

OPERATING PRINCIPLES

MORGAN COUNTY SAFETY & WELLNESS COMMITTEE

ARTICLE I – Name of Committee

The Committee shall be called the Morgan County Safety & Wellness Committee

ARTICLE II – Mission

The Safety and Wellness Committee's mission is to promote a safe and healthy work environment for all employees. The Safety and Wellness Committee shall perform only functions and duties and make such recommendations as approved by the Morgan County Board of County Commissioners.

ARTICLE III – Membership of the Safety and Wellness Committee

- A. The Safety and Wellness Committee shall consist of members from each department within Morgan County. Membership is open and on a volunteer basis. Annually a list of members will be provided to and recognized by the Morgan County Board of County Commissioners.
- B. Committee members should plan to attend all meetings and be present to vote. Each department should select an alternate designed to attend Safety and Wellness Committee meetings in the absence of primary representative. Alternate may attend meetings when the primary representative is in attendance but may not participate in voting. Alternate may vote if attending in absence of primary representative.

ARTICLE IV – Officers

- A. The Morgan County Safety and Wellness Committee shall organize by electing a chairperson, vice-chair person, and secretary whose terms shall be one year with option of being re-elected. No member shall be elected without their consent or in their absence. Elections will occur annually at the first meeting of the year. Human Resources Director will be responsible for treasurer functions and report finances quarterly.
- B. The chairperson shall preside at all meetings of the Morgan County Safety and Wellness Committee meetings. In his/her absence the vice-chairperson shall preside. If chairperson and vice-chairperson are absence, the secretary shall preside over the meeting. If all three are absent, the members present shall elect a temporary chairperson to act in their behalf.

ARTICLE V – Meetings

- A. Regular meetings of the Morgan County Safety and Wellness Committee shall be held on the second Thursday bi- monthly, commencing in January of each year. Meetings start time is 8:30 a.m. will conclude at 9:30 a.m.
- B. Regular meetings may be postponed or cancelled based on agenda topics. Chairperson will communicate all meeting changes to Committee Members, Department Heads and Elected Officials.
- C. Special meetings of the Morgan County Safety and Wellness Committee may be called by the chairperson and/or vice-chairperson, provided at least forty-eight (48) hours notice is provided to Committee Members, Department Heads and Elected Officials.
- D. The order of business shall be established by the chairperson. Meeting agenda will include: Attendance, Comment Period, Minute Approval, Old Business and New Business.
- E. Comment Period is a time specific for employees to express concerns or ideas for consideration by the Morgan County Safety and Wellness Committee.
- F. A quorum shall consist of voting members present.
- G. The concurring vote of a majority of those members present shall be required to report to the Board of County Commissioners any plans, reports, or recommendations of the Morgan County Safety and Wellness Committee. Votes to “abstain” shall neither be considered a “yes” or “no” vote.

ARTICLE VI – Communication

- A. Actions of the Committee shall be forwarded to the Board of County Commissioners in the form of approved minutes.
- B. The Morgan County Safety and Wellness Committee will have updates in the GrapeVine on a bi-monthly basis.
- C. Approved minutes will be e-mailed to Department Heads and Elected Officials for distribution within respective department
- D. The Safety and Wellness Committee will post relevant information on the Morgan County Bulletin Board

ARTICLE VII – Amendment

The Operating Principles may be amended by an affirmative vote of two-thirds (2/3) of total membership of the Morgan County Safety and Wellness Committee. Amendment consideration should be submitted in writing to the chairman forty-eight (48) hours prior to meeting.

The above and foregoing Operating Principles were approved and adopted by a majority vote on the 13th day of December, 2019.


Emily Goggins, Chair


Jamie Riedl, Secretary