

ELECTRICAL SAFETY ADVISORY COMMITTEE

Organization and Procedures

1.0 Functions

- 1.1 The Committee is to act in an advisory capacity to the New Brunswick Inspection Services, Dept. of Public Safety on all matters dealing with the electrical safety including:
- (a) Discussing technical codes and standards and making recommendations concerning them;
 - (b) Discussing the provisions of the Electrical Installation and Inspection Act and Regulations and making recommendations concerning them; and
 - (c) Discussing inspection strategies and policy and making recommendations concerning them.

2.0 Membership

- 2.1 The following are eligible for membership on the Electrical Safety Advisory Committee:
- (a) One member from the New Brunswick Inspection Service of the Dept. of Public Safety;
 - (b) One member from each of the four Electric Utilities in the Province;
 - (c) One member representing larger Electrical Contractors;
 - (d) Two members representing smaller Electrical Contractors, one of whom shall represent Electrical Contractors having three (3) employees or less;
 - (e) One member representing the Fire Marshall's Office;
 - (f) One member representing the International Brotherhood of Electrical Workers (IBEW);
 - (g) One member representing Consumers;
 - (h) One member representing Electrical Consultants; and,

(i) One member representing the insurance industry in the Province.

2.2 Where an interest group is represented by an organization, members shall be nominated by that organization or, otherwise, the Department may nominate a member to represent an interest group.

2.3 Members shall attend meetings and participate actively in Electrical Safety Advisory Committee work.

2.4 Where a member misses two (2) consecutive meetings, the Chair shall contact that member and make a ruling on that person's status as a member of the Committee.

3.0 Officers

3.1 Officers of the Committee shall consist of a Chair and a Vice-Chair who shall be elected by the members.

3.2 Officers shall be appointed for a two year period, and shall be eligible for re-election.

4.0 Meetings

4.1 Meeting shall be held at least twice a year. Additional meetings or special meetings may be held at the call of the Chair.

5.0 Agenda

5.1 A meeting agenda shall be prepared and circulated to all members at least two (2) weeks before each meeting.

5.2 Items for the agenda shall be made available to the Secretary at least three (3) weeks prior to the meeting along with any background information.

5.3 The agenda shall be approved by the Chair before being circulated to the members.

5.4 The Committee may approve additional agenda items at the meeting.

6.0 Voting

6.1 One-half of the total membership of the Electrical Safety Advisory Committee shall constitute a quorum. Alternates shall be included in determining a quorum.

- 6.2 A member may, with the approval of the Chair, be represented at a meeting by an alternate who may vote in that person's stead.
- 6.3 A recommendation shall be considered approved by the Electrical Safety Advisory Committee provided at least 50% of the total membership voted affirmative, and at least two-thirds of the votes cast are affirmative.
- 6.4 The Chair shall be entitled to vote only in the case of a tie.

7.0 Minutes

- 7.1 Recommendations approved by the Electrical Safety Advisory Committee shall be recorded in the minutes and may, at the discretion of the Committee, be directed to the Chief Inspector, the Director of the New Brunswick Inspection Services or the Minister of the Department of Public Safety.
- 7.2 The vote cast by an individual member with respect to a recommendation shall be recorded, and where a negative vote is cast, the reason for the negative vote shall also be recorded.
- 7.3 The Secretary shall prepare and distribute the minutes of the meeting within two (2) weeks of the meeting being held.
- 7.4 The Chair shall review the minutes before distribution.
- 7.5 The minutes of the last meeting shall be re-sent to all members with the agenda for the meeting.

8.0 Visitors

- 8.1 Visitors may attend Electrical Safety Advisory Committee meetings and may make presentations to the Committee, provided the Chair has granted prior approval.

9.0 Expenses

- 9.1 Participation on the committee is voluntary and each member will be responsible for his or her own personal expenses.
- 9.2 The Department shall be responsible for providing meeting facilities and a Committee secretary.