

ARTICLE I – PURPOSE AND RESPONSIBILITIES

The Executive Committee (“Committee”) of the Bioenvironmental Sciences Professional Board (“Board”) shall serve as a forum during intervals of regular Board meetings for executive members of the Board and its standing committees to discuss significant issues and priorities of the Board, to discuss and consider significant issues and priorities that transcend the jurisdiction of other committees of the Board, to act upon matters that are referred to the Committee by the Head of the Department or a standing Committee of the Board for study and possible resolution, and to aid the executive officers in determining matters to be addressed by the Board at its regular meetings.

ARTICLE II - COMPOSITION

The Committee shall consist of the Board Chair, Board Vice-Chair, Board Secretary, standing committee chairs, Immediate Past Chair, the faculty liaison, and Head of the Department or his/her designee.

ARTICLE III - MEETINGS

The Committee shall meet at least twice annually in conjunction with the regular meetings of the Board or at any other time upon the call of the Board Chair, or upon written request of two members of the Committee.

Notice of the Committee meetings shall be given to all Committee members at least 14 days in advance, but less notice may be given when there is a need for urgent action by the Committee. An agenda shall accompany the notice of every meeting of the Committee when feasible. Development of the agenda shall be the responsibility of the Board Chair.

The Committee shall keep minutes of all meetings and its members shall vote upon the recommendations made by it.

ARTICLE IV - ADOPTION

This Charter was approved by the Committee and adopted by the Board on December 7, 2012.