

PD/PA/EOD Leadership Councils Bylaws and Guidelines

The mission of the PD/PA/EOD Leadership Councils is to provide adequate information and recommendations that enable NSF EPSCoR jurisdictions to successfully develop and advance the NSF EPSCoR Program, implement and administer funded projects that support the overarching mission of NSF EPSCoR, increase communication among all levels of the EPSCoR program, and to grow education, outreach, and diversity elements for funded projects that support the overarching mission of NSF EPSCoR. This document serves as a central location for the bylaws and guidelines as they pertain to each level of the NSF EPSCoR governing bodies (Project Directors, Administrators and Education, Outreach and Diversity Directors).

I. Council of NSF EPSCoR Project Directors

A. Objectives:

The objectives of the Council of NSF EPSCoR Project Directors (hereinafter referred to as CPD) are as follows:

- A.1. To aid in the development and the evolution of the NSF EPSCoR Program.
- A.2. To increase the communication among the project directors.
- A.3. To provide a forum for discussion of issues related to the implementation of the EPSCoR program in EPSCoR jurisdictions, and to maintain a depository of best practices.
- A.4. To identify areas of common interests in which cooperation and collaboration among programs may prove beneficial, and to develop mechanisms to accomplish such cooperation.

B. Membership:

Voting members of the CPD shall consist of the directors of NSF EPSCoR programs from EPSCoR jurisdictions as recognized by NSF. Each jurisdiction shall be represented by one individual who is on the official list of project directors maintained by the NSF EPSCoR Office.

C. Duties of the Executive Committee:

The Executive Committee of the CPD shall consist of a Chair, a First Vice-Chair, a Second Vice-Chair, and two at-large members. The Executive Committee members shall be elected from among the voting members of the CPD.

The Executive Committee shall be responsible for organizing all CPD meetings, implementing the formal actions of the CPD and representing the CPD views to NSF and other organizations.

The executive committee may solicit CPD consent on a specific issue by electronic voting and without physically meeting at one location. The executive committee may appoint an ad hoc committee to study issues of interest to CPD.

- C.1. The Second Vice-Chair shall serve in each of the following capacities for a period totaling three years; the first year as the Second Vice-Chair, the second year as the First Vice-Chair and the third year as the Chair. The at-large members shall be elected for a period of two years.
- C.2. The CPD Chair shall preside at all CPD meetings; in the event that the Chair cannot preside at a meeting, the First Vice-Chair shall preside at that meeting. The CPD Chair shall be responsible for official communication and coordination with the EPSCoR Foundation.
- C.3. The First Vice-Chair, in consultation with other members of the Executive Committee, shall prepare the CPD meeting agenda.
- C.4. The Second Vice-Chair shall prepare the minutes of each meeting.
- C.5. An at-large member of the Executive Committee shall be appointed by the Chair, with the approval of CPD members in attendance, as the parliamentarian at that CPD meeting.

D. Voting Process:

- D.1. At a spring CPD meeting, an election shall be held for the Second Vice-Chair, one at-large member of the Executive Committee, and vacant positions.
- D.2. Nominations for the members of the Executive Committee shall be closed one calendar week prior to the date of election. An individual shall be nominated for only one open position. The names of the candidates shall be sent to the council members as part of the meeting agenda.
- D.3. Only a CPD voting member may nominate herself/himself or nominate other voting members of CPD for executive committee positions.
- D.4. Nominations from the floor are allowed only if no one has been nominated a week prior to the CPD meeting for open positions or those nominated by the deadline are willing to stand for election for a different executive committee position.
- D.5. The order of election is to fill the vacant vice-chair positions followed by a second election for the at-large position(s). The unsuccessful vice-chair candidates may be nominated from the floor for the at-large positions.
- D.6. Elections shall be conducted by secret ballot. Immediately following an election, the election results shall be shared with the CPD members.
- D.7. To become a member of the Executive Committee, a candidate must receive the majority

vote of the quorum of voting members present.

E. Meetings and Quorums:

- E.1. The CPD shall meet at least two times per calendar year. One of these meetings will be held in with the May PD meeting organized by the NSF EPSCoR Office in Washington and a second that is organized by the PDs in the fall/winter at a location of their choosing (or in conjunction with the national meeting when it's held). The Chair of the Executive Committee is responsible for soliciting the need for additional CPD conference calls in the intervening time between these two meetings to address matters arising.
- E.2. Notice for a CPD meeting shall be given at least one month before the date of the meeting unless an emergency meeting of CPD is called by the executive committee.
- E.3. The agenda for a CPD meeting shall be distributed to the CDP members at least five calendar days before the date of the meeting.
- E.4. A quorum to conduct business at the CPD meeting consists of half of the number of NSF EPSCoR jurisdictions (rounded up) plus 2. This quorum provision also applies to the electronic voting.
- E.5. The conduct of meetings shall be governed by the current edition of *Robert's Rule of Order* as long as it is not in conflict with the specific terms of CPD bylaws.
- E.6. By a written notice any voting member of CPD may notify the Chair that another individual will be representing that jurisdiction at a specific CPD meeting. That individual shall have all rights of the voting member at that meeting except that s/he may not serve on the executive committee.
- E.7. Meetings of CPD are open to members of EPSCoR community.

II. Council of NSF EPSCoR Project Administrators (PAs)

A. Objectives:

The objective of the Project Administrators Council (heretofore called PA Council) is to provide adequate information and recommendations that enable NSF EPSCoR jurisdictions to successfully implement and administer funded projects that support the overarching mission of NSF EPSCoR.

B. Membership:

The PA Council is a six-member committee comprised of five PA members and one liaison member from the NSF EPSCoR EOD community. The five PA members are seated as follows: Chair, Chair-Elect, Chair Emeritus, At-Large Position 1, and At-Large Position 2. To ensure retention of committee experience, the Chair-Elect shall serve in each of the following capacities progressively for a period totaling three years; Chair-Elect, then Chair, then Chair-Emeritus. Two “At-Large Member” positions are annual commitments that are voted on every year before the spring NSF EPSCoR meeting (heretofore called the spring meeting) by the PA community. A sixth non-voting PA Council member, who is appointed both by and from the incoming EOD Leadership Committee, will serve as a Liaison member.

C. Duties of PA Leadership Committee:

C.1. Chair

- In concert with the Project Directors Executive Committee, the PA Council sees that Project Directors and Administrators are kept fully informed of NSF EPSCoR updates on policies, procedures and programming.
- Oversees the creation of the agenda for two meetings a year, and ‘emergency’ meetings, as needed.
- Acts as chief liaison between the NSF EPSCoR office, CPD and the PA community when organizing meetings.
- Represents the Committee with other associations, industry groups, or other organizations that may be assigned by the Project Directors and/or NSF EPSCoR.
- Presides over meetings moving members toward participation and decisions.
- Sends approved meeting minutes to the CPD to be reviewed and included in the overall PD/PA/EOD meeting minutes.

C.2. Chair-Elect

- In the absence or incapacity of the Chair, performs the duties of Chair.
- Assists with creation of agenda for meetings.
- Organizes elections for upcoming year.
- Finds a replacement in the event a committee member must withdraw.
- Takes minutes at each meeting and provides a written copy to the Chair.

C.3. Chair-Emeritus

- Acts in an advisory capacity to the Chair and the PA Council.
- Assists with creation of agenda for meetings.
- Maintains PD/PA/EOD contact list.
- Maintain a list of attendees at each meeting.

C.4. Members 1 and 2

- Share responsibility with the Chair and other members for getting the work done, accomplishing objectives and ensuring good use of everyone's time.
- Assists with the creation of agenda for meetings.
- One Member will be appointed by the incoming PA Council to serve as a non-voting representative to the EOD Committee.

C.5. Member 3 (EOD representative)

- Acts as representative on behalf of EOD Committee
- Share responsibility with the Chair and other members for getting the work done, accomplishing objectives and ensuring good use of everyone's time.
- Assists with the creation of agenda for meetings.

D. Voting Process:

Every PA will receive via email the PA Council guidelines and election process description. Chair-Emeritus will not be eligible to hold office. The person holding this position is required to take one year off before being eligible to be on the PA Council again. At the spring NSF EPSCoR meeting, elections will be held on a voluntary basis, with a visual raising-of-hand of the PA membership voting for the Chair-Elect.

All annual terms run from the spring meeting to the next spring meeting. The PA agenda at National Conference meetings and at regular PD/PA/EOD meetings will be shared with the CPD prior to the meeting. It is highly recommended that the PA Council have periodic conference calls.

If someone leaves the council, it is the responsibility of the Chair-Elect to find a replacement. The Chair-Elect may request PA volunteers and will notify the Chair of the new appointment.

III. Council of NSF EPSCoR Education, Outreach and Diversity (EOD) Officers

A. Objectives:

The objective of the Education, Outreach and Diversity (EOD) Officers Leadership Committee is to provide adequate information and recommendations that enable NSF EPSCoR jurisdictions to successfully grow education, outreach, and diversity elements for funded projects that support the overarching mission of NSF EPSCoR.

B. Membership:

The EOD Leadership Committee is a six-member committee comprised of five EOD members and one liaison member from the NSF EPSCoR PA community. The five EOD members are seated as follows: Chair, Chair-Elect, Chair Emeritus, At-Large Position 1, and At-Large Position 2. To ensure retention of committee experience, the chair-elect shall serve in each of the following capacities progressively for a period totaling three years; Chair-Elect, then Chair, then Chair-Emeritus. Two “At-Large Member” positions are annual commitments that are voted on every year before the spring PD/PA meeting by the EOD community. A sixth non-voting EOD Leadership Committee member, who is appointed both by and from the incoming PA Leadership Committee, will serve as a Liaison member.

*EOD community attendance at the Spring PD/PA meeting is not required and therefore variable. The EOD community will hold its elections through electronic balloting.

C. Duties of EOD Leadership Committee:

C.1. Chair

- In concert with the Project Directors Executive Committee and the Project Administrators Leadership Committee, sees that PD's, PA's, and EOD jurisdictional representatives are kept fully informed of NSF EPSCoR updates on policies, procedures and programming.
- Oversees the creation of the agenda for two meetings a year and ‘emergency’ meetings, as needed.
- Acts as chief liaison between the NSF EPSCoR office, the CPD, the PA Leadership Committee and the EOD community when organizing meetings.
- Represents the Committee with other associations, industry groups, or organizations that may be assigned by the PD's, NSF EPSCoR, or the EOD community.
- Presides over meetings moving members toward participation and decisions.
- Sends approved meeting minutes to the PD Executive Committee to be included in the PD/PA/EOD meeting minutes.
- Directs annual election proceedings.

C.2. Chair-Elect

- In the absence or incapacity of the Chair, performs the duties of Chair.
- Assists with creation of agenda for meetings.
- Organizes elections for upcoming year.
- Finds a replacement in the event that a committee member must withdraw.
- Takes minutes at each meeting and provides a written copy to the Chair.

C.3. Chair-Emeritus

- Acts in an advisory capacity to the Chair, the PA Leadership Committee, and EOD Leadership Committee.
- Assists with creation of agenda for meetings.
- Maintains EOD contact list.
- Maintains a list of attendees at each meeting.
- Takes minutes at each meeting and provides a written copy to the Chair.

C.4. Members 1 and 2

- Share responsibility with the Chair and other members for getting the work done, accomplishing objectives, ensuring good use of time and developing productive outcomes.
- Assist with the creation of agenda for meetings.

C.5. Member 3 (PA Representative)

- Acts as representative on behalf of EOD Committee.
- Shares responsibility with the Chair and other members for getting the work done, accomplishing objectives, ensuring good use of time and developing productive outcomes.
- Assists with the creation of agenda for meetings.

D. Voting Process:

Every EOD jurisdictional representative (or PA substitute in the event that a jurisdiction does not identify an EOD representative) will receive via email the EOD Leadership Committee guidelines and election process description. Chair-Emeritus will not be eligible to hold office. The person holding this position is required to take one year off before being eligible to be on the EOD Leadership Committee again. At the spring PD/PA/EOD meeting, elections will be held on a voluntary basis, with a visual raising-of-hand voting for the Chair-Elect. Due to limited jurisdictional funds, EOD members may be absent with names submitted for consideration.

All annual terms run from the spring PD/PA/EOD meeting to the next spring PD/PA/EOD meeting. The agenda for the EOD meetings at EPSCoR meetings will be the responsibility of the current EOD and PA Leadership Committees working in conjunction with the CPD. It is highly recommended that the EOD Leadership Committee have periodic conference calls and work collaboratively through virtual EOD community platforms, both as a leadership group, and for stimulating community networking.

If someone leaves the committee, it is the responsibility of the Chair-Elect to find a replacement. The Chair-Elect may request EOD volunteers and will notify the Chair of the new appointment.

Amendment of Bylaws and Guidelines

These bylaws and guidelines may be amended by the voting members of each council. To ratify or change the bylaws requires positive votes of two thirds of the number of NSF EPSCoR jurisdictions (rounded up). The notice of proposed changes must be distributed at least one calendar week prior to the meeting.