

A. Powers and Duties

The Higher Education Research Council (Council) is established through the State Board of Education Governing Policies and Procedures III.W. to provide guidance to the University of Idaho, Boise State University, Idaho State University, and Lewis-Clark State College in establishing a statewide collaborative effort in driving innovation and economic development throughout the state of Idaho and the implementation of the Board's higher education research policy.

The Council is responsible for:

1. The creation and implementation of a statewide higher education research strategic plan.
2. The oversight and administration of the use of funds appropriated by the legislature for the mission and goals of the Council:
 - a. to maximize the impact on the quality of education and economic development as a consequence of Idaho's investment in quality science, engineering, and other research;
 - b. to ensure accountability for the state's investment through demonstrable results.

B. Membership

Membership of the Council is established by Board of Education Governing Policies and Procedures.

C. Meetings

1. HERC shall meet on a quarterly basis either in person or by teleconference to fulfill its duties. Additional meetings may be held as needed at the call of the Chair. The Chair will conduct each meeting of the Council. In the absence of the Chair, the Vice-Chair may call and conduct each meeting.
2. A quorum of the Council consists of a simple majority of the total sitting members of the Council. A quorum of the Council must be present for the Council to conduct any business.
3. A summary of motions will be generated from each meeting and distributed back to the Council for approval. Once approved, this summary will be kept on record with the Office of the State Board of Education and made available to the Instruction, Research, and Student Affairs Committee and to others as requested.

D. Rules of Order

1. Meetings are conducted in accordance with the current edition of Robert's Rules of Order except that a Council action that conflicts with a previous action takes precedence.
2. With the exception of usual, short, parliamentary motions, all motions, resolutions, or other propositions requiring Council action will, whenever practicable, be reduced to writing before

submission to a vote. An individual member's right to vote may not be transferred to another person.

E. Officers and Representatives

1. The officers of the Council include a chair, and a vice chair, who are members of the Council. Terms of office shall be based on the academic year.
2. One (1) of the Vice Presidents of Research shall serve as chair of the Council, with a new chair selected each academic year such that the chair shall rotate among the Vice Presidents of Research. No Vice President of Research shall serve as the chair for more than three (3) consecutive terms.

The chairmanship shall rotate between the institutions as follows:

- University of Idaho
 - Boise State University
 - Idaho State University
3. Council representatives to serve on other boards, commissions, committees, and similar bodies are appointed by the Council chair.

F. Duties of Council Officers

1. Council Chair
 - a. Presides at all Council meetings, with full power to discuss and vote on all matters before the Council.
 - b. Submits such information and recommendations considered proper concerning the business and interests of the Council.
 - c. Subject to action of the Council, gives notice and establishes the dates and locations of all regular Council meetings.
 - d. Calls special Council meetings at any time and place designated in such call.
 - e. Appoints Council members to all standing and interim committees of the Council.
 - f. Establishes the Council agenda in consultation with the executive committee.
 - g. Serves as chief spokesperson for the Council.
2. Council Vice Chair
 - a. Presides at meetings in the event of absence of the Council chair.
 - b. Performs the Council chair duties in the event of the Council chair's inability to do so.

G. Committees of the Council

The Council may organize itself into standing and other committees as necessary. Committee members are appointed by the Council Chair after informal consultation with other Council members. Any such standing or other committee may make recommendations to the Council, but may not take any action, except when authority to act has been delegated by the Council. The Council Chair may serve as an ex-officio member of any standing or other committee.

1. Executive Committee

a. Purpose

The Executive Committee is responsible for assisting the full Council in discharging its responsibilities with respect to the management of the business and affairs of the Council when it is impracticable for the full Council to meet and act, and to consider matters concerning the Council that may arise from time to time.

b. Composition

The Executive Committee is composed of the three Vice Presidents of Research.

c. Responsibilities and Procedures

The Executive Committee shall have such duties, responsibilities, and authority as may be delegated from time to time to the Executive Committee by the Council, and in the intervals between meetings of the Council, the Executive Committee shall assist in directing the management of the business and affairs of the Council. However, the Executive Committee may not undertake any action that must be acted upon by the whole Council. A written record is not kept of the committee's activities, but it shall be the responsibility of the Chair to promptly communicate to all Council members who are not members of the committee regarding information related to the committee's discussions and activities.

H. Administration of HERC Programs

Support for the Council and administration of Council sponsored programs will be coordinated by Board staff as designated by the Executive Director.

All programs shall be conducted in compliance with Board Governing Policies and Procedures III.W.