ASSOCIATION OF EQUIPMENT MANUFACTURERS

Product Safety & Compliance Seminar Planning Committee

Operating Guidelines

ARTICLE I – NAME

The name of this committee is the Association of Equipment Manufacturers Product Safety & Compliance Seminar Planning Committee (PSCSPC), herein referred to as the “Committee.” The Committee exists within, and its activities are subject to the constitution and bylaws of, the Association of Equipment Manufacturers, herein referred to as “AEM.”

ARTICLE II – MISSION STATEMENT

The mission of the committee, comprised of members of AEM, is to produce product safety and compliance seminars. These seminars are designed to (1) be educational and (2) spread the message that product safety adds value.

The seminar’s program concentrates on product safety and compliance issues and processes for manufacturers.

The individual topics to be presented at the seminar will be designed and presented by members of AEM, or appropriate outside sources. These topics are intended to attract and educate members of the industry. The seminar will provide a resource for individual skill improvement, and for companies to benchmark their individual practices. In addition, it will continue to define the state of the art, and allow for networking within the industry.

ARTICLE III – COMMITTEE MEMBERSHIP

Any member in good standing of AEM is eligible to nominate an employee for membership on the Committee so long as the member shares in the Committee’s programs and activities.

Committee membership shall be limited to no more than 25 members at any one time, plus the immediate past chairman. A member may serve an unlimited number of years. However, the Committee shall take reasonable steps to accommodate the addition of new members when the number of member nominations exceeds 25, and to terminate the membership of inactive participants.

Questions of eligibility for initial and continued membership shall be determined by a majority vote of the members of the Committee. Decisions on eligibility may be reviewed by the Board of Directors of AEM. The decision of the Board shall be final.
The Committee will maintain a list of members of a Product Safety & Compliance Resource Group, who will be non-voting members of the Committee. Product Safety & Compliance Resource Group members will be asked to provide program content suggestions and may assist with seminar presentations.

**ARTICLE IV – REPRESENTATION**

Nomination to the Committee shall be upon written request to the Committee from the AEM member, designating an individual as the official Committee representative, plus one or more alternate representatives if desired. Each company shall have one vote.

If a person other than the official or alternate Committee representative attends a Committee meeting as their company’s representative, they shall be required to present written authorization from the official Committee representative allowing them to cast the official company vote.

**ARTICLE V – CHAIRMAN and VICE-CHAIRMAN**

The members of the Committee shall elect from their own number a Chairman and a Vice-Chairman of the Committee to serve for a two (2) year term. The Vice-Chairman shall succeed the Chairman at the expiration of the Chairman’s term, upon confirmation vote of the committee. In the event that the Chairman vacates the position of Chairman during their term the Vice-Chairman will assume the role of committee Chairman or the Executive Committee would determine other options.

Election of the incoming Chairman shall take place at the last Committee meeting prior to the Product Safety Seminar. The election of the Vice-Chairman shall take place at the initial planning meeting.

**ARTICLE VI – EXECUTIVE COMMITTEE**

The executive leadership of the committee shall be provided by an Executive Committee consisting of the current Chairman, the immediate past Chairman, and the Vice Chairman. The Executive Committee shall have the authority to make decisions on an interim basis, subject to being ratified by the Committee at its next regular meeting.
ARTICLE VII – MEETINGS

A. PLANNING MEETING(S)

The Committee shall hold an initial planning meeting each year for the purpose of transacting Committee business. Additional meetings will be held at the call of the Chairman.

B. SPECIAL MEETINGS

Special meetings of the Committee, or any subcommittees, may be called by the Chairman, or at the written request of at least three (3) members.

C. QUORUM

A quorum for Committee and subcommittee meetings shall be constituted by a simple majority of the body involved. No binding votes shall occur without a quorum in attendance. While the committee will strive to achieve consensus whenever possible, unless otherwise specified in these Operating Guidelines, the vote of a majority of members present at a meeting, at which a quorum is present, shall be binding upon the Committee.

D. CONDUCT OF MEETINGS

The conduct of meetings shall be governed by Robert’s Rules of Order.

ARTICLE VIII – AMENDMENTS

Amendment of the operating guidelines shall require approval by at least two-thirds of the Committee membership.

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