

## Guidelines for Preparing Petitions to Amend the Standing Rules

These guidelines are from the Committee on Constitution and Bylaws (C&B) to help you prepare a petition to amend the Standing Rules. According to Bylaw XI of the ACS Governing Documents (ACSGovDocs) at [www.acs.org/govdocs](http://www.acs.org/govdocs), any such amendment(s) must be approved by a majority of the Councilors voting, confirmed by the Board of Directors, and come before Council in one of these ways:

- a. The committee responsible for a function shall approve the amendment(s) at an official meeting by majority vote, followed by Council and Board approval.
- b. Any committee, ten voting Councilors, or 25 members shall submit proposed amendment(s) to the committee responsible for the function, by written petition, at least five weeks before the committee's next official meeting. That committee must approve the amendment(s) by majority vote. After the meeting, the committee responsible for the function sends the amendment(s) to Council for action.
- c. If the amendment(s) are not approved by the function committee, this may be appealed to the Council Policy Committee (CPC) by written petition of 25 voting Councilors at least eight weeks before the next Council meeting. If CPC approves the changes at an official meeting, the changes go to Council for action. If CPC does not approve the amendment(s), an appeal may be brought to the Council floor for action if at least three-tenths (3/10) of voting Councilors agree to its consideration.

### PRELIMINARY WORK.

- a. Proposed Changes. Search the most recent edition of the ACSGovDocs (<http://www.acs.org/govdocs>) to check if the Constitution, Bylaws, and/or other Standing Rules might also need to be changed because they are affected by the proposed amendment(s). If necessary, refer to the appropriate guidelines.
- b. Consult with appropriate committees and staff of the SOCIETY. Consider how the proposed changes might affect other operations/areas of the Society. Before you collect signatures, consult with and provide a draft to all such committees and staff to identify potential issues.

### PREPARING THE PETITION.

- a. Style and Language. Include in the petition text from the Standing Rules that pertains to your proposed changes. Indicate amendments either by using Track Changes or by striking through words and punctuation to be deleted and underlining and bolding words to be added. Note: 1) see the definitions of MEMBER vs. STUDENT MEMBER; "member" includes both categories; 2) use initial capital letters for officers, e.g., President and Councilor; 3) use official committee names, e.g., Committee on Divisional Activities (not DAC), etc. See other petitions in the Council agendas as examples.
- b. Explanation. Include a clear, complete, and concise Explanation, which explains why the petition is submitted and reflects the intent of the petitioners. The Explanation, which is not included in the Standing Rules, helps Councilors and committee members to understand the petition.
- c. Consistency. Submit separate petitions for unrelated amendment(s). Suggestion: send a draft petition to C&B at [bylaws@acs.org](mailto:bylaws@acs.org) for review to ensure that it is consistent with the GovDocs.

### OBTAINING SIGNATURES

- a. Valid Signatures. A signature is valid only if it is submitted by the petition deadline via mail, fax, or email, but only if the email includes a scanned signature. Proxies are not be accepted. See above for the number of signatures required from Councilors or members. Individuals are voting Councilors only if they hold office on the date that the petition is received. Affiliates of the Society may not sign the petition. From committees: a majority vote of voting committee members is required; signatures are not required but only those names can be added for those who voted at a meeting in favor of the petition.
- b. Signatures must be submitted either on a copy of the petition or on a signature page that includes the name of the petition and lines for Signature, Printed Name, Date Signed, and Yes/No to indicate if the person is a voting Councilor. Blank signature pages are available at [www.acs.org/govdocs](http://www.acs.org/govdocs).

### SUBMITTING THE PETITION

See the deadlines noted above and contact the appropriate committee if you have any questions. These committees are noted in the ACSGovDocs: [www.acs.org/govdocs](http://www.acs.org/govdocs).