



Electoral regulations applicable to all candidates

Introduction

These regulations are made to govern the conduct of elections required by the Royal Society of Chemistry and are approved by Council. These regulations may not be altered from the time nominations open until the election result is officially declared.

Diversity

The RSC wishes to encourage broad representation on our governance bodies, drawing upon those with industry and academic or other relevant backgrounds, and to have members who can represent the diversity of the RSC's membership in terms of geographical location, gender, ethnicity and age range, and interest in the breadth of the chemical sciences.

Vacancies

The following vacancies will occur at the Annual General Meeting on 11 July 2018

- Elected member of Boards
- Elected member of Committee
- President-elect of Divisions
- Elected member of Division Councils

Nominations and terms of office for elected member of Boards

There will be six vacancies for elected member of the Member Communities Board (MCB) two of whom must be active within the local section networks, two active within the interest groups and two within the Early Careers Network. Three to serve for a three-year term and three to serve a two-year term from the close of the 2018 AGM.

There will be one vacancy for elected member of the Professional Standards Board (PSB) to take office from the close of the 2018 AGM, for a three-year term, until the close of the 2021 AGM.

Any member is eligible for nomination to serve on PSB and MCB¹.

Valid nominations require the support of five members. No member shall support the nomination of more than one candidate for election to each Board.

Nominations and terms of office for elected member of Committee

There will be two vacancies for elected member of the Inclusion and Diversity Committee (IDC) to take office from the close of the 2018 AGM, for a three-year term, until the close of the 2021 AGM.

Any member is eligible for nomination to serve on IDC¹.

Valid nominations require the support of five members. No member shall support the nomination of more than one candidate for election to the IDC.



Nominations and terms of office for President-elect of Divisions

There will be vacancies for President-elect of the Dalton Division and of the Organic Division to take office from the close of the 2018 AGM. The elected candidates will assume the office of President from the close of the 2019 AGM until the close of the 2022 AGM when they will take office as Immediate Past President until the close of the 2023 AGM.

Any member of the respective Division is eligible for nomination as a candidate for President-elect of the Division¹. No member may be a candidate for election as President-elect of more than one Division.

Nominations may be made by the respective Division Council, of which not less than two-thirds of the members voting must give affirmative votes for the nomination to be valid. Other valid nominations require the support of five respective Division members. No member shall support more than one candidate for each Division election.

Nominations and terms of office for elected member of Division Councils

There will be two vacancies for elected member of each of the following Division Councils (Analytical, Chemistry Biology Interface, Dalton, Education, Environment, Sustainability & Energy, Faraday, Materials Chemistry, Organic) to take office from the close of the 2018 AGM, for a three-year term, until the close of the 2021 AGM.

Any member of the respective Division is eligible for nomination¹. No member may be a candidate for election to more than one Division Council.

Valid nominations require the support of one respective Division member, candidates cannot self-nominate. No member shall support the nomination of more than one candidate for election to each Division Council.

¹ Refer to General Principles (3.11 & 3.12) for restrictions

Call for Nominations

RSC will contract with an independent electoral service provider to manage the nominations process for vacancies on Boards, Committee and Divisions through a secured online nomination website. By a date not later than the 5 February 2018 it shall be announced to all members the vacancies for members of Boards, Committee and Divisions and to invite nominations from the membership submitting the online form by a date not later than 3 April 2018.

Elections

RSC will contract with an independent electoral service provider to manage elections for the vacancies on Boards, Committee and Divisions which will be conducted through electronic services. There will be a request telephone line and website link available for our members who require a postal ballot pack to be sent.

If the number of nominations for any office does not exceed the number of vacancies, the nominated candidate(s) shall be deemed to have been elected at the 2018 AGM without a ballot.

If the number of nominations is less than the number of vacancies, the RSC Council or the appropriate Division Council shall fill the remaining vacancies.



If the number of nominations exceeds the number of vacancies for any office, the Chief Executive shall, by a date not later than 25 May 2018, cause the independent electoral service provider to make available to those eligible to vote a ballot document with a list of vacancies for which there is to be a contest and the names and candidate information for each candidate who has been nominated.

The ballot documents shall also state a date, not less than four weeks from the date of making the ballot form available, when the vote must be received by the independent electoral service provider in order to be counted.

The accidental omission to make available a ballot form to a member, or the non-receipt of a ballot form by any member, shall not invalidate any election but, in the event of dislocation of postal or electronic services or other incident resulting in the loss or late delivery of a substantial number of ballot forms, or in a failure of electronic access, the President, on receipt of a request signed by not fewer than ten members, shall decide, on behalf of the Council or Division Council, whether or not the election should be invalidated and a fresh ballot arranged.

In the event of a ballot being required, the independent electoral service provider shall be responsible for the counting of electronic and postal votes.

Prior to the Annual General Meeting the independent electoral service provider will provide the Chief Executive with the result and the Independent Scrutineers' report. This report shall be presented at the Annual General Meeting on 11 July 2018 and, on the results of the voting, the Chair shall announce the names of those duly elected.

If in a ballot equal numbers of votes are cast for two or more candidates in respect of one vacancy, the issue shall be decided by the independent electoral service provider, by drawing lots.

Eligibility to vote

All members of the Royal Society of Chemistry who are correctly registered and have paid their fees by 1 April 2018 will be eligible to vote in the Board and Committee elections. In addition, members will be eligible to vote in the Division Council elections that they are subscribed to.

Interpretation

The Nominations Committee shall adjudicate on any matters of interpretation of these Regulations and the conduct of the elections.



Guidance for candidates for Elected Member of Boards

Information on the work of Member Communities Board (MCB) and Professional Standards Board (PSB) is available on the website <http://rsc.li/vacancies-elections> and further information is available from the Head of Governance, David Barr: election@rsc.org

Term of Office

The role of Board Member is a three-year term.

Role Profile

- Member of the Royal Society of Chemistry (any membership category)
- Ambassador and advocate for the chemical sciences and committed to furthering the charitable object of the Royal Society of Chemistry
- Ensure good governance and management of the Royal Society of Chemistry Boards
- Through the Boards, allocate resources and ensure implementation of the Strategic plan

Information on the RSC strategy is on the website <http://www.rsc.org/about-us/our-strategy/>

Support and Training

Members will receive induction and training in their role. The Royal Society of Chemistry provides on-going support and advice as and when required to ensure members get the best out of their time as an Elected Member. Furthermore, if attendance at RSC events is required, members will be fully briefed.

Time Commitment

Being a Board member requires time commitment. There are two Board meetings per annum, which members are expected to attend. These are normally held in London. There will also be email and other communication throughout the year.

Key Accountabilities

Work with Council, Board and Committee members and the Leadership Team to develop the Royal Society of Chemistry strategy.

Be a leading ambassador for the Royal Society of Chemistry through presentations to, and engagement with, industry and academia at national and international level, government and the public.

Oversee a wide ranging and proactive communication strategy that raises the Royal Society of Chemistry's profile.

Facilitate engagement and provide support with other members for promoting the case for the Chemical Sciences widely, and particularly for securing increased investment and engaging influentially with government advisers, Members of Parliament, Funding Councils, and international partners through all media outlets.



Key Knowledge and Skills

Though not a requisite of being a Board Member, the role holder may have, or be willing to gain, the following key knowledge or skills set:

Knowledge of and experience of business management of a medium-sized complex organisation and or in academia with a strong skills set encompassing strategy development, objective-setting, monitoring and control and finance.

Detailed knowledge of the requirements placed externally on the RSC and internally through the Charter, By-laws, Trust Deeds and other charitable documentation.

Understanding the environment in which a learned and professional society operates and also of the needs of a commercial business, such as publishing, within the corporate world.

Establish or have a wide range of high-level contacts in Industry, academia and other institutions worldwide.

Understanding of how government policy is influenced, formulated and implemented at national and European levels.

Experience of working at an international level, able to adapt to fit in with local custom and culture to foster effective relationships with staff, and international partners alike.

The role holder will have excellent written and oral communication skills (for internal and external engagement), including listening and persuasion and have broad knowledge of a membership organisation being able to interact with its Members to help drive the strategic priorities forward.

Nomination

Candidates must complete the nomination form available from the online nomination site <https://www.mi-nomination.com/rsc> set up by Mi-Voice, on behalf of the RSC by **17.00 on Tuesday 3 April 2018**.

Information required includes a C.V. and a personal statement indicating how your skills and experience fits the role and what you would seek to achieve for the Royal Society of Chemistry during the period of office.



Guidance for candidates for Elected Member of Committees

Information on the work of the Inclusion and Diversity Committee (IDC) is available on the website <http://rsc.li/inclusion-diversity> and further information is available from the Committee Secretary: Alejandra Palermo palermoa@rsc.org

Term of Office

The role of Committee Member is a three-year term.

Role Profile

- Member of the Royal Society of Chemistry (any membership level)
- Ambassador and advocate for the chemical sciences and committed to furthering the charitable object of the Royal Society of Chemistry
- Ensure good governance and management of the Royal Society of Chemistry Committee
- Through the Committee, allocate resources and ensure implementation of the Strategic plan

Information on the RSC strategy is on the website <http://www.rsc.org/about-us/our-strategy/>

Support and Training

Members will receive induction and training in their role. The Royal Society of Chemistry provides on-going support and advice as and when required to ensure members get the best out of their time as an Elected Member. Furthermore, if attendance to RSC events is required, members will be fully briefed.

Time Commitment

Being a Committee member requires time commitment. There are three Committee meetings per annum, which members are expected to attend. These are normally held in London. There will also be email and other communication throughout the year.

Key Accountabilities

Work with Council, Board and Committee members and the Leadership Team to develop the Royal Society of Chemistry strategy.

Be a leading ambassador for the Royal Society of Chemistry through presentations to, and engagement with, industry and academia at national and international level government and the public.

Oversee a wide ranging and proactive communication strategy that raises the Royal Society of Chemistry's profile.

Facilitate engagement and provide support with other members for promoting the case for the Chemical Sciences widely, and particularly for securing increased investment and engaging influentially with government advisers, Members of Parliament, Funding Councils, and international partners through all media outlets.



Key Knowledge and Skills

Though not a requisite of being a Committee Member, the role holder may have, or be willing to gain the following key knowledge or skills set:

Knowledge of and experience of business management of a medium-sized complex organisation and or in academia with a strong skills set encompassing strategy development, objective-setting, monitoring and control and finance.

Detailed knowledge of the requirements placed externally on the RSC and internally through the Charter, By-laws, Trust Deeds and other charitable documentation.

Understanding the environment in which a learned and professional society operates and also of the needs of a highly commercial business, such as publishing, within the corporate world.

Establish or have a wide range of high level contacts in Industry, academia and other institutions worldwide.

Understanding of how government policy is influenced formulated and implemented at national and European levels.

Experience of working at an international level, able to adapt to fit in with local custom and culture to foster effective relationships with staff, and international partners alike.

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Guidance for candidates for President of Divisions

Information on RSC governance is available at <http://www.rsc.org/about-us/our-structure/>

Term of Office

The President of the Dalton Division and of the Organic Division serves a five-year term comprising one year as President-elect, three years as President and one year as Immediate Past President.

Role of President

The President of a Division plays an important role as a leading figure in the associated community within the RSC. The Division President:

- Is a member of the Royal Society of Chemistry and the respective Division for which they are a candidate (any membership level)
- Has a wide range of contacts in industry and/or academia relevant to Division's activities.
- Ensures implementation of the Division's strategy
- Ensures good governance of the Royal Society of Chemistry Division Council
- Through the Division Council allocates the Division's budget and ensures accountability for monies disbursed
- Is an advocate for the chemical sciences and is an ambassador for the Division and the Royal Society of Chemistry.

Information on the RSC strategy is on the website at <http://www.rsc.org/about-us/our-strategy/>

Activities & Commitments

Being a Division President requires time commitment. The Division President:

- Chairs meetings of the Division Council, of which there are three per year
- Is a member of the Awards Working Group which has oversight of the RSC Awards and Prizes. The Group also judges the RSC Prizes annually
- Communication with RSC secretariat
- Liaison with RSC programme manager
- Represents the Division at events such as awards symposia and other Division activities.

Nomination

Candidates must complete the nomination form available from the online nomination site <https://www.mi-nomination.com/rsc> set up by Mi-Voice, on behalf of the RSC by **17.00 on Tuesday 3 April 2018**.

Information required includes a C.V. and a personal statement indicating what you will bring to the role and what you would seek to achieve for the Royal Society of Chemistry Division during the period of office.



Guidance for candidates for Elected Member of Division Councils

Vacancies for two members of each Division Council

Analytical, Chemistry Biology Interface, Dalton, Education, Environment, Sustainability and Energy, Faraday, Materials Chemistry, Organic

Information on RSC governance is available at <http://www.rsc.org/about-us/our-structure/>

Candidates are advised to familiarise themselves with the RSC strategy as set by the RSC Council. The RSC wishes to encourage broad representation on Division Councils, drawing upon those with industry and academic or other relevant backgrounds, and to have members who can represent the diversity of the RSC's membership in terms of geographical location, gender, ethnicity and age range, and interest in the breadth of the chemical sciences.

Term of Office

The role of Division Council Member is a three-year term.

Role Profile

- Member of the Royal Society of Chemistry and the respective Division for which they are a candidate (any membership level)
- Have a broad knowledge of the Royal Society of Chemistry
- Have an interest in the issues addressed by the relevant Division Council
- Ensure good governance of the Royal Society of Chemistry Division Council with an understanding of the Division Council rules and related governance documents, including the Charter and By-laws
- Act as an ambassador for the Division and the Royal Society of Chemistry

[In the case of the Analytical Division, the Division Council member will become a Trustee of the Analytical Chemistry Trust Fund. Candidates should refer to:

<http://www.rsc.org/membership/networking/interestgroups/analytical/actrustfund.asp> for further information.

Information on the RSC strategy is on the website <http://www.rsc.org/about-us/our-strategy/>

Activities and Commitment

Being a Member of the Division Council requires time commitment.

- There are three Division Council meetings per annum which the President chairs
- There will also be email and other communication throughout the year

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