

AMERICAN NUCLEAR SOCIETY

Standard Bylaws & Rules for

DECOMMISSIONING AND ENVIRONMENTAL SCIENCES DIVISION

April 16, 2014

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<p><b>B1 – Name</b></p> <p>1.1 The official designation shall be the Decommissioning and Environmental Services Division (DESD) of the American Nuclear Society, Incorporated, hereinafter referred to as the Division and Society, respectively.</p>	<p><b>R1 – Name</b>  <i>{A Rule number without text is identical with the corresponding Bylaw.}</i></p> <p>1.1</p>
<p><b>B2 – Objectives</b></p> <p>2.1 The objectives of the DESD shall be consistent with the objectives of the Society, as set forth in its Certificate of Incorporation and in Article B2 of its Bylaws and Rules, principally, “the advancement of science and engineering relating to the atomic nucleus and of allied sciences and arts”.</p> <p>2.2 The Division shall provide, through a group of members of any grade particularly interested in the Division’s area of nuclear science or technology, a means to promote the sciences and arts of that area, within the scope of the Society.</p> <p>2.3 The Division area of nuclear science or technology includes environmental science and its application and all aspects of decommissioning, decontamination and reutilization of nuclear and formerly nuclear installations, materials, facilities, and sites.</p> <p>2.4 To further its objectives, the DESD shall:</p> <ul style="list-style-type: none"> <li>a. hold meetings, or conduct other activities, in accordance with the stated policy of the Society for the presentation and discussion of professional ideas relating to the Division’s area of nuclear science or technology;</li> <li>b. disseminate knowledge and information in the Division’s area of nuclear science or technology through discussions, public meetings, electronic media, academic presentations and other means of information exchange;</li> <li>c. Encourage the formation of closer professional,</li> </ul>	<p><b>R2 – Objectives</b></p> <p>2.1</p> <p>2.2</p> <p>2.3 The Division area of nuclear science or technology includes environmental science and its application and all aspects of decommissioning, decontamination and reutilization of nuclear and formerly nuclear installations, materials, facilities, and sites.</p> <p>2.4 To further its objectives, the DESD shall:</p> <ul style="list-style-type: none"> <li>a. Advance those sciences, engineering principles and technologies important to understanding the relationship between nuclear energy facilities and operations and the life-supporting environment of the earth. The Division’s principal concerns are the overall environmental impact of nuclear processes and the trade-offs of nuclear technology in relation to other societal alternatives. Proceedings of DESD activities will be presented in open forum, for consideration by the nation’s professional groups and governing bodies. All of DESD’s activities will serve the objective of enhancing the welfare of humanity in both the short and long-term. Areas of work in which DESD activities are anticipated include:</li> </ul>

and, as appropriate, personal relations among the members.

- d. Cooperate with other scientific and professional groups having related objectives.

- i. Development and application of improved nuclear energy technology; development of new engineering designs and practices; planning; cost estimating; allocation of funding; preparation of standards and policy statements; and related activities, such as licensing and regulation. The focus of DESD activities will be to encourage sustainable energy supply systems that both protect and enhance our environment, as well as on the transport and waste management methods for safe handling of hazardous radioactive materials.

- ii. Encouragement of all science and technology professionals and students to participate in ANS sessions and to join the ANS community.

- iii. Dissemination of information on environmental sciences and technologies as a result of DESD activities; especially the proceedings of professional conferences and seminars. Establishment of a current record of policies and trends, and assistance in the integration and proper use of this information in cooperation with other interested industry and academic groups and Divisions of the Society.

- b. Hold and sponsor local, regional, and national meetings in accordance with the stated policy of the Society for the presentation and discussion of professional papers and panel discussions relating to environmental science aspects of nuclear energy and the decommissioning, decontamination and reutilization of nuclear installations.

- c. Enhance the public knowledge of nuclear energy through the dissemination of information on the environmental aspects of nuclear energy and decommissioning, decontamination, and reutilization fields by discussions, communications, and the presentation of papers.

- d. Provide support to the Society's Public Policy Committee in developing Society Position Papers by appointing a DESD Executive Committee member to that committee and participating in the development and review of Society Position Papers related to DESD

activities.

e. Provide support to the Society's Public Information Committee in the development of public outreach and public information materials by appointing a DESD Executive Committee member to that committee.

f. Assist the public in becoming better informed on the decommissioning, decontamination, and reutilization of nuclear installations.

<b>B3 – Obligations to the Society</b>	<b>R3- Obligations to the Society</b>
<p>3.1 The activities of the Division and its members shall be governed by the provisions of these bylaws which shall be in accord with the provisions of the Certificate of Incorporation and the Bylaws and Rules of the Society. Operation of the Division shall be governed by the laws of incorporation of the Society and their respective Bylaws, Rules, Procedures, and Policies.</p>	<p>3.1</p>
<p>3.2 In the event of a conflict, the Society’s Bylaws, Rules, Procedures, and Policies shall take precedence over the Bylaws and Rules of the Division.</p>	<p>3.2</p>
<p>3.3 The Division shall not have authority to act for or in the name of the Society. No action, obligation, or expression of the Division shall be considered an action, obligation, or expression of the Society as a whole. A statement to the effect that the Division assumes sole responsibility for the contents shall be imprinted on any publication regarding an action, obligation, or expression with respect to the Society, issued by the Division. The Division may use its website for this purpose.</p>	<p>3.3</p>
<p>3.4 The financial affairs of the Division shall be conducted in such manner that the Division shall be financially independent and shall not rely on support from Society funds, except to the limit budgeted by the Board of Directors for each Division. The Division may meet its financial obligations in accordance with the provisions in Article B5.</p>	<p>3.4</p>
<p>3.5 The Division shall not represent any opinion or position in any matter technical or non-technical as being the official position of the Society or any of its subdivisions without prior approval of the Board of Directors.</p>	<p>3.5</p>
<p>3.6. The Secretary of the Division shall file with the Executive Director of the Society a copy of the minutes of the Division Executive Committee meetings within thirty (30) days following the meetings date(s) in accordance with B7.3.</p>	<p>3.6</p>

<p><b>Article B4 – Membership</b></p> <p>4.1 Members in good standing in the Society shall be eligible to become members of the Division.</p> <p>4.2 Student members in good standing in the Society shall be eligible for membership in the Division. As such, they are eligible to vote on Division matters and may serve on the Executive Committee and as Officers in the Division except for the positions of Chair and Vice-Chair.</p> <p>4.3 Society members who desire to become members of the Division shall so indicate on the dues billing form issued annually to all Society members by the Executive Director. Society members desiring to join at other times may do so by notifying the Executive Director and paying the associated fee, if necessary.</p> <p>4.4 Society members who desire to terminate their membership in the Division shall so indicate on the annual dues billing form. Society members desiring to resign at other times may do so by notifying the Executive Director. Upon resignation, the member’s name shall be dropped from the Division roster and mailing list.</p> <p>4.5 The names and addresses of all members initially comprising a Technical Group shall be furnished by its Executive Committee to the Executive Director of the Society. Initial Executive Committee membership of new Technical Groups is enumerated in Section B6.2.</p> <p>4.6. At the discretion of the Executive Committee, the Division may enroll non-Society members as “Division Participants” for a non-renewable period of up to two years. Division Participants shall be “non-Society” members who qualify by submitting an application and paying a fee of an amount and via a path approved by the Executive Committee of any Professional Division, voluntarily choosing to enroll them. Division Participants may be entitled: 1) to receive newsletters and notices of activities of the Division and 2) to participate as non-Society members in Division activities excluding voting and holding elective or appointed offices in the Division.</p>	<p><b>R4 – Membership</b></p> <p>4.1</p> <p>4.2. Student members in good standing in the Society that elect to become members of the Division, shall be voting members of the Division and may hold the office of Secretary and Treasurer and serve on the Executive Committee in the Division.</p> <p>4.3</p> <p>4.4.</p> <p>4.5</p> <p>4.6 The Division encourages the involvement of Division Participants. Division Participants need not meet the education and experience requirements that are established for accredited membership in the Society. Unless otherwise specified by the Society, a simple letter of request may suffice as an application for Division Participant status. The Executive Committee shall set dues and conditions of Participant status upon recommendation by the Membership Committee.</p>
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Division Participants shall be encouraged to apply for Society membership.

**B5 – Dues, Assessments, and Contributions**

- 5.1 The Division may collect dues from its members as provided in these Rules and Bylaws. The dues for membership in the Division shall be shown on the annual statement sent to each member of the Society by the Executive Director.
- 5.2 The Division may levy special and reasonable assessments to implement the sponsorship of special or topical meetings when authorized by affirmative vote of not fewer than two-thirds (2/3) of the members present at a regular or special meeting called as provided in these Bylaws.
- 5.3 The Division may also accept non-compulsory financial contributions, but solicitation and acceptance of such contributions shall be subject to the written approval by the Board of Directors and the Executive Director.
- 5.4 The funds derived from these and from any other authorized sources shall be disbursed for the Division by the Executive Director of the Society in response to requests from the Treasurer and Chair and in accordance with the annual operating budget prepared by the Finance Committee of the Division and subject to the limitation stipulated in Article B3.4 of these Bylaws.

**R5 – Dues Assessments and Contributions**

- 5.1 The ANS Board of Directors has established that each division will have available an approved allocation per member of the Division to be used at the discretion of the Division.

5.2

5.3

5.4

## **B6 – Executive Committee**

6.1 The Division shall be managed by an Executive Committee. This committee shall constitute the governing body of the Division and shall have power to act for the Division in all matters, subject to these Bylaws and to the Certificate of Incorporation and the Bylaws and Rules of the Society.

6.2 The Executive Committee of the Division shall consist of not fewer than six (6) members. The members, elected at large, other than the officers shall have terms not exceeding four (4) years, and the term designated for each shall commence at the close of the Annual Meeting of the Society and shall be such as to maintain effective continuity of experience in conducting the affairs of the Division and in performing the duties of the Executive Committee. The Chair of the Division most recently retired shall be an ex officio member, with voting privileges. The Chair of the Professional Divisions Committee of the Society shall be an ex officio member without vote. The Chair of the Division shall be the Chair of the Executive Committee, and the other officers, as defined in Articles B7.2, B7.3, B7.4, and B7.5, shall also serve on the Executive Committee. A quorum shall be a majority of the voting members of the Executive Committee.

For a Technical Group, the initial Executive Committee shall be composed of not fewer than six (6) members elected by the petitioners. This committee shall be subject to approval by the Professional Divisions Committee and by the Board of Directors at the time of approval for organization. The initial Executive Committee of the Division shall be the Executive Committee of the predecessor Technical Group.

6.3 Any vacancy among the officers or on the Executive Committee occurring during their terms shall be filled by appropriate action of the Executive Committee until the next regular election, except that a vacancy in the office of Chair shall be filled by the Vice-Chair (the designated Chair-Elect if

## **R6 – Executive Committee**

6.1

6.2 The Executive Committee of the Division shall consist of the four (4) officers of the Division, the immediate past chair, and twelve (12) other elected members, including one international representative. Care will be taken to provide a balance of discipline representation reflecting the members. The members, elected at large, other than the officers shall have terms not exceeding four (4) years, and the term designated for each shall commence at the close of the Annual Meeting of the Society and shall be such as to maintain effective continuity of experience in conducting the affairs of the Division and in performing the duties of the Executive Committee. The Chair of the Division most recently retired shall be an ex officio member, with voting privileges. The Chair of the Professional Divisions Committee of the Society shall be an ex officio member without vote. The Chair of the Division shall be the Chair of the Executive Committee, and the other officers, as defined in Articles R7.2, R7.3, R7.4, and R7.5, shall also serve on the Executive Committee. A quorum shall be a majority of the voting members of the Executive Committee.

6.3 Any vacancy among the officers or on the Executive Committee occurring during their terms shall be filled at the discretion of the Chair with the concurrence of the Executive Committee for the unexpired term. However, a vacancy in the office of Chair shall be filled by the Vice Chair, who shall

there is more than one Vice-Chair), who shall continue also to perform the duties of Vice-Chair until installed as Chair for the following year.

6.4 The Executive Committee may remove members missing more than two (2) consecutive meetings, unless appropriate reasons are provided for missing such meetings.

6.5 In order to provide for handling the affairs of the Professional Division, the Executive Committee shall prepare and adopt, in connection with these Bylaws, suitable Rules. Professional Division Rules, and proposed changes to them, must be reviewed for consistency with Society Bylaws and Rules by the Bylaws and Rules Committee of the Society. A copy of such Rules shall then be filed with the Executive Director of the Society. The procedure for amending the Rules shall be specified in the Rules.

6.6 The Executive Committee shall meet at least twice each year, once during the Annual Meeting and once during the Winter Meeting of the Society, or as appropriate. Other meetings (e.g., at Division-sponsored Topical Meetings) or teleconferences, e-mail communications, and by other appropriate medium of the Executive Committee may be called at any time by the Chair, or at the request of any three or more members of the Committee.

6.7 Voting shall be by an appropriate voting system, under the general procedure stipulated for voting and for handling the ballots in the Bylaws and Rules of the Society. The Executive Director shall declare elected to each position the candidate receiving the most votes for that position. If a tie occurs, the Division shall resolve the tie by a vote of the members of the Executive Committee. The elected candidates shall be installed and their terms of office shall commence at the close of the Annual Meeting of the Society.

continue also to perform the duties of Vice Chair until installed as Chair for the following year. An individual appointed to fill a vacancy on the Executive Committee shall serve for the remainder of the original term.

6.4 An affirmative vote by two-thirds (2/3) of the Executive Committee members is required to remove, for non-attendance or other good cause, an Officer from office or an elected member from the Executive Committee.

6.5 Amendment to Division Rules:

a. Amendments to the Division Rules may be proposed at any regular meeting of the Executive Committee.

b. Any proposed amendment shall be forwarded to the Society Bylaws and Rules Committee for Society review and approval following approval of two thirds (2/3) of the members of the Division Executive Committee.

c. Following review by the Bylaws and Rules Committee, a proposed amendment shall be presented to the members of the Division for a vote. Voting may take place at any meeting attended by a quorum of qualified voters of the Division provided that a written notice of the meeting, together with the text of the proposed amendment and of any existing articles thereby affected, has been mailed to the members by the secretary at least ten (10) days prior to the meeting. Division approval of a proposed amendment shall require the affirmative votes of no fewer than two-thirds (2/3) of the members voting.

6.6.

6.7 Voting shall be by an appropriate voting system, under the general procedure stipulated for voting and for handling the ballots in the Bylaws and Rules of the Society. The Executive Director shall declare elected to each position the candidate receiving the most votes for that position. If a tie occurs, the Division shall resolve the tie by a vote of the members of the Executive Committee. The elected candidates shall be installed and their terms of office shall commence at the close of the Annual Meeting of the Society before the meeting at which the vote will be taken. Voting may also take place by letter ballot provided at least (30) days are allotted between ballot distribution and the specified closing date for return.

**B7 – Officers**

7.1 The Officers of the Division (or TG) shall be a Chair, at least one Vice-Chair, a Secretary, and a Treasurer. The duties of the Secretary and Treasurer may be combined into a single office (i.e., Secretary-Treasurer). All Officers shall hold their offices for a one-year or two-year term or until their qualified successors are elected or appointed.

7.2 The Chair and Vice-Chair of the Division (or TG) shall be ex officio members, with voting rights, of the Society’s Professional Divisions Committee as specified in Society Rule 7.1.4.

7.3 The Vice-Chair (or one of them if there is more than one) at the time of election shall be designated Chair-Elect, and at the expiration of that term will automatically succeed to the office of Chair.

7.4 The Secretary or Secretary-Treasurer shall record and file with the Executive Director within thirty (30) days after the meeting date(s) the minutes of the Division Executive Committee meetings. Separate teleconference meetings minutes may be recorded by the Division and do not have to be filed with the Executive Director as long as Division actions executed electronically are recorded in the minutes of face-to-face meetings.

**R7 – Officers**

7.1 The officers of the Division shall be a Chair, a Vice-Chair, a Secretary and a Treasurer. The Vice-Chair shall be designated Chair-Elect. The officers shall hold office for one year concurrently with the term of officers of the Society or until their successors are elected or appointed. The Chair and Vice Chair shall be Fellows or Members of the ANS.

7.2 Duties of the Chair:

a. The Chair shall have supervision over the affairs of the Division, subject to the direction of the Executive Committee, and shall be responsible for coordinating the work of the Division with the activities of the Society.

b. The Chair shall be responsible for calling all meetings of the Executive Committee and shall preside at meetings of the Executive Committee and the Division.

c. The Chair shall be responsible for representing the Division at the meetings of the Society Professional Divisions Committee and Society Board of Directors.

d. The Chair shall be an ex-officio member of all Division Committees, with voting rights.

Duties of the Chair:

7.3. The Vice-Chair at the time of election shall be designated Chair-Elect, and at the expiration of that term will automatically succeed to the office of Chair. While serving, the Vice Chair shall perform the duties of the Chair in the Chair's absence or when the Chair is unable to serve, and such other duties as may be delegated to the office by the Executive Committee.

7.4. The Secretary shall keep a record of the proceedings of the Division (minutes of Executive Committee meetings, teleconference meetings and any other discussions carried electronically and by e-mail by the Executive Committee) and shall have such other duties as may be assigned by the Executive Committee or these Rules. The Secretary shall act as custodian of the Division Bylaws and Rules. The Secretary shall arrange for all notices to Division members and for publicity releases, and shall be responsible for

<p>7.5 For Divisions that do not have a Treasurer, the Secretary-Treasurer shall also serve as a member of the Division's Finance committee, and shall be the responsible custodian of any special funds of the Division. The Secretary-Treasurer shall have the same duties as the Treasurer.</p> <p>7.6 The Treasurer shall send the Division Annual Budget to the Executive Director after approval of the Executive Committee but before December 31.</p>	<p>obtaining a roster of Division members from the Executive Director. In the absence of the Chair and Vice Chair, the Secretary shall preside at the meetings of the Section. The Secretary shall record and file with the Executive Director within thirty (30) days after the meeting date(s) the minutes of the Division Executive Committee meetings.</p> <p>7. 5. The Treasurer shall serve as a member of the Finance Committee and shall be the responsible custodian of any special funds of the Division, shall develop the Division's annual financial plan and budget based on input from the conference of the Executive Committee; and shall have such other duties as may be assigned by the Executive Committee. The Treasurer shall send the Division budget to the Executive Director after approval of the Executive Committee.</p> <p>a. The Treasurer shall review the financial statements provided by the Society's staff and shall monitor the financial health of the Division.</p> <p>a. The Treasurer shall assist with the preparation of the Division's budget.</p> <p>b. The Treasurer shall advise the other officers on issues of expenses and revenue.</p> <p>c. In the absence or incapacity of the other Officers, the Treasurer shall be responsible for performing the duties of the Chair.</p>
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<p><b>Article B8 – Election and Eligibility</b></p> <p>8.1 The members of the Division Executive committee and the officers (except the Chair) shall be elected as specified in Article R6.2 and R7.1 of these rules, respectively.</p> <p>8.2 Executive Committee members shall be Fellows, Members, Student Members, Emeritus or Honorary Life Members of the Society.</p> <p>8.3 The Nominating Committee shall place in the hands of the Secretary or Secretary-Treasurer and Executive Director no later than the completion of the Winter Meeting (or seven [7] months before the Annual Meeting for Divisions that were unable to meet during the Winter Meeting) the names of candidates for the Executive Committee and for the Division officers. The Executive Director shall prepare and forward to each member of the Division a ballot containing the nominations submitted by the Nominating Committee, and others made by petition of not fewer than ten (10) members of the Division, received in writing either by the Nominating Committee or by the Secretary or Secretary-Treasurer at least twenty-two (22) weeks before the Annual Meeting.</p> <p>8.4 At least one candidate shall be named by the Nominating Committee for each Executive Committee membership expiring or vacated and for each elective office other than the office of Chair, which will be filled by the Vice-Chair. The ballot shall contain spaces for writing in additional candidates.</p> <p>8.5 Ballots, in order to be counted, shall be postmarked as instructed and shall be validated by the Executive Director as having been received from a Division member in good standing. The Division shall be responsive to future electronic voting initiatives introduced by the Society, as appropriate.</p> <p>8.6 Voting shall be by secret ballot under the general procedure stipulated for voting and for handling the</p>	<p><b>R8 – Election and Eligibility</b></p> <p>8.1</p> <p>8.2 Executive Committee members shall be Fellows, Members, Student Members, Emeritus or Honorary Life Members of the Society. Student members in good standing in the Society may also hold the office of Secretary and Treasurer.</p> <p>8.3 The Chair of the Division will create a Nominating Committee composed by no less than three Members of the Division. The Nominating Committee shall place in the hands of the Secretary and Executive Director no later than the completion of the Winter Meeting the names of candidates for the Executive Committee and for Division officers. The Executive Director shall prepare and forward to each member of the Division a ballot containing the nominations submitted by the Nominating Committee, and others made by petition of not fewer than ten (10) members of the Division, received in writing either by the Nominating Committee or by the Secretary at least twenty-two (22) weeks before the Annual Meeting.</p> <p>8.4 At least one candidate shall be named by the Nominating Committee for each Executive Committee membership expiring or vacated and for each elective office other than the office of Chair. One selected EC position shall be reserved for a non- U.S. member and nomination(s) for this position shall also be made by the Nominating Committee. The ballot shall also contain spaces for writing in additional names.</p> <p>8.5</p> <p>8.6</p>
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<p>ballots in the Bylaws and Rules of the Society. The Executive Director shall declare elected to each position the candidate receiving the most votes for that position. If a tie occurs, the Division shall resolve the tie by a vote of the members of the Executive Committee. The elected candidates shall be installed and their terms of office shall commence at the close of the Annual Meeting of the Society.</p>	
<p>8.7 Members, elected at large, shall not be eligible for election to more than two consecutive terms on the Executive Committee, or more than two consecutive terms of office as Secretary, Treasurer, or Secretary-Treasurer. After one full term in office, the Chair shall automatically be succeeded by the Vice-Chair. Except as provided in these Bylaws, no member shall hold more than one office simultaneously.</p>	<p>8.7</p>
<p>8.8 No member shall be eligible for the office of Vice-Chair/Chair-Elect until having served on the Executive Committee in any capacity for at least one year except during the initial year of the Division or in the event the office of Chair is declared vacant.</p>	<p>8.8</p>
<p>8.9 The retiring Chair shall not be eligible for election as Vice-Chair/Chair-Elect for the term immediately succeeding the term as Chair.</p>	<p>8.9</p>
	<p>8.10 Succession Planning</p> <p>Guidelines for filling the officer positions are provided below. It is recognized that circumstances may require deviations from these guidelines.</p> <p>Officers, when recruited, are asked if they will consider running in the future for Secretary, Treasurer, or Vice Chair. Officers are recruited from the Executive Committee or Committee Chairs.</p> <p>Vice Chair becomes Chair  Secretary runs unopposed for Vice Chair.  Treasurer runs unopposed for Secretary.</p> <p>Executive Committee members are recruited from  Division Members at Large and Committee  Members who are not already members of the</p>

Executive Committee. The number of nominees for At Large Member positions on the Executive Committee is greater than the number of open positions.

- a. The Secretary shall ensure that a complete set of the up-to-date Bylaws and Rules is available, typically via the Division Website.
- b. The EC shall review on a regular basis (e.g., once per two years) the Bylaws and Rules. Members of the EC are encouraged to attend paper review sessions on a rotating basis.

**Article B9 – Standing and Special Committees**

9.1 A Division may establish Standing and Special Committees.

9.2 A simple majority of the members of the committee shall constitute a quorum at all committee meetings

**R9 – Standing and Special Committees**

9.1 The Standing and Special Committees of the Division shall be appointed by the Chair of the Division to serve to the end of the Chair’s term, except as the otherwise specified. Appointments to committees shall be reported to the Executive Committee for ratification, and that Committee may change the appointed personnel of committees at any time at its discretion. The standing committees shall include:

a. The Nominating Committee (NC) shall be chaired by the most recent available Past Chair of the Division and include the current Division Chair, Vice Chair and up to two additional members appointed by the current Chair of the Nominating Committee. The Nominating Committee shall function as described in Article B8.

The NC shall consider suggestions from the officers and Executive Committee, without, however, being bound by them in any way.

The NC is to encourage the membership of the Division to put forward suitable candidates.

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.

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.

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.

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.).

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.

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.

c. Program Committee – composed of not fewer than four (4) members. The Program Committee shall be responsible for planning Division meetings, courses, and special events and for coordinating all meetings with those of the Society and other organizations. The Program Committee will coordinate with ANS local sections when organizing topical meetings or other special events. Participation by representatives of other Divisions interested in the DESD issues will be encouraged. The Committee shall be responsible for identifying and recommending special sessions for presentations at Society Meetings and Topical Meetings for Division sponsorship. The Committee also is responsible for ensuring that approved sessions, topical meetings, courses, and special events are organized and conducted to uphold the high quality of information exchange and program management appropriate for the Division and the Society. The Chair of the Program Committee shall be responsible for liaison with the Program Committee of the Society and may delegate such responsibility to another Program Committee member. Members

of the Executive Committee may serve as members of the Program Committee. The Chair of the Program Committee shall be appointed by the Chair of the Division. The Chair of the Program Committee will be either an elected member of the Executive Committee or will be an ex-officio nonvoting member of the Executive Committee.

The Chair of the PC shall appoint members of the PC. Members of the PC shall be members of the Division.

Members of the PC are appointed for a term not exceeding three years. In general, Division members may serve on the PC for not more than two (2) consecutive terms. The PC Chair may appoint a replacement member, if a member cannot fulfill the term.

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 Decommissioning and Environmental Sciences Division 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

All programs proposed by the PC are subject to final approval by the EC.

The PC shall establish a list of reviewers for paper review for papers submitted for each semiannual ANS meeting. Division 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 Division 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.

Meetings of the PC are open to the ANS membership.

c. Membership Committee, composed of no fewer than three (3) Division members, in charge of bringing the advantages of the Division and of Society membership to the attention of qualified candidates, and ensuring that Division sponsored activities are in line with the needs and expectations of the Division members.

d. Finance Committee – composed of the treasurer and not fewer than two (2) other members who shall be responsible for the financial activities of the Division in cooperation with the Society Treasurer and Executive Director.

d. Honors and Awards Committee – composed of not fewer than three (3) members who shall be responsible for recommending to the Executive Committee Division members as candidates for Division and Society Honors and Awards and nominees for Society officers and membership on national committees and recognizing Division Members with outstanding contributions to the Division and the Society.

The Honors & Awards Committee (H&AC) shall be appointed by the DESD Chair, subject to approval by a simple majority of the members of the EC.

The H&AC shall prepare proposals to establish any new awards.

An award may be established by the Division to recognize outstanding paper(s) by student(s) in relevant fields submitted and presented at an ANS-(co)-sponsored meeting. This award may be named “Student Outstanding Paper Award,” and shall consist of an appropriate document (or plaque). The Student Outstanding Paper Award is not limited to ANS student members.

An award shall be established by the Division to recognize outstanding paper(s) in relevant fields submitted and presented at an ANS-(co)-sponsored meeting. This award shall be named “Outstanding Paper Award,” and shall consist of an appropriate document (or plaque). The Outstanding Paper Award

is not limited to ANS members, and shall, if possible, be given out every year to one or more authors.

An award shall be established by the Division for the purpose of recognizing (an) outstanding panel presentation in relevant fields 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. The Outstanding Panel Presentation is not limited to ANS members, and shall, if possible, be given out every year to one or more authors.

The role of the H&AC shall also include the following tasks:

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”.

Prepare a list of Division members who are to be considered for promotion to the ANS Fellow Grade.

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.

Submit the final approved lists of candidates for the ANS Fellow Grade to the ANS National Honors and Awards Committee.

In collaboration with the ANS National Honors and Awards Committee prepare appropriate document(s) or plaque(s) for the award(s) and make appropriate preparations for a fitting ceremony during which the awards are to be given.

f. Publications Committee, composed of no fewer than three (3) Division members, one of which must be the Vice-Chair, in charge of the Division’s publications, such as the Web site and Newsletter. The Vice- Chair is responsible for the approval of the content included in the various Division publications.

g. Scholarships and Student Support Committee, composed of no fewer than three (3) Division members, in charge of identifying students worthy of receiving a Division Scholarship or a Travel Stipend and making recommendations to the Executive Committee for Division Scholarships; providing support to Student Conferences and other Student activities; and identifying opportunities to engage Students in Division activities.

h. Website Committee, composed of not fewer than three (3) members including the Secretary. The Chair is the Web Content Chair. The Website Committee is responsible for maintaining up to date content on the Division Website.

i. Publicity and Public Policy - composed of not fewer than two (2) members who shall be responsible for making recommendations to the Executive Committee Division on originating and approving Society policy statements and other public policy and publicity.

j. Goals and Planning – Composed of not fewer than two (2) members who shall be responsible for recommending to the Executive Committee changes to the Annual Plan and Long Range (5 year) Plan. The Chair of this committee shall be the Immediate Past Chair.

k. The Nuclear Production of Hydrogen Working Group (NPHWG) is sponsored by the Division. The Nuclear Production of Hydrogen Working Group focuses on building recognition of the importance of nuclear energy in the coming era of hydrogen fuel as a parallel energy carrier to electricity. The NPHWG will be a link between ANS and other societies and organizations interested in hydrogen.

l. Additional standing committees may be established by the Executive Committee. Special committees may be established from time to time by the Chair, subject to authorization by the Executive Committee; these shall be dissolved upon completion of the duties assigned to them. All such committees should have at least two (2) members.

### 9.3 Division Special Committees:

Special committees may be established from time to time by the Chair, subject to authorization by the Executive Committee; these shall be dissolved upon completion of the duties assigned to them. All such committees should have at least two (2) members.

a. The Nominating Committee (NC) shall be chaired by the most recent available Past Chair of the Division and include the current Division Chair, Vice Chair and up to two additional members appointed by the current Chair of the Nominating Committee. The Nominating Committee shall function as described in Article B8.

The NC shall consider suggestions from the officers and Executive Committee, without, however, being bound by them in any way.

The NC is to encourage the membership of the Division to put forward suitable candidates.

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.

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.

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.

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.).

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.

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.

**B10 – Meetings**

10.1 Meetings of the Division (or TG) shall be held as determined by the Executive Committee, at times and places it shall designate. If a business meeting is held, it shall be scheduled to coincide with the Annual Meeting of the Society and shall precede the annual reorganization of the Division (or TG) Executive Committee. The Secretary or Secretary-Treasurer shall mail an advance notice of all intended meetings of the Division (or TG) to the Executive Director of the Society not less than six (6) weeks before the date of that meeting. In addition, notices of all meetings will be sent to the members of the Division (or TG) not less than six (6) weeks before the meeting. These meetings are open to all members in good standing in the Division.

10.2 A quorum for the transaction of business at all Division (or TG) meetings shall consist of fifteen (15) qualified voters or twenty (20) percent of the qualified voters.

**R10 – Meetings**

10.1 The DESD Executive Committee shall hold no fewer than two (2) meetings each year. Acceptable methods of conducting Executive Committee business include, but are not limited to, meeting in person in conjunction with a National Meeting, E-Mail, or teleconference. A notice for each meeting should be provided in a timely manner to all voting and non-voting members. If a question requiring the vote of the membership is scheduled for a Division meeting, the meeting notice shall be distributed a minimum of 10 days prior to the meeting.

The Executive Committee will typically meet via teleconference at least twice between the semiannual meetings of the Society.

If the meeting is solely being held to review an amendment to these Bylaws, the notification requirements of Article B11 will take precedence.

10.2

**B11 - Amendments**

11.1 Amendments to these Bylaws may be proposed by the Chair of any Division, the Professional Divisions Committee, the Society Bylaws and Rules Committee, or the Society Board of Directors. Amendments must be of a nature that they can be applied equitably to all Divisions, in keeping with the intent of the Standard Bylaws. Upon approval of a simple majority of the Society's Executive Committee, the proposed amendment shall be forwarded to each Division (or TG) for comment. Comments should be filed with the Professional Divisions Committee Chair no later than forty-five (45) days prior to the next ANS national meeting. Further detailed procedures for approval of amendments to the Standard Bylaws are in the ANS Rule R18.9.1.

11.2 The Professional Divisions Committee shall notify all Divisions of approved amendments to the Standard Bylaws. Each Division shall be responsible for reviewing approved amendments to determine if corresponding changes to the Division's Rules are required.

**R11 – Amendments**

11.1 Proposed Amendments to the Standard Bylaws:

a. Proposed amendments to these Rules must be endorsed by 2/3 vote of the Executive Committee and submitted to the Society Bylaws and Rules Committee (BRC) for Review.

b. The Bylaws and Rules Committee shall check for consistency with Society Bylaws and Rules and file a letter with the Division Secretary stating the results of the review.

c. The proposed amendment, as endorsed by the BRC, shall then be presented to the members of the Division for a vote. Division approval of a proposed amendment shall require the affirmative votes of a simple majority of DESD members voting.

4. The proposed amendment shall become effective following Division approval and the Division Secretary's filing of a certified copy of the approved amendment with the Executive Director of the Society. A copy of the letter of affirmation from the Bylaws and Rules Committee shall be attached to the amendment.

11.2 Approved Amendments to the Standard Bylaws

a. When notified of an approved amendment to the Standard Bylaws, the Secretary shall obtain an updated copy of the Division Bylaws from the National Bylaws and Rules Committee, and prepare reconciling changes in the Division Rules for review and approval by the Executive Committee.

b. The Division Secretary shall be responsible for notifying members of amendments to the Rules as soon as possible after adoption. Division members shall be notified of the amended Bylaws and Rules by appropriate means, such as posting the amended Bylaws on the Division webpage or including a notice in the Division newsletter.

## Article B12 – Rules of Conduct

12.1 In all procedural matters not covered by the Bylaws and Rules of the Division, Robert’s Rules of Order, latest edition, shall be used as the authority for parliamentary procedures.

## R12 – Rules of Conduct

12.1

### 12.2 Electronic Voting.

The Executive Committee, and other Division committees may resolve issues before them by normal voting procedures at meetings, or they may use e-mail voting. In order to properly transact committee business using e-mail, the following concepts shall be included in the committee procedures.

- a. The Division Chair determines if an issue is to be considered and voted upon electronically.
- b. Documents or issues for comment and vote will be sent to the Division’s listserv (i.e., [DESD@list.ans.org](mailto:DESD@list.ans.org)) with a request to review and comment.
- c. Deadlines for comment and voting periods will be provided by the Chair. Votes can be submitted during the comment period and must be received prior to the voting deadline. All members are required to reply to the listserv for all other members to review both comments and votes.
- d. Once the voting deadline has passed, the Chair will review the votes and inform Division members via listserv of the outcome of the vote. To be valid, all votes registered electronically shall have a quorum of Division members registering a vote. To pass, the vote must have a majority of the quorum of those registered.
- e. Between ANS national meetings, issues that have successfully passed through the electronic comment and voting process will be considered approved and activity may commence in accordance with the approved item.
- f. Each electronic vote will be recorded in the minutes of the next face-to-face meeting of the Division for historical record.

<b>Article B13 – Dissolution</b>	<b>R13 – Dissolution</b>
13.1 Any Division may be dissolved at the discretion of the Board of Directors of the Society, after proper consultation with the Executive Committee of the Division and the Professional Divisions Committee.	13.1
13.2 The Division membership must approve dissolution by a 2/3 vote before a petition is submitted.	13.2
13.3 A Division considering dissolution should prepare and submit a petition to the Professional Divisions Committee that clearly states the reasons the Division cannot fulfill its obligations and mission. The PDC with the Division will forward the petition to the Board of Directors.	13.3
13.4 Assets of dissolved Division shall become the property of the American Nuclear Society.	13.4
13.5 Any Division that merges with another Division may do so at the discretion of the Board of Directors after receiving a request from the Professional Divisions Committee and the involved Divisions.	13.5
a. Assets of merged Divisions will be combined under the newly established Division.	a..