

**Arkansas Science & Technology Authority
Science Advisory Committee Administrative Procedures
July 16, 2010**

Purpose: The Science Advisory Committee (SAC) is an advisory committee of the Arkansas Science & Technology Authority's Board of Directors. The committee was created to pursue the following objectives:

- to increase the number of scientists in both academia and the private sector;
- to promote a climate that facilitates the ability of scientists in Arkansas to compete for federally funded research and science education grants;
- to promote interdisciplinary research both within and between academic institutions and between academic institutions and enterprises;
- to emphasize improved science, engineering, and mathematics education in Arkansas; and
- to provide input on projects related to research, commercialization, and manufacturing.

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Section 1: Identification

- Authority: The Science Advisory Committee is established by the Board of Directors of the Arkansas Science & Technology Authority (the Authority).
- Abbreviation: The initials SAC shall be used as the abbreviation for the Science Advisory Committee.
- Offices: The offices of the SAC are located in the suite occupied by the Authority, presently 900 West Capitol Avenue, Suite 320, Little Rock, Arkansas. However, meetings of the SAC may be held at other locations.
- History: The first Arkansas Experimental Program to Stimulate Competitive Research (EPSCoR) committee was formed in 1978 as an *ad hoc* committee. This committee disbanded in 1986, and its members were used to establish a Science Advisory Committee to the Authority's Board of Directors. In 1988, another *ad hoc* EPSCoR committee was formed. This committee dissolved in October, 1993, and its members became the EPSCoR Advisory Committee. This EPSCoR Advisory Committee evolved into the Science Advisory Committee in July 2010.

Section 2: Purpose and Responsibilities

- Statement of Purpose: The purpose of the SAC is to advise the Authority's Board of Directors and staff on matters relating to science, STEM education, research, commercialization, and manufacturing.
- Responsibilities: The SAC responsibilities include but are not limited to:
 - recommending policies and guidelines;
 - reviewing applicant or client submissions;
 - selecting participants for proposals;
 - monitoring the progress of funded programs;
 - offering scientific and engineering guidance to the Authority's Vice Presidents;
 - participating in strategic planning activities; and
 - the SAC shall serve as the State EPSCoR Committee.

Section 3: Committee Membership

- Voting Membership: The SAC shall be composed of not more than 12 scientists or engineers representing:
 - Five research institutions recommended by the Chief Research Officer;
 - One national lab representative recommended by NCTR;
 - One four year institution recommended by Arkansas Association of Public Universities (AAPU);
 - Four science or engineering industry representatives recommended by statewide business, industry and professional groups; and
 - A representative from the Authority's Board or staff, recommended by the Authority Board.

- Ex-Officio Membership: Authority Vice Presidents and Directors of the funded EPSCoR projects in the state are non-voting members of the SAC.
- Appointment: The Authority's Board of Directors shall make appointment to membership for all positions on the SAC at the May meeting.
- Term of Membership: The term of membership on the SAC shall be for no more than four years. Members and alternates are eligible for reappointment for successive terms.
- Vacancy: In the event a member resigns or is otherwise unable to complete the term of membership, the alternate shall assume membership until the Authority's Board of Directors shall appoint an appropriate individual. The vacancies shall be filled in the manner specified above.
- Compensation: Appointed members of the SAC shall serve without pay. However, members may be reimbursed at the same rate as state employees for reasonable and necessary expenses directly related to attending meetings of the Committee or performing duties assigned by the Committee.
- Rights of Members: All members shall be entitled to vote on all issues presented for a vote of the Committee (including the election of officers) and may serve as officers and on subcommittees established by the SAC.
- Attendance: Each member is expected to be in attendance at all regular and special meetings of the SAC. The attendance rules for the SAC will be the same as those described in the Policy Manual for the Authority's Board of Directors, i.e. absences from three (3) successive regular meetings, without attending any intermediary called special meeting, shall constitute sufficient cause for removal.

Section 4: Officers

- Election: Members of the SAC shall elect from their membership officers who shall include a Chair and a Vice-Chair at the end of each fiscal year. Both voting members and ex-officio members may serve in this capacity. The Authority shall serve as the SAC Secretary. In addition, the SAC may elect any other officers deemed appropriate by the membership.
- Term of Office: Officers of the SAC shall serve for one calendar year and are eligible for election to successive terms.
- Chair: The Chair shall preside at all meetings, appoint sub-committees, coordinate the scheduling and agenda for meetings with the appropriate Authority Vice President and serve in all other capacities appropriate for a committee chair.
- Vice-Chair: The Vice-Chair shall preside at meetings and otherwise conduct the business of the Committee in the absence of the Chair.
- Secretary: The Secretary is responsible for recording and distributing the minutes of all meetings of the Committee. The Secretary shall preside at meetings and otherwise conduct the business of the Committee in the absence of the Chair and Vice-Chair.
- Vacancy: In the event a vacancy occurs in one of the offices of the SAC, the membership shall at its next meeting elect one of its members to fill the remaining term of office.

Section 5: Meetings of the SAC

- Regular Meetings: The SAC shall have an annual meeting the third Friday of September and at such other times as is necessary to conduct business. The Chair and appropriate Authority Vice President shall coordinate the scheduling and agenda for such meetings.
- Expert Reviews: Individual members of the SAC may be called on by the Authority staff to provide expert opinion in matters regarding research, commercialization, and manufacturing.
- Quorum: A quorum shall be defined as a majority of the membership. All actions of SAC require a quorum.
- Conduct of Business: All business at meetings of the SAC will be conducted following the most current edition of *Robert's Rules of Order*.

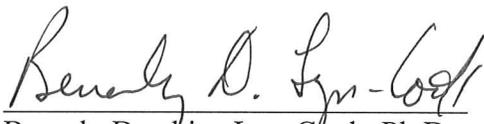
Section 6: Subcommittees of the SAC

- Subcommittees: The SAC may establish subcommittees as necessary to carry out the purposes and responsibilities of the SAC. The charge and membership of the subcommittees shall be determined by the SAC, and the Chair shall appoint the members.
- Subcommittee Minutes: Each subcommittee shall record minutes of its meetings and report the same to the SAC.

Section 7: Conflict of Interest

- Members of the SAC shall disclose affiliations that may be interpreted as a potential conflict of interest. Members shall excuse themselves from discussion and recuse themselves from votes at the discretion of the committee.

Approved by the Board of Directors
on this 16th day of July, 2010.



Beverly Dawkins Lyn-Cook, Ph.D.
Secretary
Board of Directors