Long Range Planning Committee Report

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Over the past year the Long Range Planning Committee has worked on updating the Administrative Manual. The committee chair has reported to the Executive Committee on the progress of the updates in the monthly conference calls. The completed updates are presented here for discussion and approval.

The updates have primarily been focused on aligning the committee administrative issuances (AIs) to the current activities and functions performed by each committee. The following is a summary of the updates that are in progress or have been completed. In the 2015 AM, the in progress issuances are highlighted in yellow and the completed ones are highlighted in green. There are also some questions to be addressed at the Denver EC meeting.

**Question:** Do we currently have any affiliates in the Division?

**Division Organization – AI 02** – See Chart Below

**Stationary – AI 03** Updated as follows:

An electronic template for the division stationery using the ACS brand is available from the Division Secretary.

**Membership Roster – AI 04**

According to Bylaw IV(e) the Secretary is to track the membership for the Society:

(e) By April 1 of each year, the Secretary of the Division shall send the Executive Director of the SOCIETY a complete list of the members and Society Affiliates of that Division for checking and verification.

However, in AI 04 #3, it states that:

The American Chemical Society, Committee on Divisional Activities provides an electronic version of the Division’s membership quarterly.


**Question:** Do we remove references to “tellers”? They are not mentioned in the Bylaws. With electronic balloting the agent now acts as the “teller”.

7 Role of Tellers
Tellers will be drawn from the Nominating Committee. Tellers cannot be on the ballot. Tellers review and approve the vendor electronic balloting procedures to assure the procedures meet the requirements defined above, and where appropriate, count ballots, tally votes, and determine invalid ballots based division bylaws. The handling of tie votes is stated in the bylaws. Two approaches to resolving tie votes is 1) a toss of a coin, or 2) a vote of the Executive Committee using the election vendor. Tellers should report the vote tally, including rejected ballots to the division secretary or other officer and the report should reach the secretary as soon as possible.

Audit Committee – AI 104 – Current function is listed as:
The Audit Committee is tasked with examining the Division's treasurer accounts and/or books, and any other accounts within the division, at least once a year to ensure the financial integrity of the Division.

**Question:** Is this committee obsolete?

**CHAS Notes Board of Editors - Appointment and Term of Office – AI – 403/404**

**Comment:** I guess this has been morphed into the Journal? It defines how the editorial staff is appointed. It needs to be updated.

Regulatory and Public Affairs Committee – AI 105 – Update complete
Publicity Committee AI 107 – Update complete
Program Committee – AI 108 – Update complete
Membership Committee – AI 109, in progress
Nominations and Elections (N&E) Committee – AI 110, in progress
Social Committee – AI 111, in progress
Awards Committee – AI 112 (Unchanged) & Part 7 “Awards” – Update complete
Long Range Planning Committee – AI 113, in progress
Website Committee – AI 115 – Unchanged
CHAS Publications Committee – AI 116 – NEW, in progress
Regional Committee Coordinator – AI 117 – NEW – Update complete
Workshop Manual – AI 507 – Update complete