

SafeLandUSA Advisory Group (SLAG) Bylaws

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Article I: Name of the Organization

The official name of the organization is SafeLandUSA Advisory Group (SLAG). It is permissible to refer to the organization as SafeLandUSA.

Article II: Mission, Method, Scope, Products

Section 1: Mission Statement

Monitor and continuously improve the Health, Safety, and Environment orientation standards for the US land contractor community.

Section 2: Method

The SafeLandUSA Advisory Group will accomplish its mission by fostering collaboration and reciprocal agreements between operating companies, industry associations, contractors, and training providers.

Section 3: Scope Statement

The SLAG is a volunteer organization, serving the US onshore upstream oil and gas industry.

Note: According to the IADC Lexicon, API STD 689 and ISO 20815:2008 define “upstream” as follows: “Business category of the petroleum industry involving exploration and production.” Examples include onshore oil/gas production facilities, drilling rigs, intervention equipment.

Section 4: Products

Responsibilities and products include, but are not limited to, the following:

- A. Syllabi
- B. Accreditation criteria and authorizations
- C. SafeLandUSA expansion and continuous improvement

Article III: Membership

Section 1: SLAG Members

Membership is open to representatives of US onshore E&P operators, endorsed accrediting bodies, trade associations, service/contractor companies, and

representatives of federal and state agencies that interact with the oil and gas exploration, production, and transmission industry.

Section 2: Membership Classification

Two membership classifications exist: voting and non-voting. Voting privileges are defined in the following sections.

Article IV: SLAG Structure

The SLAG shall have an Executive Committee.

Article V: Officers

The SLAG officers include a Chairperson and a Vice Chairperson. The Chairperson and Vice Chairperson of the Executive Committee shall fulfill these roles.

Article VI: Meetings

Section 1: Meeting Frequency

The SLAG will meet quarterly, or more frequently as necessary.

Section 2: Date and Location of SLAG Meetings

Date and location of SLAG meetings are to be determined and communicated to SLAG membership at the earliest possible time. When available, a teleconference and/or videoconference option shall be made available to those members not able to attend in person.

Section 3: Quorum

There are no quorum requirements to hold a meeting of the SafeLandUSA Advisory Group.

Section 4: Order of Business

- A. Attendance
- B. Review of antitrust statement
- C. Safety moment
- D. Agenda review
- E. Report from accrediting organizations

- F. Minutes review and approval
- G. Guest speakers
- H. Reports of subcommittees
- I. Financial report
- J. Unfinished business
- K. New business
- L. Next meeting date, time, location, sponsor, and agenda
- M. Adjourn

Section 5: Meeting Records

The Secretary will be appointed by the Chairperson and will have the following responsibilities:

- A. Record minutes of the SafeLandUSA Advisory Group and Executive Committee meetings and arrange for duplication and distribution to members.
- B. Maintain all meeting records.
- C. Prepare and distribute notices of regular and special meetings of the SafeLandUSA Advisory Group and Executive Committee to members.
- D. Prepare SafeLandUSA correspondence.
- E. Prepare meeting agendas with the assistance of the Executive Committee.

Agendas and minutes will be posted on the SLAG website and discussed at a subsequent meeting if any addendums or changes need to be considered.

Section 6: Communications, Meeting Notices

Communications and meeting notices may be sent out by the Chairperson, or by the Secretary with the approval of the Chairperson.

Article VII: Executive Committee

Section 1: Executive Committee Members

- A. The Executive Committee shall have a maximum of seven (7) voting members who are elected by the SLAG: five (5) operator representatives and two (2) contractor representatives. For each SLAG-member company, only one company representative may serve on the Executive Committee at a time.

- Chairperson
- Vice-Chairperson
- Immediate Past Chairperson
- Four at-large members (two of whom will be Contractors)

Until the Past-Chairperson position is filled, an additional active operator member shall be elected to the Executive Committee.

- B. At a minimum, the Executive Committee shall have a Chair and a Vice Chair.
- C. The Chair and Vice Chair shall be representatives of operator companies.
- D. A Secretary shall be appointed by the Chairperson. This position does not warrant voting privileges for the purposes of the Executive Committee. However, a voting member may serve in the role of Secretary.
- E. Officers shall serve without compensation.
- F. The Executive Committee may invite representatives of trade associations, endorsed accrediting bodies, and federal and state agencies to serve as “advising (non-voting) members” of the Executive Committee.

Section 2: Meetings of the Executive Committee

- A. The Executive Committee typically meets concurrently with the SLAG. Additional meetings may be scheduled as needed.
- B. The Chairperson or a delegate of the Chairperson may call a special meeting in order to deal with emergent issues. No other business may be transacted except that for which the meeting was called. A notice of this meeting must be provided to all members of the Executive Committee.

Section 3: Selection of Executive Committee Members

- A. Election of officers will commence by November 1st of every second year and conclude by the end of the year. The Executive Committee will notify the SLAG membership of an upcoming election.

B. Nomination process:

- i. Nominees for Executive Committee membership may be submitted to the Chairperson or Vice Chairperson by any member of the SLAG.
- ii. Nominations will be specific to the position.
- iii. Nominees for operator positions on the Executive Committee shall be representatives of companies that accept or require participation in SafeLandUSA orientation.
- iv. Nominees for contractor positions on the Executive Committee shall be representatives of companies that accept or require participation in the SafeLandUSA orientation.
- v. All nominees must be US onshore E&P operators and contractors.

C. Voting process:

- i. Only SLAG operator members may vote for operator members. Only SLAG contractor members may vote for contractor members.
- ii. Only one vote may be submitted per eligible SLAG-member company. In the event of multiple votes from one company, ballots will be resubmitted to that company for one consensus vote.
- iii. The balloting process for the selection of Executive Committee members may be conducted in person at a SLAG meeting, by proxy, and/or through email received by the deadline set by the presiding Chairperson.

D. Newly elected officers shall assume officer duties at the first scheduled meeting of the calendar year following an election.

Section 4: Term of Office

Officers shall hold office for a term of two (2) years or until their successors are elected. Individuals shall not serve in the same officer position for more than two consecutive terms.

Section 5: Vacancies

In the event of a vacancy, the Chair designates a replacement for the remainder of the term.

Section 6: Removal from Office

By a majority vote, the Executive Committee may remove an officer from office.

Section 7: Executive Committee Voting

- A. Each Executive Committee member is entitled to one vote.
- B. All topics requiring a vote must be submitted 7 days prior to the next scheduled Executive Committee meeting. The 7-day requirement can be waived temporarily in extenuating circumstances with the approval of the majority of the Executive Committee.
- C. Executive Committee members may request a confidential ballot vote. Such a request for a confidential vote must be made prior to the vote.
- D. To conduct an official vote, a quorum of voting members must be able to submit their votes in person, by proxy, by telephone, or by email by the time designated as the close of the voting period. A quorum requires a simple majority of the Executive Committee voting membership. Official business cannot be conducted without a quorum; however, discussions of business may occur with no official binding agreements.
- E. Executive Committee members may vote by proxy executed in writing (formal letter or email). Proxy votes will be cast in the same manner as other ballots at the meeting (e.g., if the other votes are confidential, then the proxy vote will also be confidential).
- F. Examples of topics requiring a vote include syllabi changes, adding/removing accrediting organizations, accreditation criteria changes, and Executive Committee membership.

Section 8: Executive Committee Duties

- A. Meet at the beginning of each calendar year to plan for the coming year activities.
- B. Participate in regularly scheduled meetings.

- C. Appoint active members to fill vacancies on the Executive Committee until the next scheduled election.
- D. Review membership status.
- E. Oversee the voting process.
- F. Communicate decisions and discussions to the general SLAG membership, as warranted.

Section 9: Executive Committee Officer Duties

A. Chairperson:

1. Presides at regular and special SafeLandUSA meetings.
2. Calls and leads meetings of the Executive Committee.
3. Provides leadership for programs and activities during his/her term of office.
4. Represents SafeLandUSA in dealings with the public, government agencies, and related organizations, as appropriate.
5. Establishes and responds to communication with individuals/organizations who have an interest in SafeLandUSA.

B. Vice Chairperson:

1. Assumes and carries out the duties of the Chairperson if the Chairperson is unable to serve.
2. Assumes duties as assigned by the Chairperson.
3. Maintains all past records and files of SafeLandUSA in an organized manner.

Article VIII: Subcommittees

Subcommittees will be formed by the Chairperson or by the Executive Committee as activities dictate.

Article IX: Accrediting Bodies [Placeholder]

- Eligibility
- Selection
- Monitoring

Article X: Budget and Finance [Placeholder]

Article XI: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern SafeLandUSA in all cases to which they are applicable and in which they are consistent with these bylaws and any special rules of order the Executive Committee may adopt.

Article XII: Amendments to the Bylaws

These bylaws may be amended by a majority vote of the Executive Committee.