



## Guidelines for Special Discussions for ACS Council Meetings

Special Discussions may be considered by the Council Policy Committee (CPC) for either or both of the Council meetings per year if time permits on the proposed agenda. Any ACS component, group or Council member may make suggestions to CPC regarding topics.

If a follow-up to the discussion is appropriate, a mechanism for follow-up should be established. The follow up may occur in an existing committee, division, or task force. If there is no clear alignment with those organizations' charters, the President and Council Policy Committee (CPC) should determine the best mechanism

In considering topics for inclusion in an agenda, CPC should consider topics such as those that:

- are relevant to a broad range of ACS members/Councilors;
- align with presidential themes or initiatives (for example, Graduate Education);
- engage the scientific or intellectual abilities of the Council in addressing substantive issues (for example, Climate Science);
- impact the chemical enterprise (for example, safety in academic laboratories); or
- are specific to Council work processes and issues (for example, the previous Special Discussion on moving Council meetings to Tuesdays).

The person or group making the suggestion about a special discussion should state clearly the purpose of the discussion. For example, is it to inform a group that is addressing a particular issue, or is it to brainstorm solutions?

A short written introduction to the topic and discussion should be included in the Council agenda book. The group or person making the suggestion should provide the Office of the Secretary with their suggestion eight (8) weeks before the Council meeting to allow time for CPC review and placing the proposal in the Council agenda.

A five-minute verbal presentation on the topic should be delivered by the President (or designee) to the Council at the beginning of the discussion.

Discussion should be limited to thirty (30) minutes, with no Councilor being permitted to speak for more than one minute, and with no Councilor speaking more than once. The President should announce that no additional Councilors will be recognized when it appears that the Councilors waiting to address the issue will take up all the time remaining.

No motions will be in order during consideration of the Special Discussion item.

The discussion topic and graphics need to be approved by CPC. A sample motion from a CPC Vice-Chair report follows: "I move that the ACS President be authorized to present to Council on dd/mm/yyyy, with projected graphics, on the subject, "x"; that the topic be introduced in a no more than five-minute presentation; that the discussion following the presentation be limited to thirty (30) minutes, with no Councilor speaking for more than one minute, and with no Councilor speaking more than once; and that no motions be in order during consideration of this agenda item at the Council meeting."