

**Experiment Station Section
Science and Technology Committee
Operating Guidelines
Approved: 10/1/2015**

Purpose

The ESCOP Science and Technology (S&T) Committee is charged with promoting and enhancing science and technology in the Land-grant university system. The committee will assist ESCOP to identify future directions and anticipate and respond to research needs and opportunities for funding. The committee will assist in linking science and technology programs to multistate and national research initiatives. The committee will recommend how ESCOP will respond to reports, recommendations, and planning documents from the national science community. This committee will provide guidance to ESCOP strategic planning and priority setting.

Membership

- Chair from one of the five SAES/ARD regions
- Two representatives from each of the five SAES/ARD regions
 - Incoming Chair
- One ED (non-voting) to serve as executive Vice-Chair and to assist the Chair
- Non-voting representatives from the following organizations:
 - NIFA
 - ARS
 - ERS
 - Chair of the Social Science Subcommittee
 - ESCOP Co-Chair of the Pest Management Strategies Subcommittee
 - Other organizations including OSTP, other COPS and other federal agencies as appropriate (i.e., NASA, EPA, DOE)

Members serve four year terms and may be reappointed indefinitely. The term of Chair, Incoming Chair and Past Chair are for two years each.

Organization and Function

The S&T may meet in person once a year associated with the Fall ESS Meeting and Workshop or as the need arises. Other in-person meetings can be scheduled by the Chair as necessary. The S&T will meet by teleconference monthly to quarterly for S&T work plan updates, coordination, issue or problem solving, selecting the ESS National Excellence in Multistate Research Award winner and associated business. Meeting agendas and support materials will be provided, after consultation with the Chair, to the S&T Committee in advance of the teleconference or in-person

meetings. Minutes will be taken from each teleconference, approved at the next S&T meeting and posted on the ESCOP website.

Annually, during late May and early June, the S&T will receive and evaluate the regional nominations for the ESS National Excellence in Multistate Research Award. The S&T Committee will individually rank the nominees and a summary will be provided to the Chair for teleconference discussions to select the top Multistate project. This recommendation is provided to ESCOP for their evaluation and ratification. The S&T will announce the winner to ESS membership and APLU before the end of June.

It is expected that programmatic and policy decisions are to be made by consensus. If necessary, formal decisions are to be determined by simple majority of a quorum of S&T members.

The S&T may create ad hoc work groups to assist with special tasks or problem solving, as needs are addressed by ESCOP. The work groups will be responsible to the S&T.

Officers

The Chair of the S&T will be a member of one of the five SAES/ARD regions. The Chair serves for two years. The position will rotate among the sections in same order as the ESCOP Chair (NC, S, ARD, W, NE).

The incoming Chair will discharge the duties of the Chair, such as presiding over meetings when the Chair is not available and guide the work of the S&T. The Regional Office may also facilitate the meetings as the need arises.

Quorum

For purposes of doing business, a quorum shall consist of a simple majority of the duly constituted members at any officially called meeting for which written notice is sent in advance of the meeting. A simple majority of the quorum resolves all issues.

Parliamentary Authority

The emphasis in all S&T meetings shall be on orderly process to achieve an objective decision by those present and voting. Should there be a parliamentary challenge, it shall be answered by referring to the most current edition of Robert's Rules of Order.

Amendments

These operating guidelines may be amended at any business meeting of the S&T provided the proposed amendment has been sent to all members in advance of the meeting, and the question is passed by a simple majority of a quorum of the voting members present at that meeting.