

RULES OF OPERATION

Experiment Station Section Board on Agriculture Assembly Association of Public and Land-grant Universities

Adopted November 1998*
Amended September 28, 1999
Amended September 26, 2000
Amended September 25, 2001
Amended September 22, 2003
Amended September 27, 2004
Amended October 18, 2005
Amended September 22, 2008
Amended September 25, 2012
Amended September 21, 2016
Amended September 25, 2019

*Developed from a merger of the "By Laws of Experiment Station Section, Division of Agriculture" and the Purposes, Organization and Procedures" of the Experiment Station Committee on Organization and Policy (ESCOP).

Table of Contents

ARTICLE I -- NAME 3

ARTICLE II -- PURPOSE 3

ARTICLE III -- ORGANIZATION AND FUNCTION..... 3

ARTICLE IV -- MEMBERSHIP 4

ARTICLE V -- OFFICERS..... 4

 Section Officers..... 4

 Elections 4

 Nominations 4

 BAA Policy Board of Directors' Representative 4

 Duties..... 5

 Executive Committee 5

ARTICLE VI -- AFFILIATED GROUPS..... 5

ARTICLE VII -- THE EXPERIMENT STATION COMMITTEE ON ORGANIZATION AND
POLICY 5

 ESCOP Representation to Other Groups..... 6

 Duties of ESCOP Officers 6

 ESCOP Meeting Times 7

 ESCOP Meeting Agenda..... 7

 Procedures Relative to Actions of ESCOP 8

 ESCOP Actions Requiring APLU Approval 8

 ESCOP Committees 8

 ESCOP Standing Committees 9

 ESCOP Subcommittees 13

 ESCOP Committee Reports 13

 ESCOP Publications..... 13

ARTICLE VIII -- ASSESSMENTS AND BUDGETS 13

 Assessments..... 13

 Budgets..... 14

ARTICLE X -- PARLIAMENTARY AUTHORITY 15

ARTICLE XI -- AMENDMENT TO RULES OF OPERATION 15

ARTICLE I -- NAME

The name of this organization shall be the Experiment Station Section (ESS) (hereafter called the Section), an entity of the Board on Agriculture Assembly (BAA) of the Association of Public and Land-grant Universities (APLU). The Section is established in accordance with the constitution and rules of operation of APLU.

ARTICLE II -- PURPOSE

The Section shall represent the directors of Agricultural Experiment Stations (AES) associated with the 1862 Land-grant Universities, including the Connecticut Agricultural Experiment Station at New Haven, and the directors of the Agricultural Research Programs at the 1890 Land-grant Universities, including Tuskegee University, in their collective dealings with other units of APLU, coalitions, agencies of the federal government, farm organizations, commodity and agricultural business groups, professional societies, and the public. For purposes of these Rules of Operation, the title "Director" refers to the Chief Operating Officer of agricultural research programs 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 APLU, shall be conveyed through the representative to the BAA Policy Board of Directors (PBD) to other officers or committees of APLU. 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/October. Interim business is handled by the five regional associations and by the Experiment Station Committee on Organization and Policy (ESCOP, see Article VII). State Agricultural Experiment Station (SAES) directors are organized into four geographically based associations (Northeast Regional Association of State Agricultural Experiment Station Directors – NERA, North Central Regional Association of State Agricultural Experiment Station Directors – NCRA, Southern Association of Agricultural Experiment Station Directors – SAAESD, and the Western Association of Agricultural Experiment Station Directors – WAAESD). A fifth region is the Association of 1890 Research Directors, Inc. (ARD) which is comprised of the agricultural research directors 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) and an allied professional, 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 APLU, 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 Land-grant Universities of the dues-paying member institutions of APLU. The Director of the National Institute of Food and Agriculture (NIFA), United States Department of Agriculture (USDA) (or his/her designee), the five EDs, and the Vice President, Food, Agriculture and Natural Resources for APLU shall be ex-officio, non-voting members of the Section.

ARTICLE V -- OFFICERS

Section Officers

The officers of the Section are: a Chair, who also serves as ESCOP Chair, and a Chair-Elect, each serving one-year terms; and a representative from the Section to the APLU BAA PBD elected for a two-year term (as 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 PBD representative serves for two years with his/her term expiring at the close of the annual meeting of APLU in the last year of his/her term.

Elections

Each year at the annual business meeting of the Section, a Chair-Elect shall be elected.

Nominations

The nominations for Chair-Elect shall be made by the respective regional association according to the rotation schedule below. The nomination shall be presented to the ESCOP Executive Committee (EC) prior to the Joint COPs meeting each summer. After approval by the EC, the ESCOP Chair announces the nominee at the Joint COPs meeting. The nominee is presented by the Chair as a seconded motion from the EC at the annual ESS meeting. Nominations of other candidates from the Section's membership may be made by Section members-at-large from the floor. The ESCOP Chair rotates among the five regions in the following order: ARD, WAAESD, NERA, NCRA, and SAAESD.

BAA Policy Board of Directors' Representative

According to the rules of the BAA PBD, the ESCOP representative serves a two-year term and may be elected to serve an additional two-year term. The election shall be conducted by electronic or mail ballot by the members of the BAA.

In addition, the 1890 institutions have a designated seat on the PBD. Both the ARD and 1890 Extension (one each) submit nominees for the ballot and the 1890 representative is elected subsequently through the results of the balloting by the BAA. The nominee with the highest number of votes serves as the 1890 representative and the other nominee serves as the alternate.

Nominees to the BAA PBD from the ESS shall be currently serving as the Chief Operating Officer of an 1862 AES and, preferably, shall have served in an ESCOP leadership role. Two nominees are needed for each election cycle. These nominations for the PBD representative

shall be solicited from the four regional associations (NCRA, NERA, SAAESD, and WAAESD) at the spring meetings and submitted to the ESCOP EC which will select the two nominees. If the incumbent ESS representative is eligible and willing to serve for an additional term, he/she will automatically be a nominee. The nominee receiving the most votes is elected, and the other nominee serves as the alternate. The duties of the representative to the BAA PBD are prescribed in the BAA Rules of Operation (Article III, Section 4).

Duties

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

Executive Committee

The 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 SAESs (1862) and the Agricultural Research Programs (1890) through their affiliation with the Section. Presently established affiliated groups are the Board on Human Sciences (BHS), Board on Natural Resources (BNR), the National Association of University Forest Resources Programs (NAUFRP), and the Board on Veterinary Medicine (BVM). The NAUFRP, which includes institutions that are not members of APLU, is presently affiliated with the Section. Other groups may become affiliated with the Section upon mutual agreement among the group(s) and the Section.

ARTICLE VII -- THE EXPERIMENT STATION COMMITTEE ON ORGANIZATION AND POLICY

The ESCOP is the executive committee of the Section empowered to formulate policy and to act on 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. The ESCOP handles continuing business and attends to organization and policy matters, often through relationships within APLU; with coalitions; with agencies of the federal government; and with farm organizations, commodity, agribusiness groups and professional societies referred to it by the Section or by regional associations. The ESCOP shall handle continuing business, and organization and policy issues generated within ESCOP, or referred to ESCOP by the Section, BAA, APLU, or the regional associations.

The voting members of ESCOP shall include the ESCOP Chair (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 PBD; 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 standing committees. In

addition, non-voting liaisons (one each) shall come from the APLU BHS, BNR and BVM and one representative shall come from NAUFRP. Each of these latter representatives shall serve at the pleasure of their respective associations. As an inclusive organization, ESCOP encourages allied participation as ex-officio (membership due to a particular position or office held (only)) and liaison (membership appointed by a particular group to represent that group on a committee) members.

Non-voting ex-officio members and non-voting liaison representatives are:

- Director, NIFA (ex-officio)
- Executive Directors (EDs) of the five regions (ex-officio)
- Vice President of Food, Agriculture and Natural Resources for APLU (ex-officio)
- Liaison Representatives (one representative from each):
 - Academic Programs Committee on Organization and Policy (ACOP)
 - Council for Agricultural Research, Extension and Teaching (CARET)
 - Extension Committee on Organization and Policy (ECOP)
 - International Committee on Organization and Policy (ICOP)

ESCOP Representation to Other Groups

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

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 PBD. 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 PBD shall hold the same positions, respectively, in ESCOP.

Duties of ESCOP Officers

Chair. The Chair provides leadership, direction, and counsel for all activities of ESCOP in its collective relationships with other units of APLU, organizations contracted to act in behalf of ESCOP, the regional associations, agencies of the federal government, coalitions, farm organizations, commodity and agricultural business groups, professional societies, 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 EC, and the ESCOP Chair's Advisory Committee (CAC). The Chair approves agendas for these meetings, assigns duties, and coordinates the activities of all standing and technical committees and appoints *ad hoc* committees. The Chair also is responsible for maintaining communications through the representative to the BAA PBD to the APLU BAA, and between ESCOP and other units of APLU.

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 (and posting), 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, coalitions, farm organizations, commodity and agricultural business groups, professional societies, 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, coordinates 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. The Executive Vice-Chair prepares and provides any proposed resolutions to the Chair.

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 undertake other duties as the Section Chair may direct, assist the Chair in preparation of meeting agendas and undertake such other duties as the Chair shall direct. The Chair-Elect is responsible for developing the program of the annual Section meeting.

Representative to the BAA PBD and ED Staff Support. The representative to the BAA PBD represents the interests of the Section and ESCOP to the BAA PBD. 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 for a two-year term and may be appointed to additional terms by the ESCOP Chair, there is no term limit.

ESCOP Meeting Times

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

The ESCOP Chair 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 are typically handled by the EC. The EC meets twice each year, usually in February/March and in conjunction with APLU in November.

ESCOP Meeting Agenda

In advance of each meeting, the ESCOP Chair 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/October 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 APLU organization. Other actions are taken directly. Points of departure or issues of difference with APLU shall be resolved by referring to the APLU Rules of Operation.

ESCOP Actions Requiring APLU 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 APLU because these recommendations will later be considered for formal support by APLU. Other issues requiring formal APLU approval may arise from time to time. Procedures for seeking APLU approval are:

- Proposals or statements of issues are prepared by ESCOP indicating the support of the majority of the voting members of ESCOP.
- The ESCOP Chair shall present proposals to the Section for discussion and approval or disapproval.
- When approved by the Section, proposals are submitted by the ESCOP Chair through the representative to the BAA PBD to the BAA for approval.

ESCOP Committees

The ESCOP's functions are accomplished principally through the work of its standing committees, subcommittees, and task forces. Standing committees are permanent committees essential to the function of ESCOP; they are described below in detail. 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 standing committee.

To provide continuity to the standing committees, a Chair and a Vice-Chair are appointed by the ESCOP Chair, each for two-year terms. Furthermore, to provide staff support to standing committees, each standing committee is assigned an ED from one of the five regional associations to serve as that standing committee's Executive Vice-Chair.

Each standing committee is authorized to form subcommittees. In order to allow an orderly rotation of committee membership, regional representatives to the Budget and Legislative, Diversity Catalyst Committee, National Research Support Project, National Plant Germplasm Coordinating Committee, and Science and Technology Committees are nominated by the respective regional associations for two-, three-, or four-year terms, depending on the committee and are appointed by the ESCOP Chair. Individuals may be reappointed to consecutive terms by the regional associations. Where possible,

appointments from a region should be staggered to provide continuity.

ESCOP Standing Committees

Executive Committee. The ESCOP Executive Committee (EC) is charged with assisting the Chair on actions needed between regular meetings of ESCOP. This includes, but is not limited to, handling the continuing business of ESCOP and ESS/ARD; attending to all organization and policy matters with APLU, 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 changing societal needs and the needs of the Section; assuring that appropriate lines of communication are identified and effectively implemented and maintained; serving as the nominations committee for the ESS/ARD and identifying expertise among stakeholders and within the Section for possible service in various roles (e.g., advisory groups). In the event that the Past-Chair from a region is not available for a vote, then a different ESCOP representative from that region may cast their one vote.

The membership of the Executive Committee is as follows (members are voting unless indicated):

- Chair
- Chair-Elect
- Executive Vice-Chair (ED within the Chair's region, non-voting, ex-officio)
- Past-Chair
- Past-Chair from each region (5)
- Representative to APLU BAA Policy Board of Directors
- Regional EDs (5) (Note that one serves as Executive Vice-Chair, all non-voting, ex-officio)
- Chair, Budget and Legislative Committee (ex-officio)
- Chair, Diversity Catalyst Committee (ex-officio)
- Chair, National Research Support Project Review Committee (ex-officio)
- Chair, National Plant Germplasm Coordinating Committee (ex-officio)
- Chair, Science and Technology Committee (ex-officio)
- APLU Vice President, Food, Agriculture and Natural Resources (non-voting, ex-officio)
- Non-voting liaison representatives from the following organizations:
 - APLU Government Affairs Advocacy Consultant
 - CARET
 - NIFA

Chair's Advisory Committee. The Chair's Advisory Committee (CAC) meets frequently with the ESCOP Chair to offer advice and counsel on current and emerging problems and opportunities. This committee meets at the request of the ESCOP Chair. In addition to the members below, the ESCOP Chair may invite other liaison representatives to participate as needed.

Members of the Chair's Advisory Committee include (members are voting unless indicated

otherwise):

- ESCOP Chair
- ESCOP Chair-Elect
- ESCOP Past-Chair
- Chairs of the ESCOP Standing Committees (ex-officio)
- BAA Policy Board representative
- EDs of the five regional associations (non-voting, ex-officio)

Budget and Legislative Committee. The ESCOP Budget and Legislative Committee (BLC) is charged with developing annual justifications for the federal budget process, in consultation with the Budget and Advocacy Committee and others, recommending appropriate budgets and linked to legislative initiatives. The Chair of this committee serves a two-year term and rotates among the four regions in the following order: NCRA, WAAESD, NERA, and SAAESD. While the ESCOP BLC includes representation from the ARD, this region is not included in the rotating BLC Chair because the ARD is separately represented on the BAC.

The Budget and Legislative Committee is comprised of (members are voting unless indicated otherwise):

- Chair
- Two Representatives from each of the five SAES/ARD regions, one serves as Vice-Chair
- Non-voting liaison representatives from the following organizations:
 - ACOP
 - APLU Board on Human Sciences
 - APLU Board on Natural Resources
 - APLU Board on Veterinary Medicine
 - APLU Government Affairs Advocacy Consultant
 - APLU Vice President of Food, Agriculture and Natural Resources (ex-officio)
 - One ED (non-voting) to serve as Executive Vice-Chair and to assist the Chair

BAA - Budget and Advocacy Committee and Committee on Legislation and Policy. As set forth in Rules of the BAA and PBD, the ESCOP BLC Chair is, by definition, a member of the BAA Budget and Advocacy Committee (BAC) and the Committee on Legislation and Policy (CLP). In addition, the ARD also has, by definition, a seat on the BAC and CLP. The ARD representatives are appointed by the ARD Chair.

Diversity Catalyst Committee. The ESCOP Diversity Catalyst Committee (DCC) champions a long-term diversity and inclusion agenda for ESS/ARD with goals, metrics, timelines, implementation activities, and continuity of practice. The DCC engages in topics of diversity in research leadership across the Land-grant university system, provides ideas and actions for consideration, and supplements institutional, regional and national diversity and inclusion efforts. Lastly, the DCC assigns a Review Panel to serve as the review team for the National ESS Diversity and Inclusion Award making a recommendation to the ESCOP Chair and NIFA Director.

The Diversity Catalyst Committee is comprised of (members are voting unless indicated otherwise):

- Chair
- One-Two representatives from each of the five SAES/ARD regions (one ED as Executive Vice-Chair)
- Liaison representatives from the following organizations:
 - APLU
 - APS
 - Diversity professional
 - ECOP
 - NIFA Civil Rights Office
 - Members from all regional association EDs and ADs (one ED as Executive Vice-Chair)

National Plant Germplasm Coordinating Committee. The National Plant Germplasm Coordinating Committee (NPGCC) promotes a stronger, more efficient, more widely-recognized and better utilized National Plant Germplasm System (NPGS). Its goals are to facilitate the coordination of ARS, NIFA and SAES planning and assessment mechanisms for NPGS policy, organization, operations and support; promote awareness and understanding of the NPGS across ARS, NIFA, and SAES and, more broadly, to the scientific community; and serve as a vehicle for improving communications and discussions about issues impacting the NPGS with ARS, SAES, and NIFA. It assesses, develops and recommends to the ARS, NIFA and SAES strategies for improved coordination of NPGS activities; develops and recommends a process for improved communication of the value of the NPGS; initiates a strategic planning effort for the NPGS to better define and communicate the vision, mission and short- and long-term goals; and evaluates current funding models for the NPGS and reports findings to the ARS, NIFA and SAES directors.

The membership of the National Plant Germplasm Coordinating Committee is comprised of (members are voting unless indicated otherwise):

- Chair
- One representative from each of the four SAES regions
- Three representatives from USDA ARS
- Two representatives from NIFA
- Liaisons (non-voting) from the following organizations:
 - AOSCA
 - ASTA
 - NAPB
 - PBCC
 - One ED as Executive Vice-Chair (non-voting)

National Research Support Project Review Committee. The ESCOP National Research Support Project (NRSP) Review Committee (NRSP RC) 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; and assuring that the NRSP portfolio is monitored and is responsive to research support needs identified by ESCOP or the NRSP RC. The NRSP RC shall be subject to all procedures and policies in the current NRSP Guidelines. The Chair of this committee serves a two-year term and rotates among the four regions in the following order: NCRA, WAAESD, NERA, and SAAESD.

The membership of the National Research Support Project Review Committee is comprised of (members are voting unless indicated otherwise):

- One representative from each of the four SAES regions appointed by the regional association chair and one from the ARD region, appointed by the ARD Chair
- Two EDs (in rotation) one to serve as Executive Vice-Chair and one as member (ex-officio)
- One representative from Extension appointed by the ESCOP Chair following the recommendation of the ECOP Chair
- One representative from NIFA following the recommendation of the NIFA Director
- One stakeholder representative, possibly a CARET representative, appointed by the ESCOP Chair

Science and Technology Committee. The ESCOP Science and Technology Committee (STC) 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 programs. 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. Lastly, the STC serves as the review team for the ESS Award for Excellence in Multistate Research making a recommendation to the ESCOP EC which provides final approval.

The Science and Technology Committee is comprised of (members are voting unless indicated otherwise):

- Chair
- Two representatives from each of the five SAES/ARD regions, one serves as Vice-Chair
- One ED (non-voting) to serve as Executive Vice-Chair
- Non-voting liaison and ex-officio representatives from the following organizations:

- ARS
- ERS
- NIFA
- Chair of the National Integrated Pest Management Committee (NIPMCC)
- Chair of the Social Sciences Subcommittee (SSSC)
- Other organizations including OSTP, other COPs and other federal agencies as appropriate (i.e., NASA, EPA, DOE)

ESCOP Subcommittees

ESCOP subcommittees may also be established by the ESCOP Chair. Subcommittees are established for an indefinite period of time to guide the administrative and operational functions of ESCOP.

All subcommittee officers shall serve a one (1) year term, with two exceptions. All subcommittee Chairs and Chair-Elects may be elected to serve a second, one (1) year term. The Chairs of all ESCOP Subcommittees are to be selected based on their ability and willingness to serve, without regard to rotation by region or by seniority of service on the subcommittee.

ESCOP Committee Reports

The annual committee reports shall include (as applicable to each committee) information on:

- The committee's previous year actions and activities, including those of any subcommittees.
- The committee's plans for the next year, vis-a-vis the committee's charge.
- Specific requests for ESCOP or Section approval of committee actions or recommendations.
- Suggestions concerning the committee's future.
- Committee membership changes.

These reports may be delivered as agenda briefs at any of the ESS, ESCOP, and/or ESCOP EC meetings and will be recorded in the meeting's minutes.

ESCOP Publications

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

ARTICLE VIII -- ASSESSMENTS AND BUDGETS

Assessments

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

- Referendum development shall be discussed at the Spring ESCOP 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 APLU of member institutions shall be initiated in November/December, following the APLU 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.

Budgets

In August of each year, the ESCOP Chair and Chair-Elect, with their ED's assistance, will create an annual budget for the upcoming year. This budget will be presented to the ESS/ARD during the annual business meeting for approval by a simple majority of those voting. At each subsequent ESCOP meeting during the year, the Chair will provide budget updates as a regular component of the Interim Actions Agenda.

In the circumstance that expenditures for the specified purpose of the assessment(s) is met, any additional expenditure deemed to be important and beneficial to ESS/ARD may be considered by the ESCOP EC.

The Chair of ESCOP may authorize the expenditure of assessed funds up to \$5,000 with a simple majority of the ESCOP EC. Expenditure of funds greater than \$5,000 requires the approval of ESS/ARD by a direct vote during the year or as a vote during the ESS budget approval process.

ARTICLE IX -- QUORUM

For purposes of doing ESS/ARD or ESCOP business, a quorum shall consist of a majority of the duly constituted voting membership at any officially called meeting for which a written notice and agenda are sent out at least one (1) week in advance of the meeting. A simple majority resolves all issues except amendments to the Rules of Operation and questions on financial assessments, which shall require a two-thirds majority of those voting.

For the annual ESCOP meeting and the ESS/ARD Section business meeting, a voting member not in attendance may designate a proxy, executed in writing (email), and received by the Executive Vice-Chair prior to the specific meeting. The proxy, valid for only the specified meeting, must be a non-voting member of ESCOP or ESS/ARD, depending on the specific meeting. Only one actual vote is allowed per member, either as a regular voting member or by proxy.

For formal action outside of a regular meeting, the designated members (ESCOP EC, ESCOP, ESS/ARD) may take action without a meeting. A detailed description of the action to be taken shall be circulated two (2) weeks prior to the action. The action will be approved, if a majority of all committee members give consent.

ARTICLE X -- PARLIAMENTARY AUTHORITY

The emphasis in all ESS/ARD 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 XI -- 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 in hard copy form, to all members at least 30 days in advance of the annual meeting and the question is passed by a two-thirds majority of the voting members present at the meeting.