



CONSORTIUM EXECUTIVE COMMITTEE BYLAWS

South Central Climate Adaptation Science Center (CASC) Executive Committee Bylaws FINAL VERSION February 21, 2013 (REVISED April 13, 2020)

Section I – Committee Charge

The South Central CASC Executive Committee consists of representatives of each of the seven member institutions that comprise the South Central CASC consortium* and exists to enhance the broader Climate Adaptation Science Center enterprise within the South Central region. The Executive Committee will meet annually to review past year activities and research and provide recommendations on the future direction of the consortium portion of the South Central CASC. Additionally, the Executive Committee will, throughout the year, provide input and direction on specific program activities as they occur.

* The University of Oklahoma, Texas Tech University, Louisiana State University, The Chickasaw Nation, The Choctaw Nation of Oklahoma, Oklahoma State University, and University of New Mexico.

Section II – Committee Membership

The Lead PI for the South Central CASC grant serves as the Executive Committee Chair. The Chair shall preside at the Annual Meeting and represent the Executive Committee at public meetings. Committee membership and voting rights are extended to the PI for each consortium institution.

The Assistant Director for the South Central Climate Adaptation Science Center serves ex officio in the non-voting position of Executive Committee Secretary.

The Secretary will be responsible for preparing meeting agendas and logistics as well as maintaining minutes of the Annual Meeting, the outcome of any votes, and a record of Executive Committee membership.

The Regional Director and Assistant Regional Director for the South Central Climate Adaptation Science Center serves ex officio as a non-voting members of the Executive Committee. They will act as a liaison between the US Geological Survey and the South Central CASC consortium.

Committee members may confer voting rights to a designated alternate on an as-needed basis. At the discretion of the Chair, voting members may request to conduct closed-door discussions that exclude non-voting members. The final results of closed-door votes must be disclosed. Secretarial duties will be taken over by another committee member during closed-door discussions.

Section III – Annual Meetings

The Annual Meeting must be held during March or April of each year. Annual meetings may be conducted either face-to-face or through remote conferencing capabilities. Barring exceptional circumstances, all committee



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members must be present or send a designated alternate in their place or provide a formal written response declining to participate.

At the Annual Meeting, the Executive Committee shall have the responsibility for providing oversight on the:

- scope and excellence of the Center's research and educational programs;
- dedication of the Center to nurturing a collaborative and inter-disciplinary enterprise within the South Central region;
- organizational structure of the Center and the Center's internal and external management and communications policies;
- creation and maintenance of an annual science planning document to inform the agenda of the annual Science Workshop;
- Center's Affiliate program for consortium employees and other invited partners interested in contributing to the goals and mission of the Center.

In addition, the Executive Committee will evaluate the annual performance of consortium-led Center activities and provide recommendations on any corrective measures. The Executive Committee will also provide feedback on both the Center's activities as well as related activities at their individual institutions to be incorporated in the annual report to be submitted to the Department of Interior and the U.S. Geological Survey after the end of the grant year.

Section IV – Regular Meetings

Regularly scheduled phone calls will be held to provide ongoing input and direction on specific program activities. Discussions that require that a vote be taken cannot be conducted during the regularly scheduled phone calls without at least a week's notice to Executive Committee members.

Executive Committee members or a designated alternate must make a good faith effort to maintain regular attendance at these phone calls.

Section V – Voting Procedures

Each Executive Committee member may cast only one vote. Voting may be carried out during face-to-face, teleconferenced or video-conferenced meetings where all committee members are either present, have a designated alternate present, or provide a formal written response declining to participate. Valid votes may also be cast via email as long as every member of the Executive Committee is copied on the email containing the vote.

A measure will be considered passed through an affirmative vote by a majority of the Executive Committee. The Secretary will maintain a record of all votes.



CONSORTIUM EXECUTIVE COMMITTEE BYLAWS (CONTINUED)

Section VI – Formation of Temporary Subcommittees

Temporary subcommittees will be established by a majority vote of the Executive Committee. The measure for vote shall identify the subcommittee Chair, a specific charge or duty for the subcommittee and a deadline by which the subcommittee must report back in written form to the Executive Committee.

The subcommittee Chair must be either an Executive Committee member or an individual who has acted as their designated alternate. The Chair will be responsible for identifying and recruiting other members of the subcommittee, coordinating any communication, convening any necessary meetings, and summarizing the findings in written form for the Executive Committee.

Section VII – Amendments to Bylaws

These bylaws may be altered, amended, or repealed and new bylaws may be adopted through a majority vote of the Executive Committee.