

# **EXPORT CONTROL COMMITTEE**

## **Procedures**

### **I. NAME**

The name of this Committee shall be the Export Control Committee.

### **II. PURPOSE AND SCOPE**

In concert with U.S. laws and regulations as well as University policy on export controls, the main functions of the Export Control Committee are:

1. To review and approve protocols for projects that involve matters related to export control items (e.g., commodities, software, and technology) under the Export Administration Regulations (EAR) of the U.S. Department of Commerce's Bureau of Industry and Security (BIS), the ITAR Regulations of the U.S. Department of State, and the restrictions on exports based on U.S. sanctions administered by the Department of the Treasury, among other laws and regulations as required.
2. To advise the University on areas of risk or potential threats to compliance with U.S. export control requirements; and,
3. to develop mechanisms and actions to manage, mitigate, or eliminate export control compliance risks.

### **III. MEMBERSHIP**

The Committee shall consist of no less than five (5) members appointed by the President of the University in accordance with the approved procedures for standing committee appointments. The membership shall include:

1. One faculty-level administrator.
2. One staff member experienced with export control matters.
3. Other members of the Committee shall be faculty.
4. Members will serve in three- or six-year staggered terms and may be reappointed at the discretion of the President of the University.

### **IV. OFFICERS**

- A. **Chairperson** – The Chairperson shall be elected every three years from the Committee membership. The Chairperson shall:

1. Preside at all meetings or designate another member to serve in his/her absence.
  2. Schedule regular meetings of the Committee.
  3. Prepare and distribute an agenda to Committee members at least three working days prior to regular meetings and one day prior to special meetings.
  4. Approve the draft minutes of the meetings for distribution to the members of the Committee for review and approval.
  5. Call special meetings and appoint ad hoc sub-committees when necessary.
  6. Prepare, in collaboration with the Executive Officer, the annual report to the Administrative Council.
  7. Represent the Committee in Administrative Council meetings when requested.
- B. Executive Officer** – The Executive Officer shall be an administrator in the Office of Research and Economic Development and shall be appointed by the President of the University. The Executive Officer shall:
1. Serve as the Institutional/University Officer for the Committee.
  2. Serve as a consultant to the Committee and assist in the conduct of Committee business.
  3. Attend Committee meetings without voting privileges.
  4. Provide administrative support to the Chairperson in the conduct and coordination of Committee activities.

## **V. MEETINGS AND ATTENDANCE**

1. There shall be a minimum of one regular meeting of the Committee each semester.
2. Special meetings may be called by the Chairperson as deemed necessary for the performance of Committee responsibilities.
3. Items for inclusion in the agenda of a regular meeting must be submitted to the Chairperson at least five working days prior to the meeting. Items for inclusion in the agenda of a special meeting must be submitted to the Chairperson at least two working days prior to the meeting.
4. Any member of the University may submit agenda items to the Chairperson.
5. A simple majority of the voting members shall constitute a quorum.
6. Members should plan to attend committee meetings. If a member must be absent, representatives or alternates will be allowed to attend on behalf of an absent member, but they will not be allowed to vote on behalf of a member and will not count as part of the

quorum. The representative for the absent member should have comparable training/background to that of the member.

7. A committee member who must be absent from a meeting may cast a vote by proxy through the chairperson. Such proxy vote shall be in writing and constitute a part of the quorum for that issue only.
8. Absence from fifty percent (50%) of regular meetings without due cause will result in a request by the Committee to the President of the University, via the Executive Officer, for replacement of that member.

## **VI. PARLIAMENTARY AUTHORITY**

1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Committee's actions in all cases to which they are applicable and consistent with the procedures contained in this document.

## **VII. AMENDMENT OF PROCEDURES**

1. These procedures can be amended at any regular meeting of the Committee by a majority vote of the members present, provided that the amendment has been submitted in writing to the members at least one week prior to the meeting where the voting will take place. Amendments to these procedures are subject to final approval by the Administrative Council.