

**Experiment Station Committee on Policy (ESCOP)  
Budget and Legislative Committee  
Operating Guidelines**

**Purpose**

The ESCOP Budget and Legislative Committee (BLC) is charged with developing annual justifications for the federal budget process and legislative priorities, including the Farm Bill, in consultation with other sections of the APLU Board on Agricultural Assembly (BAA) and other stakeholders. The ESCOP BLC is aligned with two standing committees of the BAA Policy Board of Directors: Budget and Advocacy Committee (BAC) and Committee on Legislation and Policy (CLP).<sup>1</sup>

**Membership**

- Chair
- Incoming Chair
- Past Chair
- Two representatives from each of the five State Agricultural Experiment Stations (SAES)/Association of 1890 Research Directors (ARD) regions
- Executive Vice-Chair – Regional Executive Director (non-voting)
- Assistant Executive Vice-Chair (non-voting)
- Non-voting liaisons from the following organizations
  - Extension Committee on Organization and Policy (ECOP) Budget and Legislative Committee
  - Council for Agricultural Research, Extension, and Teaching (CARET)
  - APLU Office of Food Agriculture and Natural Resources (FANR)
  - APLU Government Affairs Advocacy Consultant
  - APLU Board on Veterinary Medicine
  - APLU Board on Health and Human Sciences
  - USDA-National Institute for Food and Agriculture (NIFA)

Members serve four-year terms and can be reappointed indefinitely by their regional association. The term of the Chair, Incoming Chair, and Past Chair are for two years each.

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<sup>1</sup> The BAC prepares annual Congressional budget recommendations and supporting materials to justify and message budget requests for USDA NIFA capacity and competitive programs as well as other major ESS-supported legislative initiatives. The CLP is responsible for coordinating all activities of the BAA as it relates to Farm Bill legislation and other legislative or regulatory activities of interest to the BAA.

Liaisons are seated based upon their organizational position or by appointment of their respective organization.

### **Organization and Function**

The BLC may meet in person once a year associated with the Fall Experiment Station Section (ESS) Meeting or as the need arises. Other in-person meetings can be scheduled by the Chair as necessary. The BLC will meet virtually or by teleconference each month in a scheduled bi-monthly rotation: a monthly meeting attended only by the Committee's voting members followed by a monthly meeting attended by the full membership. Meeting agendas and support materials will be provided, after consultation with the Chair, to the BLC Committee in advance of the virtual or in-person meetings. Minutes will be taken from each virtual meeting or teleconference, approved at the next BLC meeting and posted on the ESCOP website. 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 BLC members. The BLC may create ad hoc work groups to assist with special tasks or problem solving, as needs are addressed by ESCOP. The work groups will be responsible to the BLC.

Alignments with the activities of the BAC and CLP, respectively, will determine much of the annual workflow of the committee. The BLC shall address and provide input into the annual budget process through the BAC. Multi-year engagement for federal legislation and advocacy with the CLP will primarily center on the Farm Bill. In addition, high priority needs such as research infrastructure may require an additional interface with ad hoc committee(s) as determined by the ESS Chair and/or the ESCOP BLC Chair. Work products approved by the BLC are sent to the ESS Chair, who may seek additional consultation as needed or time permits before formal submission of documents on behalf of the section to the relevant BAC or CLP leadership.

In addition, the ESCOP BLC may take supportive or contrary positions on other budget priorities not specific to ESS yet which are allied and support the overall functioning of Land-grant Universities. The ESCOP BLC will strive to communicate priorities and strategies with other Sections and groups.

### **Officers**

The Chair of the BLC will be a member of one of the four SAES regions. The Chair serves for two years and rotates among the four regions in the following order: NC, W, NE, S. While the BLC includes representation from the ARD (the fifth region), this region is not included in the rotating BLC Chair because the ARD is separately represented on the BAC and CLP. The incoming Chair will discharge the duties of the Chair, such as presiding over meetings when the

Chair is not available and guide the work of the BLC. The Executive Vice-chair from the Regional Office may also facilitate the meetings as the need arises. The Chair represents the Experiment Station Section as a voting member of the BAA and CLP. The Executive Vice-Chair serves as a non-voting member of the BAA and CLP, providing support for the Chair. If the Chair of BLC is not available to cast a vote, the Executive Vice-Chair can be designated by the Chair to cast the Chair's proxy vote. The BLC Chair serves on the ESCOP Chair's Advisory Committee (CAC), ESCOP Executive Committee, and is liaison to the ECOP BLC.

### **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 in advance of the meeting. A simple majority of the quorum resolves all issues.

### **Parliamentary Authority**

The emphasis in all BLC 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 Robert's Rules of Order.

### **Amendments**

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

Adopted March 28, 2023