

AMERICAN NUCLEAR SOCIETY

EXECUTIVE COMMITTEE GUIDELINES

DECOMMISSIONING, DECONTAMINATION, AND REUTILIZATION
DIVISION

June 2010

Table of Contents

| | | |
|-----|---|---|
| 1.0 | Executive Committee (EC)..... | 2 |
| 2.0 | Candidates for Executive Committee | 2 |
| 3.0 | Candidates for Program Committee..... | 3 |
| 4.0 | Candidates for Honors & Awards Committee..... | 3 |

1.0 Executive Committee (EC)

1. The Secretary shall, at the beginning of their term of office, make available to the officers and members of the EC a complete set of the up-to-date Bylaws and Rules.
2. The EC shall review on a regular basis (e.g., once per two years) the Bylaws and Rules. In this task the EC shall be assisted by an ad hoc Bylaws and Rules committee, consisting of a chairman and not fewer than two (2) additional members, to be appointed by the EC Chair. The Bylaws and Rules, if amended, shall be certified and signed by both the Secretary and the Chair of the ad hoc Bylaws and Rules Committee.
3. The EC Secretary will distribute EC minutes and agenda to the Chair, Vice-Chair, and Chair of the Program Committee.
4. Members of the EC are encouraged to attend paper review sessions on a rotating basis.

2.0 Candidates for Executive Committee

1. Members of the Nominating Committee (NC) are not to nominate themselves for any office for which they are to nominate candidates. However, they may be put on the ballot by petition.
2. The NC shall consider suggestions from the officers and Executive Committee members of the Division, without, however, being bound by them in any way.
3. The NC is to encourage the membership of the Division to put forward suitable candidates and should make itself available to that purpose.
4. The NC shall establish a list of potential candidates, greater than required for immediate election vacancies, to provide a suitably extensive pool for initial selection.
5. The selection of the final slate of candidates by the NC shall be carried out starting from the list of potential candidates. The selection procedure shall be carried out in closed meetings with attendance limited to NC members or by other suitable confidential means limited to NC members.
6. The Chair of the NC is responsible for ascertaining the willingness to run of each slated candidate. The NC Chair may be assisted in this task by other NC members, but only at his or her specific request.
7. Any member of the Society may be a candidate, subject to the limitations described in the Bylaws and these Nominating Rules. The NC shall make an effort to obtain a “balanced composition” of the Executive Committee by trying to obtain candidates representing the various aspects of the nuclear field (industry, governmental agencies, universities, national laboratories, etc.), as well as the various geographical regions. In this respect, it is recalled that a substantial fraction of the membership of the Division reside outside the U.S. (Canada, Western Europe, Japan, etc.).
8. Members of the Executive Committee may be candidates for the positions of Vice Chair, Secretary, or Treasurer, subject to the limitations described in the Bylaws. Similarly, the Secretary or Treasurer may be a candidate for the position of Vice Chair.
9. The Chair of the NC, upon completion of the nominating procedure shall submit a report the Executive committee which shall include:

- a) The final slate of candidates,
- b) A list of potential candidates for consideration in future elections, and
- c) Any other information the Chair of the NC feels may be useful for future NCs. This report shall be made part of the official record of the division.

3.0 Candidates for Program Committee

1. Appointment of Chair of the DD&R Program Committee (PC) shall be made by the Executive Committee (EC).
2. The Chair of the PC shall appoint members of the PC. Members of the PC shall be members of DD&R.
3. Members of the PC are appointed for a term not exceeding three years. In general, DD&R members may serve on the PC not more than two (2) consecutive terms. The PC Chair may appoint a replacement member, if a member cannot fulfill the term.
4. The total number of members of the PC, including the Chair, shall be determined by the structure developed by the PC. In selecting the members of the PC, the Chair should make an effort to obtain a good representation of the entire DD&R community on the basis disciplines, affiliation (industry, universities, national laboratories, governmental agencies, etc.), section and geography (domestic and international). The total number of members shall be at least seven (7), including the chair.
5. In pursuing the objectives of the PC, the PC Chair may call upon all members of DD&R.
6. All programs proposed by the PC are subject to final approval by the EC.
7. The PC shall establish a list of reviewers for paper review for papers submitted for each semiannual ANS meeting. DD&R members who are not members of the PC may be invited to participate in the paper review. The PC Chair shall carry primary responsibility for the conduct of review of papers submitted to DD&R for presentation at the semiannual meetings. The Chair has the right to make adjustments in the number and type of reviewers and should consult in this matter with the National Meeting Technical Program Chair of the meeting.
8. Meetings of the PC are open to the ANS membership.
9. The PC Chair will distribute an agenda of PC meeting to the EC Chair, Vice-Chair, Secretary and Treasurer. The minutes are prepared and distributed as part of the EC meeting minutes.

4.0 Candidates for Honors & Awards Committee

1. An Honors and Awards Committee (H&AC) shall be established for the purpose of managing the implementation of all honors and awards to be bestowed or given on behalf of the Decontamination, Decommissioning and Reutilization Division (DD&R).
2. The H&AC shall be appointed by the Chair of the Executive Committee (EC), subject to approval by a simple majority of the members of the EC. The H&AC shall consist of a Chair and not fewer than one (1) additional member.
3. The H&AC shall prepare proposals for establishment of any new awards.
4. An award may be established by the DD&R for the purpose of recognizing (an) outstanding paper(s) by (an)students in the field of DD&R submitted and presented at an ANS-(co)-sponsored meeting during

the current year. This award may be named “Student Outstanding Paper Award,” and shall consist of an appropriate document (or plaque); it may furthermore be accompanied by a monetary gift, the amount of which shall be determined by the EC of the DD&R. The Student Outstanding Paper Award is not limited to ANS student members.

5. An award shall be established by the DD&R for the purpose of recognizing (an) outstanding paper(s) in the field of DD&R submitted and presented at an ANS-(co)-sponsored meeting during the current year. This award shall be named “Outstanding Paper Award,” and shall consist of an appropriate document (or plaque); it may furthermore be accompanied by a monetary gift, the amount of which shall be determined by the EC of the DD&R. The Outstanding Paper Award is not limited to ANS members, and shall, if possible, be given out every year to one or more authors.
6. An award shall be established by the DD&R for the purpose of recognizing (an) outstanding panel presentation in the field of DD&R submitted and presented at an ANS-(co)-sponsored meeting during the current year. This award shall be named “Outstanding Panel Presentation,” and shall consist of an appropriate document (or plaque); it may furthermore be accompanied by a monetary gift, the amount of which shall be determined by the EC of the DD&R. The Outstanding Panel Presentation is not limited to ANS members, and shall, if possible, be given out every year to one or more authors.
7. The role of the H&AC shall include the following tasks:
 - a) Select or arrange for the selection of one or more candidate-recipients for the “Student Outstanding Paper Award,” the “Outstanding Paper Award”, and “Outstanding Panel Presentation Award”.
 - b) Prepare a list of Division members who are to be considered for promotion to the ANS Fellow Grade.
 - c) Submit the names of the candidate-recipients of awards and the candidates for the ANS Fellow Grade to the EC for final selection and approval by the EC.
 - d) Submit the final approved lists of candidates for the ANS Fellow Grade to the ANS National Honors and Awards Committee.
 - e) Prepare appropriate document(s) or Plaque(s) for the award(s).
 - f) Make appropriate preparations for a fitting ceremony during which the awards are to be given.