

**Social Sciences Subcommittee
Science and Technology Committee
Experiment Station Section
Operating Guidelines**

Purpose

The purpose of [the ESCOP Social Sciences Subcommittee](#) (SSSc) is to recommend specific actions to help the Land-Grant system address high priority research and education issues leading to outcomes that deal with social issues in a significant, measurable way and that will generate sustained financial support. The SSSC answers to the ESCOP Science and Technology (S&T) Committee, who is charged with promoting and enhancing science and technology in the 1862 and 1890 Land-grant university system by identifying future research issues and needs, set priorities, assist with setting research policies and strategic planning, discern new opportunities for funding, and strengthen linkages and integration with other groups sharing common interests.

Membership

The SSSc membership is comprised representatives of the six traditional social science disciplines within Colleges of Agriculture (includes related colleges and programs) in each of the four Experiment Station regions, Northeast, North Central, South, West. The disciplines include Agricultural Communications, Agricultural Economics, Agricultural Education, Agricultural Leadership, Human Sciences (including Family and Consumer Sciences), and Rural Sociology. Each discipline is also represented by the 1890 institutions and at-large members. A minimum of three disciplines representatives (18 members) should be active on the committee each year.

Several Ad Hoc and Ex Officio organizations relevant to the social sciences comprise non-voting members of the SSSc, including: the four Regional Rural Development Centers; the Farm Foundation; the Rural Policy Research Institute (RUPRI); the Board on Human Sciences; the Consortium of Social Science Associations; the Council on Food, Agricultural and Resource Economics (C-FARE); and the National Coalition for Food and Agricultural Research (National C-FAR). In addition, Liaisons to this subcommittee include USDA NIFA, ESCOP, ESCOP S&T Chair, Association of Research Directors (ARD).

SSSc Membership Representation

Discipline	Representation	Ad-hoc and Ex Officio Organizations	Liaisons to SSSc
Agricultural Communication	Northeast	Regional Rural Development Centers	USDA NIFA
Agricultural Economics	North Central	Farm Foundation	ESCOP
Agricultural Education	South	Rural Policy Research Institute (RUPRI)	ESCOP S&T Chair
Agricultural Leadership	West	Board on Human Sciences Liaison	ARD Director
Human Sciences	1890 ARD	Consortium of Social Science Associations	
Rural Sociology	At-Large	The Council on Food, Agricultural and Resource Economics (C-FARE) National Coalition for Food and Agricultural Research (National C-FAR)	

Members serve three-year terms and may be reappointed indefinitely. The executive committee manages the membership process, which includes soliciting nominations for open positions from the committee, extending invitations to nominees, and managing the ESCOP approval process of those who accept their nomination. The exception is ARD appointments, where the ARD Executive Board assumes responsibility for ARD appointments. The SSSc chair and ESCOP Liaison will work with the ARD Executive Board Chair to secure ARD

appointments.

Organization and Function

The SSSc will meet in person once a year, generally in early spring in Washington, D.C., or as needed. Other in-person meetings can be scheduled by the chair as necessary. The SSSc may meet by teleconference or other electronic communication media so long as all the members can simultaneously hear each other and participate during the meeting. Additional commitments of the membership may include occasional subcommittee work. This work is typically completed via digital communication technologies. The subcommittees will report back to the SSSc committee.

The executive committee in consultation with the Liaisons to SSSc will set a meeting date, location, and agenda. Meeting agendas and support materials will be provided two weeks prior to any meetings. Minutes will be taken from each meeting, approved at the next SSSc meeting, and posted on the ESCOP SSSc website.

The executive committee or any special committee may act without a meeting if the action is taken by all members of the committee. The action must be evidenced by one or more written consents describing the action taken and signed by each committee member.

It is expected that programmatic and policy decisions are to be made by consensus. If necessary, formal decisions are to be determined by simple majority of a quorum of ESCOP members. The ESCOP may create ad hoc work groups to advance the work of SSSc. The work groups will be responsible to the S&T.

Officers, Executive Committee and Liaisons

SSSc Officers elected by the membership include chair, past chair, and chair-elect who also serves as the secretary. The term of chair, chair-elect/secretary, and past chair are for two years each. The three officers along with the ESCOP Liaison serve as the executive committee. The Secretary will be responsible for taking minutes during any officially called meetings.

Liaisons are elected to represent the SSSc on ESCOP S&T and C-FARE committees. Election is by the membership and for a two-year term. Liaisons may be elected to multiple terms.

Quorum

For purposes of doing business, a quorum shall consist of a simple majority of the duly constituted members at any officially called meeting for which written notice is sent two weeks prior to the meeting. A simple majority of the quorum resolves all issues.

Parliamentary Authority

The emphasis in all SSSc meetings shall be on orderly process to achieve an objective decision by those present and voting, if necessary. Should there be a parliamentary challenge, it shall be answered by referring to the most current edition of Robert's Rules of Order.

Amendments

These operating guidelines may be amended at any business meeting of SSSc provided the proposed amendment has been sent to all members two weeks prior to the meeting, and the question is passed by a simple majority of a quorum of the voting members present at that meeting.

Approved 2/15/2024