

RULES OF OPERATION

Experiment Station Section Board on Agriculture Assembly National Association of State Universities and Land-Grant Colleges

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ARTICLE I – NAME

The name of this organization shall be the Experiment Station Section (ESS) (herein after called the Section), an entity of the Board on Agriculture Assembly (BAA) of the National Association of State Universities and Land-Grant Colleges (NASULGC). The Section is established in accordance with the constitution and rules of operation of NASULGC.

ARTICLE II – PURPOSE

The Section shall represent the Directors of Agricultural Experiment Stations associated with the 1862 Land-Grant Universities, including the Connecticut Agricultural Experiment Station at New Haven, and the directors of the Agricultural Research Stations at the 1890 Land-Grant Universities, including Tuskegee University, in their collective dealings with other units of NASULGC, agencies of the federal government, farm organizations, commodity and agricultural business groups, and the public. For purposes of these Rules of Operation, the title, Director, refers to the Chief Operating Officer of the experiment station and his/her associate or assistant directors. The will of the Section's majority for issues that are ratified by, reported to, or recommended to NASULGC, shall be conveyed through the representative to the BAA Policy Board of Directors to other officers or committees of NASULGC. The Section shall conduct its affairs in accordance with the Rules of Operation with one vote for each member.

ARTICLE III - ORGANIZATION AND FUNCTION

The individual members of the Section comprise the legislative body of the Section. An annual Section Business meeting shall be held in the fall, usually in the month of September. Interim business is handled by the five regional associations and by the Experiment Station Committee on Organization and Policy (ESCOP). State Agricultural Experiment Station (SAES) directors are organized into four geographically based associations. A fifth association is made up of the Agricultural Research Directors (ARD) of the 1890 Land-Grant Universities. These five regional associations arrange for and conduct their business independently, including the collection and disbursement of funds for purposes agreed to among the members of each association. Such funds are used for relevant association purposes, such as the employment of an Executive Director (ED), for authorized travel of members on regional association business, and for other special purposes. These associations are autonomous, and their funds are not the responsibility of the Section, the BAA, or NASULGC, either as to program content or accountability. The five associations elect members to ESCOP, make recommendations to ESCOP and to the Section, and respond to proposals from ESCOP and the Section.

ARTICLE IV – MEMBERSHIP

The voting membership of the Section shall consist of one representative from each of the 1862 and 1890 universities of the dues-paying member institutions of NASULGC. The Administrator, Cooperative State Research, Education and Extension Service (CSREES), United States Department of Agriculture (or his/her designee), the five EDs, and the Director of Federal Relations for Agriculture for NASULGC shall be ex-officio, nonvoting members of the Section

ARTICLE V - OFFICERS

A. The officers of the Section are: A chair, who also serves as chair of ESCOP, and a chair-elect, each serving one-year terms; and a representative from the Section to the NASULGC BAA Policy Board of Directors elected for a two-year term (per the Rules of Operation of BAA). The one-year terms of the chair and the chair-elect shall expire at the close of the Section's annual business meeting. The BAA Policy Board of Directors representative serves for two years with his/her term expiring at the close of the annual meeting of NASULGC in the last year of his/her term.

B. Elections. Each year at the annual business meeting of the Section, a chair-elect shall be elected. The BAA Policy Board of Directors representative shall be elected by electronic or mail ballot by the members of the BAA.

Nominations for chair-elect shall be made to the Section for their consideration, drawing nominations from the current membership. Nominees for representative to the BAA Policy Board of Directors shall be currently serving as the Chief Operating Officer of an AES or ARD research entity and, preferably, shall have served as Chair of ESCOP. Nominations of other candidates from the Section's membership may be made by Section members-at-large from the floor.

C. Duties. The chair, as the chief executive officer of the Section, assigns duties and directs the activities of all standing and technical subcommittees, appoints *ad hoc* committees, and communicates through the representative to the BAA Policy Board of Directors to the NASULGC Board on Agriculture Assembly. The chair is also responsible for final approval of all meeting agendas and presides at the business meetings.

The chair-elect shall serve in the absence of the chair. The chair-elect is also responsible for developing the agenda of the annual Section meeting. The chair-elect shall undertake such other duties as the Section chair shall direct, and shall become Section chair for the remainder of the term, should the chair resign or otherwise be unable to serve. The chair-elect shall recommend to the chair committee slates for the coming year, and notify all committee appointees prior to the annual meeting, so that the committees may meet immediately after the business meeting of the Section.

All Section officers and committee chairs are responsible for providing the ESCOP Webmaster with electronic copies of all minutes of meetings and other documents of a continuing and directing nature for archival on the ESCOP webpage.

The duties of the representative to the BAA Policy Board of Directors shall be as prescribed in the Board on Agriculture Assembly Rules of Operation (Article III, Section 4).

D. Executive Committee. ESCOP serves as the executive committee of the Section (see Article VII).

ARTICLE VI - AFFILIATED GROUPS

The Section provides for interaction with other groups involved in research that is similar or complementary to the research done within the SAESs (1862) and the Agricultural Research Stations (1890) through their affiliation with the Section. Presently established affiliated groups are Board on Human Sciences, the National Association of Professional Forestry Schools and Colleges (NAPFSC), and the Board on Veterinary Medicine. NAPFSC, which includes institutions that are not members of NASULGC, is presently affiliated with the Section under a memorandum of agreement.

Other groups may become affiliated with the Section upon mutual agreement among the group or groups and the Section.

ARTICLE VII – ESCOP

ESCOP is the executive committee of the Section empowered to formulate policy and to act in behalf of the Section, subject to the will of the Section as expressed at business meetings of the Section, or through referenda conducted during the interim between business meetings. ESCOP handles continuing business and attends to organization and policy matters, oftentimes through relationships within NASULGC, with agencies of the federal government, and with farm organizations, commodity and agribusiness groups that are referred to it by the Section or by the regional associations. ESCOP shall handle continuing business, and organization and policy issues that are generated within ESCOP, or referred to ESCOP by the Section, BAA, NASULGC, or the regional associations. These issues may involve relationships within NASULGC, or with agencies of the federal government, farm organizations, or commodity and agribusiness groups.

The voting members of ESCOP shall include the chair of ESCOP (who also serves as the chair of the Section), the chair-elect of ESCOP (who also serves as the chair-elect of the Section), the Section representative to the BAA Policy Board of Directors, the immediate past chair of ESCOP, three members elected from each of the five regional associations (i.e., 15 representatives) each serving a three-year term on a staggered term basis and the chairs of the ESCOP core committees. In addition, voting representatives (one each) shall

come from the NASULGC Boards on Human Sciences and Veterinary Medicine, and one representative shall come from NAPFSC. Each of these representatives shall serve at the pleasure of their respective associations.

Nonvoting ex-officio members and nonvoting liaison representatives are:

Ex-Officio Members

Administrator, CSREES

Director of Federal Relations for Agriculture for NASULGC

Executive Directors of the Five Regions

Liaison Representatives (one representative from each)

Extension Committee on Organization and Policy (ECOP)

Academic Programs Committee on Organization and Policy (ACOP)

International Committee on Organization and Policy (ICOP)

Council for Agricultural Research, Extension and Teaching (CARET)

Council for Research Programs and Graduate Education (CRPGE)

ESCOP REPRESENTATION TO OTHER GROUPS

ESCOP provides representatives to a variety of other committees, agencies, associations, and organizations. These representatives are appointed by the chair of ESCOP after consultation with the Executive Committee. Within NASULGC, these appointments include: ICOP, ECOP, ACOP, and CARET.

The Officers of ESCOP shall be the chair, the immediate past chair, the executive vice chair, the chair-elect, and the Section's representative to the BAA Policy Board of Directors. The ED representing the region of the ESCOP chair serves as executive vice chair, with the prior approval and agreement of that regional association.

The persons holding positions of Section chair, Section chair-elect, and Section representative to the BAA Policy Board of Directors shall hold the same positions, respectively, in ESCOP.

The Duties of ESCOP Officers are:

Chair: The chair provides leadership, direction, and counsel for all activities of ESCOP in its collective relationships with: Other units of NASULGC; organizations contracted to act in behalf of ESCOP; the regional associations; agencies of the federal government; farm organizations; commodity and agricultural business groups; and, the public. The chair initiates action on issues of importance referred to ESCOP by the regional associations, and he/she chairs meetings of ESCOP, the ESCOP Executive Committee, and the ESCOP Chair's Advisory Subcommittee. The chair approves agendas for these meetings, assigns duties, and coordinates the activities of this committee and subcommittee. The chair, with the assistance of the executive vice chair, prepares a list of all committees and subcommittees at the close of the annual fall meeting and prepares and distributes minutes of all meetings. The chair also is responsible for maintaining communications between ESCOP and other units of NASULGC.

Expenditure of Funds: The Chair of ESCOP may authorize the expenditure of assessed funds up to \$5000 with 2/3 approval of the ESCOP Executive Committee.

Executive Vice-Chair: The executive vice-chair performs those responsibilities delegated by the chair. Those duties have customarily included staff support such as: development of agendas and minutes of meetings, policy option statements, and drafts of testimony; follow-up on ESCOP Committee activities and initiatives; identification of possible nominees for various ESCOP Committees; and continuing liaison with agencies of the federal government, farm organizations, commodity and agricultural business groups, and the public.

The executive vice-chair provides direct and continual support to the chair, monitors day-to-day activities affecting ESCOP, notifies the chair when ESCOP attention or action is appropriate, makes facility arrangements for meetings of ESCOP, and assures that the documents and materials required to conduct the business of ESCOP are available to the chair and others as appropriate.

Chair-Elect: The ESCOP chair-elect shall serve as chair in the absence of the chair, and becomes the chair for the remainder of the term, should the chair resign or otherwise be unable to serve. The chair-elect shall assist the chair in preparation of meeting agenda, and undertake such other duties as the chair shall direct. The chair-elect is also responsible for obtaining an annual report from each committee chair.

Past Chair: The ESCOP past chair provides advice to the chair and other ESCOP officers, and chairs the ESCOP Nominations Subcommittee.

Representative to the BAA Policy Board of Directors and Executive Director Staff support: The representative to the Policy Board of Directors represents the interests of the Section and ESCOP to the BAA Policy Board of Directors. The representative shall prepare an annual report on Board activities for presentation during the Section meeting (usually in September). (See also BAA Rules of Operation, Article III, Section 4.) The ED who supports the Policy Board representative shall be appointed to a two-year term by the chair of ESCOP. The appointment shall be made at the end of the first year of the Policy Board representative's term, and the ED is eligible to serve a maximum of two terms (4 years) in succession.

Meeting Times:

ESCOP shall meet at least once during each calendar year. The mandatory meeting shall be at the All COPs meeting for as long as the All COPs meeting is held. An annual meeting of ESS is usually held in September.

The chair of ESCOP has the authority to cancel meetings, based on his/her best judgment. The ESCOP chair is empowered to call special meetings to consider emergency or extraordinary issues. However, issues requiring action between regular meetings of

ESCOP, normally, are handled by the Executive Committee. The Executive Committee meets three times each year; usually in April, in conjunction with ESS in September, and in conjunction with NASULGC in November.

Meeting Agenda:

In advance of each meeting, the chair of ESCOP shall request members to submit items for the agenda, including any actions from the regional associations that are referred to ESCOP. The chair shall distribute the agenda to all members at least one (1) week prior to the ESCOP meeting. This may be accomplished electronically.

The chair shall actively encourage new directors to attend the September Section Business meeting.

Procedures Relative to Actions of ESCOP:

By mutual consent of its members, certain selected actions of ESCOP are handled by seeking formal approval of the NASULGC organization. Other actions are taken directly. Points of departure or issues of difference with NASULGC shall be resolved by referring to the NASULGC Rules of Operation.

Actions Requiring NASULGC Approval:

The development of the formal BAA budget request for the Section and other nonfederal affiliated research units, and entitling legislation relative to that budget, are matters requiring formal action of NASULGC. This is because the recommendations will later be considered for formal support by NASULGC. Other issues requiring formal NASULGC approval may arise from time to time. Procedures for seeking NASULGC approval are:

1. Proposals or statements of issues are prepared by ESCOP indicating the support of the majority of the voting members of ESCOP.
2. The chair of ESCOP shall present proposals to the Section for discussion and approval or disapproval.
3. When approved by the Section, proposals are submitted by the chair of ESCOP through the representative to the BAA Policy Board of Directors to the BAA for approval.

ESCOP COMMITTEES

ESCOP's functions are accomplished principally through the work of its committees and subcommittees. To provide continuity to the committees, a committee chair and a committee chair-designate, each for two-year terms, are appointed via the ESCOP nominations process. Furthermore, to provide staff support to core committees, each is assigned an ED from one of the five regional associations to serve as an executive vice

chair. However, this designation does not preclude an ED from serving as a core committee's chair-designate or chair. Each core committee is authorized to form subcommittees. In order to allow an orderly rotation of committee membership, regional representatives to the Budget and Legislative, Communications and Marketing, and Science and Technology Committees are appointed by the respective regional associations for three year terms. Individuals may be reappointed to consecutive terms by the associations. Where possible, appointments from a region should be staggered to provide continuity.

Subcommittees are appointed by the ESCOP chair and they function indefinitely subject to satisfactory annual reports and periodic review. Task forces are temporary and function for defined periods of time, work with specific charges, and report to the sponsoring core committee.

ESCOP HAS FIVE CORE COMMITTEES:

I. BUDGET AND LEGISLATIVE COMMITTEE

The ESCOP Budget and Legislative Committee is charged with developing annual justifications for the federal budget process, in consultation with the BAA and others; recommending appropriate science and technology programs that are linked to multistate and national research initiatives; and, providing guidance in the assessment of impacts resulting from the SAES system.

The membership of this committee is as follows:

- Two representatives from each of the five SAES/ARD regions
- Chair
- One ED (non-voting) to serve as executive vice-chair and to assist the chair
- Non-voting representatives from the following organizations:
 - CSREES (two)
 - ARS
 - ECOP
 - ACOP
 - CARET
 - NASULGC
 - NASULGC Board on Human Science
 - NASULGC Board on Natural Resources
 - NASULGC Board on Veterinary Science

II. COMMUNICATION AND MARKETING COMMITTEE

The ESCOP Communication and Marketing Committee, in consultation with the BAA and others, is charged with providing guidance in the assessment of impacts resulting

from SAES/ARD system; developing marketing strategies/initiatives, when appropriate; and leading ESCOP's communication efforts.

The membership of this committee is as follows:

- Two representatives from each of the five SAES/ARD regions
- Chair
- One ED (non-voting) to serve as executive vice-chair and to assist the chair
- Non-voting representatives from the following organizations:
 - CARET
 - ECOP

III. SCIENCE AND TECHNOLOGY COMMITTEE

The ESCOP Science and Technology 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. It will assist in linking science and technology programs to multistate and national research initiatives. It will recommend how ESCOP will respond to reports, recommendations and planning documents from the national science community. It will provide guidance to ESCOP strategic planning and priority setting.

The membership of this committee is as follows:

- Two representatives from each of the five SAES/ARD regions
- Chair
- One ED (non-voting) to serve as executive vice-chair and to assist the chair
- Non-voting representatives from the following organizations:
 - CSREES
 - 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)

IV. NATIONAL RESEARCH SUPPORT PROJECT REVIEW COMMITTEE

The ESCOP National Research Support Project (NRSP) Review Committee is charged with establishing criteria for annual review of NRSPs and for review of proposals for revised or new NRSPs; annually reviewing progress and budget for existing NRSPs; developing and overseeing the process of review of proposals for revised and new NRSPs including selection of reviewers, establishment of protocols for the review, and

development of the specific charges to the review panel; recommending to ESS the establishment of new NRSPs, continuation of revised NRSPs and continuation of existing NRSPs; advocating for the NRSP system by assuring a documentation system is in place including development of impact analysis; assuring that the NRSP portfolio is monitored and is responsive to research support needs identified by ESCOP or the NRSP Review Committee. The NRSP Review Committee shall be subject to all procedures and policies as identified in the NRSP Guidelines adopted by the ESS January 2003, and as subsequently modified.

The membership of this committee is as follows:

- One representative from each of the four SAES regions, who is a current or past member of an multistate review committee, and one from the ARD region, appointed by the regional association chair.
- One representative from Extension appointed by the ESCOP Chair following the recommendation of the ECOP Chair.
- One representative from CSREES, preferably a National Program leader, recommended by the CSREES Administrator and appointed by the ESCOP Chair.
- One stakeholder representative, possibly a CARET representative, appointed by the ESCOP Chair.
- Two regional executive directors appointed by the ESCOP Chair. One of the executive directors should be from the same region as the chair of the committee and serve as executive vice chair to administratively support the committee.

V. EXECUTIVE COMMITTEE

The ESCOP Executive Committee is charged to assist the chair on actions needed between regular meetings of ESCOP, including, but not limited to handling the continuing business of ESCOP and ESS; attending to all organization and policy matters with NASULGC, agencies of the federal government, farm (commodity and agribusiness) organizations and groups; assessing the goals and purposes of the organization on a continuing basis; recommending changes in the structure and organization of ESCOP to meet society's needs and the needs of the section; assuring that appropriate lines of communication are identified and effectively implemented and maintained; identifying expertise among stakeholders and within the section for possible service in various roles (e.g., advisory groups).

The membership of this committee is as follows:

- Chair
- Chair-elect
- Executive vice-chair (ED within the chair's region)
- Immediate past chair
- Senior ESCOP representative from each region (5)
- Representative to NASULGC BAA Policy Board of Directors

- Regional EDs (5) (Note that one of these persons serves as Executive vice-chair)
- Chair, ESCOP Budget and Legislative Committee
- Chair, ESCOP Advocacy and Marketing Committee
- Chair, ESCOP Science and Technology Committee
- Chair, ESCOP Partnership Committee
- Liaison representatives from CSREES (Administrator), NASULGC (Director, Federal Relations for Agriculture), CARET, and the advocacy organization(s).

ESCOP subcommittees may also be established by the chair of ESCOP. Standing subcommittees are established for an indefinite period of time to guide the administrative and operational functions of ESCOP. They include the following:

The **Chair's Advisory Subcommittee** meets frequently with the ESCOP chair to offer advice and counsel on current and future problems and opportunities. The subcommittee meets at the request of the ESCOP chair. Members are: the ESCOP chair, the ESCOP chair-elect, the ESCOP past chair, the EDs of the five regional associations, and the chairs of the ESCOP Core Committees. The chair may invite other liaison representatives to participate as needed.

The **Nominations Subcommittee** shall annually submit nominations for the chair-elect from the present membership of ESCOP. All nominations shall be submitted during the last meeting of ESCOP prior to the annual Section meeting held in the fall. The terms of office shall commence and expire at the close of the regular Section business meeting.

These terms of office shall be for one year, except that the chair and the chair-elect may be elected to serve a second term. The Nominations Subcommittee also submits nominations for ESCOP Committee chairs to be appointed at the time of the annual Section meeting. The chairs of ESCOP Committees are to be selected on the basis of their ability and willingness to serve, without regard to rotation by region, or by seniority of service on the subcommittee. In accordance with the BAA Rules of Operation, during alternate years the Nominations Subcommittee shall submit to ESCOP the names of two persons for the position of Section representative to the BAA Policy Board of Directors who will stand for election by the membership of BAA. Nominations Subcommittee members are: the chair, who is the immediate past chair of ESCOP, plus five senior representatives of the regional associations, all appointed by the chair of ESCOP.

The **Resolutions Subcommittee** prepares and introduces proposed resolutions to ESCOP and the Section. Members of the subcommittee are a chair and three additional ESCOP members, appointed for one-year terms by the chair of ESCOP.

ESCOP PUBLICATIONS

Proposals to prepare publications by ESCOP, its committees and subcommittees, or any special group representing ESCOP, should be submitted to the chair of ESCOP and be approved by ESCOP in advance of preparation. Procedures for undertaking an ESCOP publication are outlined in "Publication Procedures" on the ESCOP website.

ESCOP COMMITTEE REPORTS

In order to facilitate ESCOP committee reports and requests for approval for planning activities, the following annual timetable is established:

AUGUST 1 ESCOP chair-elect requests an annual report from each committee chair. The reports will include:

- Activities undertaken during the year;
- Plans for the upcoming year;
- Requests for approval of special activities; and
- Committee membership changes.

AUGUST 15 Committee reports are made available to ESCOP chair-elect for review.

SEPTEMBER 1 Committee reports are made available to Section members for the fall meeting of the Section.

The annual committee reports shall include (as applicable to each committee) information on: (1) the committee's previous year actions and activities, including those of any subcommittees; (2) the committee's plans for the next year, vis-a-vis the committee's charge; (3) specific requests for ESCOP or Section approval of committee actions or recommendations; and (4) suggestions concerning the committee's future. These reports will be recorded in the ESCOP minutes.

ARTICLE VIII – QUORUM

For purposes of doing business of the Section or of ESCOP, a quorum shall consist of a majority of the duly constituted voting membership at any officially called meeting for which written notice and agenda are sent out at least one week in advance of the meeting. A simple majority resolves all issues except amendments to the Rules of Operation and on questions on financial assessments, which shall require a two-thirds majority of those voting.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The emphasis in all Section and ESCOP 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 Roberts' Rules of Order.

ARTICLE X - AMENDMENT TO RULES OF OPERATION

These rules of operation may be amended at any business meeting of the Section provided the proposed amendment has been mailed, electronically or hard copy, to all members at least one month in advance of the annual meeting, and the question is passed by a two-thirds majority of the voting members present at the meeting.

ARTICLE XI - ASSESSMENTS

Assessments that are invoiced through NASULGC shall be a single annual request, and an orderly process conducted in accordance with the following schedule:

- Referendum development shall be discussed at the Spring ESCOP Executive Committee meeting, or at the Summer ESCOP meeting.
- Written or electronic announcement of the intent to conduct a referendum shall be made to all Section members in August, once it is decided to proceed.
- Referendum voting shall be by written or electronic balloting conducted in September and/or October.
- Invoicing by NASULGC of member institutions shall be initiated in November, following the NASULGC annual meeting, if the referendum passes. A two-thirds (2/3) majority of those voting is required for adoption of an assessment referendum. All member institutions will be assessed, if the question passes.
- Assessment payments are due by June 30 of the next year.