



ACS HANDBOOK FOR COUNCILORS: YOUR ROLE IN ACS GOVERNANCE

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FOREWORD

This 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 Governing Documents are subject to review and modification. The descriptions in this handbook reflect the Governing Documents as of December 1, 2022.

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1. Your Role in ACS Governance

Welcome 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 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.

1.1 Types of Councilors

There are five types of Councilors, as described below. Most Councilors are Local Section or Division Councilors, who are collectively known as elected Councilors. The last three categories in this list are Councilors in place to assure continuity in ACS governance:

1.1.1 Local Section Councilors

The largest number of Councilors consists of those elected by the members of the Local Sections. The number of Councilors allotted each Local Section is determined by the number of members. Every Local Section has at least one Councilor.

1.1.2 Division Councilors

The Divisions, collectively, are represented on Council 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.

1.1.3 *Ex Officio* Councilors

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

1.1.4 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. Councilors whose positions are eliminated during their term because of a reduction in the Local Section's or Division's size remain as voting Councilors until the end of their current elected term.

1.1.5 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 cannot attend the Council meeting (please see *ACS Governing Documents: Constitution, Bylaws, Standing Rules, Schedule of Membership, and Regulations*).

1.2 Your Duties and Opportunities as a Councilor

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 CEO and certified on or before December 1 each year. In the late fall, the ACS National Office provides information to your Local Section or Division Secretary for officially submitting election results.

As a new Councilor, you should use the first year to become familiar with ACS governance. You should seriously consider becoming involved in an ACS committee because committees are 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. Looking out for your constituency is important; however, concern for the broader issues of our profession and the chemical science at the national level is equally important. An understanding of the strategic direction of the Society will be vital in this regard. You should review the goals outlined in the [ACS Strategic Plan](#).

1.2.1 Practical Suggestions for You as a New Councilor

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

- Attend all your Local Section or Division Executive Committee meetings.
- 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 News and Committee Alerts*. 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.
- Seek to become involved in an ACS national committee.
 1. Learn about the committee from descriptions in the following publications: this handbook; the National Officers, Directors, Councilors, Committees, Division and Local Section Officers online directory, also known as the “[Yellow Book](#)”; the [ACS Governing Documents: Constitution, Bylaws, Standing Rules, Schedule of Membership, and Regulations](#); the [Council Page](#) on the ACS website (www.acs.org); and [Committee webpages](#) (see Appendix I for a list). Learning about committees through online resources is helpful. However, the best way to learn more about committees is to attend their open meetings at the ACS Spring and Fall Meetings. Open meeting schedules are listed on the Councilor Page of acs.org and the [ACS mobile app](#).

2. Councilors and non-Councilors are able to submit the ACS committee preferences form online. An information packet with details regarding the appointment process and online access will be emailed by the Office of the Secretary and General Counsel. This process usually opens after the ACS Spring Meeting. A second notice of submission will be sent just prior to the deadline date. A new version of the committee preference form was released in 2022 and is available to all ACS Members at <https://www.cmte.acs.org/>. While the window to submit committee preferences typically opens in April and closes in July, we recommend that you login now become acquainted with the platform and to ensure your biography information is entered correctly. Once you login, the system will recognize you as a user and send you a notification when the form opens for committee preference submission.
3. Review the minutes of previous Council, Council Policy Committee meetings, and the reports from the ACS Board of Directors. These items appear in each Councilor agenda package and on the Councilor Group via the ACS Network.

Before the ACS Meeting

- Read the Council Meeting Agenda, which is posted on the Council website approximately six weeks before the ACS Spring and Fall Meetings.
- Determine the wishes and needs of the Local Section or Division members whom you represent. Identify what actions will take place (what's up for a vote) and seek input from your Local Section or Division. Use their needs and concerns to guide your voting and your initiatives.

1.2.1.1 At the ACS Meeting

- Attend both the ACS Spring and Fall Meetings, if possible. You may be eligible for travel reimbursement from your Local Section or Division if your employer does not support you financially. All Councilors are encouraged to attend in person. However, a virtual option will be available should you need to participate in this format. Details are sent to you with the Council Meeting Agenda.
- If you are newly elected, plan to attend the New Councilor Orientation session, to which you will receive an invitation. If it is held virtually, you will receive details on the logistics and how to participate. 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, a pre-meeting webinar is held that will help you prepare for the ACS Spring Meeting. After the orientation (whether in-person or virtual), there is a reception or special session held with the Committee Chairs and other leaders of governance. This is conducted to introduce the new Councilors and Alternate Councilors to the ACS leaders, provide information on the ACS Committees, and encourage them to get involved.
- Collect publications, directories, and reports that may be of use to your Local Section or Division (see Appendix II-many can be found online).
- Select a few ACS committees whose agenda appeal to you. Attend their Open and Executive Committee Meetings (times and locations are provided on the ACS Governance Schedule that can be found on the Councilor page of acs.org). 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.

- Attend your District's Councilor Caucus meeting (times and locations are provided via the Councilor page on acs.org). Division 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.
- Attend and vote in the Council meeting on Wednesday morning. During debate on any motion, or to ask questions of reports, Councilors approach one of several microphones in the aisles and are recognized by the ACS President, who presides. If you are attending the hybrid Council meeting virtually, procedures for asking a question will be provided at the beginning of the Council meeting or viewed in the tutorial also found on the Council webpage.
- After the Council meeting, submit a 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. They will be emailed to you a few days after the Council meeting.
- 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 to have a mentor assigned before the ACS Spring Meeting. Mentors are invited to attend the New Councilor Orientation and reception with Committee Chairs. This will be a good time to meet with your mentor and other ACS leaders who can provide guidance.

1.2.2 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 *Chemical & Engineering News (C&EN)* reports of meetings and activities, letters to the editor and ACS News pages, the Councilor Bulletin, as well as in the reports from the ACS Board of Directors, and the 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 and communicate the aims and needs of your constituency.

1.2.3 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 Local 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 Meeting. Attend Open and Executive Committee meetings at each ACS 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.

1.2.4 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 (ConC) will send you a link to the online Committee Preference 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 or via email, a willingness to serve. Committee appointments usually become effective on January 1, and they are normally for a term of three years as a member or one year as an associate. Service is limited to two consecutive terms on the same committee and reappointment is not guaranteed.

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. Lack of attendance and participation will typically result in a failure to be reappointed.

Service as an ACS Councilor can bring many satisfactions. As elected leaders in one of the world's largest scientific organizations, 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!

1.2.5 Committee Associateship: Opportunities for You to Serve

To provide broader Council participation, committees also have Committee Associates. Appointments are for one year, but reappointment is possible. Appointments 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. If Committee Associates are not advanced to a voting membership slot after several years, they are often moved to a different committee.

2. The Role of the Council in ACS Governance

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 the ACS governance and your important role in it.

2.1 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 of the office 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 (via the Schedule of Membership);
- 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, Divisions, International Chapters; and
- votes on amendments to the Constitution, Bylaws, Standing Rules, and various committee actions.

2.2 Organization

2.2.1 Officers

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

2.2.2 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 [ACS Governing Documents: Constitution, Bylaws, Standing Rules, Schedule of Membership, and Regulations](#). 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.

2.2.2.1 Society Committees (Only Reporting to Council)

The Society Committees that only report to Council are composed of individuals – including Councilors – appointed to the committees by the ACS President, cover a wide variety of areas in which the Council has direct interest. Each of these Committees is composed of not fewer than 12 and not more than 20 members appointed for three-year terms by the ACS President (during the end of the President-Elect year), with advice from the Committee on Committees (ConC). Service is normally limited to two consecutive three-year terms. Appointments are arranged to provide rotation. Committees whose members are appointed may have non-voting Committee Associates, likewise, appointed by the ACS President. The following are the Society Committees reporting only to Council:

Committee on Analytical Reagents

Committee on Constitution and Bylaws

Committee on Divisional Activities

Committee on Economic and Professional Affairs

Committee on Ethics

Committee on Local Section Activities

Committee on Meetings and Expositions

Committee on Membership Affairs

Committee on Nomenclature, Terminology, and Symbols

Committee on Project SEED

Committee on Technician Affairs

Society Committees that report only to Council whose members are elected, are as follows:

Committee on Committees (ConC)

Council Policy Committee (CPC)

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 a 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.

This Committee is responsible for:

- Acting for the Council in the selection of the Council-related SOCIETY bodies by assisting and advising in the appointment of the chairs and members of such SOCIETY bodies
- Studying and making recommendations to the Council concerning the responsibilities and size of all Council-related SOCIETY bodies, including proposals to disband, create, or merge them
- Coordinating the agenda and meeting times of the Standing Committees of the Council and Society Committees and assure adequate exchanges of views on issues of general concern
- Making recommendations on the assignment of substantive responsibility to committees for review of petitions to amend the Constitution, and Bylaws
- Participating as members of a group which acts to fill vacancies that have existed longer than sixty days on the Council-related SOCIETY bodies whose members or chairs are normally appointed jointly by the President and the Chair of the Board; all members of the Executive Committee of the Board of Directors who are not appointing authorities comprise the other members of said group

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 Chief Executive Officer.

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.

CPC meets at ACS Spring and Fall Meetings, prior to the Council meeting. CPC reviews the Council agenda and 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.

This Committee is responsible for:

- Planning the general agenda for each Council meeting
- Planning the detailed agenda required to facilitate effective action by the Council
- Acting as interim for the Council as authorized by the Council or the Bylaws or the Standing Rules in all matters except amendment of the Constitution and Bylaws
- Serving as an executive committee of the Council
- Nominating voting Councilors for membership on the Committee on Nominations and Elections
- Conducting long-range planning studies concerning the future of the Society
- Investigating allegations of improper election procedures in District or national elections and determining if violations have occurred; setting aside the results of

such an election when it finds sufficient cause; submitting charges of conduct as defined in the Standing Rules, when it has reason to believe that significant election procedure violations have occurred

- Serving as an appeals board for any member or candidate dissatisfied with an admission-related action of the Committee on Membership Affairs

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. N&E oversees the nomination and elections process for selecting ACS Officers. ACS members submit names for potential nominees for President, the Board of Directors, and members of the Council's elected committees. The committee is committed to selecting from among the broad diversity of the membership nominees who can provide quality leadership.

This Committee is responsible for:

- Receiving from members suggestions of persons who should be considered when selecting proposed nominees or candidates for Society offices; receiving proposals for nomination by Councilor petition; and receiving nominating petitions from ACS members
- Preparing slates of nominees for District Directors and President-Elect, and of candidates for Director-at-Large, together with a summary of the qualifications of those named
- Supervising all Society elections
- Receiving and reviewing credentials of Councilors and determining eligibility for admittance to Council meetings
- Conducting elections during Council meetings
- Serving as an election appeals board for all Local Section or Division elections: establish regulations for conduct of election appeals, investigate allegations of improper election procedures, and if it determines violations have occurred, take such actions as it deems necessary up to and including, ordering new elections, and submitting charges of improper conduct when the committee has reason to believe that significant election procedure violations have occurred

2.2.2.2 Society Committees (Reporting to both Board and Council)

The ACS Board of Directors and the Council have substantial joint interests and responsibilities in several areas of ACS activity. These Society Committees report to the Council and the ACS Board at their respective meetings and, upon request, to the Executive Committee of the ACS Board.

Committee on Budget and Finance

Committee on Chemistry and Public Affairs

Committee on Chemists with Disabilities

Committee on Community Activities

Committee on Education

Committee on Environmental Improvement

Committee on International Activities
Committee on Minority Affairs
Committee on Patents and Related Matters
Committee on Professional Training
Committee on Public Relations and Communications
Committee on Publications
Committee on Science
Committee on Senior Chemists
Committee on Women Chemists
Committee on Younger Chemists

Members of these Society Committees serve a term of three years and are permitted up to two 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 recommendation of the Committee on Committees (ConC).

Each Society Committee consists of not fewer than 12 and not more than 20 members. 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 typically holds at least one Open and one Executive Committee meeting during each ACS Spring and Fall Meeting. Before these meetings, the schedule and contact information for Society Committees' Open and Executive meetings are posted to the Council webpage. Links to meeting agendas and committee events can be found there as well.

2.2.2.3 Other Society 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 Committees are specified in the actions that charter them. These committees generally are established to address special areas.

The Mission, Vision, Goals and duties of ALL Society Committees can be found on the [Governance Committee webpage](#) on acs.org.

2.2.3 Committee Administration

2.2.3.1 Chairs

The Chairs of the Society Committee reporting only to Council are appointed by the ACS President, with advice of ConC, for one year. No individual may serve more than three consecutive terms. 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 Governing Documents.

Chairs of Society Committees reporting to the Board and Council 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.

Matters requiring Council action and pending matters that may require future Council consideration are always reported to the Council.

2.2.3.2 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.

2.2.3.3 Agenda and Minutes

Committee Chairs usually consult with their secretaries, subcommittee chairs, and ACS staff liaison 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 ACS Spring and Fall Meetings. See item five (5) below.

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.

2.2.3.4 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.

2.2.4 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 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 reports 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 Chief Executive Officer, the Secretary of the ACS, and the Treasurer of the ACS are elected 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 Chief Executive Officer serves as a non-voting member. Additional information concerning the duties of the ACS Board of Directors appears in [Governing Documents: Constitution, Bylaws, Standing Rules, Schedule of Membership and Regulations](#).

2.2.5 Relationship to ACS Staff

The ACS headquarters staff are directed by the Chief Executive Officer; however, the Office of the Secretary & General Counsel typically assists the Council as required and upon request. A member of the ACS staff is assigned by the ACS Secretary 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.

2.3 Council Relations

2.3.1 Council Meeting

- The Council meets twice annually, towards the end of each ACS Spring and Fall Meeting. At these meetings, held Wednesday mornings, the Council conducts the business before it and reports its activities on behalf of ACS members; Local Sections and Divisions, Society Committees; and the ACS Board of Directors.
- 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.
- The Society Committee(s) responsible for the function first report their proposed amendments to the ACS Governing Documents or other recommended actions to the Council Policy Committee (CPC). CPC may recommend a presentation to 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 or consideration.
- As stated earlier, Councilors should attend and vote in the Council meeting on Wednesday morning. During debate on any motion, or to ask questions of reports, Councilors approach one of several microphones in the aisles and are recognized by the ACS President, who presides. If you are attending the hybrid Council meeting virtually, procedures for asking a question will be provided at the beginning of the Council meeting or viewed in the tutorial also found on the Council webpage.
- Proposals for amending the *ACS Constitution & Bylaws* or *Standing Rules* are ordinarily printed in the Council agenda book on either yellow or green pages. Petitions for consideration appear on yellow pages in the Council agenda 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 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. Petitions which seek to amend the Standing Rules are in the Council agenda as blue pages and are up for action immediately. Guidelines for preparing such a petition can be viewed [here](#).

2.3.2 Admittance to Council Meeting

2.3.2.1 Councilors

The Council meeting credential card is included with the Council material sent out in advance of national meetings. This card must be completed and submitted in advance of the Council meeting. Councilor can no longer present a credential card immediately before the Council meeting begins. 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.

2.3.2.2 Alternate Councilors

For admittance to the Council meeting, the Alternate Councilor must submit an Alternate Councilor credential card, signed by the local section or division secretary and by the Alternate Councilor in advance of the Council meeting. Please refer to the communications coming from secretary@acs.org for information.

2.3.2.3 Temporary Substitute Councilor

When no Councilor or Alternate Councilor can attend a Council meeting, the local section or division must inform the ACS Chief Executive Officer 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. Please refer to the information provided by the Office of the Secretary for further information.

2.3.2.4 The Amendment Process

The process for amending the Constitution is described in Article XIII of the ACS Governing Documents. Any petition proposing amendments to the ACS Constitution must be submitted in writing, along with the reasons, to the Chief Executive Officer 16 weeks prior to the Council meeting and must be signed by not fewer than 10 voting Councilors or not fewer than 25 members of the Society.

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The Chief Executive Officer refers the petition to the Committee on Constitution and Bylaws and to other appropriate Council Committees, as recommended by the Committee on Committees (ConC). 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 Chief Executive Officer not less than twelve weeks prior to the following Council meeting of its recommendations and underlying reasons for them, so that the Chief Executive Officer 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 XIII 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 submitted to the members of the Society for vote—by 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, as outlined in BYLAW X, follow a similar process as petitions for amendment of the Constitution; however, Bylaw amendments do not require ratification by the members of the Society. Instead, two-thirds of the Council members voting must vote in favor of the petition. Next, the Chief Executive Officer notifies the Board of Directors of the approval, for which the amendment(s) shall become effective when confirmed by the Board of Directors.

Petitions to amend the Standing Rules are outlined in BYLAW XI, which follows a less stringent process than amending the Constitution or Bylaws, can be up for action at the first Council meeting in which they are listed in the agenda. Amendments to the Standing Rules shall become effective when approved by the Council and confirmed by the Board of Directors.

Closing

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.

APPENDIX

I. Synopsis of the Council

The 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 2023, the Council consisted of the following:

1	President
1	President-Elect
1	Immediate-Past President
6	District Directors
6	Directors-at-Large
26	Past Presidents
1	Chief Executive Officer
1	Secretary
360	Local Section Councilors
91	Division Councilors
1	Bylaw Councilor
24	Non-Voting Councilors

To learn more about the work of individual ACS committees, access member rosters, obtain related resources, and find ways to get involved, the following are the links to the committee webpages on [acs.org](https://www.acs.org).

Society Committees - Reporting only to Council

[Analytical Reagents \(CAR\)](#)

[Committee on Committees \(ConC\) – members are *elected*](#)

[Constitution and Bylaws \(C&B\)](#)

[Council Policy \(CPC\) – members are *elected*](#)

[Divisional Activities \(DAC\)](#)

[Economic & Professional Affairs \(CEPA\)](#)

[Ethics \(ETHX\)](#)

[Local Section Activities \(LSAC\)](#)

[Meetings and Expositions \(M&E\)](#)

[Membership Affairs \(MAC\)](#)

[Nomenclature, Terminology and Symbols \(NTS\)](#)

[Nominations and Elections \(N&E\) – members are *elected*](#)

[Project SEED \(SEED\)](#)

[Technician Affairs \(CTA\)](#)

Society Committees – Reporting to the Board and Council

[Budget and Finance \(B&F\)](#)

[Chemical Safety \(CCS\)](#)

[Chemistry and Public Affairs \(CCPA\)](#)

[Chemists with Disabilities \(CWD\)](#)

[Community Activities \(CCA\)](#)

[Education \(SOCED\)](#)

[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 \(ComSci\)](#)

[Senior Chemists Committee \(SCC\)](#)

[Women Chemists \(WCC\)](#)

[Younger Chemists \(YCC\)](#)

II. Publications, Directories, and Reports

1. The ACS Governing Documents, also known as Bulletin 5, includes the Constitution, Bylaws, Standing Rules, and Regulations of the American Chemical Society. The authoritative version is available online at www.acs.org/bulletin5. A limited number of print copies of only the January 1 edition are available upon request from bylaws@acs.org.
2. The "[Yellow Book](#)", *Directory of National Officers, Directors, Councilors, Committees, Division and Local Section Officers*. A limited number of print copies are available upon request from secretary@acs.org.
3. *The Councilor News and Committee Alerts*. Published three times annually, this publication provides news and information on Council-related activities and promotes communication among councilors.
4. *Council Meeting Agenda*. This agenda is posted on the Councilor webpage approximately six weeks before scheduled meetings, and it is posted electronically to the [Councilor ACS Network group](#).
5. The following resources are available online at www.acs.org :
 - [Councilor Group via the ACS Network](#)
 - [Annual Reporting for Local Section Activities - Statistical Review](#)
 - [Awards Administered by the American Chemical Society](#)
 - [ACS Conference Management](#)
 - [ACS Speaker Directory](#)
 - [ACS Member Engagement](#)
 - [Local Section Officer Resources](#)
 - [Tools and Tips for Division Officers](#)
 - [ACS Student Chapters](#)
 - [Legal Resources Manual](#)
 - [Get Involved, Stay Involved](#)
 - [Councilor Talking Points from Previous Meetings](#)
 - [Leadership Development System](#)
6. The following items are included periodically in C&EN:
 - ACS National Meeting programs: approximately one month before meeting
 - ACS News: weekly
 - Official ACS Reports from the Board of Directors, Council, and Committees: scheduled for February, June, August, and October are posted to the Council webpage and C&EN puts a box in an issue with a link.
 - Preliminary Meeting programs: approximately two months before meeting

III. Letter of Support

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

IV. General Information for Governance Meetings

General information for governance meetings held during the ACS Spring and Fall Meetings can be found on the [Governance Meetings webpage](#). This information is subject to change based upon logistical requirements of each committee. If you have questions regarding any of the information noted on the Governance Meetings webpage, please contact secretary@acs.org.

GENERAL SCHEDULE OF COUNCILOR CAUCUS MEETINGS – ACS SPRING & FALL MEETINGS

SUNDAY

District I Councilor Caucus	6:00 p.m. – 7:00 p.m.
District II Councilor Caucus	6:00 p.m. – 7:00 p.m.
District III 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/Councilors	4:00 p.m. – 6:00 p.m.
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Information on Local Sections by Electoral Districts can be found under the [Governance webpage](#) of acs.org.

V. ACS Acronyms and Abbreviations

ACS DIVISIONS

AGFD	Agricultural & Food
AGRO	Agrochemicals
ANYL	Analytical Chemistry
BIOL	Biological Chemistry
BIOT	Biochemical Technology
BMGT	Business Development & Management
CARB	Division of Carbohydrate Chemistry & Glycobiology
CATL	Catalysis Science and Technology
CELL	Cellulose and Renewable Materials
CHED	Chemical Education
CHAS	Chemical Health & Safety

CINF	Chemical Information
TOXI	Chemical Toxicology
CHAL	Chemistry & the Law
COLL	Colloid & Surface Chemistry
COMP	Computers in Chemistry
ENVR	Environmental Chemistry
ENFL	Energy and Fuels
FLUO	Fluorine Chemistry
GEOC	Geochemistry
HIST	History of Chemistry
I&EC	Industrial & Engineering Chemistry
INOR	Inorganic Chemistry
MEDI	Medicinal Chemistry
NUCL	Nuclear Chemistry & Technology
ORGN	Organic Chemistry
PHYS	Physical Chemistry
POLY	Polymer Chemistry
PMSE	Polymeric Materials: Science & Engineering
PROF	Professional Relations
RUBB	Rubber
SCHB	Small Chemical Businesses

ACS COMMITTEES

CARS	Analytical Reagents
B&F	Society Committee on Budget and Finance
BOT	Board of Trustees, Group Insurance Plans
C&B	Constitution and Bylaws
CA	Corporation Associates
CCA	Community Activities
CCPA	Chemistry and Public Affairs
CCS	Chemical Safety
CEI	Environmental Improvement
CEPA	Economic and Professional Affairs
CMA	Minority Affairs

COMSCI	Science
CONC	Committee on Committees
CP&RM	Patents and Related Matters
CPC	Council Policy
CPRC	Public Relations and Communications
CPT	Professional Training
CTA	Technician Affairs
CWD	Chemists with Disabilities
DAC	Divisional Activities
ETHX	Ethics
IAC	International Activities
LSAC	Local Section Activities
M&E	Meetings and Expositions
MAC	Membership Affairs
N&E	Nominations and Elections
NTS	Nomenclature, Terminology and Symbols
P&I	Pensions and Investments
P&MR	Professional and Member Relations
PA&PR	Public Affairs and Public Relations
PUBS	Publications
SCC	Senior Chemists
SEED	Project SEED
SOCED	Society Committee on Education
WCC	Women Chemists
YCC	Younger Chemists
COMMITTEE (w/o Acronym)	Audits
<u>ACS SECRETARIATS</u>	
BTEC	Biotechnology Secretariat
MACR	Macromolecular Secretariat
<u>OTHER ACS ABBREVIATIONS</u>	
GCI	ACS Green Chemistry Institute®
PRF	ACS Petroleum Research Fund
MPPG	Multidisciplinary Program Planning Group

VI. Volunteer/National Meeting Attendee Conduct Policy

One of the key strengths of the ACS has been the enduring and varied contributions made by its thousands of dedicated volunteers.

Another unassailable strength of the ACS is its outstanding national meetings program. ACS national meetings are among the most respected scientific meetings in the world. ACS national meetings offer scientific professionals a legitimate platform to present, publish, discuss, and exhibit the most exciting research discoveries and technologies in chemistry and its related disciplines.

Furthermore, ACS national meetings facilitate networking opportunities, career development and placement, and provide organizations with opportunities to exhibit products and services to targeted audiences.

The Society's Congressional Charter explicitly lists among its objectives "the improvement of the qualifications and usefulness of chemists through high standards of professional ethics, education and attainments...." The ACS expects its volunteers and national meeting attendees to display the highest qualities of personal and professional integrity in all aspects of their ACS-related activities. Indeed, every chemical professional has obligations to the public, to volunteer and staff colleagues, and to science.

Accordingly, and to foster a positive environment built upon a foundation of trust, respect, open communications, and ethical behavior, the ACS Board of Directors has issued this Conduct Policy. It applies to ACS Volunteers, i.e., it applies to individuals conducting the business and affairs of the ACS without compensation for that conduct. It also applies to attendees at ACS national meetings. Volunteers and national meeting attendees should at all times abide by this Conduct Policy.

Specifically:

1. Volunteers should understand and support ACS's vision and mission.
2. Volunteers and national meeting attendees should contribute to a collegial, inclusive, positive, and respectful environment for their fellow volunteers and attendees, as well as for other stakeholders, including national meeting vendors and ACS staff.
3. Volunteers and national meeting attendees must avoid taking any inappropriate actions based on race, gender, age, religion, ethnicity, nationality, sexual orientation, gender expression, gender identity, marital status, political affiliation, presence of disabilities, or educational background. They should show consistent respect to colleagues, regardless of the level of their formal education and whether they are from industry, government or academia, or other scientific and engineering disciplines.
4. Volunteers and national meeting attendees should interact with others in a cooperative and respectful manner. Volunteers and national meeting attendees should refrain from using insulting, harassing, or otherwise offensive language in their ACS interactions. Disruptive, harassing, or inappropriate behavior toward other volunteers, stakeholders, or staff is unacceptable. Personal boundaries set by others must be observed. Harassment of any kind, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment will not be tolerated.
5. Volunteers must obey all applicable laws and regulations of the relevant government authorities while acting on behalf of the ACS. Likewise, national meeting attendees must obey all applicable laws and regulations of the relevant government authorities while attending ACS national meetings. Volunteers and national meeting attendees alike should also ensure that they comply with all applicable safety guidelines relating to public chemistry demonstrations.

6. Volunteers and national meeting attendees should only use ACS's trademarks, insignia, name, logos, and other intellectual property in compliance with ACS regulations and directives as may be issued from time to time.
7. Violations of this Conduct Policy should be reported promptly to the ACS Secretary and General Counsel or to the Chair of the ACS Board of Directors. In cases of alleged persistent and/or serious violations of this Conduct Policy, the Board shall review the evidence and shall take such actions as may be appropriate, including but not limited to requiring volunteers to leave their volunteer position(s); precluding volunteers from serving in Society volunteer roles in the future; requiring national meeting attendees to leave the meeting; and precluding meeting attendees from attending future ACS national meetings. ACS, through its Board of Directors, reserves the right to pursue additional measures as it may determine are appropriate.

Adopted by the Board of Directors 12/6/13

VII. ACS Statement on Diversity, Equity, Inclusion and Respect

(Approved 6/1/2017; amended 2/19/2021 to align with the ACS core value)

The American Chemical Society aspires to be a diverse, equitable, inclusive and respectful community of highly skilled chemical professionals.

We encourage inclusivity and oppose discrimination in scientific learning and practice based on – but not limited to – race, religion, country or ethnic origin, citizenship, language, political opinion, sex, gender identity and expression, sexual orientation, disability, age, and economic class in academic, industrial, and government workplaces. The Society believes that an enduring commitment to diversity enables excellence, innovation, and transformative action in current and future generations of chemical professionals.

As a global scientific society, we affirm the international principles that the responsible practice of science, free from discrimination in all of its forms, is fundamental to scientific advancement and human wellbeing, as outlined by the International Council for Science’s (ICSU) Statute 51.

We also affirm our commitment to a scientific environment that facilitates the execution and communication of scientific work with integrity, fairness, and transparency at all organizational levels. This extends to our general scientific endeavors—including our professional interactions and engagement with other scientists, trainees, and the general public. We recognize that harm to our profession, our scientific credibility, individual wellbeing, and society at large is caused by not doing so.

To this end, the Society will implement the principles of diversity, inclusivity, and equity within ACS leadership and membership to build a community across the chemical enterprise. We are committed to quantifying and monitoring our diversity.

¹ The International Council for Science (ICSU) Statute 5 is found at <http://www.icsu.org/freedom-responsibility/cfrs/statue-5>

VIII. Councilor Reimbursement

Councilor Reimbursement

The Council Policy Committee authorizes reimbursement of the registration fee and related expenses for the ACS Spring and Fall Meetings. Specific instructions will be provided to Councilors prior to each meeting. However, Councilors can seek reimbursement for the registration fee if participating virtually in the meeting or can seek reimbursement for other eligible expenses if attending in-person; those expenses will be processed the usual way through local sections and divisions. Again, a more formal letter which includes the guidelines and specific amounts of reimbursement for the specific meeting will be sent to the Councilors.

If you have any questions, please contact secretary@acs.org.

Leadership Development Programs

ACS Leadership Courses give you an opportunity to learn essential skills to strengthen your competitive edge in today's global economy. This suite of courses provides you with an opportunity participate in sessions in a face-to-face setting, as well as online (24/7). Review the following link for more information.

- [ACS Leadership Development Program](#)
- [Why Leadership Development is Important to the ACS and its Members](#)