERATING PROCEDURES

I. INTRODUCTION

The procedures detailed here are intended to expand on the scope and functions of the House of Delegates as defined in the Society Bylaws. These procedures are intended to foster efficient and effective operation of the House of Delegates.

II. ROLE OF THE HOUSE OF DELEGATES (AS AN ORGANIZATIONAL ENTITY)

A. Definition and Purpose

The House of Delegates is the organizational unit of ASSE that studies and debates matters important for the Society and the safety profession and sets broad direction through member representatives in a public forum. The House of Delegates serves ASSE by promoting, advancing, protecting and defending the safety profession, safety professional practice and the safety body of knowledge.

B. Functions

The specific functions of the House of Delegates defined in the Society Bylaws can be grouped into three primary areas:

- Deliberating issues and adopting resolutions for the Society related to safety as a body of knowledge, the safety profession, and professional safety practice
- Adopting a Society vision that gives broad direction to the Society and to the safety profession
- Conducting official Society business that is assigned to the House of Delegates by the Society Bylaws

C. Duties

The functions can be restated in the three groups as duties of the House of Delegates:

Resolutions

- Annually identify issues facing the safety profession and safety as a body of knowledge
- Seek input from Society organizational units on issues
- Formulate resolutions for approval by the House of Delegates
- Hold public discussion and debate on proposed resolutions
- Modify and/or rescind previously approved resolutions
- Receive reports on the state of safety as a body of knowledge, the safety profession and professional safety practice
- Maintain records on resolutions adopted by the House of Delegates for ASSE

Society Vision

- Annually survey Society organizational units on Society programs, importance and resourcing
- Prepare and approve an annual Vision that gives broad direction for the Society that includes:
  - Overall objectives for Society programs
  - Program areas
• Importance and priorities for objectives and program areas
• Receive reports from the Board and/or Councils on plans to develop, organize and fund programs to meet Vision guidance
• Receive reports from the Board and/or Councils on accomplishments of programs in meeting Vision guidance
• Receive the annual report on the State of the Society
• Receive the annual report on the State of the Profession

Society Business

• Receive the Society annual financial report
• Ratify Bylaws amendments as set forth in Article XXI
• Adopt/amend the Society Code of Professional Conduct
• Approve the broad fiscal policy of the Society
• Approve those financial transactions assigned to the House of Delegates by Bylaws involving Society owned and and buildings
• Approve the operating procedures of the Nominations and Election Committee
• Approve the operating procedures of the House of Delegates Credentials Committee
• Receive and approve the Society Long Range Plan

III. PARTICIPANTS

A. Composition
The House of Delegates shall be composed of the following delegates:

• Elected Chapter delegates
• Members of the Board of Directors
• Administrators of the Practice Specialties

Individuals in the latter two categories cannot also serve as an elected chapter delegate.

B. Delegates
All delegates of the House of Delegates, except the Secretary, shall serve as voting delegates. Elected delegate(s) shall be elected in accordance with Society Bylaws.

Not later than June 1 (13 months prior to the House of Delegates meeting), Chapters shall report the name(s) of their elected delegate(s) serving the next fiscal year. Any changes in elected delegates must be reported immediately as they occur.

Elected delegate terms of office end at the end of the fiscal year for which they were elected. Terms of office for other delegates end when their term of office in the position they fill ends.

C. Officers
The Society President is the chair and presiding officer of the House of Delegates. The term of office is concurrent with the term of office for Society President.

The Chair shall be responsible for:

• Preparing the final agenda for the meeting
• Appointing members and chair of the Credentials Committee
• Appointing delegates to serve on or chair House of Delegates task groups which process and prepare materials for the House of Delegates meeting
• Conduct of the House of Delegates meetings
• Calling any special meetings of the House of Delegates
D. Parliamentarian
The chair shall have the authority to appoint a parliamentarian. The parliamentarian shall be someone with appropriate qualifications who is not a member of the Society or of the House of Delegates. When a request for a ruling on procedural matters is requested from the parliamentarian by the chair, the ruling of the parliamentarian is final.

E. Committees and Task Groups
The House of Delegates and the chair may create committees and task groups as needed to conduct its business.

The following committees and task groups are typically established by the House of Delegates:

- Credentials Committee
- Task Group(s) on Resolutions
- Task Group on Society Vision
- Task Group on Official Business

Appointments to committees and task groups are made by the chair.

Members of the Credentials Committee are to be drawn from the Society membership in accordance with the committee's operating rules and procedures.

Members of House of Delegates task groups or subgroups must be delegates. Task groups may be expanded into Task subgroups if needed to distribute the work of the Task group.

F. Credentials Committee
The purpose of the Credentials Committee is to ensure that only duly appointed or elected delegates are officially seated at any House of Delegates meeting and to ensure that written voting materials are properly distributed. The duties of the Committee are:

- Verify that delegates are duly elected representatives or carry duly appointed proxies
- Establish operating procedures for registering delegates
- Prepare and issue voting materials for use in written ballots at meetings
- Appointed members of the Credentials Committee will assist the Secretary in collecting and tallying written ballots

G. Observers
The House of Delegates meetings are open. Those in attendance who are not delegates to the House of Delegates are observers. A separate area will be established at House of Delegates meetings for observers. Observers may be recognized by the chair to participate in deliberations or debate.

IV. ROLE OF THE DELEGATES

Delegates:

- Are the elected Chapter representatives
- Receive information from task groups, Councils, or Committees that impact issues of the Society and profession as well as those addressing Society vision and related business
- Shall serve as members of the task groups or subgroups to address the above mentioned areas
- Shall inform their Chapter of Society and professional issues
- Shall attend all meetings including the annual meeting and caucus meetings, normally held in June
- Will vote on issues affecting the Society and the profession

Any Chapter formed after December 31 (prior to the election of officers/delegates) but before March 1st, (prior to the House Meeting) shall be given one delegate.
V. PROCEDURES

A. Meetings
The House of Delegates shall meet at least annual, normally in June. Other meetings of the House of Delegates may be called in accordance with the Society’s Bylaws. The chair shall determine the time and place for all House of Delegates’ meeting. The chair shall notify all delegates of meetings as defined in the Bylaws.

B. Rules of Procedure
The current edition of Robert’s Rules of Order (Newly Revised) shall govern the transactions of business at all House of Delegates meetings. House meetings will operate under approved Standing Rules, as shown in Appendix 3.

C. Agenda
The agenda for any meeting of the House of Delegates shall be finalized by the Chair. The annual meeting will normally contain the following:

<table>
<thead>
<tr>
<th>AMERICAN SOCIETY OF SAFETY ENGINEERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOUSE OF DELEGATES MEETING</td>
</tr>
<tr>
<td>DATE OF MEETING</td>
</tr>
<tr>
<td>PLACE OF MEETING</td>
</tr>
</tbody>
</table>

AGENDA

1. Seating of delegates and call to order

2. Society Vision
   - Debate and vote on Vision
   - State of the Society Report
   - State of the Safety Profession
   - Report Reports of program accomplishments and plans

3. Resolutions
   - State of Safety Report
   - Caucus session(s) on issues and drafting of resolutions (if required)
   - Caucus reports
   - Presentation, debate and vote on proposed resolutions

4. Official Business
   - Society Financial Report
   - Business Action Items

5. Old Business

6. New Business

7. Adjourn

D. Voting
Each delegate shall be entitled to one vote. Delegates must be present at the time a vote is taken to participate in voting. Observers are not allowed to vote.
Delegates are responsible for voting on matters before the House of Delegates based on the merits of the issues and what is best for the Society and the profession with input from Society members and organizational units represented. Delegates are responsible for studying the published agenda and related documents in advance of a meeting.

Voting will normally be by voice, unless a written vote is called for by the chair through appropriate parliamentary procedures.

For written ballots, the chair shall explain what ballot number or color from among those materials issued to each delegate is being used for a vote. Only those marked ballots with the appropriate number or color will be counted in a written voting procedure.

**E. Seating of Delegates**
Seating for delegates at meetings shall be organized by Region for purposes of managing voting. There shall be sufficient seating together for all delegates from each Region. Those delegates who are not representatives of Regions or Chapters shall be seated in a separate section.

**F. Society Resolutions**
Society resolutions are open for debate among all delegates to the House of Delegates.

Adopted resolutions are Society positions on matters relating to the safety profession, professional safety practice and safety as a body of knowledge.

Any organizational unit (Region, Area, Chapter, Section, national committee, Council, Division) may prepare and submit draft resolutions for consideration by the House of Delegates. The submittals shall follow the format listed below and meet the deadline for submissions. The proposed resolutions will be processed by the Position Statement Task Group (and any Subtask Groups) into final resolutions for consideration by the House of Delegates and its caucus groups (if used). All draft and final resolutions meeting format and schedule requirements will be published and distributed to all delegates of the House of Delegates.

Final resolutions prepared by the Resolution Task Group are reported to the House of Delegates for debate and vote.

Appendix 1 details the process and schedule of events by which resolutions are developed and adopted.

**G. Society Vision**
The Society Vision is developed through a process identified in Appendix 2. The Vision Task Group oversees the work of developing and presenting the Society Vision.

The Vision is published for approval of House of Delegates.

**H. Society Official Business**
An Official Business Task Group manages the process by which matters of official business are prepared for a House of Delegates meeting. The proposed official business will be published for delegate consideration.

The process for managing House of Delegates official business is straightforward. Motions are normally made in advance (30 days prior to the annual meeting of the House of Delegates) in writing, using a motion form approved by the Society. The purpose of written motions is to provide delegates with copies of the motion, justifications and any cost considerations prior to discussion and voting.

**I. Reports**
Reports associated with the three main functions of the House of Delegates are normally prepared and delivered by the Society Board of Directors and Councils. Special reports required by the agenda are prepared and delivered under the direction of the Chair.

**VI. GLOSSARY**
Caucus: Breakout sessions which may be held in conjunction with or during House of Delegates meetings in which issues are analyzed and discussed and draft resolutions are prepared or revised for submittal for vote by the full House of Delegates.

Committee: A standing panel of people with duties assigned by the House of Delegates and a clearly defined term of office.

Issues: Issues are problems or questions facing the Society, the safety profession, safety practitioners or safety science and technology. For the House of Delegates, issues form the basis around which resolutions are formed as strategy and direction for resolving issues.

Resolutions: Resolutions are formal, written statements that present the strategy or direction for the Society on matters relating to professional safety practice or safety as a body of knowledge.

Society Vision: A brief document that provides guidance to Society officers, Board of Directors, Councils and other organizational units on what programs are important and should be given emphasis and support from Society members and funds.

Task Group: A temporary panel of people assigned to complete particular tasks. The task is to be defined by the House of Delegates or the chair.

Task Subgroup: A temporary panel of people assigned to complete a particular task within the scope of a Task Group. The delegates of a Task Subgroup are typically not members of the parent Task Force.

Approved By/Date: Board of Directors 2/6/98, House 6/13/98


Next Revision Due:

APPENDIX 1
PROCESS FOR MANAGING HOUSE OF DELEGATES RESOLUTIONS

The process for developing resolutions for consideration by the House of Delegates is summarized below. The responsibility for development of resolutions rests with the House of Delegates Task Group on Society Resolutions. Each organizational unit of the Society can participate in the process.

Resolutions are formal resolutions approved by the House of Delegates as official positions of the House of Delegates. Each resolution will contain a statement, the issue it responds to, and rationale for the position. A resolution is typically one single-spaced page (8 ½ x 11, no less than 11 point type) or less in length and will not exceed two pages. Resolutions are limited to matters related to:

- The safety profession
- Professional safety practice
- Safety as a body of knowledge

Resolutions are prepared in draft form by any organizational unit of the Society. They are submitted to the Task Group for initial publication.

The required format for the resolution is as follows:
Resolutions submitted to the House of Delegates may be processed in two possible ways. One approach is having Task Groups consolidating related resolutions into a single resolution for consideration by the House of Delegates. The second approach is to use caucus sessions to involve delegates in resolutions and possible revision of them. Either or both approaches may be used.

When Task Groups (or Subgroups) review the submitted statements, they may edit, rewrite and organize them into final resolutions for publication and consideration at the annual meeting. The Task Group may attach information to final statements explaining changes to previously submitted or approved resolutions or information helpful for reader understanding. At the annual meeting Delegates to House of Delegates may seek to modify statements and debate final wording prior to voting on approval. Caucus sessions may be employed for any of the final resolutions processed by Task Groups or Subgroups.

The approximate schedule for development of resolutions is as follows:

Fall prior to Annual Meeting of the House of Delegates

- Notify organizational units of responsibility, schedule and format for submitting resolutions
- Submit draft resolutions

Winter

- Task Groups or Subgroups are organized as needed from information on delegates
- Publish draft resolutions and distribute to organizational units

Spring

- Task Groups and Subgroups edit, rewrite & consolidate related statements
- Publish final drafts and distribute to organizational units and delegates

Summer

- Hold caucus sessions on particular resolutions (if needed)
- Vote to approve or reject resolutions

APPENDIX 2
PROCESS FOR MANAGING THE SOCIETY VISION

The Society Councils, under the leadership of the Council on Professional Development, will annually survey Society organizational units on needs for the profession, professional practice, member services, and safety. Included in this survey process is collection of information needed to develop the Society Vision. The results of the survey will help
the vision task group to formulate the Society Vision. The responsibility for formulating the Vision rests with the Task Group on the Society Vision. The draft vision will be published and distributed in advance of the annual meeting for consideration by the House of Delegates.

The survey and resulting plan will address the following areas:

- Overall objectives for Society programs
- Program areas
- Importance and priorities for objectives and program areas

The Vision will provide overall direction for the Society. The Vision will not address Society program plans and program funding. This is the responsibility of the Councils and the Long Range Plan for the Society, approved by the Board of Directors.

The schedule for developing the Vision is as follows:

**Fall prior to Annual Meeting of House of Delegates**

- Define matters to be included in the survey instrument
- Council on Professional Development completes survey instrument and distributes the survey
- Tally survey results

**Winter**

- Review survey results
- Prepare the draft Society Vision

**Spring**

- Publish draft Society Vision

**Summer**

- Debate and approve Vision at annual meeting

**APPENDIX 3**

**HOUSE OF DELEGATES/MEMBERSHIP MEETING - STANDING RULES**

[The House shall operate under the following Standing Rules. Changes to these Standing Rules may be made on a one-time basis by a House vote prior to the affected annual meeting. Permanent changes to these Rules require a vote to change the House of Delegates Operating Procedures.]

1. Members will wear their badges while at business meetings.
2. No one may speak twice to a question if another member who wishes to do so has not already spoken.
3. No one may speak longer than three minutes to a question, or more than twice, without permission of the House.
4. No donating of time to others.
5. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Society in all cases to which they are not inconsistent with the bylaws and any special rules of order the Society may adopt.
1. Call to Order

The meeting was called to order at 12:00 p.m. by Darryl C. Hill, Chair and President of the American Society of Safety Engineers.

2. Reflection

There was a moment of silence in memory of distinguished Society members who passed away during the past year.

3. Welcoming Remarks - Introductions

Darryl Hill welcomed the delegates to the House of Delegates Meeting, and introduced the 2010-2011 Executive Committee as follows:

Darryl Hill – President
Terrie Norris – President-Elect
Richard Pollock - Senior Vice President
James Smith – Vice President of Finance
Fred Fortman – Executive Director and Corporate Secretary

4. Quorum

Fred Fortman, Corporate Secretary announced that a minimum of 108 members are required to have a quorum and there are 182 delegates in attendance in addition to the 14 members of the Society Board of Directors. A quorum was established.

House of Delegates/Membership Meeting Standing Rules as approved by the delegates were reviewed and Dr. Hill stated that these rules will be followed.

5. Appointment/Approval of Parliamentarian

Without objection, Chair Hill appointed Marcella Morrison, a Professional Registered Parliamentarian as official parliamentarian for the meeting.


Minutes from the last House of Delegates meeting held June 13, 2010 in Baltimore were reviewed and approved by the Minutes Committee. Copies of those minutes were mailed to all delegates and chapters presidents.
7. **Appointment of Minutes Committee**

Darryl Hill appointed a House of Delegates Minutes Committee as follows: Fred Sebastian as Chair and members Jim Newberry and Julie Rogers.

8. **Recognition Ceremonies**

a. Mine Safety Appliances Outstanding Student Section Award for 2010-2011 was presented to the Western Carolina University Student Section.

b. Members who achieved membership in ASSE President's Club and President's Circle were asked to stand to receive recognition.

The top four faculty advisors recruiting the most new Student Members are: Jimmie Hinze, Wanda Minnick, Michael Gautreaux and David Fender.

c. The Chapter Stars Recognition program recognized 38 chapters this year.

This year’s Chapter of the Year recipients are:

- Hawkeye Chapter for small category
- Greater Chicago Chapter for medium category
- Northwest Chapter for large category

d. Winners of 2010-2011 Region Safety Professional of the Year Awards were introduced as follows:

- Region I: Erike Young, Sacramento Chapter
- Region II: Mark Semonisck, Colorado Chapter
- Region III: Mark Huddleston, Oklahoma City Chapter
- Region IV: Stephen Brown, North Florida Chapter
- Region V: Al Borzych, Greater Chicago Chapter
- Region VI: Frank Cruice, Delmarva Chapter
- Region VII: Beth Phelps, Audubon Chapter
- Region VIII: Katie Jordan, Granite State Chapter

e. The Charles V. Culbertson Award for Outstanding Volunteer Service was presented to seven individuals:

Walter S. Beattie - is the Administrator for the Fire Protection Practice Specialty, and chaired the task force for ASSE’s recent Fire Safety Virtual Symposium.

James Boretti - has been a professional member of ASSE for 22 years and
recently chaired the task force that developed and delivered the symposium, “Rethink Safety: A New View of Human Error and Workplace Safety.”

Al Borzych - is a four-term president of the Greater Chicago Chapter, and has been instrumental in organizing and coordinating the Chicagoland chapter efforts for ASSE’s 100th anniversary celebration.

Tom Kramer - has been a member of the PDC planning committee for the past five years, most recently chairing the program subcommittee.

Diana Stegall - has served as chair of the Professional Development Conference Planning Committee since 2009. She also served on the 100th Anniversary Planning Committee and was a significant contributor to organizing this year’s PDC.

Jim Thornton - has led the Government Affairs Committee, helping position ASSE as a meaningful voice in the important debate on safety and health issues.

Mario Varela - is the Assistant Chair for the Human Resources Branch. He also Chairs the Spanish Translations Review Subcommittee, and leads the review and editing of Spanish translations of OSHA Fact Sheets for industry employers.

f. The ASSE NAOSH Champion Award recipients, those that went above and beyond not only this year but also in the past:

Heather Earl, who helped promote the 9th annual ASSE kids’ poster contest and secured many NAOSH Week proclamations.

Luke Betts, who increased participation and awareness through developing and distributing information to promote the annual kids’ poster contest.

Jennifer Zipeto, who secured many proclamations and promoted NAOSH Week through joint efforts with public relations and on-line videos.

Michael Neason, who, along with the Louisville Chapter sponsored a poster contest winner and his family so they could attend NAOSH Week events in Washington, DC.

ASSE’s Kuwait Chapter, which used the poster contest to educate the global public about workplace safety, the safety profession and ASSE’s global efforts.

The Clorox Company, which utilized the kids’ poster contest to reach out to its international workers and families, resulting in hundreds of posters received.
Phil Goldsmith, who organized a free educational program at the National Gallery of Art as part of the NAOSH week kick-off events in Washington, DC.

g. The Diversity in the Safety, Health and Environmental Profession Award was presented to Jennifer Zipeto, a founding member and vice chair of ASSE’s Women in Safety Engineering common interest group. As a board member of the Central Florida Chapter, she mentors female members and grooms them for leadership positions within the chapter.

h. The ASSE Professional Paper Awards were presented to Fred Manuele, first-place, who authored “Acceptable Risk: Time for SH&E Professionals to Adopt the Concept,” which was published in the May issue; Pam Walaski, second-place for her article, “Risk & Crisis Communication: Essential Skills for Today’s SH&E Professional,” appeared in the June issue; and Wayne Christensen, third-place who wrote, “Safe Designs: A Challenge to SH&E Professionals,” which appeared in the April issue.

i. The President’s Award recipients were:

Tom Cecich for his exemplary work as Vice President of the Council on Professional Affairs, including the formation of the Center for Safety and Health Sustainability.

Abdullah Al Ghamdi for advancing ASSE’s global community in the Middle East.

Wayne Jones. Wayne has chaired the Student Activities Committee and is a member of the Finance Committee and the Academics Practice Specialty.

Anil Mathur, who has advanced the professional development of many members by speaking at numerous ASSE events, including the 2010 Leadership Conference.

Felix Nakpodia, founding member of the Nigeria Chapter and member of the President’s Court Honor Roll.

Chris Patton, past ASSE president and leader of ASSE’s People-to-People delegation to China.

Jim Ramsay, Chair of the Educational Standards Committee and member of the ABET Board of Directors.

Enrique Santacana, ASSE Centennial Sponsor and volunteer supporter.
Kathy Seabrook, who chaired the Sustainability Task Force and the Global Committee.

Pam Walaski for her work as a leader of ASSE’s People-to-People delegation to China.

Terry Wigfall for her contributions to the PDC Planning Committee and for chairing the Blacks in Safety Engineering Common Interest Group.

Dennis Hudson, for his work with the ASSE Sustainability Task Force.

Nancy O’Toole, for providing long-term and exemplary service to ASSE and its members.

Karen Scott. As application and database analyst, Karen has also provided long-term and exemplary service to ASSE and its members.

9. Reports to Delegates/Members


As President of the Society and Chair of the House of Delegates, Dr. Hill presented the State of Society report and is attached.

June 2011 State of the Society.docx

b. Finance Report – James D. Smith, Vice President of Finance

Report was presented and attached.

June 2011 Finance Report.docx

c. Foundation Report – Fay Feeney, Foundation Vice-Chair

Report was presented and attached.

June 2011 Foundation Report.docx
10. **New Business**

a. **Strategic Plan Report – Terrie Norris, President-Elect**

It was moved to approve the Society Goals as presented:

**GOAL 1:**
ASSE will be recognized as the thought leader of the profession by initiating new ideas, innovations, and solutions to guide SH&E professionals.

**GOAL 2:**
ASSE will define the standards of professional competency, and be the authoritative resource for SH&E professionals seeking training, education, and development.

**GOAL 3:**
ASSE will be the recognized source of SH&E knowledge and resources.

**GOAL 4:**
ASSE will be the voice of the SH&E Profession.

**GOAL 5:**
ASSE will foster and sustain a global community among SH&E professionals.

**GOAL 6:** ASSE will expand its sphere of influence through diverse and responsible Society growth.

*Motion approved.*

It was moved to approve the following Articles of the Bylaws:

- **Article III - Membership**
  - Editorial
- **Article IV – Constituent Units**
  - Relationship of chapters and regions
  - Approval process clarification on boundaries, charters and dissolution
- **Article V – Fees, Dues and Finances**
  - Common Interest Group addition
  - Region Assessment addition
  - Editorial
  - Approval of chapter dues by ROC added.
- **Article VI - Officers**
  - Area Director vacancy procedure
  - Duties of officers – update of responsibilities
11. Other Business

a. Nominating and Elections/Installation of 2011-2012 Officers

Two Board members retiring from service this June were recognized:
Greg Smith, who served five years as Vice President, Region 3.

And, Darryl Hill, outgoing president.

Dr. Hill installed the 2011-2012 Board of Directors and Area Directors as follows:

Regional Vice Presidents:

- Region I   Martin Jeppeson
- Region II   James Gallup
- Region III  Alan Brown
- Region IV   Michael Belcher
- Region V    Maribeth Anderson
- Region VI   Vince Miller
- Region VII  Stephanie Helgerman
- Region VIII Robert McClay

Council Vice Presidents:

- Practices & Standards George Pearson
- Professional Affairs Thomas Cecich
- Professional Development Patricia Ennis

Executive Committee:

- President    Terrie Norris
- President-Elect Richard Pollock
- Senior Vice President Kathy Seabrook
- Vice President of Finance James D. Smith
- Exec. Dir./Corp. Secy. Fred Fortman

Dr. Hill then announced the 2011-2012 Area Directors:

Region 2
- Area A – Harold Gribow
- Area B – Michael Lorenzo

Region 4
- Louisiana Area – Brett Beoubay
- Mississippi/Alabama Area – Steve Willis
- South Florida Area – Barbara Cooksey
- North Florida/Georgia Area – Pam Perrich

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-New England Area – Tom Nolan  
-Empire State Area – Brett Carruthers  
-Keystone Area – Richard Slinkard  
-Metropolitan Area – Frank Gesualdo

b. **Awarding of Past President's Plaque/Passing of the Gavel**

Terrie Norris awarded the Past President's plaque to outgoing President Darryl Hill. Dr. Hill reciprocated by passing the gavel of Society leadership to Ms. Norris for 2011-2012.

12. **Announcements**

The next meeting of the House of Delegates is planned for June 3, 2012, in Denver, CO.

The meeting was adjourned at 2:15 pm, by Darryl Hill, Chair of the House of Delegates.

Respectfully submitted,

Fred J. Fortman  
Executive Director/Corporate Secretary

FJF/mk
CALL TO ORDER

The meeting was called to order at 10:45 a.m. by President Darryl Hill.

BOARD MEMBERS PRESENT

Darryl Hill    President
Terrie Norris    President-Elect
Rick Pollock    Senior Vice President
James Smith    Vice President – Finance
George Pearson    Vice President, Council on Practices & Standards
Tom Cecich    Vice President, Council on Professional Affairs
Trish Ennis    Vice President, Council on Professional Development
Martin Jeppeson    Vice President - Region I
Jim Gallup    Vice President - Region II
Mike Belcher    Vice President - Region IV
Maribeth Anderson    Vice President - Region V
Vince Miller    Vice President - Region VI
Stephanie Helgerman    Vice President – Region VII
Robert McClay    Vice President – Region VIII
Fred Fortman    Executive Director/Secretary

BOARD MEMBERS NOT PRESENT

Greg Smith    Vice President – Region III

GUESTS PRESENT

Kathy Seabrook    Incoming, Senior Vice President
Alan Brown    Incoming, Vice President – Region III

STAFF PRESENT

Kelly Fanella    Director, Marketing and Communications
Terry Wilkinson    Director, Member and Region Affairs
Timothy Fisher    Director, Practices and Standards
Dennis Hudson    Director, Professional Affairs
Dewey Whitmire    Director, Professional Development
Bruce Sufranski    Director, Finance
Marge Krumpolz    Executive Secretary

APPOINT PARLIAMENTARIAN
Darryl Hill appointed Fred Fortman as parliamentarian.

PRESIDENT’S REPORT – DARRYL HILL

A. Executive Committee Report
   Report stands as submitted.

B. Bylaws Committee Report
   Report stands as submitted.

C. Nominations and Elections Report
   Report stands as submitted.

D. Motion – SOG 1.2 House of Delegates
   Moved to approve the revision to SOG 1.2 – House of Delegates as submitted. Motion approved.

E. Motion – SOG 4.1 House of Delegates Operating Procedures
   Moved to approve the revision to SOG 4.1 – House of Delegates Operating Procedures as submitted. Motion approved.

F. Motion – SOG 4.3 Accountability Letter for Delegates
   Moved to approve the elimination of SOG 4.3 – Accountability Letter for Delegates. Motion approved.

G. Professional Conduct Committee Report
   Report stands as submitted.

H. 100th Anniversary
   Rick Pollock gave presentation of 100th Anniversary highlights.

PRESIDENT-ELECT’S REPORT – TERRIE NORRIS

A. Congress of Councils/Strategic Planning Committee Report
   1. Motion – Strategic Plan Objectives
   Moved that the Board approve the objectives for each of the recently Board-approved goals. Motion approved.

B. Public Relations Committee Report
   Report stands as submitted.
C. Board Advisory Task Force Report

1. Motion – Nominations & Elections Committee

Moved to:

1. accept the recommendations of the Board Advisory Task Force to change the composition of the Nominations & Elections Committee,
2. accept the recommendations of the Board Advisory Task Force for implementing a the process for recruiting candidates, to take steps to implement the recommendations, and
3. initiate the steps necessary to implement the recommended changes.

1. The Nominations and Election Committee shall be comprised of seven members; four Past Presidents and three At-Large Members. The At-Large Members may or may not be members of ASSE and are selected by the Executive Committee.
2. This Committee shall present its nominations for Society level Officers to the membership for election.
3. To ensure an evergreen list of senior officers for ASSE, the Nominations and Elections Committee will also assist in the process of identifying, recruiting and mentoring prospective future officers.
4. The time of service will be a three-year term with staggering alternating rotations to ensure continuity for the At-Large Members.
5. The Chair of the committee will be the most immediate Past President.

Proposed Process for the Identification, Recruiting and Mentoring of Future Officers: The Board of Directors and the Nominations and Elections Committee shall establish a process for the identification, recruiting and mentoring of future officers. This will ensure an evergreen resource for senior officers for ASSE. The process will include identification/recruitment and mentoring components. The process is illustrated in the embedded PowerPoint.

Identifying Future Officers. The Nominations and Elections Committee will regularly canvass members that have leadership potential and demonstrate strong leadership skills. The Nominations and Elections Committee will canvass executive leaders in the HS&E profession from all industry sectors with the assistance of staff. The process will include recommendations from current officers throughout Society, members self-identifying and demonstrating an interest in volunteer leadership, and the committee’s own recommendations. The goal is to regularly refresh leadership such that the Society can remain in a leadership rich environment. A screening questionnaire/evaluation form will be made available to all members to determine if the prospective leader:  
1. Agrees with the vision, mission and goals of society.
2. Has sufficient company support to successfully progress.
3. Demonstrated leadership acumen in various venues.
4. Has the ability to work well with ASSE staff.
5. Meets ASSE ethics requirements.

Mentoring Future Officers. A mentoring process will be developed to match potential future candidates with experience current and past Society leaders who will mentor those potential candidates to prepare them for future leadership roles. A partial list of potential avenues of mentoring include: one-on-one meetings, audio / video conferences, webinars, Regional conferences, the Annual Meeting, and the Leadership
Conference. Motion approved.

D. Motion - 2011-2012 Committee Appointments

Moved that the Board of Directors approve the appointment of the 2011-12 Board Standing Committee recommendations and the 2011-12 Council recommendations as submitted. Motion approved.

E. Council Vice Presidents Reports

1. Vice President of Practices and Standards - George Pearson

   Report stands as submitted.

2. Vice President of Professional Affairs - Tom Cecich

   Report stands as submitted.

3. Vice President of Professional Development - Trish Ennis

   Report stands as submitted.

VICE PRESIDENT, FINANCE REPORT – JIM SMITH

A. Motion – Revision of Finance Committee SOGs: 6.11, 6.12, 6.13, 6.13a, 6.14, 6.15, 6.16, 6.17

   Moved to approve the attached revisions to sections 6.11, 6.12, 6.13, 6.13A, 6.14, 6.15, 6.16, and 6.17 of the Society Operations Guidelines, pending Bylaws Committee approval. Motion approved.

SENIOR VICE PRESIDENT REPORT – RICK POLLOCK

A. Council on Member and Region Affairs Report

1. Motion – SOG 8.1 CoMRA Operating Procedures

   Moved to approve the revision to SOG 8.1 – Council on Member and Region Affairs Operating Procedures. Motion approved.

2. Motion – SOG 8.3 Region Operating Procedures

   Move to approve the revision to SOG 8.3 – Region Operating Procedures. Motion approved.

B. Regional Vice Presidents Reports

1. Vice President, Region I - Martin Jeppeson

   Report stands as submitted.

2. Vice President, Region II - Jim Gallup
3. Vice President, Region III - Greg Smith (not present)
   Report stands as submitted.

4. Vice President, Region IV - Mike Belcher
   Report stands as submitted.

5. Vice President, Region V - Maribeth Anderson
   Report stands as submitted.

6. Vice President, Region VI - Vince Miller
   Report stands as submitted.

7. Vice President, Region VII - Stephanie Helgerman
   Report stands as submitted.

8. Vice President, Region VIII - Robert McClay
   Report stands as submitted.

FOUNDATION REPORT – EDDIE GREER

A. Motion – Updating ASSEF Bylaws
   Moved that Articles III and IV of the ASSE Foundation Bylaws be updated as indicated within
   the submitted document. Motion approved.

EXECUTIVE DIRECTOR’S REPORT – FRED FORTMAN

A. Program Progress Report
   Report stands as submitted.

UNFINISHED BUSINESS

NEW BUSINESS

Darryl Hill recognized Rick Pollock for his service as Senior Vice President on the ASSE Board of
Directors.

ADJOURNMENT

There being no further business, Dr. Hill adjourned the meeting at 3:40pm.

Respectfully submitted,

[Signature]
Fred Fortman, LL.M., CAE
Executive Director
CALL TO ORDER

The meeting was called to order at 11:20 a.m. by President Terrie Norris.

BOARD MEMBERS PRESENT

Terrie Norris                 President
Rick Pollock                 President-Elect
Kathy Seabrook               Senior Vice President
James Smith                  Vice President – Finance
George Pearson               Vice President, Council on Practices & Standards
Tom Cecich                   Vice President, Council on Professional Affairs
Trish Ennis                  Vice President, Council on Professional Development
Martin Jeppeson              Vice President - Region I
Jim Gallup                   Vice President - Region II
Alan Brown                   Vice President – Region III
Mike Belcher                 Vice President - Region IV
Maribeth Anderson            Vice President - Region V
Vince Miller                  Vice President - Region VI
Stephanie Helgerman          Vice President – Region VII
Robert McClay                Vice President – Region VIII
Fred Fortman                 Executive Director/Secretary

STAFF PRESENT

Kelly Fanella               Director, Marketing and Communications
Micah D’Orazio              Director, Member and Region Affairs
Timothy Fisher              Director, Practices and Standards
Dennis Hudson               Director, Professional Affairs
Dewey Whitmire              Director, Professional Development
Bruce Sufranski             Director, Finance
Stephanie Rennie-Sanchez    Manager, Conferences and Meetings
Dave Heidorn                Manager, Government Affairs and Policy
Yassie Dunn                 Manager, International Growth and Development
Mary Goranson               Manager, Foundation
Marge Krumpolz              Executive Secretary

APPOINT PARLIAMENTARIAN

Terrie Norris appointed Fred Fortman as parliamentarian.

It was moved to use the consent agenda as found in dialog section. Motion approved.
It was moved to approve consent agenda as amended.  Motion approved.

PRESIDENT’S REPORT – TERRIE NORRIS

A. Executive Committee Report

President Norris discussed her trip to Doha. She also reported that work continues on the Board Advisory Task Force.

B. Motion – SOG Amendments

It was moved to amend SOGs1.1; 1.4; 1.3; 1.5; 1.9; 2.1; 2.3; 2.4; 2.5; 2.6; 2.7; 2.8; 3.1 et al; 5.1; 5.2; 5.3; 5.4; 5.8; 5.9; and 5.10 as submitted.

Jim Gallup moved to table. Seconded by Maribeth Anderson.  Motion to table approved.

PRESIDENT-ELECT’S REPORT – Rick Pollock

Moved that the 100th Anniversary Task Force be sunsetted.  Motion unanimously approved.

A. Congress of Councils/Strategic Planning Committee Report

Rick Pollock reported that the COC has established four goals. The next meeting of the COC will be held in February.

B. Council Vice Presidents Reports

1. Vice President of Practices and Standards - George Pearson
   a. Motion – BOK

      It was moved to allocate $150,000 from the Reserve Funds as a development fund request to allow staff to use the services of a contract employee(s), obtain materials outside of ASSE, and provide for technical enhancements to the Body of Knowledge, (BOK).  Motion approved.

2. Vice President of Professional Affairs - Tom Cecich
   a. Code of Conduct

      It was moved to approve proposed changes to the ASSE Code of Conduct in accordance with the attached document. These changes have been approved by the Council on Professional Affairs and the Professional Conduct Committee. 14 for; 1 against.  Motion approved.

3. Vice President of Professional Development - Trish Ennis
   a. Motion - Certificate in International Safety Management Task Force Support
It was moved that the Board of Directors approve development funds totaling $10,000 to fund the task force which will support and develop the structure of the Certificate in International Safety Management program. Motion unanimously approved.

b. Motion - Certificate in International Safety Management Program Development

It was moved that the Board of Directors approve development funds totaling $47,500 to fund the development of the educational content for a Certificate in International Safety Management Program. Motion unanimously approved.

VICE PRESIDENT FINANCE REPORT – JIM SMITH

A. Motion – Revision of SOG 3.4 Travel Expense Guidelines

It was moved to approve the attached revisions to SOG 3.4, Travel Expense Guidelines, pending Bylaws Committee approval. Motion unanimously approved.

SENIOR VICE PRESIDENT’S REPORT – KATHY SEABROOK

A. Council on Member and Region Affairs Report

Ms. Seabrook provided highlights of COMRA activities.

FOUNDATION REPORT – MARY GORANSON

A. Motion – Foundation Trustee Nominations

It was moved that Joel Haight and Michael Murray be approved as Trustees of the ASSE Foundation. Motion unanimously approved.

NEW BUSINESS

It was announced that the winter meetings will be as follows:

2/09/12 COMRA
2/10/12 Strategic Planning
2/11/12 Board

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:00 pm.

Respectfully submitted,

Fred Fortman, LL.M., CAE
Executive Director