



## CPC Policy on Reports to ACS Council

All materials to be distributed at Council meetings must have CPC approval.

### I. WRITTEN REPORTS

- A. Written reports are the primary means by which officers and committees report to Council. Written reports are included in the Council Agenda and are part of the “printed” or “official” records of Council meetings as described in various paragraphs of Standing Rule II, Sections 3 and 4.
- B. Written reports describe major initiatives and/or accomplishments since the last report and their impact on the SOCIETY. Written reports should be no more than two single-spaced pages, with topic headings where appropriate. Longer reports may be authorized by CPC when appropriate for Council action. Reports should direct Councilors to sources of additional information, such as websites, when appropriate.
- C. Members of the Presidential succession, the Chair of the Board, the Chief Executive Officer, and the chairs of the Society Committees, the Committee on Science, Elected Committees, and Standing Committees of the Council are expected to submit written reports for inclusion in the Agenda of each Council meeting.
- D. Chairs of Other Committees of the Council and Joint Board/ Council Committees are expected to submit written reports for inclusion in the Agenda of every other Council meeting: half for spring national meetings, the other half for fall meetings. Additional written reports by these committees may be authorized by CPC when appropriate for Council action.

### II. ORAL REPORTS

- A. All oral reports and visuals to be presented at a Council meeting must be presented to CPC, revised if necessary, and approved at the preceding meeting of CPC.
- B. Oral reports highlight major accomplishments that have occurred since the last written report was prepared. They may also describe future activities when those activities could significantly impact the membership and/or SOCIETY operations.
- C. Oral reports are presented at meetings of the Council by officers and committees who have submitted written reports that are included in the Council Agenda. Additional oral reports may be authorized by CPC when appropriate for Council action.

- D. Brevity and clarity are primary considerations. Oral reports must be less than three minutes in duration and less than 450 words in length unless specifically approved by CPC. The Chief Executive Officer may take up to four minutes for his regular oral reports to Council.
- E. Oral reports should not be used to convey information that is available elsewhere, or to chronicle committee activities. Personal references and tributes to individuals are not appropriate.
- F. Use of visual aids that summarize the major points of an oral report and reduce presentation time are encouraged. (See *Guidelines for Visual Presentations and Supplemental Material to Council*.)
- G. The verbatim written text of oral reports and visuals shall be provided to the Secretary of CPC in electronic format prior to the beginning of the CPC meeting that precedes the Council meeting, preferably no later than the afternoon before the CPC meeting.
- H. Oral reports to Council shall usually be taken in the following order: Reporting officers, Elected Committees, Society Committees, the Committee on Science, Council Standing Committees, and other reports authorized by CPC.