

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

Revision and BHSC Membership Approval History

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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 <https://berylliumhealthandsafetycommittee.com/>.

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.

Section I.5: Ethical conduct. It is expected of all participants in BHSC and its’ subcommittee activities that members and guests will openly and willingly share experiences and information that advance the BHSC mission as outlined in the charter. In order to do so, no member or participant shall pursue details of worker, worker affiliation, employer, employer affiliation or any other attribute that would uniquely identify a situation, scenario or exposure event such that undue influence (marketing opportunity for health services to a worker, communication of the event to a regulatory authority as examples) may occur. Occasions were such undue influence occur may be called out by the subcommittee chair, BHSC board members or other participants. Repeat offenses shall be referred by the subcommittee chair to the BHSC executive committee for consideration of further action.

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 (health professionals/medical practitioners/occupational nurses & physicians, industrial hygienists, workers, supervisors, consultants and assessors); 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.

Section II.2: Membership Qualifications

Anyone with an interest in beryllium occupational health and safety is eligible for participation as a member of the BHSC. Members shall be assigned ACTIVE status when they have paid dues and demonstrated participation in subcommittee activities as outlined in Section II.4 below; or as CORRESPONDING status when they have not paid dues. All members are encouraged to achieve and retain active member status. Voting rights within the BHSC are afforded to paid members only.

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. Participating individuals may return to active membership by participating in committee activities; members may re-establish or retain voting rights through payment of annual dues.

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. Only those active, paid members at the time the ballot is issued are eligible to vote. 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: 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 within JOWOG 30 on Beryllium Facilities Safety, to allow for classified JOWOG discussions at secured sites where meetings are convened. Meetings may be in person, by conference call, webcast, or video conference.

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

Recording secretary shall communicate to the BHSC Webmaster and provide the content of posting annual meeting notice 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.

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 (or 20%) members in good standing (dues are current), 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: Executive Subcommittee

The Executive Subcommittee is made up of the Chair, two (2) Vice Chairs, Treasurer, Membership Secretary and Recording Secretary. The Executive Subcommittee meets monthly and holds authority for advancing BHSC matters when a quorum of the full BHSC is not available in support of voting actions. The Executive Subcommittee quorum is defined as any four of the six officers.

Section IV.3: Composition of Board

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 (definitions of each are provided in Appendix A):

- | | | |
|--------------------|--------------------------|----------------------------|
| • Academia | • Affected Workers/Labor | • Customer/Client |
| • General interest | • Industry | • Oversight/Standards Body |



Section IV.4: 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 (dues are current) 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 for signature and retention shall be supplied and subsequently retained by the Recording Secretary. Electronic signatures are allowable for this affirmation.

Section IV.5: Nomination and Election of Board Members-at-Large

Members-at-Large are elected by the BHSC membership through a nomination process. See section VI.1 Nominating Committee.

Section IV.6: 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.7: 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. Replacement of Board Members, officers or Members-at-Large are at the discretion of the full BHSC Board, and are for the balance of the term vacated by the resignation.

Section IV.8: Regular meetings

Regular meetings occur quarterly. Two conference calls will occur in alternate quarters; two face to face or virtual meetings associated with full BHSC 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.9: 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 IV.10: Quorum

A quorum will equal seven members.



Section IV.11: 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.12: 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.13: 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 a quorum of the membership, the presiding officer may invoke an Executive Committee to address only those matters presented for a vote (as communicated prior to the meetings described in Section III.1. 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. Collectively, they make up the Executive Subcommittee. When necessary, the Executive Subcommittee may serve to advance BHSC business where a quorum of the full membership is unavailable. Further, should the executive officers' seats be vacant, Committee Officers may be assigned at the discretion of the Chair to an interim Executive Officer slot pending election of a replacement officer.

Section V.2: Nomination and Selection

The Chair, Vice Chairs, and Treasurer are elected by the BHSC membership through a nomination process. See section VI.1 Nominating Committee.,.

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.

Section V.3: Terms

The Chair, Vice Chairs, Board Members at Large, 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 all 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.

First Vice Chair shall be responsible for Meeting & Symposia, Research Needs, and Technical Standards subcommittees. They will also be responsible to manage website content (Membership roster, payment links, documents library). The First Vice Chair holds these 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.

Second Vice Chair shall be responsible for Sampling & Analysis, Medical & Epidemiology, and Risk Communication subcommittees. They will also be responsible to manage the website administration (fees payment to webhost, supporting activities for website maintenance).

The Second Vice Chair holds these 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:

- Presenting to approved Board members a form for signature affirming ethical conduct and no conflict of interest in representing the BHSC
- 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.

Section V.7: Duties of Membership Secretary

The Membership Secretary maintains the official roster of BHSC members. The Membership Secretary issues dues payment notices, and revises status for any member failing to pay subsequent year's dues from ACTIVE to CORRESPONDING member.

Section V.8: Duties of the Treasurer

The Treasurer coordinates the Finance Committee to assure the finances of the BHSC. See Section VI.1.

Section V.9: Resignation and Removal

Same as cited in section IV.7.

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 Committee led by the Treasurer meets at the discretion of the Chair and is responsible for 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.
 - Managing the following financial matters:
 - Status of Financial transactions:
 - Authority to approve up to \$500 invoices;
 - Presenting invoices greater than \$500 but less than \$2500 for the Chair or his designee's additional approval signature;
 - Presenting invoices greater than \$2500 to the Executive Committee for approval by two-thirds majority with a recorded vote
 - Presenting invoices greater than \$5000 to the full BHSC Board for approval by a two-thirds majority with a recorded vote
 - 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.
 -
- Awards (reserved)
- Nominating Committee led by the Immediate Past Chair and consisting of the subcommittee chairs, Membership Secretary, and Recording Secretary, is responsible for the following:
 - Convenes via Webex, MS Teams, phone, or email at least one month prior to the meeting when a



vote will be called and recommends candidates.

- Proposed nominees to the BHSC Board must complete a biographical sketch for publication prior to nomination to the Executive Committee positions.
- 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.
- At-Large Board - These members are to be nominated on a staggered schedule as follows:
 - Year one Academia General Interest
 - Year two Affected Worker/Labor Customer/Client
 - Year three Industry Oversight/Standards Body
- Meetings and Symposia Committee meets at the discretion of the First Vice Chair and 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.

Section VI.2: Standing Technical Subcommittees

Each of the following technical subcommittees is established herein. Charters of each subcommittee follow beneath each. Standing technical 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 purpose of demonstrating effective implementation of beryllium control strategy or improving exposure monitoring. Sampling and Analysis Subcommittee (SAS) Chair is responsible for quarterly reporting of activities and progress reporting to the Second Vice Chair. SAS reports desired research topics tied to sampling and analysis of beryllium in air and on surfaces to the Research Needs on an annual basis at the time of request.



Article VI. Subcommittees, continued

b. Technical Standards, Practices and Measures for Beryllium Management Programs

The TSPM 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 under the conventional application of the hierarchy of controls, and specific measures that can be taken to minimize the incidence of beryllium disease. TSPM subcommittee Chair is responsible for quarterly reporting of activities and progress reporting to the First Vice Chair. TSPM reports on desired research topics tied to technical practices, standards and measures for the control of beryllium hazards, exposures and risks of beryllium activities to the Research Needs on an annual basis at the time of request.

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. The Risk Communication subcommittee chair is responsible for quarterly reporting of activities and progress reporting to the Second Vice Chair. RC reports on desired research topics tied to risk information and communication of that information regarding beryllium hazards, exposures and risks of beryllium activities to the Research Needs on an annual basis at the time of request

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. Research Needs subcommittee Chair is responsible for quarterly reporting of activities and progress reporting to the First Vice Chair. RN Chair is responsible for the annual request for Research Needs Reports from all other committee chairs in advance of the BHSC Fall Meeting for prioritization and project management in the following calendar year.

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.



Article VI. Subcommittees, continued

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 communities of beryllium management practices. The Medical/Epidemiological subcommittee chair is responsible for quarterly reporting of activities and progress reporting to the Second Vice Chair. M/E reports on desired research topics tied to medical surveillance, medical treatment and epidemiological reporting to the Research Needs on an annual basis at the time of request.

f. FLiBe for the Advancement of Fission and Fusion

The FLiBe Subcommittee exists to engage private industry, government agencies, and academic universities on the safe and responsible handling of lithium beryllium fluoride (FLiBe) for use across a broad range and scale of fission and fusion energy technologies. The subcommittee acts as a clearinghouse of information to share and establish best practices and worker protection models for the reduction of occupational exposure to soluble forms of beryllium, control of beryllium migration from designated beryllium work areas, and the prevention of beryllium sensitization and chronic beryllium disease.

The scope of the subcommittee applies to all uses of FLiBe, from laboratory-scale research efforts to FLiBe production and purification systems, to the implementation of FLiBe for prototypes and energy-producing machines. The Subcommittee Chair will submit quarterly reports of activities and progress to the First Vice Chair. The Subcommittee also reports on desired research topics tied to the establishment of best practices, beryllium worker protection models, and exposures and risks of beryllium-related activities to the Research Needs Subcommittee.

g. Meetings and Symposia

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

Dues payment notices are issued via email by the Membership Committee Chair (may be automated with updated website hosting). 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. The By-Laws will be reviewed on a triennial cycle for improvements in the efficiency of the operation of the BHSC.

Appendix A – Definitions for Stakeholder Groups

Academia – those in education and research communities who educate H&S professionals or investigate some aspect of beryllium as a hazard, an exposure, a risk, or material management matter
Expected representation: university aligned H&S staff, educators and researchers

Affected Workers or labor representative– the population of workers with positive test results from medical surveillance programs or medical interpretations, whether symptomatic or asymptomatic or their representative in labor agreements
Expected representation: workers of contractors to the Department of Energy (where the term has regulatory



implications for reporting); workers anywhere under the OSHA Beryllium Regulation (where the term may have such regulatory implications); workers that have positive test data per the BeLPT and or lung function testing and or bronchoscopy **but are asymptomatic**; and workers showing symptoms of disease.

Appendix A – Definitions for Stakeholder Groups, continued

Customer /Client – an organization who manages beryllium risks through their mission in producing products from beryllium stock received, or in cleaning up legacy operations within or outside of government regulatory authority.

General Interest - anyone with interest in beryllium risk management not fulfilling the definition of the other stakeholder descriptions

Industry – a primary or secondary producer or fabricator of beryllium

Regulator - affiliation with regulatory agencies in the US, UK, Europe (currently)