

## **Analytical Chemistry, Division V Division Rules (Proposed 2023)**

### **1. MISSION**

The mission of the Analytical Chemistry Division is to provide objective scientific expertise and develop essential tools of analytical chemistry that enable IUPAC to accomplish its mission in sustainable development, create and promote a common language of chemistry, provide evaluated data and advocate free scientific exchange.

### **2. DIVISION COMMITTEE**

Under the Statutes, Bylaws, and policies of the Union, the Division is managed by its Division Committee (\$10, Divisions and Commissions and B3.1, Division Committees and their subsections are particularly relevant). The Division Committee is responsible for approving and overseeing scientific projects, symposia and other activities within its area of responsibility and for cooperating with other Divisions in initiating and managing interdisciplinary projects, symposia and other activities, as appropriate. The composition of the Division Committee (B3.1) is no more than ten Titular Members (including officers), no more than six Associate Members, and no more than ten National Representatives.

### **3. ELECTION OF DIVISION COMMITTEE MEMBERS**

Titular Members of the Division Committee are nominated and elected for a term of two years by the electorate defined in B3.1. The term of service of a Titular Member is not more than four consecutive years but this limit does not include time served as Secretary, Vice President or President, as provided in B3.1.4. Associate Members may be elected by the Division Committee for a term of two years, subject to re-election for a second two-year term, as provided in B3.1. National Representatives may be elected by the Division Committee on nomination by National Adhering Organizations, for a term of two years, subject to re-election for a second two-year term, as provided by B3.1. Except in exceptional circumstances with the permission of the Executive Board, total length of service as Titular Member and Associate Member shall not exceed twelve years. This limitation does not include time served as Secretary, Vice President or President. Interim appointments to fill vacancies on the Division Committee occurring between meetings may be made by the Division President as provided by B3.1.4.

### **4. NOMINATING COMMITTEE**

A ballot to elect Titular Members of the Division Committee is drawn up by a Nominating Committee, as provided by B3.1.4. The Nominating Committee consists of not more than five members of whom at least three must be from outside the Union. The Division President will not be a member of the Nominating Committee. The Nominating Committee is appointed by the Division President with the concurrence of the Secretary General. The Division Committee prepares a statement of desirable attributes of nominees to be placed on the web page of the Division. The Nominating Committee names candidates for Division Officers from the present membership of the Division Committee, noting that the current Vice-President will become the President, and the current President will become the immediate Past President. In the event that willing and suitable candidates for Secretary, Vice President or President cannot be identified among the current Division Committee membership, it is possible to elect new Titular Members before electing officers and for a new Titular Member to become an officer, allowing the next highest polling candidate for Titular Member to be declared elected.

Nominations for Titular Membership are made by the National Adhering Organizations (NAO) or by members of the Nominating Committee (B3.1.4). Titular Members must be from a member country. From this list the Nominating Committee names candidates for the ballot of Titular Member positions, choosing active scientists from a balance of industry and academia with regard to diversity and inclusion, and to provide broad scientific coverage including the themes of quality and standards; laboratory and instrumental methods; data handling and evaluation; emerging methods and techniques; commercial applications; and, education. In the ballot for Titular Members for positions other than officers, positions are listed for areas of expertise. For each ballot position (other than officers) will include at least two and not more than three candidates.

Nominations for Associate Membership are made by NAOs, by members of the Nominating Committee, or by Company Associates. Associate Members must be from a member country or be an Affiliate Member of the Union (B3.1.4).

Nominations for National Representatives are made by NAOs with no more than one representative from a given NAO (B3.1.4).

## 5. ELECTIONS

Elections shall be conducted via the web under procedures defined by the IUPAC Secretariat. The membership of the Division for the next biennium shall be communicated to the IUPAC Secretariat. The elections are subject to approval by the Council (B4.1.5).

## 6. TERMS AND DUTIES OF OFFICERS

The President serves a term of four years and is not eligible for re-election. The President is the administrative head of the Division, presides at meetings of the Division Committee, and is an *ex officio* member of all bodies of the Division. The President is the principal representative of the Division within and outside the Union.

The Vice President is elected in the biennia when the President is not elected, serves a term of two years and then, as President-elect, becomes President. Thus, the division alternates between having a Vice President and an immediate Past President (see below), but not both in the same biennium. The Vice President or the immediate Past President acts for the President when necessary and assists the President as requested. The Vice President or immediate Past President assumes the office of Division President in the event of the President being unable to perform the functions of that office. For the Vice President, this does not alter the forthcoming term of office as President.

The Secretary serves a term of four years and is eligible for re-election to a second term of four years. The Secretary assists the President in carrying out the business of the Division and maintains the records of the Division.

The immediate Past President serves a term of two years and assists the President as requested.

## 7. FUNCTIONS OF THE DIVISION

The Division Executive Committee, consisting of the Division Officers carries out necessary administrative functions between Division meetings. The Division Committee, assisted by the Executive Committee and the Division Subcommittees:

- i. through a Project Coordinator initiates, reviews, approves and manages projects and their associated task groups;
- ii. through a Web Master maintains a division page on the IUPAC website;
- iii. plans and organizes scientific meetings and engages in other activities that are deemed useful in furthering the objectives of the Division; this includes the approval of Union sponsorship of scientific meetings;

- iv.* manages the its budget in accordance with a procedure prescribed by the Treasurer;
- v.* coordinates with other IUPAC bodies joint projects and initiatives;
- iv.* performs additional functions as indicated in B3.1.

#### **8. SUBCOMMITTEES AND PROJECTS**

The Division may form or dissolve subcommittees as appropriate to further its work. Each subcommittee will hold at least one meeting (in-person or virtual) each year and submit an annual activity report to the Division President. At its first meeting of each biennium, each subcommittee will select a chair. To the extent possible, subcommittee chairs will not serve for more than four consecutive years.

Approved projects managed by the Division will hold at least one meeting (in-person or virtual) each year and submit an annual progress report to the Division President.

#### **9. INTENT OF THESE RULES**

The intent of the Rules is to summarize the Statutes and Bylaws as they define the role of the Analytical Chemistry Division (ACD) within the Union and, in the framework of the Statutes and Bylaws, to record procedures adopted by the ACD. If any inconsistencies exist between these Rules and the Statutes and Bylaws, the latter take precedence.