

**Arkansas Science & Technology Authority**  
**Arkansas Experimental Program to Stimulate Competitive Research**  
**Charter**  
**March 20, 2009**

Purpose: The Experimental Program to Stimulate Competitive Research (EPSCoR) 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 increase federally supported research in Arkansas by working to increase the number of scientists in both academia and the private sector;
- to promote a climate that facilitates the ability of scientists in Arkansas to compete for federally funded research and science education grants;
- to promote interdisciplinary research both within and between academic institutions and the private sector; and
- to emphasize improved science, engineering, and mathematics education in Arkansas.

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**Section 1: Identification**

- Authority: The Arkansas EPSCoR Advisory Committee was established on November 19, 1993, by Resolution No.94-11 of the Board of Directors of the Arkansas Science & Technology Authority (the Authority).

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- Abbreviation: The initials AREAC shall be used as the abbreviation for the Arkansas EPSCoR Advisory Committee. The Arkansas EPSCoR Advisory Committee shall be called the EPSCoR Committee or the Committee.
- Offices: The offices of the EPSCoR Committee are located in the suite occupied by the Authority, presently 423 Main Street, Suite 200, Little Rock, Arkansas. However, meetings of the Committee may be held at other locations.
- History: The first Arkansas EPSCoR committee was formed in 1978 as an *ad hoc* committee. That committee disbanded in 1986, and its members were used to establish a Science Advisory committee to the Authority's Board of Directors. In 1988, another *ad hoc* EPSCoR committee was formed. This committee dissolved in October, 1993, and its members became the EPSCoR Advisory Committee.

## **Section 2: Purpose and Responsibilities**

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

Responsibilities: The AREAC responsibilities include but are not limited to:

- recommending policies and guidelines for EPSCoR activities in Arkansas;
- providing oversight and coordination of all Arkansas EPSCoR projects;
- disseminating information regarding EPSCoR programs and selecting participants for proposals;
- monitoring the progress of funded EPSCoR programs in Arkansas;
- offering guidance to the Authority's Vice President EPSCoR concerning reports to the Authority's Board of Directors;
- conducting strategic planning related to EPSCoR; and
- providing visibility and public relations on behalf of EPSCoR.

## **Section 3: Committee Membership**

- Membership: The AREAC shall be composed of not more than 12 voting members, 12 official alternates and program directors of existing EPSCoR programs (as non-voting members). Arkansas doctoral degree granting institutions in science and engineering will each have a single representative on the committee. One representative may be nominated

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from the Arkansas Department of Economic Development, the Arkansas Department of Higher Education, and the Arkansas Science & Technology Authority. Additional nominees shall represent non-doctoral universities, historically black colleges and universities, federal research laboratories, and the private sector of the state of Arkansas.

- Appointment: Each of the doctoral degree-granting institutions shall yearly recommend, to the Authority's Board of Directors, an individual and an alternate for representation on the committee. The Authority's Board of Directors shall make appointment to membership for all other positions on the AREAC. The Board will appoint voting members and official alternates from nominations submitted by the AREAC at the May meeting for the ensuing year.
- Term of Membership: The term of membership on the AREAC shall be for one calendar year. Members and alternates 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 alternate shall assume membership until the Authority's Board of Directors shall appoint an appropriate individual. The AREAC may recommend potential candidates for this position.
- Compensation: Appointed members of the AREAC 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 (or the official alternate) 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 AREAC.
- Attendance: Each member (or the official alternate) is expected to be in attendance at all regular and special meetings of the AREAC. The attendance rules for the AREAC will be the same as those described in the Policy Manual for the Authority's Board of Directors, i.e. absences

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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 AREAC shall elect from their membership officers who shall include a Chair and a Vice-Chair at the end of each fiscal year. Both voting members and ex-officio members may serve in this capacity. The Vice President EPSCoR shall serve as Secretary. In addition, the AREAC may elect any other officers deemed appropriate by the membership.
- Term of Office: Officers of the AREAC shall serve for one calendar year and are eligible for election to successive terms.
- Chair: The Chair shall preside at all meetings, appoint committees, serve as official representative of the AREAC, coordinate the scheduling and agenda for meetings with the Authority's Vice President Research, 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.
- Secretary: The Secretary is responsible for recording and distributing the minutes of all meetings of the Committee. The Secretary shall preside at meetings and otherwise conduct the business of the Committee in the absence of the Chair and Vice-Chair.
- Vacancy: In the event a vacancy occurs in one of the offices of the AREAC, the membership shall at its next meeting elect one of its members to fill the remaining term of office.

**Section 5: Meetings of the AREAC**

- Regular Meetings: The AREAC shall meet at least twice each calendar year and at such other times as may be necessary to conduct business. The Chair and the Authority's Vice President EPSCoR 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 AREAC 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.

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- 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: Each voting entity will have one designated voting member and one official alternate who may assume voting responsibility when the voting member is absent. Only those members (or their official alternate) present at a meeting shall vote on a question; voting by proxy shall not be allowed. Current program directors of existing EPSCOR programs may participate in discussion 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 AREAC shall follow the rules set forth in Act 93 of 1967, as amended, governing "Freedom of Information."
- Executive Session: The Executive Committee shall be composed of the Chair, Vice-Chair, and Secretary. Executive sessions of the AREAC will be permitted only for the purpose of personnel matters related to any individual associated with any Arkansas EPSCoR program. Actions of the Executive Committee will not be binding until they are passed at a public session of the AREAC.
- Conduct of Business: All business at meetings of the AREAC will be conducted following the most current edition of *Robert's Rules of Order*.

**Section 6: Subcommittees of the AREAC**

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

**Section 7: Annual Report**

The AREAC Secretary shall make an annual report to the Authority's Board of Directors setting forth the operations and actions conducted during the year.

**Section 8: Conflict of Interest**

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- Members of the AREAC may be associated with an Arkansas EPSCoR program 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 AREAC is affiliated may participate in any EPSCoR program provided that such member discloses the affiliation to the Committee.

**Section 9: Amendments**

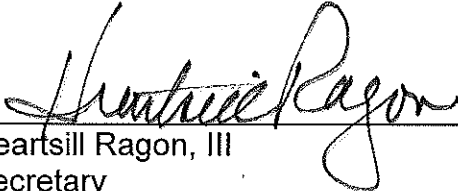
The AREAC may recommend to the Authority's Board of Directors that this Charter be amended. As other items of business, such a recommendation will require a majority vote at an AREAC meeting. Final approval of all changes to the charter resides with the Authority's Board of Directors.

**Change History**

Arkansas Science & Technology Authority Document Title: Experimental Program to Stimulate Competitive Research Charter		
Revision Number	Date Approved	Revision Summary
First Creation	03-15-96	
Revision 1	12-97	
Revision 2	05-21-04	Change size and membership of the committee.
Revision 3	5-19-06	Providing an official alternate for attendance & voting purposes
Revision 4	3-20-09	Clarification of member composition (ex-officio), officers & nomination to committee

**Approval**

Approved by the Board of Directors  
on this 20th day of March, 2009.

  
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Heartsill Ragon, III  
Secretary  
Board of Directors