



**BERYLLIUM HEALTH AND SAFETY COMMITTEE
BY-LAWS**

Revision and BHSC Membership Approval History

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1	November 5, 2009	7	October 16, 2014
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3	April 7, 2011	9	March 29, 2017
4	March 29, 2012		
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Article I. Name, Mission, Purpose

Section I.1: Name and Organizational Status

The name of this organization shall be the Beryllium Health and Safety Committee, hereafter referred to as the BHSC. The BHSC is registered as a non-profit organization in the District of Columbia.

Section I.2: Mission and Goals

The mission and goals of the BHSC are described in the BHSC Charter, posted on the BHSC public access website.

Section I.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.”

Section I.4: Antitrust Policy. It is the policy of the BHSC, its subcommittees and task groups, to conduct all of its activities in compliance with applicable antitrust laws. Members of the BHSC shall refrain from any discussion that could be construed as proposing or taking any action that might restrain trade. This policy shall be reviewed at all meetings of the full BHSC membership.

Article II. Membership

Section II.1: Categories

a. Regular members

Individuals with an interest in preventing the medical consequences of disease through a better understanding of workplace exposure may become a regular member. 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.

b. Organizational members

Organizations contributing financially or materially to the continuing learning of the BHSC and advancing the state of the art of beryllium disease management are considered organizational members.



Article II. Membership, continued

Section II.2: Membership Qualifications

Anyone with an interest in beryllium occupational health and safety is eligible for participation as members of the BHSC.

Section II.3: Application

Persons with an interest in joining the Beryllium Health and Safety Committee must complete a Membership Request Form available at the BHSC public access website or from the Membership Secretary/designee. Applicants for membership must affirm, via the Membership Request Form, their support for the mission of the BHSC as stated in its Charter. Applicants shall provide payment for any dues as specified in Article VII. All information as stipulated on the Membership Request Form must be provided. The BHSC Board may deny a membership request for any necessary and sufficient reason.

The BHSC may offer a secured website accessible only to its members. Persons with an interest in keeping informed of Committee activities and participating without joining may select "Interested Party" status and would not have access to the secured members-only website.

Section II.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, webinars, subcommittee calls or 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 II.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 or designee will contact members who have not actively participated in a calendar year, as described in Section II.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 II.6: Voting

The membership may vote in person, by mail, by electronic mail, or by video conference, or at roll call by telephone conference. Electronic or mail ballots are issued by the chair, the recording secretary, or a board-appointed designee. A voting period of 30 days will be allowed, unless otherwise specified in these by-laws.



Article III. Meetings of the Membership

Section III.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 III.2: Notice of Annual Meeting(s)

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

Section III.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 III.4: Notice to Convene

Recording secretary or designee shall give a minimum notification of 30 days 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 III.5: Quorum for Meetings

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

Section III.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 IV.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 IV.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, the Treasurer, all extant subcommittee chairs, and six 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. The goal of the BHSC, when possible, should be that a Member at Large is selected from each of the following stakeholder groups:

- Academia
- Government
- Industry
- General interest
- Beryllium Affected Workers
- International



Article IV. Board of Directors, continued

Section IV.3: Eligibility

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. Members of the Board, while acting in their role as Board members, shall not promote commercial interests or act in any manner that would constitute restraint of trade. Members of the Board shall provide signed affirmation that they agree with this requirement; documentation shall be retained by the Recording Secretary.

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

Members-at-Large are elected by the BHSC membership for a term of three years and may be re-elected in the same manner at the end of each term period. A Nominating Committee, consisting of the executive officers and the subcommittee chairs, convenes via phone or email at least one month prior to the election and recommends candidates for Members-at-Large.

Section IV.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, call, or defined time period. 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 IV.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 IV.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 IV.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.



Article IV. Board of Directors, continued

Section IV.9: Quorum

A quorum will equal seven members.

Section IV.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 By-Laws. 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, the recording secretary, or a board-appointed designee 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 IV.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 By-Laws.

Section IV.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 V.1: Executive Officers

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

Section V.2: Nomination and Selection

The Chair, Vice Chairs, and Treasurer are elected by the BHSC membership. 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, Vice Chairs, and Treasurer 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 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.

A single individual may fill two, but not more than two, executive officer positions at the same time. However, the Chair may not fill any other executive officer positions.

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.



Article V. Officers, continued

Section V.3: Terms

The Chair, Vice Chairs, and Treasurer 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 V.4: Duties of BHSC Chair

The duties of the BHSC Chair are as follows:

- Presides at all Committee and Board meetings
- Prepares agendas for Board meetings and business sessions of the Committee
- Serves as the official spokesperson for the BHSC.
- Appoints the Recording Secretary, Membership Secretary, Sub-committee Chairs and Co-Chairs with the advice and consent of the Board, in accordance with the provisions in these By-Laws.
- Identifies venues for regular (face to face) meetings of the Committee.
- Monitors activities of the Committee to ensure compliance with the Federal Advisory Committee Act.
- Ensures that all constituencies within the Committee are heard and treated with respect.
- Guides the strategic direction of the Committee.

Section V.5: Duties of Vice Chairs

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

One Vice Chair shall be responsible for meeting organization with the following duties:

- Oversee balloting of white papers.
- Chair the Meetings/Symposia Subcommittee.
- Take overall responsibility for organizing meetings, including registration, interfacing with meeting hosts, webinar, and other logistics, with the support of the Meetings/Symposia Subcommittee.
- If the BHSC publishes a newsletter, this Vice Chair oversees the newsletter function.

The other Vice Chair shall be responsible for technical aspects with the following duties:

- Oversee the Frequently Asked Questions (FAQ) function on the public access website.
- Oversee any technical issues with white papers.
- Oversee the public access website and members-only website, if any.

Section V.6: Duties of Recording Secretary

The duties of the Recording Secretary are as follows:

- Record minutes of all BHSC and Board meetings.
- Post meeting notices and agendas as described in Article III of these By-Laws.
- Call special meetings at the direction of the Chair, and give notice of special meetings, as described in Article III of these By-Laws.
- Maintain email correspondence lists and issue official correspondence on behalf of the Committee, at the direction of the Chair.
- Maintain the By-Laws and oversee the process of revising the By-Laws when deemed necessary, in accordance with Article XIII of these By-Laws.



Article V. Officers, continued

Section V.7: Duties of Membership Secretary

The Membership Secretary maintains the official roster of BHSC members.

Section V.8: Duties of the Treasurer

The Treasurer ensures the finances of the BHSC are in order and performs the following:

- Bank account maintenance: Selecting a bank, signing checks as approved by the Board. Maintaining a Certificate of Trade Name Registration and the EIN.
- Financial transactions: Being knowledgeable about who has access to the BHSC's funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable.
- Reports: Providing regular financial reports to the board. Has authority to choose the auditor; perform regular, in-depth reviews of the association's financial activity; oversee the development of the annual budget; and determine the allocation of investment deposits.
- Financial policies: Overseeing the development and observation of the organization's financial policies.

Section V.9: Resignation and Removal

Same as cited in section IV.6.

Section V.10: Succession

- If the office of chair becomes vacant prior to the completion of his/her term, the vice chair with the most service time acts as chair until the new chair is elected for the balance of the term. If both vice chairs have equal service time, 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 a new vice chair is elected for the balance of the term.

Article VI. Subcommittees

Section VI.1: Standing Administrative Committees

- Finance (reserved)
- Awards (reserved)

Section VI.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.



Article VI. Subcommittees, continued

b. **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.

c. **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.

d. **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.

e. **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:

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

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.

f. **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, with a recommended frequency of once every 3 years in conjunction with the fall BHSC meeting.
- Gathering and disseminating information to the BHSC concerning beryllium related meetings.



Article VI. Subcommittees, continued

Section VI.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 VI.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 VI.5: Quorum

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

Section VI.6: Meetings

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

Section VI.7: Manner of action

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

Section VI.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 VII.1 Dues Rates

The Board shall establish rates (in U.S. dollars) for annual dues for regular (individual) and organizational members (see Article II, Section II.1). The Board may elect to offer discounted dues, or to waive dues, for students and/or retirees.

Section VII.2 Dues payment

Annual dues are payable by January 31 of each calendar year for that year. The Board shall establish policies and/or procedures for the payment of dues.

Article VIII. Executive Director (BHSC Chair)

Section VIII.1 Appointment

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

Section VIII.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, followed by a majority vote of the membership. 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 vote by electronic mail.