

Bylaws of the Process Safety Division

Revision #	Revision General Description	Specific Changes Made	Date of Revision	Date Approved by Division Membership	Date Approved by CTOC
3	Complete update of Bylaws, Vision & Objectives	Various	March 17, 2022	TBD	TBD
2	Update of Bylaw 8 72				

f.

eligible for reelection to a Division office. The First Vice-Chair is normally the sole nominee for the office of Chair. The Second ViceChair is normally the sole nominee for the office of First Vice-Chair. Any member may be nominated as Second ViceChair. The Secretary-Treasurer may be reelected.

Section 3. Directors of the Executive Committee shall be elected for a term of three years each, two to be elected each year. A person who has served as a Director is eligible for election as an officer but is not eligible for service as a Director within a period of five years after serving as Director.

Section 4. The First Vice-Chair shall perform the duties of the Chair in the latter's absence or inability to serve. In the event of a vacancy in the office of the Chair, the First Vice-Chair shall serve as theChair of the Division until the next annual election. If a vacancy occurs in any other position on the Executive Committee, the Executive Committee shall appoint a replacement from the Committee if the vacancy is an officer, or from the membership if the vacancy is a director, to fill the unexpired term.

Section 5. The First and Second Vice Chairs shall be responsible for the project activities of the Division. The First Vice -Chair shall be responsible for projects which are presented during the year in which he or she holds office. The Second ViceChair shall be responsible for initiating programs which are to be presented the following year.

Section 6. The SecretaryTreasurer shall keep Division records (minutes), handle general correspondence and issue notices of all meetings, record all official Executive Committee and Division votes and decisions; prepare and administer an approved budget including the oversight for collection and disbursement of funds and monitoring and reporting of the financial health of the Division.

Section 7. Such committees as may be required shall be appointed by the Chair, with the approval of the Executive Committee. The services of any such committee or its members may be terminated at any time by the Chair, with the approval of the Executive Committee.

Section 8. Committees which are appointed to prepare for specific meetings, events, or Division initiatives and activities shall continue to perform their

from year-to-year may be designated by the Chair together with the Executive Committee.

Article IV - Meetings

Section 1. There shall be at least one meeting of the Division called each year

Section 2. The Secretary-Treasurer shall send members a notice of all meetings of the complete Division membership at least three weeks in advance of such meetings.

Section 3. A quorum for meetings of the complete Division membership shall consist of five percent of the membership. Except where otherwise stated in these Bylaws, all actions at the meeting of the Division shall be decided by a majority of those voting.

Section 4. The order of business for meetings of the complete Division membership shall be determined by the presiding officer (See Article IV, Section 7).

Section 5. The Executive Committee shall meet at least once, and preferably two to four times, each calendar year. Meetings may be called by the Chair or by request of four members of the Executive Committee at such places and times as are advisable. Meetings may be held by physical attendance, teleconference, videoconference, or other suitable means of electronic communication. Executive Committee members shall be notified of all meetings at least two weeks in advance. Voting, including election of officers, may be cast either in person, by mail, or by other suitable means of electronic communication.

Section 6. A majority of the members of the Executive Committee shall constitute a quorum. Except where otherwise stated in these Bylaws, all actions of the Executive Committee shall be by majority vote. If a tie vote results, the decision shall take the course voted by the Chair.

Section 7. The Chair of the Division shall preside at all meetings of the Division and of the Executive Committee. In his absence, the First Vice-Chair, the Second Vice-Chair, or the Secretary-Treasurer, in that order, shall preside.

Section 8. Any member of the Executive Committee who repeatedly fails to attend Executive Committee or Division meetings and/or perform their respective duties shall be considered to have tendered their resignation from

the Committee. However, such a resignation shall be effective only upon acceptance by the Executive Committee, which shall have taken into account any extenuating circumstances.

Article V - Elections

Section 1. The Chair, First ViceChair, Second Vice Chair, SecretaryTreasurer, and two Directors shall be elected annually by ballot sent to the members of

Article VIII - Amendments

Section 1. An amendment to these Bylaws may be proposed to the membership of the Division by majority vote of the Executive Committee or by petition of ten percent of the members of the Division to the Executive Committee.

Section 2. A proposed amendment and ballot shall be sent to all Division members. Balloting shall be by electronic means deemed acceptable to AIChE and the Division as authorized by CTOC. Receipt and tabulation of the votes shall be done by AIChE. The ballot shall include notice of the date by which it must be received in order to be counted and that date shall be no earlier than four weeks after the transmittal of the ballot to the Division membership. Ballots received after this date shall not be counted. The count shall be certified to the Executive Committee in writing by AIChE. The Executive Committee shall accept as approved any amendment that receives a two-thirds affirmative vote of those returning ballots. An approved amendment shall then be submitted to the Chemical Technology Operating Council of AIChE and shall become an effective part of the Bylaws of the Division upon its approval.

Section 3. These Bylaws shall be reviewed by the Division Executive

- Prepare and issue appropriate agenda in advance of each Executive Committee meeting.
- Coordinate through AIChE , including the Chemical Engineering Technology Operating Council (CTOC) and Career and Education Operating Council (CEOC) staff (as needed):
 - Executive Committee meeting places, dates, and facilities
 - Publicity , brochure, marketing material , website, and online presence preparation.
 - Membership, education, equity, diversity, and inclusion activities, and other responsible collaboration opportunities .
 - Alignment with AIChE objectives including IDEAL
- Assure that Executive Committee (Officer and Director) nominations and elections are accomplished consistent with the Division Bylaws.
- As soon as the election results are certified, notify the successful Executive Committee candidates in writing of their election to the Executive Committee and advise them of any upcoming meetings scheduled for EMCT-4.6 (ch)3.7 (e)-642(s)-9.21

year-end financial statements for the Division, reviewing and approving the final statements.

- Report year-end financials to the Division Chair, Executive Committee and assist the Division Chair with any financial information for the Chair's year - end report to

Annex No. 2

Symposium/Conference Programming Committees

• The following Division symposium/conference programming committees are recognized:

- Plant Process Safety Symposium (PPSS)
- Loss Prevention Symposium (LPS)
- Process Safety Management Mentoring (PSMM)