



FACULTY BIOTECHNOLOGY RELEASE COMMITTEE BYLAWS¹

1. RESPONSIBILITIES

- a. *Assists the Quality Management Representative (QMR) in implementing, updating and improving the Biotechnology Quality Management System (BQMS).*
- b. *Review and recommend changes in policy, requirements and procedures to meet federal guidelines governing field evaluation, movement and release of regulated plant materials.*
- c. *Evaluate all regulated material design protocols to be conducted by the University of Nebraska, regardless of the entity to which the USDA APHIS permit or notification has been issued.*
- d. *Makes recommendations to the Agricultural Research Division (ARD) Dean or Associate Dean to approve or deny design protocols for testing, movement and/or release of regulated plant materials for UNL research projects.*
- e. *Makes recommendations for the recruitment, selection and hiring of appropriate personnel for management and oversight of plant regulated field trials*
- f. *In consultation with Biotechnology Field Facility Manager provide recommendations to the ARD Dean regarding infrastructure deficiencies and needed improvements at the UNL Biotechnology Field Facilities.*
- g. *Annually review budget and make recommendations to the proposed service center rates for research projects conducted at the UNL the Biotechnology Field Facilities.*
- h. *Ensure adequate communications between the QMR and Biotechnology Field Facility Manager is in place. Chair of the Committee participates, along with the QMR, in*

¹ Approved on December 18, 2015

performance evaluation of the Biotechnology Field Facility Manager during the annual review process.

2. MEMBERSHIP

- a. The Faculty Biotechnology Release Committee (FBRC) shall consist of five (5) faculty members and four (4) Ex Officio members.
- b. The ARD Dean appoints the five (5) faculty members of the Committee for staggered 3-year terms.

c. Faculty Members

- i. The faculty membership of the committee should attempt to represent the following disciplines: Breeding and Genetics, Entomology, Weed Science, Molecular Biology and Plant Pathology.
- ii. Membership among faculty members should attempt to represent USDA, UNL Extension and UNL Research and Extension Centers.
- iii. Faculty members shall be appointed to serve a three-year term beginning at the start of a Fiscal year (July to June). There are no term limits.

d. Ex Officio Members

- i. The Ex Officio members are:
 1. The ARD Assistant Dean (BQMS QMR)
 2. The Biotechnology Facility Field Manager
 3. The Transformation Core Facility Manager
 4. BQMS Data Management Specialist

e. Chair

- i. The Chair of the Committee shall be elected from among the committee faculty members for a one-year term at the FBRC Spring meeting. Terms as chair will be limited to three consecutive, one-year terms.

3. MEETINGS

- a. Meetings shall be arranged by the Chair of the Committee reflective of timelines for the review of applications or other issues to be addressed.

- b. An agenda will be circulated including topics to be discussed and minutes taken.
- c. A quorum shall consist of 3 of the voting faculty members.
- d. Minutes of each meeting shall be considered for acceptance at the following meeting.
- e. The Committee as a whole shall meet at least once a semester (fall and spring) and additionally at the discretion of the Chair as necessary.
- f. The Committee shall review all applications to conduct a regulated material field release trial prior to their deliberations and shall present their recommendations to the ARD Dean through the ARD Assistant Dean and QMR for further action.
- g. When the Chair communicates in writing to anyone outside the committee regarding committee business, copies of the communication shall be given to all members of the committee.

4. VOTING

a. Guidelines

- i. A simple majority of positive votes from the present voting members shall be required for an affirmative recommendation.
- ii. Some issues may be resolved via email voting, unless any member of the committee objects to the use of that procedure for a specific issue.
 - 1. The issue in question must then be brought forward in a committee meeting.

b. Voting Members

- i. The Chair of the FBRC and faculty representatives will be voting members.
- ii. The Chair and each faculty representative will get one vote.

c. Non-voting Members

- i. Ex Officio members are not eligible to serve as voting members.

5. Amendments or Additions to Bylaws

- a. *Proposals for amendments or additions may be made by any member of the Committee by submitting the proposed change to the Chair of the FBRC*
- b. *These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum, provided that the notice of the proposed amendment have been set forth in the notice of the meeting. If a voting member is unable to attend a meeting of which an amendment to the by-laws is under consideration, he/she is eligible to vote electronically.*