

User Advisory Committee Charter

COMMITTEE FUNCTION AND OBJECTIVES

The User Advisory Committee (UAC or Committee) is an independent body charged with providing objective, timely advice, and recommendations to the leadership of the William R. Wiley Environmental Molecular Sciences Laboratory (EMSL) with respect to the user experience. The Committee reports directly to the EMSL Director and will serve as the official voice of the user community in its interactions with EMSL management. This charter defines the membership, responsibilities, and structure of the UAC.

MEMBERSHIP

Size of Committee and Selection Process

The UAC shall have 14 members consisting of the Chair, Vice-Chair and 12 members; no more than two members shall be from the same institution. The 14 members shall be elected by the EMSL user community using electronic ballot or other method as deemed appropriate by the UAC. Terms for members shall begin on January 1 following an election in the fall. In order to ensure representation from all the EMSL scientific facilities, there shall be one member representing each facility. The remaining positions shall be considered “member-at-large” positions. Election of members shall be by simple pluralities of votes cast. The Chair will fill vacant UAC positions by initiating a call for nominations using a means he/she deems appropriate. Maintaining representation for each of the EMSL facilities will be the responsibility of the Chair. When a member representing a facility is replaced, the Chair will select nominees that are qualified for the position before a full vote.

The Chair and Vice-Chair may not be PNNL staff members. The UAC Chair has an *ex officio* seat on the EMSL Science Advisory Committee.

Qualifications

Members of the Committee and its subcommittees should 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 and its subcommittees should contain diverse experience in business, government, education, science and technology, and areas that are relevant to EMSL's mission and national and international activities. All members are expected to be active users of the facility within the last two years and are expected to be active as a user at some point during their tenure on the committee.

Members must be willing to devote sufficient time to carrying out their duties and responsibilities effectively, and should be committed to serve on the Committee and its subcommittees 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. Members may be removed from the Committee for cause by the EMSL Director.

Terms of Service

Committee members will serve four-year terms. Elections will be held every other year to elect 7 new members. Staggering of the terms will permit continuity of operation and institutional knowledge. The UAC shall have a Chair and a Vice-Chair, each serving two-year terms. Subsequent to the election of new UAC members, the UAC shall select a Vice-Chair from among the members of the Committee. The Vice-Chair shall serve during the ensuing two-year period and succeed to Chair after the following election. If the office of Chair becomes vacant, the Vice-Chair shall assume the position of Chair and an interim Vice-Chair shall be chosen to serve until the following election only. Neither the Chair nor Vice-Chair shall be an employee of PNNL or Battelle.

EMSL Staff Coordinator

The EMSL Director will appoint a staff member to provide staff support to the UAC, which includes organizing the meetings, taking meeting minutes for the committee, maintaining a list of candidates to fill committee vacancies, and other duties as assigned by the UAC Chair.

GOVERNANCE PRINCIPLES

EMSL's business is conducted by Battelle employees, managers and executives, under the direction of the EMSL Director, to enhance the long-term value of EMSL for the Department of Energy, Pacific Northwest National Laboratory, and the public.

Role of Management

The operations and management of EMSL are vested in the EMSL Director and his/her management team. The management team is responsible for assuring that the objectives of EMSL are accomplished within the policies, DOE prime contract, and legal environment within which PNNL operates. The management team is responsible for assuring that the assets of PNNL and DOE are protected.

Role of the User Advisory Committee

The UAC provides input to the EMSL Director regarding user concerns, provides a forum for keeping the community informed about issues impacting users at EMSL, and serves as an advocacy group for environmental molecular science. The responsibilities of the UAC include, but are not limited to, the following:

- a. Provide a clear channel for the exchange of information and advice between the investigators who perform research at EMSL and the facility's management.
- b. Provide a formal vehicle for EMSL users to transmit concerns and recommendations to the EMSL Director regarding matters affecting the user community.
- c. Design and oversee the Users Meeting.
- d. Provide advice and recommendations to the EMSL Director on how to facilitate the effective use of EMSL. This may also include user interests in access, proposal review, equipment status, and equipment renewal, time allotment, strategic investments, as well as recommendations for integration of the various demands on EMSL equipment and staff resources to optimize utilization and impact.
- e. Nominate active users for future membership on the Committee.
- f. Provide advice on other matters affecting EMSL at the request of the EMSL Director.

COMMITTEE ACTIVITIES AND DUTIES

Frequency of Meetings

The Committee will meet one time each year at EMSL. If deemed necessary by the UAC Chair, additional meetings may be called.

Quorum

The Committee may conduct business where a quorum of its members is present; such quorum shall consist of at least fifty (50) percent of the members, and shall include the Committee Chair or Vice Chair. Committee members are expected to prepare for and attend all scheduled meetings of the Committee and any subcommittees on which they serve.

Setting Committee Agenda

Prior to each Committee meeting, the EMSL Director will discuss the agenda items for the meeting with the Committee Chair. The Committee Chair and the EMSL Staff Coordinator shall determine the nature and extent of information that shall 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.

Formation of Subcommittees

The Committee may create new subcommittees or terminate existing subcommittees as it deems necessary and appropriate. The chair of each subcommittee shall be a member of the UAC, and shall be nominated and approved by the Committee. Subcommittee members are appointed by the subcommittee chair, and may include members of the SAC, UAC, EMSL management or staff, or other PNNL or non-PNNL qualified persons. Subcommittee duties cannot be delegated. Subcommittee members may participate by telephone or videoconference.

Each subcommittee may conduct business where a quorum of its members is present; such quorum shall consist of at least fifty (50) percent of the members (including telephone or videoconference), and shall include the subcommittee chair. Committee members who are not members of a particular subcommittee are welcome to attend meetings of any subcommittee. Subcommittee minutes will be prepared as directed by each subcommittee chair.

The subcommittee chairs report the minutes of their meetings, including recommendations for Committee approval, to the full Committee following each meeting of the respective subcommittees. The subcommittees may hold meetings in conjunction with the full Committee.

Self-Assessment

The Committee should perform an annual self-assessment in the form of a survey questionnaire. The survey questions will be formulated by the Committee Chair and Vice-Chair with the assistance of the EMSL Staff Coordinator, and will ask for evaluations of the effectiveness of the Committee and subcommittees, and the responsiveness of EMSL to UAC recommendations. The survey will be sent sufficiently in advance of the annual meeting to allow time for the responses to be summarized by the Vice-Chair for presentation to the Committee at the meeting. The assistance of an independent expert/consultant may be utilized every other year.

Reimbursement or Honoraria for Committee Members

The EMSL Director has the responsibility for setting the reimbursement or honoraria available to non-Battelle members of the Committee. In discharging this duty, the EMSL Director will be guided by two goals: reimbursement or honoraria should be fairly applied to members for work or costs incurred to support EMSL, and the structure should be simple, transparent, and easy for stakeholders to understand.

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.

Committee Member Orientation

The EMSL Director and the EMSL Staff Coordinator are responsible for providing an orientation for Committee members, and for periodically providing materials or briefing sessions for members on subjects that would assist them in discharging their duties. Each new member to the Committee will be invited to spend a day at EMSL for personal briefing by senior management on EMSL's strategic plans and its key policies and practices.