



CONSTITUTION AND BYLAWS OF THE
COUNTY SAFETY OFFICERS'
ORGANIZATION OF CALIFORNIA
Organized 1959
(A NON-PROFIT ASSOCIATION)

Adopted
October 17, 2008

Revised
April 13, 2016

TABLE OF CONTENTS

CONSTITUTION

	Title	Page
Article I	Name of the Organization	2
Article II	Purpose	2
Article III	Membership	3
Article IV	Dues	3
Article V	Voting	3
Article VI	Officers	4
Article VII	Meetings	5
Article VIII	Quorum	5
Article IX	Amendments to Constitution	5
Article X	Standing Committees	6

BYLAWS

Article I	Dues	1b
Article II	Duties of Officers'	1b
Article III	Executive Committee	2b
Article IV	Election of Officers'	2b
Article V	Vacancy in Office	3b
Article VI	Urgent Action Items	3b
Article VII	Order of Business	4b
Article VIII	Rules of Order	5b
Article IX	Amendments to Bylaws	6b

CONSTITUTION

ARTICLE I.

NAME

This association shall be called the
County Safety Officers' Organization of California (CSOOC)

ARTICLE II

Purpose

{Adopted 1962}

Section 1. The purpose of this organization shall be the promotion of safe and healthful county workplaces in California county jurisdictions by means of: a.) exchange of ideas, programs and materials among the members and associates; b.) encouraging establishment of effective Injury and Illness Prevention Programs (IIPPs) in all county jurisdictions; c.) promoting professional development in workplace safety and loss prevention among the members of the organization.

Section 2. *Effect of federal and state industrial health and safety legislation subsequent to the formation of CSOOC in 1959*

Congress in 1970 enacted a comprehensive, uniform, nationwide workplace health and safety regulatory law, and created its enforcement arm—Fed/ OSHA. This was followed in 1973 by California's creation and adoption of its own version of the federal statute, and establishment of its own enforcement arm—Cal-OSHA. These landmark statutes gave much-needed clarity and focus to workplace safety issues.

The 1973 California legislation initially exempted counties from payment of fines levied by Cal-OSHA for violation of safety orders. The enactment, however, of AB 1127 effective January 1, 2000 abolished the exemption, thereby thrusting upon the counties a far greater financial incentive to seriously pursue injury-free work environments for their employees. Taken together, these legislative actions encouraged a greater investment by the counties in worker safety and loss control, thus further defining the CSOOC goal of facilitating the highest level of compliance by its county membership.

ARTICLE III

MEMBERSHIP

Section 1. Any California County shall be eligible for membership in CSOOC upon written application and tender of dues.

Section 2. County membership shall be represented by the County Safety Officer or any other employee designated by the county as its voting representative. Additional employees of the same county are eligible for full participating membership, subject to the one-vote per county provision. (See Article V of Bylaws).

Section 3. Associate Membership. Non-county entities within California engaged in the promotion of workplace health and safety are eligible for non-voting Associate Membership, upon approval by the general membership and payment of dues. Such entity may be a government agency or other political sub-division, a Joint Powers Authority within a county, a Joint Powers Authority comprised wholly of two or more California counties conducting a common workplace health and safety activity, safety consultants, vendors, or safety training or education institutions. Associate Members shall be entitled to attend and participate in conference training activities, social events and banquets, Associate Members shall not hold office or participate in business meetings, except on approval of a majority of the members present and voting at a meeting.

ARTICLE IV

DUES

Section 1. Dues shall be set by the membership in accordance with the provisions of Article I of the Bylaws.

ARTICLE V

VOTING

Section 1. The voting privilege is extended to all paid-up county members only, one (1) vote per county on all matters.

Section 2. A qualified quorum present and voting shall decide all matters *other than amendments to this Constitution (Article IX*

Constitution), or the Bylaws (Article X Bylaws). In case of ties on general matters the chair shall cast the deciding vote.

Section 3. In the absence of a member representative, any additional member of the same county present and authorized shall represent and act for the county.

Section 4. At the direction of the chair, voting shall be by voice, show of hands, standing, signed ballot, or roll call by county, **provided that**, at the request of any member present made before the commencement of a vote, the vote shall be taken by roll call by county.

ARTICLE VI

OFFICERS

Section 1. The officers of the organization shall be employees of member counties in good standing, performing safety-related duties.

Section 2. The offices shall be:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer

Section 3. Such other offices as may be deemed necessary to the efficient and orderly conduct of the Organization's business may be established by majority vote of a qualified quorum of members present and voting at a regular or special business meeting. The members shall then elect the new officer/s to serve until the next general election. Upon election, the new officers shall become members of the Executive Committee.

Note: At such time as it may be determined necessary and advisable, due to the workload of the office of Secretary/Treasurer, to divide that office into the offices of Secretary and Treasurer, the Executive Committee shall be authorized to do so by unanimous vote. The Committee shall then elect and install an officer to serve out the remainder of the term of the office thus vacated. The new officer shall concurrently become a member of the Executive Committee.

ARTICLE VII

MEETINGS

Section 1. Conferences

CSOOC will hold at least one conference and two business meetings per fiscal year. Venues will be selected by hosting member counties and approved by the Executive Committee. Fresno and San Luis Obispo Counties shall be considered Southern. Exceptions in location will be made in the absence of a volunteer host or suitable accommodations.

Section 2. Business Meetings of the membership shall be convened at each conference. Meeting agenda, time and place shall be furnished at or before conference registration. Business meetings and Executive Committee meetings shall be closed for members only unless the members present at any such meeting shall determine otherwise.

Section 2.1 Meeting Notices shall be given by the Secretary/Treasurer by e-mail and concurrently published on the association web site. Executive Committee meetings may be called by the President or the designated successor in the President's absence or disability. Executive Committee meetings may be conducted by telephone conference call.

ARTICLE VIII

Quorum

Section 1. A quorum for the transaction of business at any general or special meeting shall be not less than a majority of the paid-up county membership. A quorum for transaction of business at any Executive Committee or Standing Committee meeting shall be not less than two-thirds (2/3) of its membership.

ARTICLE IX

AMENDMENTS TO THE CONSTITUTION

Section 1. All proposed amendments to this Constitution shall be presented in writing to the Constitution and Bylaws Committee not less than thirty (30) days before the date of the next scheduled general meeting of the Organization. The committee shall report its recommendation thereon to the Organization for disposition at the next general meeting. Proposed amendments shall be read at two (2) general

meetings of the Organization before voted on. Amendments to the Constitution shall require the affirmative vote of three-fourths (3/4) of the members present and voting.

Section 1.1 The members by majority vote of those present and voting may instruct the Constitution and Bylaws Committee to restudy its recommendation and return with a new recommendation.

Section 4. Any amendments passed by the members shall become part of the Constitution or Bylaws at the time voting is completed.

ARTICLE IX

STANDING COMMITTEES

Section 1. There shall be an Executive Committee consisting of the officers serving upon the adoption of this revised constitution, and such other officers as may be elected by the membership.

Section 2. There shall be a Constitution and Bylaws Committee of three members, to be appointed by the President upon taking office.

Section 3. There shall be such other standing committees as the membership may establish..

BYLAWS

ARTICLE I

DUES

Section 1. Dues shall be set by the members annually at the Business Meeting to be effective for the forthcoming calendar year. Dues remain at \$200 for all classes of members.

ARTICLE II

DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Organization and its Executive Committee. The President has general supervision of the business affairs of the Organization and is the executive officer thereof. The President shall represent the Organization at all functions and meetings unless the President designates a fellow officer or member to represent the President. The President shall appoint the members and chairpersons of the various committees of the Organization, each of whom serves at the pleasure of the President. The President shall be an *ex officio* member of all committees. The President shall perform such other duty as the Organization shall from time to time direct.

Section 2. The Vice-President shall assume and discharge the duties of the President in the absence or disability of the President, or when called upon by the President. The Vice-President shall oversee conference activities with the host county; shall oversee newsletter activities; shall oversee activities of the various committees; and shall serve on the Executive Committee.

Section 3. The Secretary shall have charge of and keep a full accurate record of minutes of all business meetings; at the direction of the President, conduct necessary correspondence of the Organization; maintain and distribute the membership rosters; maintain and present a yearly Salary Study of county safety positions; and oversee changes to the CSOOC web page. The Secretary shall be a member of the Executive Committee.

Section 3. The Treasurer shall keep the financial records of the Organization and render a report thereon at regular meetings; collect membership dues and give receipts therefor; collect and have charge of all monies received, make disbursements of all monies due when authorized by the Organization; make all required reports to the proper Federal and State authorities; deposit all funds received in the checking account of the Organization. The Treasurer shall be a member of the Executive Committee.

ARTICLE III

EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be composed of the following: The President, the Vice-President, the Secretary/Treasurer, the Past President, the chair of the Constitution and Bylaws Committee, and the chairs such other standing committees as may be established.

Section 2. The Executive Committee shall be the policy forming body of the Organization. It shall promote the welfare and ideals for which the Organization stands.

Section 3. Executive Committee meetings shall be closed to committee persons only, except by determination of a majority of its members. Only committee members shall make motions and vote in its meetings.

ARTICLE IV

ELECTION OF OFFICERS

Section 1. There shall be a Nominating Committee of three appointed by the President each year at the spring meeting for the purpose of canvassing the membership for members willing to accept nomination for office at the forthcoming fall business meeting. Nominations by the committee and from the membership-at-large shall be in order at all elections for office.

Section 2. There shall be one (1) vote per paid-up county member.

Section 3. Officers shall be elected for a term of one year or until their successor shall be installed. Nothing in these By-laws shall preclude the

re-election of sitting officers for not more than two successive terms in the same office, or from election to other elective offices.

Section 4. No two (2) or more offices shall be held by one person or one county simultaneously. Newly elected officers shall be installed in office as the last item of business at the spring meeting.

ARTICLE V

VACANCY IN OFFICE

Section 1. Should the office of President for any reason become vacant, the Vice-President shall succeed to the office of President for the remainder of the term thereof. The Executive Committee shall next appoint a member to the office of Vice-President for the remainder of the term thereof.

Section 2. Should the office of Secretary/Treasurer for any reason become vacant, the Executive Committee shall appoint a member to the office for the remainder of the term thereof.

ARTICLE VI

URGENT ACTION ITEMS

Section 1. To provide a method for taking action on urgent or emergency items deemed necessary for the good of the Organization: The President will poll the Executive Committee. Each **Urgent Action Item** shall require a three-fourths (3/4) vote of the committee members for approval. The roll call vote may be conducted by e-mail or telephone.

ARTICLE VII

ORDER OF BUSINESS

Section 1. The order of business at meetings of the Organization shall be as follows:

1. Call to Order
2. Introduction of New Members and Guests
3. Roll call of officers
4. Roll call of Counties and verification of paid dues
5. Certification of Quorum
6. Reading of Minutes
 - a. Regular Member Meeting
 - b. Executive Committee
7. Treasurer's Report
8. Reports of Officers and Committees
9. Unfinished Business
10. New Business
11. Adjourn

ARTICLE VIII

RULES OF ORDER

Section 1. **Robert's Rules of Order Newly Revised** shall be the final authority upon any question, except as may be otherwise provided in the Bylaws.

ARTICLE IX

AMENDMENTS TO BYLAWS

Section 1. Amendments to the Bylaws shall be presented in writing to the chair and read verbatim to the members before any debate shall take place. Should the chair find the motion as written to be in conflict with these Bylaws or the Constitution, the motion shall be declared out of order.

Section 2. Amendments to the Bylaws shall require the affirmative vote of two-thirds (2/3rds) of the quorum present and voting.