
Science and Technology Advisory Committee Charter

1.0 Committee Functions and Objectives

The Science and Technology Advisory Committee (Committee or STAC) of the William R. Wiley Environmental Molecular Sciences Laboratory (EMSL) is chartered by and reports to the EMSL Director. The STAC is chartered to render advice, guidance, and counsel on the strategy and scientific objectives of EMSL. The STAC serves as the EMSL Director's key external advisory committee and advocate on EMSL strategy, scientific relevance and quality. The STAC neither performs management functions nor directs the EMSL Director or his/her management team on how to operate and manage EMSL.

2.0 Membership

2.1 Size of Committee and Selection Process

The EMSL Director will appoint members. The membership will consist of at least eight (8) external (non PNNL/non Battelle) advisors with knowledge of and influence in the major research and development areas that EMSL serves. No more than one (1) member of the full Committee may be a Battelle/PNNL employee. Members of the Committee may propose nominees for consideration at any time by submitting names and supporting information to the EMSL Director. The Chair of EMSL's User Executive Committee (UEC) is an ex-officio member of the Committee.

2.2 Qualifications

Members of the Committee must possess the highest personal and professional ethics, integrity, and values, and be committed to representing the long-term interests of EMSL and the EMSL mission. They must also have an inquisitive and objective perspective, practical wisdom, and mature judgment. The Committee should have diverse experience in science and technology, government, and education, and in areas that are relevant to EMSL's mission and national and international activities.

Members must be willing to devote sufficient time to carry out their duties and responsibilities effectively, and should be committed to serve on the Committee for the entire term. Members should offer their resignation in the event of any significant change in their personal circumstances, including a change in their principal job responsibilities. The EMSL Director may remove members from the Committee for cause.

2.3 Terms of Service

Committee members may serve a three (3)-year term. The EMSL Director will appoint a Chair from the Committee's external membership.

3.0 Committee Activities and Duties

3.1 Duties

The major duties of the Committee are to provide advice, guidance, and counsel on the strategy and scientific objectives of EMSL. As such, the Director will seek input from the Committee during the annual on-site science strategy meeting as well as via email requests or conference calls.

3.2 Frequency of Meetings

The Committee will meet annually at EMSL. In addition, video conference calls may be scheduled as needed.

3.3 Quorum

The Committee may conduct business where a quorum of its members is present; such a quorum must consist of at least fifty (50) percent of the members, and must include the Committee Chair. During each scheduled meeting, the Committee must review and discuss reports by management on the scientific performance of EMSL, its plans and prospects, as well as immediate issues facing EMSL. Committee members are expected to prepare for and attend the scheduled meeting of the Committee. Delegates are not permitted.

3.4 Setting the Committee Agenda

Prior to each Committee meeting, the EMSL Director will discuss the planned agenda items for the meeting with the Committee's Chair. The EMSL Director and the EMSL Staff Coordinator will determine the nature and extent of information that will be provided to the members in advance of each scheduled Committee meeting. Members are urged to make suggestions for agenda items, or additional pre-meeting materials, to the EMSL Director, the Committee Chair, or the EMSL Staff Coordinator at any time.

3.5 Reimbursement for Committee Members

Travel to EMSL for meetings will be fully reimbursed under the PNNL business rules.

3.6 Access to EMSL Management

Committee members are encouraged to contact senior managers of EMSL as necessary to fulfill their duties. Meetings should be coordinated through the EMSL Director's office or the Committee's EMSL Staff Coordinator.