



# **HANDBOOK FOR COUNCILORS: YOUR ROLE IN ACS GOVERNANCE**

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## FOREWORD

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**T**his handbook is designed as a guide for Councilors of the American Chemical Society. It is particularly helpful to a newly elected Councilor who is learning about responsibilities and opportunities for service. The ACS Constitution and Bylaws are subject to review and modification. The descriptions in this handbook reflect the controlling documents as of June 1, 2012.

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## I. YOUR ROLE IN ACS GOVERNANCE

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**W**elcome to the ACS Council! You are now an elected member of the Council of the American Chemical Society, one of the two deliberative bodies that govern the ACS. The Council serves as a kind of "Congress" for the ACS. The other deliberative body is the ACS Board of Directors.

As a Councilor, you have a vital role in ACS governance. You act on issues of importance to all chemical scientists. As the elected representative of your local section or division, it is your duty to represent your constituency. It is also your duty to report back to your constituency all important actions and votes taken by the Council.

### A. TYPES OF COUNCILORS

There are five categories of Councilors, as described below. Most Councilors are Local Section or Division Councilors, who are collectively known as elected Councilors. Councilors whose positions are eliminated during their term because of a reduction in a local section's or division's size can remain voting Councilors until the end of their current elected term.

#### 1. LOCAL SECTION COUNCILORS

The largest number of Councilors consists of those elected by the members of the local sections. The number of Councilors allotted to each local section is determined by the section's total membership. Every local section has at least one Councilor.

#### 2. DIVISION COUNCILORS

The divisions (Analytical, Inorganic, etc.), collectively, are represented by one-fourth as many Councilors as are the local sections. Depending upon a division's size, it may be represented by one or more Councilors, up to a maximum of four.

The following three categories are in place to assure continuity in ACS governance:

#### 3. *EX OFFICIO* COUNCILORS

The ACS President, the ACS President-Elect, all members of the ACS Board of Directors, all Past ACS Presidents, the Executive Director & CEO, and the Secretary of the ACS are *Ex Officio Councilors* with full voting privileges.

#### 4. BYLAW COUNCILORS

If a member or member-elect of any of the three elected committees of the Council—the Council Policy Committee, the Committee on Committees, and the Committee on Nominations and Elections—fails at any time to qualify as a voting Councilor, that member can remain as a *Bylaw Councilor* on the committee and a voting Councilor for one additional year or to the end of the committee term, whichever is shorter.

#### 5. ALTERNATE COUNCILORS

Each Local Section or Division elects Alternate Councilors equal in number to the number of Councilors to which each is entitled. In the event a Councilor is unable to attend a Council meeting, the Local Section or Division selects an Alternate Councilor to attend the meeting. Alternate Councilors may not vote unless they have been officially appointed to replace a Councilor who can not attend the Council meeting (please see [Charter, Constitution, Bylaws, and Regulations of the American Chemical Society, Bulletin 5](#)).

## B. YOUR DUTIES AND OPPORTUNITIES AS A COUNCILOR

### 1. OVERVIEW

You are elected for a three-year term, unless you were elected to serve the unexpired term of a preceding Councilor. To participate in Council activities, you must first be certified as a Councilor. Your name and term of service must be submitted to the ACS Executive Director & CEO and certified on or before December 1 each year. In the late fall, the ACS National Office provides forms to your section or division secretary for this procedure.

First-year Councilors are seldom appointed to an ACS committee. As a result, a new Councilor should use the first year to become familiar with ACS governance. Later, you should seriously consider becoming involved in an ACS committee because committees are the driving forces of the ACS. They significantly influence the goals and actions of the Society; they are where most initiatives for Council consideration originate and are developed. To maximize your service to the ACS and your contribution to its governance, strive to serve more than one term as a Councilor.

The key to being an effective Councilor is to stay informed. You should understand what is going on at the national level and within the local section or division that you represent. Remember, too, that you are a national Councilor. Looking out for your constituency is important; however, concern for the broader concerns of our profession and the chemical sciences at the national level is equally important. An understanding of the strategic direction of the Society will be vital in this regard. You may review the goals outlined in the [ACS Strategic Plan](#).

### 2. PRACTICAL SUGGESTIONS FOR YOU AS A NEW COUNCILOR

Here are some suggestions to help you quickly become an effective Councilor.

- (1) Attend all of your local section or division Executive Committee meetings.
- (2) Join the [Councilor Group via the ACS Network](#) to identify experienced Councilors, current and former, as possible resources. The Councilor Group exists to enable ACS Councilors to engage in discussions, share experiences, get advice, and form connections. It provides a platform to inform our new Councilors about the ACS and its governance, as well as allowing all Councilors to participate in debates and share information. The Councilor Group site hosts a collection of reference materials such as agendas, Talking Points from the last Council meeting, and past issues of the Councilor Bulletin. Once you join the group, you can set it to email you automatic alerts of updates. You can also subscribe to the RSS (Really Simple Syndication) feed via the Network page by clicking on the “Group Feeds” button under Actions.
- (3) Seek to become involved in an ACS national committee.
  - (a) Learn about the committee from descriptions in the following publications: this handbook; the *National Officers, Directors, Councilors, Committees, Division and Local Section Officers* book, also known as the “Yellow Book”; the *ACS Charter, Constitution, Bylaws, and Regulations*, under the section heading “Description of Council and Other Committees”; the Governance page on the ACS Web site ([www.acs.org](http://www.acs.org)); and brochures that can be obtained from the committees (see Appendix I for a list). Learning about committees through printed matter and online resources is helpful. However, the best way to learn more about committees is to attend their open meetings at the ACS National Meetings. Open meeting schedules are listed in the National Meeting materials published in [Chemical and Engineering News \(C&EN\)](#).

- (b) Initially in May, Councilors and non-Councilors are able to submit the ACS committee preferences form online via the “*Yellow Book*.” An information packet with details regarding the appointment process and online access will be mailed by the Office of the Secretary and General Counsel. A link to the form can also be found on the Councilor Group via the ACS Network under “Documents.” A second notice of submission will be sent in June.
- (c) Review the minutes of previous Council, Council Policy Committee, and ACS Board of Directors meetings. These items appear in each Councilor agenda package and on the Councilor Group via the ACS Network.

***Before the National Meeting...***

- (1) Determine the wishes and needs of the local section or division members whom you represent. Use their needs and concerns to guide your voting and your initiatives.
- (2) Read the *Council Meeting Agenda*, which is mailed to you approximately six weeks before the ACS National Meetings.

***At the National Meeting...***

- (1) Attend both ACS National Meetings if possible. You are eligible for travel reimbursement if your employer does not support you financially. Details are sent to you with the *Council Meeting Agenda*.
- (2) Attend the New Councilor Orientation session, typically scheduled on the Saturday afternoon preceding each ACS Spring National Meeting to which you will receive an invitation. At these sessions, experienced Councilors discuss the organization and function of the Council and the ACS committees. Prior to the face-to-face orientation program, there may be a pre-meeting orientation webinar that will help you prepare for the national meeting.
- (3) Collect publications, directories, and reports that may be of use to your local section or division (*see* Appendix II).
- (4) Select a few ACS committees whose agenda appeal to you. Attend their Open and Executive Committee meetings (times and locations are given in the National Meeting Program in *C&EN*). Ask questions. Become acquainted with the concerns, interests, and duties of the committee members. Introduce yourself and express your interest in serving on the committee. A general schedule of the ACS committee meetings can be found in the Appendix IV section of this handbook.
- (5) Attend your District’s Councilor Caucus meeting (times and locations are given in the National Meeting Program in *C&EN*). Divisional Councilors should also attend the Division Officers’ caucus. A general schedule of the Councilor Caucus meetings can be found in the Appendix IV section of this handbook.
- (6) Attend and vote in the Council meeting on Wednesday morning.
- (7) After the Council meeting, submit a written report to your local section or division describing the Council actions. You can use the Councilor Talking Points, described above, to help prepare your report.
- (8) Request a MENTOR. The Council Policy Committee has established a Councilor mentoring program to bring together new Councilors and those from whom they can learn and be inspired. Mentoring guidelines are provided on the Councilor Group via the ACS Network. You may request a mentor there as well.

**3. YOUR DUTIES AT THE LOCAL SECTION OR DIVISION LEVEL**

You speak for the members of your local section or division at the national level. You help to set national policies for ACS that directly or indirectly affect your constituency. At the same time, you must integrate the views of your constituency with an open and objective evaluation of the broader needs of the ACS on the national level. Thus, you also are a voice of the national ACS that must speak to your constituency about the greater needs of the ACS as a whole.

You serve as a vital bridge between national policy and local section or division concerns. Information should flow both ways. Useful information regarding national concerns can be found in the *C&EN* reports of meetings and activities, letters to the editor and ACS News pages, the *Councilor Bulletin*, as well as in the ACS Board of Directors, Council Policy Committee, and Council meeting minutes. To make your cycle of informational exchange effective, report the results of Council actions to your constituency. Use your local section or division publications, newsletters, websites, e-mail lists, meetings, etc. for communication.

Also, be active in your local section or division Executive Committee. In this way, you can determine the aims and needs of your constituency as well as communicate to it the aims and needs of the national ACS.

**4. YOUR DUTIES AT THE NATIONAL LEVEL**

Being an effective Councilor takes much time and effort at the local and national levels. Councilors who are conscientious find that contact with members of their own local section or division and with Councilors from other sections and divisions is stimulating and a source of professional development. You must make a commitment to this important job. Do not underestimate its value to your local section or division, as well as to the entire Society.

The *Council Meeting Agenda* is mailed to you approximately six weeks before each Council meeting. Read it *BEFORE* the committee and Council meetings. If possible, review the agenda with the Executive Committee of your local section or division before the ACS National Meeting. Attend Open and Executive Committee meetings at each ACS National Meeting. Participate in committee discussions to the extent permitted by each committee chair, and feel free to follow up by participating in Council debate when you have some relevant ideas or information. In planning for the Council meeting itself, *reserve most of the day for this activity*. Although Council meetings rarely extend past noon, some important discussions may cause it to continue into the afternoon.

**5. COMMITTEE MEMBERSHIP: OPPORTUNITIES FOR YOU TO SERVE**

One of the most effective ways for you to impact ACS governance is to serve on an ACS committee. Almost all of the Council's business originates in the committees. Each spring, the ACS Committee on Committees will send you a preference list form to express your interests regarding committee service.

A careful choice, based on a thoughtful survey of the activities of the committees, can provide you with a rewarding term of service to the ACS. You must recognize, however, that the ACS President and the Board Chair cannot satisfy all requests for committee membership. You increase your chances by attending Open and Executive Committee meetings, expressing your interest to the committee chair, and providing your specific credentials for committee service. If you are selected for appointment to a committee, you will be contacted by the ACS Secretary's office. You then must affirm, in writing, a willingness to serve. Committee appointments usually become effective on January 1, and they are normally for a term of two or three years as a member or one year as an associate, depending on the type of committee. Service is limited to three consecutive terms on the same committee.

If you accept an appointment to a committee, you also accept the obligation to work year-round throughout that term. You should attend all committee meetings, and you must be

willing to undertake special assignments that may require many hours of work between meetings. In addition, you must be diligent and prompt in completing assignments. Effective service on a committee represents a major personal commitment.

Service as an ACS Councilor can bring many satisfactions. As elected leaders in the world's largest scientific organization, you can direct the great resources of the Society to improve the professional well-being of the entire chemical scientific community. There are numerous opportunities for you to propose and advance creative initiatives. You can accomplish a tremendous amount of good.

In the process, you can enjoy many opportunities to develop your leadership, communication, and interactive skills. Since organizational abilities are readily transferable, service as a Councilor can make you more effective in your regular job and enhance your opportunities for professional advancement.

Career issues aside, most Councilors who have given generously of their time and talents will tell you that they have received much more than they have given. They particularly appreciate the good ideas, collaborative efforts, friendships, and personal support of respected colleagues. Service in Council can be a remarkably productive and satisfying experience. It's what you make of it!

#### **6. COMMITTEE ASSOCIATESHIP: OPPORTUNITIES FOR YOU TO SERVE**

To provide broader Council participation, committees also have Committee Associates. Appointments are for one year only and are based on the same criteria as those used for full committee membership and carry with them the same obligations and privileges, except voting. Being a Committee Associate enables newer Councilors to become familiar with ACS committee operations through active participation in committee work in an area of interest. Active, productive participation as a Committee Associate is ordinarily a prerequisite for appointment to full committee membership.



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## II. THE ROLE OF THE COUNCIL IN ACS GOVERNANCE

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Councilors have a unique opportunity and responsibility to affect policies of the Society and its strategic direction. Examples of this include discussion of special topics during Council meetings, providing input in the development of the ACS Strategic Plan, and participation in committees that have a substantial role in leadership of the Society.

This section describes the composition and policy-making activities of the Council. Read this section to understand ACS governance and your important role in it.

### A. OVERVIEW

The Council is composed of Local Section Councilors, Division Councilors, *Ex Officio* Councilors (*see* Section I.A.3.), and Bylaw Councilors (*see* Section I.A.4.), and certain non-voting Councilors. It has many important functions as the popular deliberative assembly of the ACS. Thus, the Council:

- nominates members for the office of the ACS President-Elect;
- elects Directors-at-Large, members of the Council Policy Committee (the executive committee of the Council), the Committee on Committees, and the Committee on Nominations and Elections;
- nominates, through electoral voting, members for the offices of District Directors;
- studies, recommends, and acts on all activities of direct and indirect interest to the members of the ACS, including the setting of ACS annual dues;
- advises the ACS Board of Directors on matters concerning the general management of the Society;
- influences decisions for which the ACS Board has responsibility;
- charters local sections and divisions; and
- is responsible for amending the Constitution and the Bylaws.

### B. ORGANIZATION

#### 1. OFFICERS

The President of the ACS is the presiding officer at Council meetings. The Secretary of the ACS is also Secretary of the Council.

#### 2. COMMITTEES

There are several types of Council-related committees, as described below. Further details about the ACS committees may be found in the *National Officers, Directors, Councilors, Committees, Division and Local Section Officers* book (the "Yellow Book"), and in the [\*Charter, Constitution, Bylaws, and Regulations of the American Chemical Society\*](#). Take a few minutes to review some of the duties described for each of the following types of committees to find out which might best fit your interests and talents.

##### a. Council Standing Committees

The Council Standing Committees, composed solely of Councilors appointed to the

committees by the ACS President, cover a wide variety of areas in which the Council has direct interest. The following Standing Committees are currently authorized:

- Constitution and Bylaws (C&B),
- Divisional Activities (DAC),
- Economic and Professional Affairs (CEPA),
- Local Section Activities (LSAC),
- Meetings and Expositions (M&E), and
- Membership Affairs (MAC).

Some of their responsibilities are described below.

(1) *Committee on Constitution and Bylaws (C&B)*

- Reviews provisions of the Constitution and Bylaws and initiates action as needed.
- Interprets and takes action to resolve ambiguities in the Constitution and Bylaws and to eliminate conflicting language in them.
- Acts for the Council in approving revisions and amendments to local section and division bylaws.
- Acts for the Council in determining that the requirements for affiliation of a local section with a local technical organization are fully met.

(2) *Committee on Divisional Activities (DAC)*

- Studies and makes recommendations to the Council concerning ACS policies affecting divisions.
- Assists divisions in coordinating their efforts with ACS and local section activities.
- Facilitates the establishment of new divisions.
- Acts for the Council in approving the affiliation of divisions with other technical organizations.
- Cooperates with the Committee on Meetings and Expositions and other committees in areas of mutual interest.

(3) *Committee on Economic and Professional Affairs (CEPA)*

- Oversees the Society's professional affairs programs, including those for career assistance and development.
- Monitors current and evolving economic and professional needs of chemical scientists.

- Conducts and reports periodic fact-finding studies on supply and demand, compensation, and other issues affecting the economic status of the chemical profession.
  - Promulgates, after approval by the Board of Directors and the Council, professional and employment guidelines for chemical scientists.
  - Proposes, for approval by the Council, the code of conduct for chemical scientists.
- (4) *Committee on Local Section Activities (LSAC)*
- Studies and makes recommendations to the Council concerning the problems and challenges of local sections.
  - Explores ways to assist local sections in enriching their program of activities.
  - Reviews local section annual reports in order to recognize the performance of outstanding sections and to improve, through feedback, the effectiveness of all local sections.
  - Makes recommendations to the Council about petitions for chartering new local sections and for changing territory or name.
  - Studies the financial status of local sections and makes recommendations concerning local section allotments.
- (5) *Committee on Meetings and Expositions (M&E)*
- Makes recommendations to the Council concerning policies and issues of ACS meetings and expositions.
  - Makes recommendations to the Council on dates and locations of ACS meetings and expositions.
  - Cooperates with the Committee on Divisional Activities in areas of mutual interest.
- (6) *Committee on Membership Affairs (MAC)*
- Elects members and affiliates to the Society
  - Makes recommendations to the Council concerning membership standards.
  - Makes recommendations to the Council concerning national affiliates.
  - Advises on plans and programs for increasing ACS membership.
  - Considers charges of injurious conduct against a member.
  - Considers any matter affecting members not within the field of some other Standing Committee.

Each of the above Council Standing Committees is composed of not fewer than 12 and not more than 20 Councilors appointed for two-year terms by the ACS President (during the end

of the President-Elect year), with advice from the Committee on Committees (ConC). Service is limited to three consecutive two-year terms. Appointments are arranged to provide rotation. Each Standing Committee also may have non-voting Committee Associates, likewise appointed by the ACS President.

**b. *Society Committees***

The ACS Board of Directors and the Council have substantial joint interests and responsibilities in several areas of ACS activity. Thus, there are two joint Board-Council Committees that are designated *Society Committees*. The ACS Board gives certain fiscal responsibilities to the Society Committees. They, in turn, are responsible to the ACS Board on all matters related to financial affairs and to both the Board and Council on all other matters. The Society Committees report to the Council Policy Committee (CPC), the Council, and the ACS Board at their respective meetings and, upon request, to the Executive Committee of the ACS Board. The following Society Committees are currently authorized:

- Budget and Finance (B&F), and
- Education (SOCED).

Some of their responsibilities are described below.

(1) *Committee on Budget and Finance (B&F)*

- Acts for the ACS Board in implementing financial policies and other broad financial actions within established budgets.
- Recommends the member dues rate.
- Assists the Treasurer of the Society in the review and preparation budgets.
- Makes recommendations to the ACS Board regarding the allocation of Society funds.
- Reviews requests, recommends approval or disapproval, and suggests and identifies sources of funds for new and unbudgeted items.
- Monitors the rate of all expenditures.
- Recommends to the ACS Board and Council an order of priorities for the use of ACS funds. With the Board, oversees the work of the Program Review Advisory Group (PRAG).

(2) *Committee on Education (SOCED)*

- Implements ACS policies regarding chemical education.
- Recommends to the ACS Board and Council policies and programs related to chemical education and the improvement of chemical education.
- Recommends approval or disapproval of requests for the funding of new or unbudgeted items related to chemical education.

Members of Society Committees serve a term of three years and are permitted up to three consecutive three-year terms on the same Society Committee. Appointments to

Society Committees are arranged to provide rotation. One member is appointed each year by the ACS President, one member is appointed by the Chair of the ACS Board, and all other members are appointed jointly, with the advice of the Committee on Committees (ConC).

Each Society Committee consists of not fewer than 12 and not more than 20 members. Appointments are made so that, at the time of appointment, the committee chair and at least two-thirds of each Society Committee are voting Councilors. Each Society Committee encourages the expression of ACS members' opinions and, whenever possible, allows reasonable time for ACS members to express their views before any action is taken. To accomplish this, each Society Committee holds at least one Open and one Executive Committee meeting during each ACS National Meeting. Before these meetings, the Society Committees publicize in *C&EN* the major topics they will discuss and the times and places of the Open Committee meetings.

**c. *Other Joint Board-Council Committees***

Other committees that are responsible to the Council and to the ACS Board may be established, as needed, by joint resolution. The responsibilities and lifetimes of these Joint Board-Council Committees are specified in the actions that charter them. These committees generally are established to address special areas.

The following Joint Board-Council Committees are currently authorized:

- Chemical Abstracts Service (CCAS)
- Chemical Safety (CCS),
- Chemistry and Public Affairs (CCPA),
- Chemists with Disabilities (CWD),
- Community Activities (CCA),
- Environmental Improvement (CEI),
- International Activities (IAC),
- Minority Affairs (CMA),
- Patents and Related Matters (CPRM),
- Professional Training (CPT),
- Publications (PUBS),
- Public Relations and Communications (CPRC),
- Science (ComSci),
- Women Chemists (WCC), and
- Younger Chemists (YCC).

The Joint Board-Council Committees may have members and committee associates other than Councilors. Appointments to Joint Board-Council Committees are arranged so as to provide rotation. Members are appointed by the ACS President and the Chair of the ACS Board, with the advice of the Committee on Committees (ConC). Each Joint Board-Council Committee may have any composition of membership and size as needed to accomplish its objectives. Members of Joint Board-Council Committees serve a term of three years and are permitted up to three consecutive three-year terms on the same committee.

Joint Board-Council Committees are responsible to the ACS Board on all matters related to fiscal and legal issues, and to both the ACS Board and Council on all other matters. These committees report to the Council Policy Committee, the Council, and the ACS Board at their respective meetings.

**d. *Other Committees of the Council***

Other Committees responsible to the Council or to the Council Policy Committee may be established to serve any purpose that the Council or the Council Policy Committee determines appropriate. Their responsibilities and lifetimes are stipulated in the founding resolutions.

The Other Committees of the Council are as follows:

- Analytical Reagents,
- Ethics,
- Nomenclature, Terminology, and Symbols (NTS)
- Project SEED (SEED), and
- Technician Affairs (CTA).

Other Committees may have any composition of membership and size that the Council or the Council Policy Committee determines would be most effective. Appointments to Other Committees are for three-year terms and are arranged to provide rotation. The ACS President, with the advice of the Committee on Committees, appoints the members of the Other Committees. Ordinarily, an Other Committee member is limited to three consecutive three-year terms on a given Other Committee. The President may waive this rule, however, in special instances.

**e. **Elected Committees****

Council Committees, whose members are elected, are as follows:

- Committee on Committees (ConC),
- Council Policy Committee (CPC), and
- Committee on Nominations and Elections (N&E).

Committee on Committees (ConC) is composed of the ACS President-Elect and 15 voting Councilors elected by the Council. To provide rotation, five members are elected annually. Each member of ConC is assigned as liaison to one or more committees to assist in the evaluation of committee personnel and to develop recommendation for new appointments to their respective liaison committees. ConC elects its Chair and Secretary from its membership.

Council Policy Committee (CPC), the Executive Committee of the Council, is composed of 16 members, 12 of whom are directly elected by the Council for three-year terms. To provide rotation, four members are elected annually. The other four members are the ACS President, the President-Elect, the Immediate Past-President, and the ACS Executive Director & CEO.

The President of the ACS is Chair of CPC and presides at its meetings. In the absence of the President, the Vice-Chair, who is elected annually by CPC from its voting

committee membership, presides. The Secretary of the ACS is also the Secretary of CPC.

The chairs of Elected Committees, Council Standing Committees, and Society Committees are non-voting members of CPC; otherwise, they have all the privileges of membership in CPC, and are expected to attend CPC meetings and to participate in the discussions. They receive agenda, minutes, and other documents sent to CPC members. Chairs of Standing and Society Committees report to CPC on the actions and deliberations of their committees and inform CPC about any matter that their committees plan to present to Council.

CPC meets at ACS National Meetings, prior to the Council meeting. CPC reviews the Council agenda and hears reports of chairs of the various ACS committees before their presentations to the Council. At this time, CPC decides what action, if any, it will recommend on agenda items and proposals made by the ACS committees.

Nominations and Elections (N&E) is composed of 15 voting Councilors elected by the Council. N&E elects its Chair, Vice-Chair, and Secretary from its committee membership.

The duties of the Elected Committees are described below.

(1) *Committee on Committees (ConC)*:

- Assists and advises in the appointments of chairs and members of all committees.
- Studies and makes recommendations to the Council concerning responsibilities and sizes of all committees, including proposals to establish, continue, disband, or merge them.
- Coordinates the agenda and meeting times of the Standing Committees of Council and Society Committees and assuring adequate exchanges of views on issues of general concern.
- Makes recommendations on the assignment of substantial responsibility to committees for review of petitions to amend the Constitution and Bylaws.
- Appoints members to fill vacancies that have existed longer than sixty days on Council-related Society bodies whose members or chairs are normally appointed by the President.
- Participates as members of a group which acts to fill vacancies that have existed longer than sixty days on Council-related Society bodies whose members or chairs are normally appointed jointly by the President and Chair of the Board; all members of the Executive Committee of the Board of Directors who are not appointed authorities comprised the other members of said group.

(2) *Council Policy Committee (CPC)* :

- Plans the general agenda for each Council meeting.
- Plans the detailed agenda to facilitate timely and effective action by the Council.

- Acts *ad interim* for the Council in special matters.
  - Nominates voting Councilors for membership on the Committee on Nominations and Elections (N&E).
  - Conducts long-range planning studies.
  - Investigates allegations of improper election procedures in district or national elections and makes appropriate recommendations to the Council.
- (3) *Committee on Nominations and Elections (N & E) :*
- Receives suggestions for proposed nominees for ACS Society offices.
  - Receives proposals for nomination by petition.
  - Prepares slates of proposed nominees for President-Elect, District Directors, and Directors-at-Large.
  - Nominates Councilors for the other Elected Committees of the Council.
  - Supervises all Society elections.
  - Receives and reviews credentials of Councilors.
  - Conducts elections within the Council.
  - Serves as an Appeals Board for local section and division elections.

### 3. COMMITTEE ADMINISTRATION

#### a. Chairs

The chairs of the Standing Committees are appointed by the ACS President, with advice of ConC, for one year. No individual may serve more than three consecutive terms. The chairs must be voting Councilors. It is essential that the chairs understand the purpose of their committees and their relationships to the aims and philosophy of the ACS and to other committees. Chairs also need to have a working knowledge of the ACS Constitution and Bylaws.

The chairs of Other Committees are appointed by the ACS President, with the advice of ConC, for one year. They are usually limited to three consecutive one-year terms, but the ACS President may waive this rule in special instances.

Chairs of Society Committees must be voting Councilors and are appointed jointly by the ACS President and the Chair of the ACS Board, with the advice of ConC, for one year. The chairs are limited to three consecutive one-year terms.

Chairs of Joint Board-Council Committees are appointed jointly by the ACS President and the Chair of the ACS Board, with the advice of ConC, for one year. The chairs are limited to three consecutive one-year terms.

Chairs of all committees are expected to identify areas needing attention, as well as new projects that would benefit the ACS, but within the areas of responsibility delineated for their committees. Committee activities should have clear goals so that the Council can readily understand and monitor committee activities.



Chairs should evaluate their committee activities and the contributions of individual members with a view toward making recommendations for Committee Secretary or Chair-Designate or toward reappointing Committee Members or Associates. Moreover, the chairs should use their open committee meetings as an opportunity to evaluate Councilor visitors as prospective Committee Members or Associates.

Besides reporting in meetings of CPC, committee chairs should also report to the Council. Matters requiring Council action and pending matters that may require future Council consideration are always reported to the Council.

**b. Secretaries**

Many committees have a Secretary, elected annually by each committee's membership. The Committee Secretary prepares the minutes of all committee meetings and collaborates with the chair in preparing meeting agenda and special reports.

**c. Agenda and Minutes**

Committee chairs usually consult with their secretaries, subcommittee chairs, and ACS staff liaison (*see* item 5, below) in preparing the agenda for their Executive and Open Committee meetings. Major topics for discussion must be given appropriate advance notice. Hence, abridged agenda are required for publication in *C&EN* two to three months prior to the Spring and Fall ACS National Meetings.

Committee secretaries, in cooperation with ACS staff liaisons, send detailed agenda to all committee members and associates, to the Secretary of the ACS, and to the ConC liaison prior to committee meetings. Committee secretaries also prepare the minutes of committee meetings for review by the chairs and staff liaisons. Secretaries revise the minutes as necessary and distribute final drafts to all committee members and associates, the Secretary of the ACS, and the ACS staff liaison.

**d. Executive and Open Committee Meetings**

Committee meetings follow a general procedure. After the approval of minutes, the chair usually reports on matters of general interest to the committee members. Reports from subcommittees usually come next. These reports may be progress reports or may call for definitive action by the committee. The committee will then consider its other agenda items. Also, committee chairs will welcome relevant comments from visitors during their meeting.

Each Standing Committee is required to hold at least one Executive Committee meeting and one Open meeting at each ACS National Meeting. At least one Executive Committee meeting must be held prior to the CPC meeting. The Open meeting must be scheduled before the Council meeting in case the committee agenda contains items for action by the Council. ConC works with the committee chairs to avoid conflicting meetings of committees whose interests overlap significantly.

**4. RELATIONSHIP TO THE BOARD OF DIRECTORS**

The Board of Directors has as its members the ACS President, the President-Elect, the Immediate Past-President, the Executive Director & CEO, six District Directors, and six Directors-at-Large. The ACS Board is the legal representative of the ACS. It holds all of the Society's property and funds, and manages its affairs. Consequently, it is advisable for members of the ACS Board to be knowledgeable in business affairs.

The ACS Board holds at least four meetings annually. Its minutes are included in the Council agenda, and its chair reports at each meeting of the Council. The ACS Board reviews the actions of the Council requiring ACS Board confirmation or collaboration.

The ACS Executive Director & CEO, the Secretary of the ACS, and the Treasurer of the ACS are appointed by the ACS Board. The ACS Board elects its Chair and Executive Committee from its membership. The Chair of the ACS Board is Chair of the Executive Committee, and the Executive Director & CEO serves as a non-voting member. Additional information concerning the duties of the ACS Board of Directors appears in [Charter, Constitution, Bylaws, and Regulations of the American Chemical Society](#).

**5. RELATIONSHIP TO ACS STAFF**

The ACS headquarters staff, through the Office of the Secretary & General Counsel, assists the Council as required and upon request. A member of the ACS staff is assigned as liaison to each of the Board, Council, and Joint Board-Council Committees. The function of the ACS staff is to provide advice and information, conduct special projects, and assist as necessary within the limitations imposed by budgets and staff availability.

**C. COUNCIL OPERATIONS**

**1. COUNCIL MEETING**

- a.** The Council meets twice annually, towards the end of each Spring and Fall ACS National Meeting. At these meetings, typically held Wednesday mornings, the Council conducts the business before it and reports its activities on behalf of ACS members; local sections or divisions; Elected, Standing, Society, or Other Committees; the ACS Board of Directors; and the Council Policy Committee.
- b.** All proposals requiring action by the Council are ordinarily referred first to one of the ACS committees for review. Some items proposed for Council action must first be publicized for discussion at open meetings of the Standing Committees. After public discussion, the committee deliberates and makes its recommendation to the entire Council. Committees may not prevent the Council from considering a proposal if it is so inclined. On the contrary, their role is to understand the impact of any proposal referred to it and to comment accordingly.
- c.** Council-related committees first report their recommendations to the Council Policy Committee (CPC). CPC can recommend presentation to the Council immediately or at a later date. CPC may also return the matter to the committee for additional work, refer it to other committees for consideration, request the opinion of the Board of Directors, or suggest that it be referred to a joint committee. It is advisable for committees to have CPC concurrence on any matter to be presented to Council for action.
- d.** Voting in Council, at the discretion of the President (the presiding officer of the Council meeting), may be by a voice vote, a show of hands or an electronic device (e.g., clicker) vote. Most votes are conducted by voice or clicker. In some circumstances a Councilor may want to request a recorded vote in which case the vote of each councilor will be reported in *C&EN*. A councilor wishing a recorded vote must make that request from the floor *before* a clicker vote has begun. For ratification, some actions must have joint concurrence of the Council and the ACS Board of Directors.
- e.** Proposals for amending the ACS Constitution or Bylaws are ordinarily printed in the Council agenda book on either yellow or green pages. Petitions for consideration are printed on yellow pages at the first Council meeting at which the change is proposed. Councilors wishing to make recommendations regarding these petitions may do so at the open meeting of the committee (or committees) with primary responsibility (listed on the yellow page) and express their views. Those opposed to a petition may also

make their views known in writing to the Committee on Constitution and Bylaws (C&B) within 30 days of the Council Meeting. C&B refers these comments to the appropriate committees for response. The objections along with the responses appear in the next Council Agenda. Petitions for consideration are to notify councilors that the action is being considered. Substantive issues related to these petitions are not discussed on the floor of Council. Petitions for action appear on green pages of paper to indicate that the proposal is open for Council deliberation and Council action. In most cases a petition will appear for action at the next Council meeting following the one in which it was for consideration. Amendments to the Bylaws require confirmation by the Board of Directors following Council action. Amendments to the Constitution must be ratified by the ACS membership.

## **2. ADMITTANCE TO COUNCIL MEETINGS**

### **a. Councilors**

A Council meeting credential card is included with the Council material sent out in advance of national meetings. This card must be signed and then presented at the credential desk for admittance to Council meetings. A Councilor who cannot attend the Council meeting should notify the local section or division secretary promptly so that an Alternate Councilor may be certified as a replacement.

### **b. Alternate Councilors**

For admittance to the Council meeting, the Alternate Councilor must present an Alternate Councilor credential card, signed by the local section or division secretary and by the Alternate Councilor. An Alternate Councilor cannot be admitted to the Council meeting without this card. (Note: The Alternate Councilor credential card is different from the Councilor card provided with the agenda.)

### **c. Temporary Substitute Councilor**

When no Councilor or Alternate Councilor can attend a Council meeting, the local section or division must inform the ACS Executive Director & CEO at least fifteen days in advance of the meeting that there will be no representation. The section or division may then request authorization for one Temporary Substitute Councilor to attend the Council meeting. A Temporary Substitute Councilor must be an ACS member. The ACS Executive Director & CEO will issue a credential card for the Temporary Substitute Councilor who must present it at the credentials desk for admittance to the Council meeting.

## **D. THE AMENDMENT PROCESS**

The process for amending the Constitution is described in its Article XVIII.

Any petition for amendment must be submitted in writing to the Executive Director & CEO for presentation to the Council. It must be signed by at least ten voting Councilors or not fewer than twenty-five members of the Society.

Each petition will be introduced to Council at its next meeting that comes at least sixteen weeks after the Executive Director & CEO has received it. The Executive Director & CEO refers the petition to the Committee on Constitution and Bylaws and to appropriate Council or Society Committees, as recommended by the Council Committee on Committees. One committee will be assigned primary responsibility for the petition's consideration.

Next, the petition is discussed in the open meeting of the committees involved and appears on the Council agenda for *consideration*. However, unless it is an urgent matter, a petition is generally not voted on at this first Council meeting. Moreover, a petition designated *urgent* requires the approval of

three-fourths of the Council. Finally, the Committee on Constitution and Bylaws is entitled to present an alternate proposal for consideration.

Within 30 days after the Council meeting at which a petition was introduced, recommitted to the committee primarily responsible for it, or referred to another committee, an original petitioner or the chair of the primary committee may initiate a process for withdrawing the petition. If the Committee on Constitution and Bylaws agrees, it must inform the Executive Director & CEO of its recommendations and underlying reasons for them, so that the Executive Director & CEO can inform each petitioner. If more than half of the original petitioners then withdraw their support, the petition is considered withdrawn.

For petitions remaining under consideration or in the process of refinement, Article XVIII details the steps leading to their ultimate adoption or rejection, in their original or amended form. While complex, the process is intended to assure that every petition is responsibly considered and thoroughly debated on its true merits and from the many perspectives represented in the Society.

Amending the Constitution is basically a two-step process. First, the Council must approve the petition. Next, it must be presented to the members of the Society for their approval—by mail ballot at the next Society election, unless the Council mandates an earlier special vote. For an amendment to be ratified, two-thirds of the members voting must vote in favor of it. The outcome of the vote is reported in *C&EN*.

Petitions for amendment of the Bylaws follow a similar process in the Council as petitions for amendment of the Constitution. However, Bylaw amendments do not require ratification by the members of the Society. First, two-thirds of the Council members voting must vote in favor of the petition. Next, the Executive Director notifies the Board of Directors of each approval, for its subsequent approval, as provided by the Constitution of the Society.

In closing, once again, welcome to the ACS Council. We hope that the information provided in this handbook clarifies the mission and operations of the Council for you. We also hope your appointment proves to be productive and personally satisfying.

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## APPENDIX I

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### SYNOPSIS OF THE COUNCIL

**T**he Council of the American Chemical Society is the popular deliberative body of the Society, and acts as an advisory body to the Board of Directors on matters relating to the general management of the Society.

As of January, 2012, the Council consisted of **513** members:

1	President
1	President-Elect
6	District Directors
6	Directors-at-Large
22	Past Presidents
1	Executive Director
1	Secretary
363	Local Section Councilors
91	Division Councilors
4	Bylaw Councilors
17	Non-Voting Councilors

and five types of committees served the Council:

#### **Council Standing Committees**

Constitution and Bylaws (C&B)  
Divisional Activities (DAC)  
Economic & Professional Affairs (CEPA)  
Local Section Activities (LSAC)  
Meetings and Expositions (M&E)  
Membership Affairs (MAC)

#### **Society Committees**

Budget and Finance (B&F)  
Education (SOCED)

#### **Joint Board-Council Committees**

Chemical Abstracts Service (CCAS)  
Chemical Safety (CCS)  
Chemistry and Public Affairs (CCPA)  
Chemists with Disabilities (CWD)  
Community Activities (CCA)  
Environmental Improvement (CEI)  
International Activities (IAC)  
Minority Affairs (CMA)  
Patents and Related Matters (CPRM)  
Professional Training (CPT)  
Publications (PUBS)  
Public Relations and Communications (CPRC)  
Science (ComSci)  
Women Chemists (WCC)  
Younger Chemists (YCC)

#### **Other Committees of the Council**

Analytical Reagents  
Ethics  
Nomenclature, Terminology and Symbols (NTS)  
Project SEED (SEED)  
Technician Affairs (CTA)

#### **ACS Elected Committees**

Committee on Committees (ConC)  
Council Policy (CPC)  
Nominations and Elections (N&E)

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## APPENDIX II

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### PUBLICATIONS, DIRECTORIES, AND REPORTS

1. The ACS Governing Documents, also known as Bulletin 5, includes the Charter, Constitution, Bylaws, and Regulations of the American Chemical Society. The authoritative version is available online at [www.acs.org/ bulletin5](http://www.acs.org/bulletin5). A limited number of print copies of only the January 1 edition are available upon request from [bylaws@acs.org](mailto:bylaws@acs.org).
2. The "Yellow Book", *Directory of National Officers, Directors, Councilors, Committees, Division and Local Section Officers*. A copy is sent to Councilors each year.
3. *The Councilor Bulletin*. Published five times annually, this publication provides news and information on Council-related activities and promotes communication among councilors.
4. *Council Meeting Agenda*. This agenda is mailed to Councilors approximately six weeks before scheduled meetings, and it is posted electronically to the Councilor ACS Network group and the Councilor Web page ([www.acs.org/ councilors](http://www.acs.org/councilors)).
5. The following information is available online via the Councilor Group on the ACS Network and the Web site listed:
  - [Annual Reporting for Local Section Activities - Statistical Review](#)
  - [ACS Speakers Bureau](#)
  - [Awards administered by the American Chemical Society](#)
  - [ACS Conference Management](#)
  - [ACS Member Handbook](#)
  - [Local Section Officer Resources/Treasurer's Handbook](#)
  - [Tools and Tips for Division Officers](#)
  - [ACS Student Chapters](#)
  - [Local Section Officer Resources](#)
  - [ACS Speaker Directory](#)
  - [Get Involved, Stay Involved](#)
  - [Councilor Talking Points from Previous Meetings](#)
6. The following items are included periodically in *C&EN*:
  - ACS National Meeting programs: approximately one month before meeting
  - ACS News: weekly
  - ACS Local Section Meetings and Tour Speakers Guide: monthly
  - Committee on Professional Training Approved School List: scheduled for April
  - Divisional Program Deadlines: scheduled for June
  - Official ACS Reports from the Board of Directors, Council, and Committees: scheduled for February, June, August and October
  - Preliminary Meeting programs: approximately two months before meeting

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## APPENDIX III

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**A** letter similar to the following and addressed to employers of Councilors is available upon request from the ACS Secretary & General Counsel. It may be signed by the ACS President or Chair of the Board.

Dear \_\_\_\_\_:

I am writing on behalf of the American Chemical Society to thank NAME OF COMPANY OR INSTITUTION for your generous support of NAME OF COUNCILOR in his/ her capacity as a member of Council from the NAME OF LOCAL SECTION OR DIVISION.

In these days of increasing professional workloads and competitive time pressures, it is noteworthy and gratifying to the Society that companies/ institutions such as yours realize that service as a volunteer in the governing structure of a scientific society still is an important factor of professional life. The Society depends critically on the voluntary efforts of literally hundreds of chemical scientists and engineers to carry out its many functions. These scientists and engineers work to communicate technical knowledge, to increase public appreciation for the contributions of chemistry to society, and to enhance the application of science in societal decision-making and to strengthen the Society's ability to guide its affairs efficiently and effectively.

Those who serve as Councilors on ACS committees and boards, such as NAME OF COUNCILOR, and in HIS/ HER service on NAME OF COMMITTEE, ETC., participate in decision-making and are involved in the budget process and in team projects, experience professional growth and gain skills equally useful in achieving goals and objectives at their home institutions.

Thank you again for helping to contribute to the efficient operation and long-term success of the American Chemical Society.

Sincerely

(signed)

President or Chair of the Board of the Society

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## APPENDIX IV

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### **GENERAL SCHEDULE FOR ACS COMMITTEE MEETINGS DURING NATIONAL MEETINGS**

#### **Society Committees**

Budget & Finance – Sat. AM and Fri PM & Sat. AM (December BOD Meeting)

Education – Thurs. PM & Fri. AM/ PM & Mon. PM (Open Meeting)

#### **Standing Committees**

Constitution and Bylaws – Sun. AM/ PM & Wed. PM

Divisional Activities – Sat. PM (Subcommittees) & Sun. AM (Open & Exec.)

Economic and Professional Affairs – Sat. AM/ PM & Sun. AM

Local Section Activities – Sat. AM/ PM, Sun AM & Tues. PM (Open Meeting)

Meetings & Expositions – Sat. PM & Sun. AM

Membership Affairs – Sun. AM/ PM & Mon. PM

#### **Other Committees**

Analytical Reagents – ACS (2x/ year)

Ethics – Sun. AM/ PM

Nomenclature, Terminology and Symbols – Mon. PM (Spring/ Fall Meeting)

Project SEED – Sat. AM/ PM & Sun. AM

Technician Affairs – Sun. AM/ PM

#### **Joint Board-Council Committees**

Chemical Abstracts Service – Fri. PM

Chemical Safety – Sat. PM (Subcommittees) & Mon. AM

Chemistry and Public Affairs – Monday AM/ PM (Spring/ Fall Meeting)

Chemists with Disabilities – Mon. AM/ PM

Community Activities – Sat. PM & Tues. PM (Open Meeting)

Environmental Improvement – Sat. AM/ PM

International Activities – Sat. AM/ PM

Minority Affairs – Sun. AM/ PM

Patents & Related Matters – Sat. AM/ PM

Professional Training – January & Fri. AM/ PM, Sat AM/ PM & Sun. AM/ PM

Publications – Fri. PM

Public Relations and Communications – ACS (February or March) & Mon or Tues AM/ PM (Fall Meeting)

Science – Sat. AM/ PM

Women Chemists – Sat. AM/ PM

Younger Chemists – Sat. AM/ PM & Sun. AM



## **GENERAL SCHEDULE OF COUNCILOR CAUCUS MEETINGS DURING NATIONAL MEETINGS**

### **SUNDAY**

District II Councilor Caucus 6:00 p.m. – 7:00 p.m.

Middle Atlantic Councilor Caucus 6:00 p.m. – 7:00 p.m.

District IV Councilor Caucus 6:00 p.m. – 7:00 p.m.

District V Councilor Caucus 6:00 p.m. – 7:00 p.m.

District VI Councilor Caucus 6:00 p.m. – 7:00 p.m.

### **TUESDAY**

Divisional Officers/ Councilor Caucus 4:00 p.m. – 6:00 p.m.

District I Councilor Caucus 5:30 p.m. – 7:00 p.m.

Information on Local Sections by Electoral Districts can be found under the [Governance](#) web page of acs.org.