

Environment, Sustainability and Energy Forum (ESEF)

Terms of Reference

1. Preamble

- 1.1 These Rules are made by the Council of the Royal Society of Chemistry (RSC) on the [] day of [] of [] in accordance with By-law 75 and Standing Orders made thereunder.
- 1.2 These Rules supersede all previous Rules.

2. Name

- 2.1 The name of this Interest Group, as specified in Standing Orders made under By-Law 75, is the Environment, Sustainability and Energy Forum (ESEF).

3. Purpose

- 3.1 The purpose of ESEF is:
 - (i) To increase the coherency of RSC activities related to environment, energy and sustainability through liaison with related RSC specialist interest groups, committees, divisions, forums and appropriate departments.
 - (ii) To set, drive and deliver the strategy for environment, sustainability and energy issues related to the chemical sciences within and external to the RSC.
 - (iii) To stimulate research into chemical science aspects of environmental, sustainability and energy issues.
 - (iv) To disseminate knowledge of environmental, sustainability and energy issues relevant to the chemical sciences.
 - (v) To influence relevant external bodies on chemical science aspects of environmental, sustainability and energy matters.
 - (vi) To advise the RSC on its publications related to the environment, sustainability and energy.
 - (vii) To advise and influence teaching of subjects relating to the environment, sustainability and energy.

4. Membership of the Environment, Sustainability and Energy Forum

- 4.1 Eligibility for membership of ESEF shall be as defined by the By-laws and Standing Orders. Lists of members shall be maintained by the RSC.

5. Responsibility to RSC Council

- 5.1 In accordance with the By-laws and Standing Orders, ESEF shall be responsible to the Science and Technology Board.

6. Management of the Environment, Sustainability and Energy Forum

- 6.1 The Committee of ESEF shall be known as the Environment, Sustainability and Energy Executive Committee.
- 6.2 The Committee may appoint, delegate some of its functions to, and dissolve sub-committees of its own members, subject to the general rules and procedures as set out in RSC Council, Boards and Committees - General Principles. The management of the day-to-day activities of ESEF shall be the responsibility of the Executive Committee of up to 15 persons elected by and from among the members of ESEF.

7. Communication with Members

- 7.1 Except in the case of a General Meeting of the Group (15 below), the Committee may use any means of communication with members it considers expedient, including placing information on that part of the RSC website designated for the purpose. The Committee shall communicate with members at least once a year.

8. Officers and periods of Environment, Sustainability and Energy Forum membership

- 8.1 The Chairman and Honorary Secretary/Treasurer shall be elected by the ESEF Executive Committee from amongst members of ESEF who are members of the RSC. Such officers shall serve for a maximum of three years and their terms of office shall run from one Annual General Meeting (AGM) of the RSC to another
- 8.2 The Vice-Chair shall be elected by and from the ESEF Executive Committee and shall serve for a maximum of three years and his/her term of office shall run from one Annual General Meeting (AGM) of the RSC to another
- 8.3 ESEF may co-opt up to four additional members for special purposes for a period of up to three years. Where such a representative is not a member of the RSC, then he/she will not have voting rights

9. Election of ESEF Executive Committee Members

- 9.1 Up to twelve members of ESEF shall be eligible for election to the ESEF Executive Committee and the elections and periods of office of members of the Council shall be arranged so that a proportion of the Committee members retire each year.

Retiring members are eligible for re-election but may only serve a maximum of two terms in office. The Executive Committee shall include a representative from each of the RSC interest groups and committees who report into ESEF.

- 9.2 The Honorary Secretary of the Committee shall notify members of ESEF of the seats on the Council to be filled by elections with effect from a forthcoming AGM of the RSC and shall invite nominations. Nominations shall be made with the agreement of the candidate and supported by at least two other members of ESEF and shall be lodged with the Honorary Secretary at least 6 weeks before the AGM of the RSC.
- 9.3 Where the number of declared vacancies equals or exceeds the number of nominations received, the candidates shall all be deemed elected to the Committee. Their election shall be announced on the day of the AGM of the RSC.
- 9.4 Where the number of nominations received exceeds the number of vacancies on the Committee, a ballot shall be held. In this instance, at least 28 days before the AGM of the RSC, the Honorary Secretary shall notify all members of ESEF of the candidates and the number of vacancies to be filled. Members shall communicate their votes to the Honorary Secretary before the AGM of the RSC. The results of the ballot shall be declared on the day of the AGM of the RSC.
- 9.5 The Honorary Secretary may use and require such means of communication for the ballot as deemed appropriate by the Committee.

10. Finance

- 10.1 The RSC may provide financial support for ESEF and the amount will be agreed on an annual basis.

11. Accounts and reports

- 11.1 ESEF will submit a report of its activities for the year to the Science and Technology Board and that report shall be made available to all members of the Forum.
- 11.2 Every five years there will be a review of the Forum.

12. Activities and Scientific Meetings

- 12.1 ESEF is expected to undertake a programme of activities that will further the purpose of ESEF
- 12.2 There will be at least one business meeting each year of the ESEF Executive Committee to cover such items as review of the subject and supporting activities, future actions and Committee elections.

13. Lectures and Scientific Communications

13.1 An activity organised by ESEF in pursuit of the objectives of ESEF may involve the presentation of a scientific communication or the delivery of a lecture at a meeting of the Forum members on any subject coming within the scope and objectives of ESEF. In such cases, if it is intended that the communication or lecture shall be published, it must be submitted in the first instance to the Publishing Board of the RSC, or whatever body succeeds it. The Publishing Board may publish the communication or lecture in such a form as it may decide. The provisions of By-law 91 shall apply to every such lecture or communication.

14. Publicity

14.1 Unless the subject relates solely to the day-to-day activities of ESEF, the Forum shall not authorise or countenance, or cause to be published or communicated any statement or other communication, either in the name of the RSC or ESEF, without the prior knowledge and express permission of the Science and Technology Board.

15. General Meetings of the Environment, Sustainability and Energy Forum

15.1 A general meeting of ESEF may be called by the Secretary who shall give at least three months notice of the meeting. A general meeting may be requisitioned, by at least ten members of the committee by writing, specifying the purposes of the proposed meeting, to the Secretary, and if the Secretary fails to call the necessary meeting within three months of the date of receipt of the letter of requisition, then the members of ESEF concerned may themselves call the meeting.

16. Amendments to the Rules and Dissolution of the Environment, Sustainability and Energy Forum

16.1 In accordance with the By-laws and Standing Orders, the RSC Council may at any time amend these Rules or dissolve ESEF.

17. In cases of disagreement

17.1 Any disagreement relating to the interpretation or application of these rules should, if not resolved by a consensus of ESEF, be referred to RSC Council.