

Long Range Planning Committee Report – Follow-up from S15, Denver

The AM has been mostly updated with the items that were discussed and clarified at the Denver EC meeting (S15).

Please review the proposed change(s) based on discussions at the S15 meeting.

ITEM 1:

The relevance of AI – 402 -403/404 (shown following here) CHAS Notes Board of Editors - Appointment and Term of Office – AI 402, 403, 404 were sent to the Secretary for review. These are issuances have to do with “CHAS Notes”. The recommendation from the Secretary is that they are obsolete and could be removed.

Question: Do we want to remove these issuances. The Journal will be addressed in AI 116 (which needs to be completed).

Administrative Issuance 402

0 Division Newsletter

1 Function:

To explain the responsibilities of the Board of Editors for preparing, editing and reviewing articles for CHAS Notes and for publishing CHAS Notes.

2 Date:

Original Issuance: September 19, 1991

Revision:

Administrative Issuance 403

0 CHAS Notes Board of Editors - Appointment and Term of Office

1 Function:

To explain the mechanism for appointing the Editor, Associate Editor and Board Members.

2 Date:

Original Issuance: September 19, 1991

Revision:

3 Composition of the Board of Editors

The Board of Editors will be comprised of a minimum of six members and an Editor and an Associate Editor.

4 Appointment of Editor and Associate Editor:

The Editor is appointed by and serves at the pleasure of the Chair CHAS.

The Associate Editor is appointed by and serves at the pleasure of the Chair CHAS. The Chair CHAS usually consults with the Editor on the selection of the Associate Editor.

5 Appointment of Members, Board of Editors.

The Board of Editors shall be appointed by the Editor with the advice and consent of the division officers and the approval of the Executive Committee.

6 The Editor must be a member in good standing of CHAS.

7 Term of Appointments:

Editor and Associate Editor: The Chair CHAS, by September 1, requests the continued appointment or resignation of the Editor. The usual length of the Editor's term is three years. The appointment is renewable.

Term of office of Members is not to exceed three years. First and following Boards: Two members will be appointed in 1991, two members will be appointed in 1992, and two members will be appointed in 1993. Members of the Board of Editors serve at the pleasure of the Editor. As a guideline Members can serve a maximum of two consecutive terms. The cycle will continue.

Current Board. The Members serving on the Board will be asked to stay on through 1992. They may be reappointed as described in the preceding paragraph. Their current appointment will not constitute official appointment.

Administrative Issuance 404

0 Charges for Back Issues of the CHAS Magazine

1 Purpose:

To provide guidance for billing for back issues of CHAS Magazine

2 Date:

Original Issuance: August 26, 2001

Revision:

3 Guidance

The cost of back issues of the magazine shall be billed at the rate of the current magazine cost. Member discounts shall apply. Nominal postage charges should be added.

ITEM 2

The relevance of the Audit Committee – AI 104 was discussed.

Current Function: 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.

The question asked at Denver EC meeting was, "Is this committee obsolete?" The issuance was reviewed by Debbie and Neal.

Suggested 1 Function:

The duties of this committee have been transferred to an external reviewer. The external reviewer will be chosen to audit the Treasurer's books at the time of the election of each new Treasurer or at the request of the Chair elect.

Additionally, the tasks for this committee could then be deleted.

ITEM 3

Membership Roster – AI 04 was discussed. According to Bylaw IV(e) the Secretary is to track the membership for the Society but our vendor does this now according to the discussion.

Currently in AI 04:

3 Source

The American Chemical Society, Committee on Divisional Activities provides an electronic version of the Division’s membership quarterly. The roster is provided to the person identified by the Chair, CHAS, usually the Secretary. The roster contains useful information of member dues status, level of membership, address and telephone number. The database can be imported into a spreadsheet or other database for such functions as producing mailing labels and mail merge.

Proposed based on comments from Denver meeting:

3 Source

The membership roster is purged and updated by our voting vendor. The roster is provided to the person identified by the Chair, CHAS, usually the Secretary. The roster contains useful information of member dues status, level of membership, address and telephone number. The database can be imported into a spreadsheet or other database for such functions as producing mailing labels and mail merge.

ITEM 4

Best Practices for Election Procedures: A Guide for Conducting Elections – AI 08 and tied to AI 110 – Nominations and Elections (N&E) Committee. The question of the use of “tellers” was discussed.

Currently in AI 08: 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.

Proposed based on comments from Denver meeting: 7 Role of Tellers

The current vendor used for electronic voting will fulfill the role of tellers.

Additionally, in AI 110, delete the following in the Spring Meeting Table.

Tellers	Review Election Procedure/Contractor	Tellers are drawn from the nominating Committee	Prior to mailing out the ballots
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NEW ITEMS for consideration at the Boston EC meeting (F15)

ITEM 1

Update AI 05 based on the July LRP meeting – Questions –

- Do we want to keep the bullet points that are currently under the mission statement in the AM?
- Should we include the Goals as well in the AM?

Current:

3 Mission Statement

The ACS Division of Chemical Health and Safety provides expertise in laboratory safety and chemical management and safe chemical work practices to the Society and the general public.

To accomplish this mission, the division will:

- provide information on the properties of chemicals that affect humans directly or through the environment;
- develop workshops, training sessions, symposium and general sessions on laboratory safety-related topics at national, regional and other meetings of the American Chemical Society and organizations with related professional interests
- publish manuscripts on relevant topics in the Journal of Chemical Health & Safety
- maintain online sources of information and reference, including a CHAS web site and wiki; and
- maintain an online listserv for CHAS members to promote discussion and information sharing.

4 Vision Statement

The Division of Chemical Health and Safety shall be a leading provider of information and services to promote the safe use of chemicals and safe work practices.

New Mission and Vision Created at the July Retreat

Mission Statement:

The ACS Division of Chemical Health and Safety provides authoritative technical resources and mentorship in chemical health and safety for all.

Vision Statement

Improving people's lives through the power of the best chemical health and safety practices

ITEM 2

Update the Function statement in AI 105 - Regulatory and Public Affairs Committee

Current

1 Function:

The Committee on Regulatory and Public Affairs reviews and identifies regulations that are appropriate for comment by the Division or by the national ACS. Notification of Division members of regulations affecting them and coordinating Divisional comments on regulations is included. This committee will work with other ACS groups involved in government affairs.

Proposed

1 The Regulatory and Public Affairs Committee will monitor regulatory issues and social awareness of chemical safety issues and prepare materials that can be used by ACS and Division officers to comment on or respond to questions about these concerns.

ITEM 3

“CHAS” vs “DCHAS” – I would like to standardize this in the manual.