

A. Status: Standing committee

B. Composition:

The committee shall be composed as follows:

- 2 members of the Board of Directors
- The International Certified Crop Adviser (ICCA) representative on the Board of Directors, or an ASA member designated by the ICCA representative
- At least 3 additional members (policy experts) with extensive experience in science policy
- Graduate student representative
- Early career representative
- ASA Past President
- ASA President, ex-officio member
- ASA President-Elect, ex-officio member
- Director of Government Relations, ex-officio member

C. Tenure:

- The 3 Board members' terms will coincide with their term on the Board of Directors
- The 3 policy experts will serve 3 years and may be renewed for an additional 3-year term
- The Past President will serve as the Science Policy Committee Chair
 - The Chair will assist the Science Policy Office staff in developing meeting agendas as necessary.
 - The Chair will work with the Science Policy Office staff to submit the end-of-year SPC summary.

D. Functions:

- The committee shall serve as a resource to the Science Policy Office, providing counsel and advice on science policy matters and issues relevant to practitioners.
- The committee shall review and implement the science policy-related goals from the ASA Strategic Plan.
- The committee will:
 1. Identify key issue areas warranting the development of an ASA white paper/position statement.
 2. Participate in annual Congressional/White House/Agency visits
 - Two members of the SPC will be invited to participate in Congressional Visits Day
 - The current ASA President is invited to attend administration and agency visits
 3. At 3-year intervals, review and revise/update ASA Grand Challenges for approval by the ASA Board.

E. Policy Action Items:

- ASA regularly signs on to community letters to Congress, the administration, or federal agencies on specific issues.
- Policy actions will fall into three categories which will dictate the action taken:
 1. Issue that the Society has already taken a position on
 - If the Society has previously taken a position on an issue, the Society can sign on to subsequent letters based on the recommendation of the Director of Government Relations with approval of the ASA President.
 - The Science Policy Office will inform the SPC and the Board of these letters via email.
 - To reduce email traffic during budget season, (February-May) the Science Policy Office will send end-of-week update emails listing all new letters.

2. Issue that the Society does not have a position on, with a sign-on deadline of greater than 2 working days
 - If the Society has not previously taken a position on an issue, the Science Policy Office will send the request to the Science Policy Committee with a deadline for responding.
 - The Director shall then send the Committee's recommendation to the Board of Directors with a deadline for responding.
 - To obtain Society approval, a majority of the voting members of the Board must respond favorably. If in the time period allotted for a response, less than a majority of the voting members of the Board respond to the request, then the Executive Committee is permitted to make a decision on behalf of the Society, taking into consideration those votes received from the voting members of the Board and Committee.
3. Issue that the Society does not have a position on, with a sign-on deadline of less than 2 working days
 - Same procedure as above, except the Science Policy Office will send the request with a response deadline to the Science Policy Committee and the Board of Directors at the same time.

F. Position Statements and White Papers:

- Periodically, ASA develops timely position statements and white papers on issues of interest to and under discussion by the scientific community, public, and policymakers.
- *Position statements* are brief (1-3 pp), topically focused, and contain specific recommendations or actions and accompanying justification. Position statements are of value to congressional offices if they are concise and provide actionable recommendations.
- *White papers* are often generated to address and provide an expanded exploration and discussion of a critical issue in the field or to supplement a position statement. White papers are seen as invaluable resources by White House science offices, federal science agencies, and congressional committee staff.
 - A position statement does not necessarily have to be accompanied by a more extensive white paper, but this may be desirable in some cases.
- The ASA position statement and white paper approval process is as follows:
 1. ASA member(s) or Science Policy Office staff submit a proposed topic for a position statement and/or white paper to the ASA Science Policy Committee (SPC) and ASA Board of Directors (Board) for approval. If the position statement /white paper topic is approved, the Committee and Board work with the ASA member(s) to recruit a qualified, volunteer writing team.
 2. Once completed, reviewed, and approved by the SPC and Board, the official ASA position statement/white paper will be posted on the ASA website and distributed to the scientific community, public, and policymakers via the CSA News, Science Policy Report, Society News Flash, press releases and other vehicles.

G. President's Responsibilities to the Committee:

- Working in concert with the ASA Executive Committee and Science Policy Office, makes appointments to the committee.
- Working closely with the Chair and Science Policy Office, transmits the specific tasks or duties that should be referred to the committee for its consideration.