

**Arkansas Science & Technology Authority
STEM (Science, Technology, Engineering and Mathematics) Programs
Advisory Committee
Administrative Procedures
November 2008**

Purpose: The STEM Programs Advisory Committee is an advisory committee of the Arkansas Science & Technology Authority’s Board of Directors. The committee was created to pursue the following objectives:

- to oversee the administration of and make recommendations for the use of funds from Winthrop Rockefeller Foundation funded programs that enhance STEM education in Arkansas;
- to promote a climate that facilitates the ability of educators in Arkansas to strengthen science, technology, engineering and mathematics curriculum;
- to promote STEM programs and initiatives both within and between institutions of higher education and the private sector with public, private and parochial schools; and
- to emphasize improved science, engineering, and mathematics education in Arkansas.

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Section 1: Identification

- Authority: The establishment of the STEM Programs Advisory Committee was approved by the Board of Directors of the Arkansas Science & Technology Authority (the Authority) on March 17, 2006.
- Abbreviation: The STEM Programs Advisory Committee may be referred to simply as the STEM Committee.

- Offices: The offices of the STEM Committee are located in the suite occupied by the Authority, presently 423 Main Street, Suite 200, Little Rock, Arkansas. However, meetings of the STEM Committee may be held at other locations.

Section 2: Purpose and Responsibilities

Statement of Purpose: The purpose of the STEM Committee is to advise the Authority's Board of Directors on matters relating to STEM programs and to carry out related responsibilities as described below.

Responsibilities: The STEM Committee responsibilities include but are not limited to:

- recommending policies and guidelines for STEM activities in Arkansas;
- providing oversight and coordination of STEM projects;
- evaluating STEM proposals and recommending proposals for funding;
- monitoring the progress of funded STEM programs in Arkansas;
- offering guidance to the Authority's Vice President EPSCoR concerning reports to the Authority's Board of Directors; and
- conducting strategic planning related to STEM initiatives.

Section 3: Committee Membership

- Membership: The STEM Committee shall be composed of not more than twelve members. These members shall consist of one representative of an educational policy organization or a philanthropic organization with educational focus; one representative of Arkansas Department of Education; two representatives with public school education specialties; three business sector representatives from IT/engineering/science/math companies; two college/university representatives with Science, IT or Math emphasis; one representative of the Arkansas Department of Higher Education; one representative of the NASA Space Grant Consortium; and one representative of the STEM Coalition Board. The Authority's Vice President EPSCoR will participate as an ex-officio member.
- Appointment: The Authority's Board of Directors shall make appointments to membership on the STEM Committee. The Board shall appoint members from nominations recruited from industry, academia and philanthropic organizations.
- Term of Membership: The term of membership on the STEM Committee shall be for one Fiscal Year. Members 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 Authority's Board of Directors shall appoint an appropriate individual from nominations submitted by the STEM Committee to complete that unexpired term.

- Compensation: Appointed members of the STEM Committee 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 STEM Committee.
- Attendance: Members are expected to be in attendance at all regular and special meetings of the STEM Committee. The attendance rules for the STEM Committee 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 STEM Committee shall elect from their membership officers who shall include a Chair and a Vice-Chair at the beginning of each fiscal year. In addition, the STEM Committee may elect any other officers deemed appropriate by the membership.
- Term of Office: The Chair shall serve for two consecutive years and the Vice-Chair shall serve for one year. Both positions are eligible for election to successive terms.
- Chair: The Chair shall preside at all meetings, appoint committees, serve as official representative of the STEM Committee, coordinate the scheduling and agenda for meetings with the Authority's Education Outreach Coordinator, 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.

Section 5: Meetings of the STEM Committee

- Regular Meetings: The STEM Committee shall meet at least two times a year during each calendar year and at such other times as may be necessary to conduct business. The Chair and the Authority's Education Outreach Coordinator shall coordinate the scheduling and agenda for such meetings.
- Special Meetings: The Chair, the Vice-Chair, or a majority of the membership may call a special meeting of the STEM Committee for the purpose of transacting any business designated in the call. No business other than that designated in the call will be considered at a special meeting.

- Quorum: A quorum shall be defined as a majority of the membership. All actions shall be by a majority vote of those members in attendance.
- Voting: Only those members present at a meeting shall vote on a question; voting by proxy shall not be allowed. The Authority's Vice President EPSCoR may participate as a non-voting ex-officio. The membership may call for a mail or electronic ballot on special issues. Procedures for balloting shall be determined by the membership. The balloting will be carried out at the direction of the Chair.
- Freedom of Information: In all proceedings the STEM Committee shall follow the rules set forth in Arkansas Code of 1987 Annotated 25-19-101 thru 25-19-109 governing "Freedom of Information."
- Conduct of Business: All business at meetings of the STEM Committee will be conducted following the most current edition of *Robert's Rules of Order*.

Section 6: Subcommittees of the STEM Committee

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

Section 7: Conflict of Interest

- Members of the STEM Committee may be associated with other STEM initiatives provided that this affiliation is disclosed to the Committee and the individual is excused during the discussion of matters related to his/her program or pending application.
- Any college, university, or other nonprofit institution with which a member of the STEM Committee is affiliated may participate in any STEM funded programs provided that such member discloses the affiliation to the Committee.

Section 8: Amendments

The STEM Committee may recommend to the Authority's Board of Directors that these Administrative Procedures be amended. As other items of business, such a recommendation will require a majority vote at an STEM Committee meeting.

Change History

Arkansas Science & Technology Authority Document Title: STEM Advisory Committee Administrative Procedures		
Revision Number	Date Approved	Revision Summary
First Creation	05-01-06	
Revision 1		

APPROVED by the Board of Directors
on this 21st day of November, 2008.

Heartsill Ragon
Secretary
Board of Directors