**Council Policy Committee**

**Procedure for Considering and Deciding Conduct Allegations as to a Councilor or Alternate Councilor**

Section 1. Any Local Section or Division Councilor or Alternate Councilor of the American Chemical Society (hereinafter referred to as “Councilor” and the “SOCIETY”, respectively), may be removed from office, or otherwise disciplined, for conduct that is adverse to the interests of the SOCIETY or any unit thereof. Such conduct need not be limited to actions taken in their role as a Councilor, but where not so limited, the conduct must be especially egregious to warrant a determination of removal.

Section 2. The Council Policy Committee (“CPC”) will maintain a Councilor Conduct Review Subcommittee chaired and appointed by the Vice Chair of CPC. The procedure to remove a Councilor shall be initiated when a Petition detailing the specific charges and reasonable substantiating evidence (the “Petition) is submitted in writing from an ACS member to the Secretary of the SOCIETY.

Section 3. The Secretary shall, without delay, forward the documented charges (Petition) to the Vice-Chair of the Council Policy Committee (CPC). Within thirty days of receipt, the Vice-Chair shall convene the Councilor Conduct Review Subcommittee (“Subcommittee”), which shall review the petition, as well as any additional evidence provided to it – whether in response to its own request or on the initiative of others.

1. If, based on the petition and any additional evidence submitted to it, the Subcommittee determines that there is a reasonable likelihood that conduct occurred sufficient to give rise to disciplinary action, the Subcommittee shall communicate to the accused Councilor the fact that a Petition has been submitted and the details of the charges that have been raised. Upon notification, the accused Councilor shall have thirty days to make a written response to the allegations. After reviewing the Councilor’s response, the Subcommittee may make a determination in the matter, including imposing a disciplinary penalty up to, but not including removal of the Councilor. A member of CPC shall be ineligible to participate in any Subcommittee or full CPC proceeding in which the member is the subject of the conduct accusation.
2. If after reviewing the evidence the Subcommittee determines that the conduct warrants the Councilor’s removal, it shall issue a report to the full CPC along with its recommendation. The report shall include the accused Councilor’s aforementioned written response. CPC may, after considering the Subcommittee’s report as well as any additional evidence provided to it by the Subcommittee or upon CPC’s own request from other sources, remove the Councilor from their position with a two-thirds (2/3) vote of its members voting. The Vice-Chair shall inform the Councilor and those who brought the charges of CPC’s decision. If CPC votes to remove the Councilor, the Councilor shall be given the option to immediately resign from his/her seat in the Council of the SOCIETY or to request reconsideration by CPC. Reconsideration may be granted if 2/3rds of the voting CPC members determine that new evidence has been presented that may be sufficient to change their removal decision.

Section 4. Every reasonable effort shall be made to contact the accused Councilor throughout this procedure. As part of their review process, the Subcommittee and/or the full CPC, as appropriate, may question the accused either in writing or orally.

Section 5. Until final resolution of the case, all allegations, evidence, correspondence, findings, and recommendations pertaining to the case shall be deemed confidential, with all proceedings and hearings closed to the public. If CPC votes to remove a Councilor, all that will be made public shall be the fact of removal (or the Councilor’s resignation should they choose that option).

Section 6. Any vacancy that arises from the removal of a Councilor shall be filled by procedures given in the Standing Rules of the SOCIETY.

Contact [secretary@acs.org](mailto:secretary@acs.org) for any questions