



## BERYLLIUM HEALTH AND SAFETY COMMITTEE BY-LAWS

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### **Article I. Name, Mission, Purpose**

#### Section 1. Name

The name of this organization shall be the Beryllium Health and Safety Committee, hereafter referred to as the BHSC.

#### Section 2. Mission and Goals

The mission and goals of the BHSC are described in the BHSC Charter, posted on the BHSC web site ([www.sandia.gov](http://www.sandia.gov)).

Section 3. Antitrust Disclaimer. All products of the members, subcommittees, and Board of the BHSC will establish the following disclaimer on the first content page of presentations or articles: “Any reference to products, companies, persons or organizations is for information purposes only and does not represent any form of endorsement or criticism. Opinions expressed are those of the author(s) only and do not represent those of *place employer here* or *put customer here*.”

### **Article II. Membership**

#### Section 1. Categories

**Regular members** are any individuals with an interest in preventing the medical consequences of disease through a better understanding of workplace exposure. Such members would come from those who recognize, or are affected by, the hazard (industrial hygienists, workers, supervisors); those evaluating the hazard (industrial hygienists, analytical chemists, statisticians) and those managing the hazard (supervisors, regulators). Members come from all types of technical disciplines and those working with and affected by beryllium.

**Organizational members** are any organizations contributing financially or materially to the continuing learning of the BHSC and advancing the state of the art of beryllium disease management.



## Section 2. Membership Qualifications

Any US citizen with an interest in beryllium occupational health and safety, and any employee of the U. K. Atomic Weapons Establishment (AWE) or U.K. Ministry of Defense (MOD) may participate as members of the BHSC.

## Section 3. Application

Persons with an interest in joining the Beryllium Health and Safety Committee must complete the Membership/Visitor Request Form at the BHSC web site. Applicants for membership must affirm, via the on-line Membership Request Form, their support for the mission of the BHSC as stated in its Charter. All information as stipulated at that location must be provided. The BHSC may offer a secured web site accessible only to its members. Persons with an interest in keeping informed of Committee activities and participating without joining may select "Visitor" status and would not have access to the secured members-only web site.

## Section 4. Membership Renewal

Membership is maintained for each calendar year as long as the member participates in the Beryllium Health and Safety Committee through contributing to any of the following committee activities: annual meetings, white papers on technical issues, publications, or conferences and sponsored forums. Committee activity in one calendar year renews membership for the next calendar year. Activity is verified at least annually by the Membership Secretary with assistance from the subcommittee chairs.

## Section 5. Continued Membership

The Beryllium Health and Safety Committee encourages participation by all interested persons, but must maintain its active membership roster in order to determine if quorum requirements are met for voting approval of actions by the full Committee and the Subcommittees. The Membership Secretary contacts members who have not actively participated in a calendar year, as described in Section 4, to inform the members of the Charter's provisions for continued membership and ensure that they wish to remain members and will actively participate. If a favorable response is not obtained or the member does not engage in a verified committee activity by June 30, the Membership Secretary will recommend to the Board that the member be removed from active membership. A majority vote of the Board is required to remove a member from active membership. Persons removed from active membership may continue to receive communications, but are no longer voting members. Inactive members may return to active (voting) membership by participating in committee activities.

## Section 6. Voting



The membership may vote in person, by mail, by electronic mail, or by video conference, or at roll call by telephone conference.

### **Article III. Meetings of the Membership**

#### Section 1. Annual Meetings

To be held at time, place and frequency of the choosing of the Board.

Meetings normally occur twice per year, once in the spring and once in the fall. Meetings are typically coordinated with the U.S.-U.K. Joint Working Group (JOWOG) 30-1-1 on Beryllium Facilities Safety, to allow for classified JOWOG discussions at secured sites where meetings are convened

#### Section 2. Notice of Annual Meeting(s)

Recording secretary shall post notice of meetings within the electronic domain of the BHSC website.

#### Section 3. Special Meetings

Recording secretary shall call special meetings at the direction of the Chair as he/she so directs. Special meetings may be in person, by conference call, webcast, or video conference.

#### Section 4. Notice to Convene

Recording secretary shall give 30 days notice minimum for special meetings, conference calls, videoconferences, etc. (at which votes will be cast) by electronic mail. The minimum notice is seven days for meetings at which no votes will be cast.

#### Section 5. Quorum for Meetings

A minimum of ten members or 20%, whichever is greater, will represent a quorum.

#### Section 6. Presiding Officer

The Chair shall preside over meetings of the membership. In the absence of the Chair, the Vice Chair with the most service time will preside. In the absence of both the Chair and the senior Vice Chair, the less senior Vice Chair will preside. If the Chair and both Vice Chairs are absent, but a quorum is present, the remaining members may select an executive officer or board member as temporary presiding officer for that meeting. In the absence of the Chair, Vice Chairs, and a quorum, the meeting is postponed.

### **Article IV. Board of Directors**

#### Section 1. General Authority and Duties

The board of directors will have authority to chart the work of the BHSC and its subcommittees. Members of the board have the duty to provide sufficient time and talent



to the activities of this board and to their respective subcommittees. The BHSC Chair is the official spokesperson for the Committee; the Chair may delegate this role as appropriate.

### Section 2. Composition

Voting members of the Board shall consist of the Chair, the immediate Past Chair, the two Vice-Chairs, the Recording Secretary, the Membership Secretary, all extant subcommittee chairs, and three Members at Large. Non-voting members of the Board shall include all active past chairs (other than the immediate past chair) and subcommittee co-chairs.

### Section 3. Eligibility

Eligibility is limited to non-commercial interests. Any regulatory authority may participate within the framework of the BHSC; personnel from that authority may be elected to a Board position. Only regular members in good standing shall be eligible to sit on the Board.

### Section 4. Nomination and Election of Board Members-at-Large

Members-at-Large are elected by the BHSC membership at one of the annual meetings, for a term of three years. No individual may serve more than two consecutive three-year terms. The terms of the Members-at-Large should be staggered. A Nominating Committee, consisting of the executive officers and the subcommittee chairs, convenes via phone or email at least one month prior to the meeting and recommends candidates for Members-at-Large.

### Section 5. Proxies

If a Member-at-Large is unable to attend a Board meeting or conference call, the Member-at-Large may designate another BHSC member as a proxy, having voice and vote for a given meeting or call. Such designation must be made by the Member-at-Large, in writing or by email, to the Chair and Recording Secretary prior to the meeting or call. The designation applies only to the specific meeting or call for which it is made.

For subcommittees with both a chair and co-chair, the co-chair serves automatically as proxy in the absence of the chair. Subcommittee chairs that do not have a co-chair may designate a proxy in the same manner as Members-at-Large.

Executive officers (as defined in Article V) may not designate a proxy.

### Section 6. Resignations, Removals and Vacancies

Resignation by any Board member may occur at any time. It may be communicated to the Board Chair by letter, email or phone call. The Board may call for removal of any member "for cause" when, in the interest of the BHSC, some event or action requires it.



Removal will occur by two thirds of the Board voting for removal. Vacancies created by actions by the Board for removal of a member are to be filled at discretion of the BHSC Chair.

#### Section 7. Regular meetings

In-person meetings occur normally twice per year in conjunction with full BHSC Conference calls for Board meetings occur as scheduled by the Chair. Meetings of the Board are open to BHSC members and other interested parties, with the exception that the Board may go into closed session (i.e., Board members only) by a two-thirds majority vote in open session. A motion to go into closed session should, to the extent possible, state the purpose(s) for the closed session. The Board should return to open session upon completion of the stated purpose(s).

#### Section 8. Notice

Notice of meetings is served at least two weeks in advance for conference calls, and two months in advance for meetings seeking attendance in person.

#### Section 9. Quorum

A quorum will equal seven members.

#### Section 10. Manner of Acting

A majority of members comprising the Board's quorum will establish the will of the Board for actions to be taken within these bylaws. When a quorum is not available at a scheduled or called Board meeting, voting on questions considered at the meeting may be conducted electronically (e.g., by email or web-based means). Electronic ballots are issued by the chair or the recording secretary within two weeks of the board meeting where a quorum was not available. The closing date for electronic voting will be two weeks from the date the electronic ballot is issued. A quorum of the Board membership must cast votes, and the majority of the votes must be in the affirmative, for an action to be taken.

#### Section 11. Operating Procedures

The Board is authorized to develop and implement operating procedures for routine administrative functions that are required between the regular (normally twice per year) BHSC meetings. These operating procedures may not exceed the authority provided to the Board within these bylaws.

#### Section 12. Procedure

The Chair shall preside over board meetings. In the absence of the Chair, the Vice Chair with the most service time will preside. In the absence of both the Chair and the senior Vice Chair, the less senior Vice Chair will preside. If the Chair and both Vice Chairs are



absent, but a quorum is present, the remaining board members may select a temporary presiding officer for that meeting. In the absence of the Chair, Vice Chairs, and a quorum, the meeting is postponed.

## **Article V. Officers**

### Section 1. Executive Officers

The executive officers of the BHSC are the chair, two vice chairs, the Recording Secretary, and the Membership Secretary.

### Section 2. Nomination and Selection

The chair and vice chairs are elected by the BHSC membership at one of the annual meetings. A Nominating Committee, consisting of the subcommittee chairs, Membership Secretary, and Recording Secretary, convenes via phone or email at least one month prior to the meeting and recommends candidates. The chair and vice chairs may not serve on the Nominating Committee even if they are also a subcommittee chair. Nominating Committee members must recuse themselves if they are being considered as a candidate for chair or vice chair.

The Recording Secretary and the Membership Secretary are appointed by the BHSC chair and are voting members of the Board. The same individual may serve as both Recording Secretary and Membership Secretary at the discretion of the Chair.

Chairs of subcommittees, as described in Article VI, are appointed by the BHSC Chair with the advice and consent of the Board. Subcommittee chairs are members of the BHSC Board.

### Section 3. Terms

The chair and vice chairs will serve terms of three years with a goal of staggering past, current and elected officers. The recording secretary and membership secretary serve at the pleasure of the chair. No officer may serve longer than two consecutive terms in the same capacity.

### Section 4. Duties of Officers

The Chair serves as the official spokesperson for the BHSC and presides at all committee and Board meetings.

The Vice Chairs perform the functions of the chair in his/her absence and any additional duties assigned by the chair.

The Recording Secretary records minutes of all BHSC and Board meetings.



The Membership Secretary maintains the official roster of BHSC members.

#### Section 5. Resignation and Removal

Same as cited above Article IV, Section 6.

#### Section 6. Succession

If the office of chair becomes vacant prior to the completion of his/her term, the vice chair with the most service time as vice chair acts as chair until the next regular meeting, when a new chair will be elected for the balance of the term. If both vice chairs have equal service time as vice chairs, the Board will select the acting chair.

If the office of vice chair becomes vacant prior to the completion of term, it will remain vacant until the next regular meeting, when a new vice chair will be elected for the balance of the term.

### **Article VI. Subcommittees**

#### Section 1. Standing Administrative Committees

- a. Finance (reserved)
- b. Awards (reserved)

#### Section 2. Standing Subcommittees

Each of the following subcommittees is established herein. Charters of each committee follow beneath each. Standing subcommittees may, with the consent of the Board, have a chair and a co-chair. Both the chair and co-chair would be Board members, with the co-chair voting only in the absence of the chair. Subcommittees may establish vice chairs and/or secretaries, and may delegate tasks to members as necessary. Subcommittees may establish working groups to focus on specific tasks; the subcommittee chair appoints a lead for each working group. Working groups may be dissolved by the subcommittee chair when they are no longer needed.

##### **a. Sampling and Analysis**

The Sampling and Analysis Subcommittee is dedicated to researching and addressing the issues associated with sampling and analysis of beryllium particulates. The subcommittee is composed primarily of industrial hygienists and laboratory personnel who focus on understanding and establishing state of the art standard methods for monitoring, sampling, and analyzing samples for beryllium for the primary purpose of improving exposure monitoring.



### **b. Risk Communication**

Formerly called the Chronic Beryllium Disease Prevention Subcommittee, this subcommittee is exploring best practices in the education of personnel engaged in work activities with beryllium bearing materials. Since the primary manufacturer of beryllium indicates up to 8000 downstream fabricators and consumer organizations, there is a wide range of operational environments where personnel are potentially exposed. Beryllium sensitization and Chronic Beryllium Disease (CBD) continue to be identified in the worker community, and the mechanism of disease remains unclear. Therefore, communication of all available information to the worker/supervisor, manager, and health care provider are important to impress upon all the need for prudent avoidance of exposures.

### **c. Research Needs**

This subcommittee attempts to identify and prioritize those research topics which have utility for sampling, analysis, control and prevention of chronic beryllium disease. As part of this effort it reviews the current literature and attempts to summarize major trends in research. These summaries can take the form of presentations or white papers to be disseminated within the BHSC and made available for interested parties. Previous papers included a summary of the available methods for determining sensitization to beryllium and predicting a disease outcome and methods for sampling skin for beryllium contamination.

### **d. Medical/Epidemiological**

The Medical/Epidemiological Subcommittee follows beryllium medical, epidemiological and toxicological research; studies of workforces exposed to beryllium; and developments in screening and diagnostic tests for beryllium sensitization and CBD. The subcommittee serves as a forum for discussion among occupational medical directors and allied personnel on topics including, but not limited to, the following:

- Beryllium carcinogenicity
- Relationship, if any, of exposure to response
- Pros and cons of early diagnosis
- Removal of sensitized personnel from further beryllium exposure



The subcommittee seeks to identify medical/epidemiological research needs and to advertise those needs via the BHSC Research Needs list and other venues. The subcommittee also seeks to promote a consistent approach across member sites.

#### **e. Meetings and Symposia**

The Meetings and Symposia Subcommittee is responsible for the following:

- Planning and organizing the semi-annual BHSC meeting
- Planning and organizing the International Symposium on Beryllium Particulates and Their Detection, held every 3 years in conjunction with the fall BHSC meeting (2005, 2008, etc.)
- Gathering and disseminating information to the BHSC concerning beryllium related meetings.

#### **f. Technical Practices, Standards, and Measures**

The TPSM focuses on how best to manage activities that involve potential exposure of workers to beryllium-containing particulates. The subcommittee seeks to determine best practices for minimizing the generation and spread of beryllium contamination, to evaluate and recommend workplace health and standards and guides that consist of programs for controlling the beryllium health hazard, and specific measures that can be taken to minimize the incidence of beryllium disease.

#### **Section 3. Ad Hoc Committees (Task Forces)**

Task forces shall be assigned at the direction of the subcommittee chairs with the knowledge of the BHSC Chair. At such time as one is formed, a written charter of the task will be developed. Task forces typically should not exist for longer than one year. Task force chairs do not hold rights within the Board function.

#### **Section 4. Appointments**

All members of the BHSC are expected to contribute through their participation to subcommittees and task forces. Appointments may occur as directed by the Chair of the subcommittee.

#### **Section 5. Quorum**

A minimum of 20% of the subcommittee membership shall constitute a quorum.

#### **Section 6. Meetings**

Meetings shall occur as directed by the chair, at a minimum quarterly by conference call.



Section 7. Manner of action

Action of the members in the majority will be established as the will of the subcommittee.

Section 8. Procedure

Each subcommittee will be allowed their discretion as to the conduct of the committee business and meetings. Each subcommittee is expected to record proceedings of its meetings and provide them to the Recording Secretary.



## **Article VII. Dues**

### Section 1. Dues Rates

Reserved

### Section 2. Dues payment

Reserved

## **Article VIII. Executive Director (BHSC Chair)**

### Section 1. Appointment

Appointment as chairman of the BHSC shall occur by membership acclamation.

### Section 2. Duties and Authorities

To be developed in line with mission and charter.

## **Article IX. Fiscal Year (reserved)**

## **Article X. Dissolution (reserved)**

## **Article XI. Rules of Order**

Conduct of elections and formal votes shall be undertaken under Robert's Rules of Order.

## **Article XII. Indemnification (Reserved)**

## **Article XIII. Amendments**

The By-Laws may be amended by majority vote of the Board at a scheduled Board meeting or conference call, followed by a majority vote of the membership at a regular meeting. Amendments may be proposed to the Board by any member at any time. Notification of proposed revisions, after Board approval, is provided to the membership at least two weeks prior to the regular meeting by electronic mail.