

I. NAME

A. The name of this organization shall be the Public Sector Practice Specialty of the American Society of Safety Engineers.

B. Hereinafter, the Public Sector Practice Specialty shall be referred to as the Practice Specialty and the American Society of Safety Engineers shall be referred to as the Society.

II. PURPOSE

A. The purpose of the Practice Specialty is to promote the advancement of the safety profession and to foster the professional well-being, needs and development of its members within its specialized branch of the safety profession. Within said area of responsibility the Practice Specialty shall assist in developing and supporting the Society's strategic plan and developing and defining resources to accomplish the mission, purposes, goals, and objectives of the Society.

B. In fulfilling its purposes, the Practice Specialty shall have the following objectives:

1. To promote the growth and development of the Society.
2. To promote the growth of the specialized branch of the safety profession served by the Practice Specialty.
3. To develop and disseminate technical and professional information and material which will carry out the purpose of the Practice Specialty, including serving as a resource and reference body in its area of expertise for the Society and its members.
4. To provide forums for the interchange and acquisition of professional knowledge among the Practice Specialty's members.

C. In fulfilling both the purposes and objectives, the Practice Specialty shall be involved in the following activities:

1. Developing and publishing periodically a Practice Specialty newsletter to communicate with Practice Specialty members and to further their continuing education through the presentation of technical articles.
2. Encouraging the contribution of practice specialty articles for publication via Professional Safety magazine and other technical publications.

III. MEMBERSHIP

A. Qualifications for Membership

1. The Practice Specialty shall be composed of individual members of the Society having similar specialized interests in Public Sector.

2. Members of the Practice Specialty must be dues-paying members of the Society, in good standing.

3. Practice Specialty membership shall have no geographical boundaries.

4. Membership in the Practice Specialty is personal and non-transferable.

B. Admission

1. Entry into the Practice Specialty shall be on an individual basis as outlined in these operating procedures.

2. Any person interested in Practice Specialty membership may apply by submitting an application to the Society.

3. The Society shall notify each applicant and the Practice Specialty of the applicant's membership status.

C. Practice Specialty Membership Termination: Membership in the Practice Specialty shall be terminated by resignation of membership in the Practice Specialty, termination of membership in the Society, or non-payment of Practice Specialty fees.

D. Any member of the Practice Specialty whose membership is terminated due to resignation or non-payment of fees shall be restored to membership only by following the procedures outlined for the admission of new members.

E. The Practice Specialty shall maintain a membership of five hundred (500).

F. Membership Privileges. All members of the Practice Specialty are eligible to vote on all matters submitted to the membership and to participate in all activities of the Practice Specialty.

IV. ORGANIZATION

A. The Practice Specialty is a part of the Society and may not take any action in the name of the Society, including, but not limited to, entering into contracts without prior written approval of the Society Board of Directors.

B. All Practice Specialty activities shall conform to the Society Bylaws and the Practice Specialty Operating Procedures.

C. The Headquarters of the Practice Specialty shall be Society Headquarters.

D. The Practice Specialty activity year shall be consistent with the Society's activity year.

E. The Practice Specialty Administrator is a member of the Council on Practices and Standards. The Practice Specialty Administrator may designate, in writing to the Vice President-Practices and Standards, a proxy from the same Practice Specialty to serve in his stead at meetings of the Council on Practices and Standards.

F. Dissolution of the Practice Specialty

1. If the Practice Specialty membership falls below the minimum requirement of 500 or whose activities are contrary to or detrimental to the objectives of the Society as determined by the Council on Practices and Standards shall be placed on probation for a specified period by the Board of Directors upon the recommendation of the Vice President-Practices and Standards and Senior Vice President.

2. If the Practice Specialty is placed on probation the officers of the Practice Specialty must show evidence within six months of steps taken to correct the cause of probation. Such evidence will be reviewed at least semi-annually throughout the probationary period.

3. If, after the conclusion of the probationary period, the Practice Specialty has not removed the cause of probation; the matter shall be brought before the Council on Practices and Standards by the Vice President-Practices and Standards.

4. The Council, with approval of the Board of Directors, may then dissolve the Practice Specialty, as indicated in ASSE operating procedures, whenever in its judgment; the best interests of the Society will be served.

V. OFFICERS

A. Elected officers of the Practice Specialty shall be:

1. Administrator
2. Assistant Administrator

B. Each elected Practice Specialty officer shall be a member in good standing of the Practice Specialty and the Society before taking office. A Practice Specialty officer shall not concurrently hold other offices of the Society.

C. Duties of Officers

1. The Administrator shall be the chief executive officer of the Practice Specialty and shall:

(a) Preside at meetings of the Practice Specialty Advisory Committee, regular or special business meetings of Practice Specialty members, and serve as the representative of the Practice Specialty on the Council on Practices and Standards.

(b) Provide leadership and guidance to all Practice Specialty activities.

(c) Supervise the functions of other elected officers.

(d) Appoint members of the Nominating Committee as appropriate in election years.

(e) Submit an annual report of its activities to the Vice President-Practices and Standards and staff liaison on or before July 31 of each year.

(f) Submit a Practice Specialty Achievement Program to Vice President-Practices and Standards and staff liaison.

(g) Keep the Vice President-Practices and Standards, Practice Specialty members and the staff liaison informed of Practice Specialty activities and future plans.

(h) Serve as a delegate to the House of Delegates.

(i) Appoint such committees and task forces as are necessary to carry out the Practice Specialty's objectives and activities.

2. The Assistant Administrator shall:

(a) Act for the Administrator in his absence or inability to perform and assist at other times as requested.

(b) Assume responsibility for supervision of appointed committees and task forces assigned by the Administrator.

(c) Assume the office of the Administrator as necessary.

(d) Assume responsibility for the long-range planning of the Practice Specialty.

VI. NOMINATION, ELECTION, REMOVAL OF OFFICERS AND FILLING OF VACANT OFFICES

A. The Practice Specialty Nominating Committee may submit the name of *one* candidate for the office of VP-Council on Practices and Standards biannually by December of odd numbered years to the Society Nominating and Elections Committee as set forth in the Practice Specialty Operating Procedures.

B. Notice that nominations are open for Practice Specialty office shall be published in a Practice Specialty newsletter that is mailed not later than October 31 in the year prior to an election year. The notice shall include the office(s) open for election, the qualifications to run for office, the deadline of December 15 for submitting the name of an interested Practice Specialty member and to whom such indication of interest should be sent.

C. The Committee shall consider all qualified members who indicate interest in running for Practice Specialty office and shall nominate not more than two Practice Specialty Members for each Practice Specialty elective office by January 15 of an election year. Members who indicated an interest, but were not nominated, shall be notified of their right to seek nomination by petition by January 20. The term of elected Practice Specialty members shall be two (optional - one) years beginning July 1.

D. One percent, but not less than twenty-five (25) members of the Practice Specialty may also, by written petition, submit qualified nominees by February 15 for the above offices to the Practice Specialty Nominating Committee. The names of qualified Practice Specialty members so nominated shall be placed on the ballot.

E. The Practice Specialty Nominating Committee shall obtain the approval of the Practice Specialty Administrator, the Assistant Administrator and the Society Nominating and Elections Committee of the slate of Practice Specialty officer candidates by February 15 in an election year. If uncontested, the nominated slate shall be declared elected by acclamation, which shall be announced in the next Practice Specialty newsletter published after February 15 in the election year. If any office is contested, ballots will be distributed accompanied by biographies of all such candidates to all Practice Specialty members no later than April 30 in an election year with a deadline for return of the ballots of not less than 30 days after the day of distribution. A majority vote shall be decisive. The nominee receiving a plurality of the votes cast for an elective office shall be considered elected.

F. The staff liaison shall count votes and verify election results to the Practice Specialty Executive Committee and the Vice President - Practices and Standards. Upon written request by any candidate for Practice Specialty office, the Chairman of the Nominating Committee shall appoint two Practice Specialty members who are not candidates as Tellers to count votes and verify election results to the staff liaison, Practice Specialty Executive Committee and the Vice President - Practices and Standards.

G. Removal of elected Practice Specialty officers shall be by majority vote of Practice Specialty members at any regular or special Practice Specialty membership meeting upon presentation of a petition signed by a majority of the members of the Executive Committee or by petition signed by at least twenty-five (25) Practice Specialty members. Notification of such a meeting and rationale for the removal action to be taken shall be distributed to each Practice Specialty member at least thirty (30) days in advance of the date of the meeting. Committee Chairmen appointed by elected officers may be removed by the officer who appointed them.

H. If the Practice Specialty Administrator or Assistant Administrator is removed from office, or is unable to continue serving in office, the vacancy for the remainder of the established term shall be filled as follows:

1. A vacancy in the office of Administrator shall be filled by the Assistant Administrator. If the Assistant Administrator is unable or unwilling to fill the office, the vacancy shall be filled by election of a qualified Practice Specialty member from among one or more candidates nominated by a committee consisting of three Practice Specialty members appointed by the Vice President of Practices and Standards. Ballots shall be mailed accompanied by biographies of all candidates to all Practice Specialty members. The ballot for this election may be included in the Practice Specialties newsletter. The nominee receiving the plurality of the votes cast within thirty days of the mailing of the ballots shall be considered elected. The Society Nominating and Elections Committee shall oversee the election.

2. A vacancy in the office of Assistant Administrator shall be filled by appointment of a qualified Practice Specialty member to the position of Acting Assistant Administrator by the Vice President of Practices and Standards with the approval of the Practice Specialty Administrator and a majority of the Council.

VII. COMMITTEES

A. The Advisory and Nominating Committees shall be standing committees with the following specific responsibilities:

1. The Advisory Committee shall serve as advisors to the elected officers in the management and operation of the Practice Specialty.

2. The Practice Specialty Nominating Committee of 3-5 members shall be appointed no later than August 1 each year by the Practice Specialty Administrator for the purpose of nominating candidates for the Vice President-Practices and Standards position and Practice Specialty officers, as appropriate.

B. Other committees may be established by elected officers or at the suggestion of the Advisory Committee for the purpose of carrying out detailed activities which meet the Practice Specialty's objectives. Any committee that needs funding to support its work must make its request to the Administrator of the Practice Specialty for approval of the Director of Practices and Standards. Additional standing committees require the approval of Practice Specialty members in amending these operating procedures.

C. In addition to the Advisory Committee the following committees have been formed to carry out designated functions as follows:

1. Awards and Honors – to request nominations, select a nominee, forward response to the Society and to complete the Practice Specialty award nomination each year.

2. Membership Development – identifies the message and develops ways to recruit and retain members.

3. Nominations – calls for and collects nominations for the officer positions within the Practice Specialty and forwards vice president nominations for CoPS each year.

4. Web Development – develops and maintains web as the front window of the Practice Specialty.

5. Conferences & Seminars – works with Society on development and execution of the annual professional development conference as well as developing webinars and mini-symposium for the Practice Specialty.

D. All committees other than standing committees shall have such terms and assignments as those appointing them determine. All such committees are accountable to the Advisory Committee through the specific officers(s) who appoint them.

VIII. FEES AND FINANCES

A. Practice Specialty fees shall be in addition to Society dues.

B. All annual membership dues and Practice Specialty fees are payable to the Society by each member's annual renewal date.

IX. MISCELLANEOUS

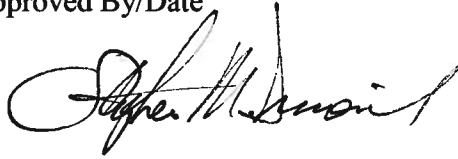
A. The Society symbol may be used by the Practice Specialty on correspondence, publications and other official Council on Practices and Standards documents, in accordance with the provisions for use and reproduction in the Society Bylaws.

B. The latest edition of *Robert's Rules of Order* shall govern the transaction of business at all meetings of the Practice Specialty unless otherwise provided in these Operating Procedures.

X. AMENDMENTS

A. Amendments to these Public Sector Practice Specialty Operating Procedures may be proposed by majority vote of the Practice Specialty Advisory Committee or by any Practice Specialty member or committee. Amendments proposed by members or committees shall be presented to the Practice Specialty Advisory Committee for approval before being submitted to the Council on Practices and Standards Practice Specialty membership for approval.

B. Properly approved amendments shall take effect immediately following final official action or on the date specified in the amendment.

Approved By/Date 	Stephen M. Dimond, Administrator January 5, 2010
Replaces Edition Dated	September 10, 2007
Next Revision Due	January 5, 2011