Engineering, Science and Technology Policy Committee (ESTeP) Charter

As approved by the SPIE Board of Directors 13 Nov 2020

Purpose

To advise and provide leadership for the Society's engineering, science and technology policy programs and activities and to make recommendations to the SPIE Board of Directors as appropriate.

Goals and Deliverables

1. Promote understanding, at all levels of policy decision making, of those issues that affect the well-being of the optical science and engineering communities worldwide.

2. Promote, help define, and support Society activities aimed at developing government – industry – university interaction and joint projects.

3. Advise the Board and other Society groups on ways to expand the Society's role in science and engineering policy.

4. Provide the Society leadership with current information on new initiatives and changes in both national and international governmental policies that might affect the Society's current and future activities.

5. Recommend, oversee, and execute as authorized by the Board, specific actions the Society should take in the area of technology policy and society policy positions.

Membership

- The committee consists of a Chair, appointed by the SPIE President-Elect, and approved by the Board (at second Board meeting of year preceding term). Strong preference is given to a Chair candidate who is a current member of the committee and has served at least one year.

- The Chair is asked to serve a three-year term (usually not extended).

- Committee members are appointed by the newly approved Chair and approved by the Board (third Board meeting of year preceding term).

- The Chair selects a group of committee members of diverse technical, national, gender, and ethnicity such that its composition aspires to be in line with the Society's membership composition and goals.

- The members are asked to serve a three-year term with the possibility of renewal.

- Committee members must be current SPIE voting members, able to devote the necessary time to the committee's work and attend committee meetings.

Logistics

The committee meets twice per year, whether in person or virtually. Meetings generally coincide with Photonics West in Q1 and Optics+Photonics in Q3. Additional meetings may be arranged as needed.

The Chair of this committee serves on the Strategic Planning Committee. As a member of the Strategic Planning Committee the Chair may be asked to attend one additional in-person meeting each year.

Authority

The Engineering, Science and Technology Policy Committee is a Standing Committee of the Board and shall report and make recommendations directly to the Board.

Quorum

Quorum is established for in-person and virtual meetings by a simple majority of committee members, inclusive of the Chair. Once a quorum is established, a majority of the votes cast is required for the passage of a motion made during in-person and virtual meetings (abstentions and recusals do not count for or against a motion). The Chair may choose or choose not to vote on any motion or may choose to only vote in order to break a tie.

Guiding Documents

SPIE bylaws shall take precedence over the Committee Charter.

Members of the committee agree to:

- Follow "*The Standard Code of Parliamentary Procedure by the American Institute of Parliamentarians (2012 edition)*"

Abide by the SPIE Code of Conduct, Anti-Harassment, Conflict of Interest and Confidentiality Policies.