Local Sections Council

The Local Sections Council (LSC) was formed to promote the continued growth and well-being of local sections and to be the liaison between sections and the AIHA Board. The LSC does not supplant the function of board coordinators for individual local section needs, but tries to fulfill collective needs that benefit all local sections.

The LSC is the most effective when it has good communication with the sections. Each local section’s two highest-ranking officers, traditionally the president and president-elect, have seats on the LSC. These two officers are to attend the annual LSC business meeting during AIHce. For elections and issues brought before the LSC, each local section has one vote. Following AIHce, a report must be filed to the section officers concerning actions taken at the meeting.

Officers

The LSC officers consist of a chair, vice-chair, and secretary. A secretary is elected by LSC representatives at the annual business meeting. The vice-chair advances to chair and the secretary advances to vice-chair on the election of the secretary’s successor. Any AIHA member in good standing may be nominated for the position of secretary or Student LSC Advisor of the LSC.

Duties of Officers

- The chair presides over the annual meeting of the LSC. In the absence of the chair, the vice-chair assumes the responsibilities of the chair. If both officers are absent, the councilors elect a chair.

- At least two months before the annual meeting, the chair, with the assistance of the vice-chair and secretary, communicates with the president of each local section to determine the names of the two representatives to the LSC, the subject matter the sections want to discuss at the annual meeting, and the resolutions the sections wish to present before the LSC. Any section member may prepare a resolution; a qualified member of the LSC must introduce it. An association officer or director may prepare a resolution and present it either before or during an LSC meeting. Consideration of the resolution by the council will be decided by a majority vote.

- An agenda and notification of the time, date, and location of the meeting is sent to each LSC member by the chair at least two weeks prior to the meeting.

- Following the annual LSC meeting, the secretary prepares the minutes for distribution to LSC members and officers, local sections officers, and the AIHA Board.
• Immediately after the LSC meeting, the chair or vice-chair officially submits to section presidents any matters requiring consideration by section boards of directors during the period of that annual meeting.

• A periodic local sections’ activities survey is conducted by the officers of the LSC. When the data is compiled, the results are sent to the presidents and presidents-elect of the local sections.

• Council officers communicate with local sections concerning organization, membership, education, program, and promotional activities of the sections. A copy of the LSC newsletter is sent to association officers and boards of directors. Local sections send copies of meeting announcements, programs, and newsletters to LSC officers. The chair and vice-chair may conduct any project approved by the board of directors.

Voting of the LSC

Each local section has one vote on issues brought before the LSC. Issues addressed through a mail ballot will be sent to the president. The president will also vote on issues addressed during LSC business meetings. If the president is unable to attend, a form is available to assign voting rights to the president-elect, another officer of the section, or the vice chair of the LSC. The form must be returned to the vice-chair prior to the meeting.

LSC Mission and Goals

Mission Statement

To promote continued effectiveness and efficiency of AIHA local sections, to serve as liaison among local sections, and to provide collective local section positions to the AIHA Board and national AIHA office.

Goal #1

• Assemble, evaluate, and disseminate relevant information for use by local sections.

Objective

• Maintain the high level of awareness and involvement in governmental issues that affect the practice of industrial hygiene.

Strategies

• Promote the formation of state government affairs organizations. Share information on relevant government affairs organizations with all local sections.
Objective

- Identify and develop local section interests for presentation to the AIHA Board and to the national AIHA office.

Strategies

- Provide collective responses to AIHA Board requests on specific issues.
- Provide for collective action in developing positions and proposals to the AIHA Board and national office.
- Represent the local section council at all AIHA Board meetings.

Goal #2

- Expand and communicate programs of mutual interest to the local sections.

Objective

- Communicate effective public relations, student, and community outreach programs for use by local sections.

Strategies

- Provide a forum for education and training on public relations for local section officers.
- Promote the formation and maintenance of student sections.
- Work with the national AIHA office in developing materials required for public relations and outreach efforts.

Objective

- Help local section officers better manage local section operations.

Strategies

- Conduct an open forum and business meeting annually at AIHce.
- Conduct an annual leadership conference in collaboration with the AIHA Board and national AIHA office.
• Implement exchange of meetings and speaker ideas.

• Distribute relevant information through the Leaders E-Newsletter.

• Develop model guidelines on operating procedures and performance standards.
Local Sections Council (LSC) Business Meeting Proxy Form

I, ____________________________________________________________

president of the __________________________________________________

Local Section, hereby revoke any previous proxies and appoint:

A. _______ The vice chair of the Local Sections Council, or

B. ___________________________________________________________, as my proxy to attend the annual business meeting and any continuation or adjournment thereof and to represent, vote, and otherwise act for me in the same manner. This proxy has the same effect as if I were personally present. I authorize my proxy to substitute any other person to act under this proxy, to revoke any substitutions, and to file this proxy and any substitutions or revocations with the association.

Date: _______________________________________________________

Name: ________________________________________________________

(Please print, name of LS President)

Signature: _____________________________________________________

(Signature of LS President)

Substitute Proxy Assignment (B.) to

______________________________________________________________

(Please print)

______________________________________________________________

(Signature)