

## **By-Laws**

### **Center for Science and Technology Policy Research Cooperative Institute for Research in Environmental Sciences University of Colorado at Boulder**

**August 2002  
Amended June 2007  
Amended January 2009**

#### **Mission Statement**

The Center works to create new knowledge and improve the ways by which science and technology policies address societal needs, through research, education and service.

#### **1. Purpose**

The Center for Science and Technology Policy Research (the Center) is established within the Cooperative Institute for Research in Environmental Sciences (CIRES), University of Colorado-Boulder, to focus on research, education, and outreach at the interface of science, technology, and the needs of decision makers in public and private settings. The Center's research will be highly integrated with the ongoing activities of CIRES, the National Oceanic and Atmospheric Administration, the University, and the broader science and technology community.

#### **2. Participation/Membership**

- a. Staff includes individuals who are supported primarily or exclusively through Center funds.
- b. Core Faculty are University of Colorado faculty who conduct research through the Center, in accordance with agreements with their home departments, and who typically maintain an office and active presence in the Center. They are appointed by the Center Director for renewable 2-year terms.
- c. Affiliates are individuals conducting joint research with Center staff but whose primary support is from outside the Center. They are appointed by the Center Director for renewable 2-year terms. Affiliates may be nominated for appointment by self, by a member of the Executive Committee, or by a member of the External Advisory Board. An initial affiliate appointment or its renewal requires advice and consent of the Executive Committee. Center Affiliate appointments can take several forms:

- i. University of Colorado Faculty Affiliates are members of the faculty of the University of Colorado who through research, education, or outreach actively collaborate with Center personnel in support of the Center's mission.
  - ii. Faculty Affiliates from outside the University of Colorado are members of the faculty of a university or college other than the University of Colorado who through research, education, or outreach actively collaborate with Center personnel in support of the Center's mission.
  - iii. CIRES/University of Colorado Research Affiliates are non-faculty employees of CIRES or the University of Colorado who through research, education, or outreach actively collaborate with Center personnel in support of the Center's mission.
  - iv. Non-CIRES/University of Colorado Research Affiliates are from institutions other than CIRES or the University of Colorado who through research, education, or outreach actively collaborate with Center personnel in support of the Center's mission.
- d. Visiting Scholars are scholars affiliated with other institutions who, for the period of their visit, are appointed by the Center Director to visiting positions in residence within the Center.
  - e. Students are enrolled in degree programs at an institution of higher education and may receive support from Center awards.

Unless otherwise specified, the rights, privileges, and responsibilities of Center staff, affiliates, visiting scholars, and students are governed by the administrative policies and procedures of the University of Colorado.

### **3. Governance**

The Center is led by the Director and Associate Director with the assistance of the Managing Director. The Center Director and Associate Director are responsible for management of Center research and related activities, Center personnel, and reporting on Center activities. They are advised in this capacity by:

- a. An internal Executive Committee of the Center. The internal Executive Committee shall consist of no less than three Center staff as defined in 3(a), which shall include the Center Director and Associate Director. Executive Committee members other than the Center Director shall be appointed by the Center Director. In addition, the CIRES Director shall

serve on the internal Executive Committee in ex officio status. The Executive Committee shall meet at regular intervals (usually bi-monthly during the academic year) to attend to the administrative matters of the Center.

- b. An External Advisory Board, if deemed useful to the Center's program, which would consist of the CIRES Director and no more than three others who shall be selected by the Executive Committee and approved by the CIRES Director, and who shall serve two-year terms. The External Advisory Board would meet at least once each calendar year.

During travel by the Center Director or upon delegation, the Associate Director or Managing Director shall assume the Center Director's responsibilities.

The CIRES Chief Financial Officer is responsible for oversight of all CIRES' budgetary matters. The Center's Managing Director is responsible for management of the Center's budget.

#### **4. Selection and Appointment of Director, Associate Director and Managing Director**

The CIRES Director shall select the Center Director. The Center Director and Associate Director shall be members of the faculty of the University of Colorado.

The Center Director shall select the Associate Director and Managing Director.

#### **5. Amendments**

The CIRES Director gives final approval to recommendations for amendments to these by-laws that are based on a majority vote of the Executive Committee.