

# The FACT Network Steering Committee Charter

v.2 June 2020

## **Committee Description & Purpose**

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The purpose of the FACT Network Steering Committee is to create a strategic plan for the FACT Network, make sure activities align with the objectives in the strategic plan, resolve conflicts, provide guidance on funding and research opportunities for FACT members, and streamline FACT Network management tasks.

## **Steering Committee Composition**

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The steering committee will be composed of five people. The steering committee can vote to include additional members on a temporary basis, maintaining an odd number of members. If the committee decides it is needed, a permanent increase in the number of committee members will be proposed to and voted on by FACT members. Roles will not be defined, except one person shall be designated as chair. The chair is responsible for calling, organizing, and running meetings of the steering committee. The steering committee will choose a chair amongst themselves.

Voluntary FACT staff positions include meeting coordinator, outreach/social media coordinator, membership coordinator, data liaison, and student liaison. Voluntary staff positions may be assisted by one or more people. Voluntary staff will provide information on their respective activities to the Steering Committee. Voluntary staff may also be a part of the steering committee and will count as one of the five members.

## **Terms of Committee Members**

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The term of a steering committee member is two years. At the end of the two-years, a committee member may volunteer for another two-year term. Whenever possible, turnover should be staggered so that no more than two or three people leave within the same six months.

A steering committee member can be removed by vote of the steering committee. It is up to the committee to decide how a member should be removed. Reasons for removal may include, but are not limited to: non-participation in two or more committee meetings in a calendar year, violating the FACT User Agreement and Data Policy, and unethical behavior. Replacement committee members will serve for a two-year term, after which they may volunteer for one additional term.

## **Election of Committee Members**

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Voting to elect committee members will occur in association with the in-person FACT meeting.

Self-nominations will be solicited one month prior to a FACT meeting. Self-nominees will be asked to write a short introduction, including their affiliation(s). A list of self-nominees, with bios, will be provided to FACT Network members. The list shall be preceded by a statement reflecting the desire to have representatives from diverse backgrounds (e.g. gov, academia, etc.).

All members present at the meeting may vote in person by anonymous paper ballot. Members unable to vote in-person at the meeting must contact the committee chair before the meeting to arrange an early ballot. Members may vote for as many people as there are open seats. The vote will be decided by a simple majority of the entire FACT group.

### **Committee Decision Making Authority**

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The following breakdown of decision making authority is granted to the committee by way of this charter.

*The committee is provided the following decision making authority:*

- Identifying avenues of financial support to support objectives in the strategic plan.
- Identifying potential partners and sponsors to support objectives in the strategic plan.
- Providing letters of support to FACT members and partners.
- Promoting network participation through the use of branded goods (e.g. T-shirts).
- Assisting FACT staff with:
  - Planning biannual meetings.
  - Updating the website and social media.

*The committee is provided the following final decision making authority, after seeking input from the FACT membership:*

- Equipment dispersal (e.g., equipment loaner programs). The committee is responsible for developing the process for a program to loan equipment to FACT members. As needed, the committee will seek input from FACT members on areas of priority within the Network, including spatial coverage and available resources.
- Funding opportunities that do not necessarily support specific objectives in the strategic plan will first be opened for comment by FACT members. The committee will then vote on whether to approve seeking and or accepting funding.
- Committee members associated with any application for funds or equipment under the review of the committee must abstain from voting as a committee member.

*The committee will provide recommendations only on the following for the FACT Network membership to approve:*

- Significant changes to how data are accessed, processed, stored, or disseminated.

- Changes to the FACT Network User Agreement and Data Policy.
- Changes that impact liability, import financial decisions, or structure of members or the FACT Network.

Novel scenarios that do not fall under approved authority must be presented to FACT membership for approval. Comments from membership, even on approved scenarios, are always welcome.

### **Grievance Mediation for FACT members**

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The steering committee shall serve as a resource for grievance mediation for FACT members. FACT members may appeal to the committee for resolving conflicts and disputes and reconciling differences of opinion.

The steering committee will provide recommendations for a guideline for behavior to be approved by the FACT membership and included in the FACT Network User Agreement and Data Policy. Recommendations of the committee made in the process of grievance mediation will follow the guideline of behavior and will be made in consideration of the FACT User Agreement and Data Policy and the data policy of the member's organization, if applicable. The guiding principle of grievance mediation is to facilitate a mutually accepted conclusion between parties. If a situation cannot be resolved, the committee has the authority to apply some or all of the following consequences:

- Issue a warning to the violating party
- Issue a letter of support
- Remove an individual from the FACT Network.
- Issue a rebuttal in an appropriate medium (e.g. peer-reviewed journal).

### **Steering Committee Meeting Schedule**

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At minimum, the steering committee will meet four times throughout the year. The meetings may be in-person or through video or conference calls. Two meetings will occur during or just prior to the FACT biannual meetings, with two additional phone conferences in between meetings. The steering committee may elect to meet more or less as needed.

### **Communications**

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The steering committee will provide a condensed summary of their progress at every FACT meeting. Committee reports will be available to membership via the FACT website, or Research Workspace.