



Nuclear Installations Safety Division

Rules

December 2009

Previous Updates:

January 2009

May 2008

October 2006

REVISIONS

Date	Revision Summary
November 2009	R1 - made text consistent with guideline R6 – added limits on size of EC and member term limits R7 – clarified that vice-chair is also chair-elect R8 - moved electronic voting section to R12 Rules of Conduct. This included the EC approved change to allow the Chair to vote. R9 – Deleted explicit reference to a membership committee R11 – Simplified process for amending rules to be a simple majority of the EC General - Added standard rules as recommended by B&R committee
January 2009	Revised numbering of rules to correspond to NISD by-laws. Corrected R11 – Amendments and R9 Standing and Special Committees. Removed guidelines for NISD Program Committee.
May 2008	Added electronic voting procedure, NPHWG liaison description, and changed example on pages 26-27 for Special Sessions timeline.

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RULE R1 - NAME

1.1 The official name of the Nuclear Installations Safety Division of the American Nuclear Society may also be referred to herein as NISD or the Division.

RULE R2 - OBJECTIVES

2.1 In addition to the objectives listed in the Bylaws, the Division shall:

- Promote the safety of nuclear installations and thus the health and safety of the public by seeking a better understanding of the role of safety in the design, construction and operation of nuclear installation facilities, and promoting the advancement of the engineering and scientific technology associated with the safety of such facilities.
- Encourage discussion of current nuclear installations safety concerns to stimulate interest within the nuclear installations community and thereby enhance the probability of timely resolution of such concerns.
- Aid in the integration and dissemination of nuclear installations safety information developed in safety research, related programs, and from experience with operating nuclear installations.
- Promote effective interchange of nuclear installations safety information among many professional groups and organizations participating in the development and application of nuclear installations technology.
- Provide a basis for interaction between the nuclear industry and regulatory groups.

For more active furtherance of its objectives, the Division shall undertake to:

- Hold topical meetings and sponsor sessions at semiannual Society national meetings for the presentation and discussion of professional papers relating to nuclear installations safety.
- Pursue other programs designed to develop and enhance understanding of nuclear installations safety.
- Assist standards committees in developing standards related to and involving nuclear installations safety, and generally cooperate with other scientific and professional groups having similar objectives.
- Provide or recommend speakers for ANS Local Section meetings or other organization requesting the presence of nuclear installations safety experts.
- Promote the formation of closer professional and personal relations among the members of the Division.

In furthering its objectives, the Division shall periodically review the interest, support, and participation received from the membership of the Society.

RULE R3 – OBLIGATIONS TO THE SOCIETY

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RULE R4 - MEMBERSHIP

4.1 Failure to indicate intention of continuing Division membership when returning the annual dues billing form shall be considered as a resignation, and the member's name shall be dropped from the Division roster and mailing list.

4.2 Student Members of the Society shall be eligible for membership in the Division. Student Members have the right to vote on Division matters. Student Members are eligible to hold positions on the Executive Committee, except for the positions of Chair and Vice-Chair.

RULE R5 - DUES, ASSESSMENTS, AND CONTRIBUTIONS

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RULE R6 - EXECUTIVE COMMITTEE

6.1 The Executive Committee may empower Officers or members of the Executive Committee to act specifically on its behalf in certain matters.

6.2 Composition and Term of Office

a. The Executive Committee of the Division shall consist of not more than twenty (20) members including the Officers, the elected members, and ex-officio members.

b. The term of office for non-Officers of the Executive Committee, who are elected at large, shall be three (3) years.

6.3 Filling of Vacancies

a. A vacancy among the Officers or on the Executive Committee may be declared because of death, resignation, or removal in accordance with Article B6.4 of the Bylaws.

b. Between elections, a vacancy shall be filled through appointment of an individual by the Chair, with an affirmative vote by two-thirds (2/3) of the Executive Committee members.

c. An individual appointed to fill a vacancy on the Executive Committee shall serve for the remainder of the original term.

6.4 Removal by Executive Committee

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 Division Rules may be proposed by any member of the Executive Committee during a Committee meeting and approved by a simple majority of the members present.
- b. Amendments adopted by the Executive Committee shall be provided to the Society Bylaws and Rules Committee for review and endorsement.
- c. The approved amendments to Division Rules shall become effective upon being filed with the Executive Director of the Society.
- d. The Division Secretary/Treasurer shall notify the Division membership of the amended Rules in a printed or electronic newsletter.

RULE R7 - OFFICERS

7.1 The Officers of the Executive Committee of the Division shall be a Chair, a Vice-Chair, and a Secretary/Treasurer. The Vice-Chair shall be designated Chair-Elect. The term for the Chair and Vice-Chair shall be one (1) year concurrent with the term of Officers of the Society or until their successors are elected or appointed. The term of the Secretary/Treasurer shall be two (2) years.

7.2 Division Chair Duties

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

7.3 Division Designated Chair-Elect and Vice-Chair Duties

- a. The Vice-Chair shall be the designated Chair-Elect and, at the expiration of that term, will automatically succeed to the office of Chair.
- b. The Vice-Chair shall assist the Chair in conducting the duties of the office.
- c. The Vice-Chair shall perform the duties of the Chair if the Chair is unable to serve.

7.4 Division Secretary/Treasurer Duties

- a. The Secretary/Treasurer shall act as custodian of the Division Bylaws and Rules and shall keep records and minutes of the Division's activities.
- b. The Secretary/Treasurer shall provide notices to Division members and for publicity releases, and shall be responsible for obtaining a roster of Division members from the Executive Director.
- c. In the absence or incapacity of the Chair and the Vice-Chair, the Secretary/Treasurer (if not a student member) shall be responsible for performing the duties of the Chair.
- d. The Secretary/Treasurer shall review the financial statements provided by the Society's staff and shall monitor the financial health of the Division.
- e. The Secretary/Treasurer shall assist with the preparation of the Division's budget.
- f. The Secretary/Treasurer shall advise the other Officers on issues of expenses and revenue.

RULE R8 – ELECTION AND ELIGIBILITY

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RULE R9 - STANDING AND SPECIAL COMMITTEES

9.1 Standing and Special Committees

- a) As part of the strategic planning process for the Division, the Vice-Chair shall, prior to assuming the office of Chair, submit for approval by the Executive Committee a succession plan, including the appointment or reappointment of Committee members and Committee Chairs, that strives to achieve a balance between continuity of experience and new members.
- b) The Division Chair may, at any time, appoint additional members to serve on a Standing or Special Committee for a term of up to four (4) years.
- c) With the approval (simple majority) of the Executive Committee, the Division Chair may remove the Committee Chair or any Executive Committee member from any Standing or Special Committee.

9.2 The Standing Committees shall include:

- a) Executive Committee - as provided in Article B6 of the Bylaws.
- b) Nominating Committee - composed of not less than three (3) members, which shall function as described in Article B8 of the Bylaws.
- c) Program Committee - composed of not fewer than five (5) members, of which three (3) members shall be the Vice-Chair of the Division, the Chair of the Division, and the immediate-past Chair of the Division. The Chair of the Program Committee shall be designated to serve for a term not exceeding two (2) years by the Chair of the Executive Committee subject to approval of the Executive Committee. A Vice-Chair and Secretary of the Program Committee shall also be designated. Membership of the Program Committee will be for appointments not exceeding three (3) years, made by the Chair of the Executive Committee, staggered among the members, and renewable for not more

than one (1) additional consecutive term. A member of the Program Committee (normally the Program Committee Vice-Chair) shall be designated by the Chair of the Executive Committee as liaison member to the National Program Committee and shall serve as alternate Division Representative. The Program Committee shall be responsible for:

- i) planning and coordinating Division participation in the technical part of ANS national meetings;
- ii) conducting the paper review for the Division;
- iii) selecting host sections for Division-sponsored topical meetings;
- iv) determining if the Division should sponsor technical meetings (topicals, workshops, etc.) that are proposed by other groups within the ANS or other organizations outside of the Society;
- v) overseeing the operation of Division-sponsored topicals; and
- vi) providing members for Program Committees for other conferences of interest to the Division.,

The Program Committee has very limited autonomous authority to approve or disapprove specific actions brought before it; rather, the Program Committee makes recommendations to the Executive Committee for approval. Because of the importance of the Program Committee in the NISD, a separate NISD Program Committee guideline document is available to serve as a general guide to the activities of the Program Committee and to the responsibilities of its members and Officers. (See ANS NISD website <http://nisd.ans.org/>.)

- d) Finance Committee - chaired by the Secretary/Treasurer and composed of not less 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.
- e) Honors and Awards Committee - composed of a Chair and not less than three (3) other members, for the purpose of managing the implementation of all honors and awards to be bestowed or given on behalf of the Division. The Chair shall be designated to serve a term of one (1) year by the Chair of the Executive Committee subject to approval of the Executive Committee. Appointments to the Honors and Awards Committee shall normally be for a period of two (2) years, made by the Chair of the Executive Committee, subject to approval by the Executive Committee, and broadly representative of organizations, disciplines, and geography.

9.3 Additional 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. Special committees shall be dissolved upon completion of the duties assigned to them.

RULE R10 - MEETINGS

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RULE R11 - AMENDMENTS

11.1 Proposed Amendments to the Standard Bylaws:

- a. Amendments proposed by the Division shall have received an affirmative vote by a simple majority of the Executive Committee.

- b. Comments filed by the Division on proposed amendments, which were forwarded to the Division, in accordance with Bylaw 11.1, shall have received an affirmative vote by a simple majority of the Executive Committee.

11.2 Approved Amendments to the Standard Bylaws

- a. When notified of an approved amendment to the Standard Bylaws, the Secretary/Treasurer 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. 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.

RULE R12 - RULES OF CONDUCT

12.1 Electronic Voting

The following electronic voting procedure shall be used to conduct the business of the Executive Committee or the Program Committee at times other than the national meetings:

- 1. Any member of the Executive Committee may propose a motion by email (using the NISD listserv), in accordance with the Robert's Rules of Order.

- 2. Any member may second the proposed motion. No discussion shall occur before the motion has been seconded and the Chair has initiated a discussion period (see below).

- 3. If within the next two (2) days (excluding national holidays and weekends), another member has not seconded the motion, then the member who has made the motion shall contact the Chair to determine any future action.

- 4. The Secretary/Treasurer will record the dates and the names of those members who moved and seconded a motion.

- 5. Once the motion has been seconded, the Chair (or the Vice-Chair if the Chair is unavailable) will initiate a discussion period, within two (2) days of the motion's "second," for a duration commensurate with the complexity of the motion. During the discussion period, no e-voting shall occur. Any e-vote submitted before the Chair calls for an e-vote will be considered as null and will not be counted.

6. All discussion comments shall be submitted to the NISD listserv, to allow everyone to understand these comments and respond to them as necessary, except for minor editorial comments that shall be submitted to the member who made the motion.
7. Once the discussion period has ended, the member who made the motion may resubmit the revised document (if applicable) incorporating all comments from the discussion period. This revised document (if applicable) will be the subject of the e-vote.
8. Once the discussion period has ended (and after the member who made the motion has resubmitted the revised document, as applicable), the Chair (or the Vice-Chair if the Chair is unavailable) will call for an e-vote with a specific reasonable deadline. To minimize email traffic, e-votes shall be emailed to the Officers only (using the alias <nisd-officers@list.ans.org> not to the NISD listserv.
9. A reminder to e-vote will be sent by the Secretary/Treasurer to all members two (2) business days before the deadline.
10. Any member that will not be available during the discussion or e-voting periods may give proxy to another member and notify the Officers of such proxy. When a member e-votes by proxy, he/she shall so indicate that on the e-vote ballot.
11. The Secretary/Treasurer will record the e-votes and notify all members whether the motion has passed or failed.
12. A motion passes if half of the voting members plus one (1) approve the motion.
13. The voting will stop at the end of the e-voting period. Any e-vote submitted after that time will not be counted.
14. Motions that pass are effective immediately. The Chair (or the Vice-Chair if the Chair is unavailable) shall determine any necessary course of action if the motion passes.
15. Records of e-votes will be compiled by the Secretary/Treasurer every six (6) months and included as part of the minutes of the next NISD Executive Committee Meeting held at a National Meeting.

RULE R13 - DISSOLUTION

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