

**NRC – EuCheMS**  
Division of Nuclear and Radiochemistry  
of the  
European Association for Chemical and Molecular Sciences  
**Procedures and Practices**

## **Introduction**

The Division of Nuclear and Radiochemistry (NRC) is part of the European Association for Chemical and Molecular Sciences and as such is a European, scientific, non-political, non-profit-making, non-governmental organisation.

The procedures and practices stated in this document complement and are consistent with the EuCheMS **Constitution** and its **Directives for Divisions**.

## **Mission and Objectives**

- 1.1 The Division of Nuclear and Radiochemistry is a network of societies and their scientists working in nuclear and radiochemistry throughout Europe and aims to have close links to related institutions all over the world. A broad communicative basis is achieved by cooperation with relevant supranational bodies such as IUPAC and IAEA as well as with journals and newsletters. It endeavours to establish and maintain the highest quality standards in science and research. NRC accepts a role to harmonise education and training in all aspects of nuclear and radiochemistry and to offer a means of communication and collaboration between scientists working in the fields.
- 1.2 Objectives of the NRC are:
  - (1.2.1) To contribute to the advancement of nuclear and radiochemistry in Europe;
  - (1.2.2) To identify important areas in science, technology and other human activities relevant to nuclear and radiochemistry, and to stimulate actions in such fields;
  - (1.2.3) To address aspects of importance in or to nuclear and radiochemistry which need regulation, harmonisation, standardisation or codification, and to make recommendations as appropriate;
  - (1.2.4) To encourage cooperation between analytical chemists whether working in academia, industry or governance, in particular within the countries of the member societies of EuCheMS
  - 1.2.5) To foster close contacts and cooperation of NRC with the European Commission and other relevant institutions;
  - (1.2.6) To safeguard the interests of the nuclear and radiochemistry community, especially concerning recognition and legitimisation in matters of regulation and legislation as well as decision making in economic and in social areas;
  - (1.2.7) To assist and strengthen quality in teaching and training of nuclear and radiochemistry in education and in daily practice;
  - (1.2.8) To support the transfer and exchange of knowledge, equipment and personnel in the areas of NRC expertise both within Europe and in non-European countries;
  - (1.2.9) To hold a European Conference at least every other year;
  - (1.2.10) To assume a general promotion and coordination function for other conferences and courses in Europe related to NRC activities;
  - (1.2.11) To disseminate information to the wider scientific community and general public about nuclear and radiochemistry and its achievements.

## **2. Delegates, Observers and Guests**

### **2.1 Delegates.**

(2.1.1) Any member society of EuCheMS may be represented in NRC by one **Delegate**. The Delegate is expected to participate in NRC activities including the Annual Meeting (Section 4.1). The Delegate conveys information between NRC and the Society represented. In case of a formal decision, the Delegate casts the vote on behalf of the society represented.

(2.1.2) A **Delegate** must have expertise in a field relevant to nuclear and radiochemistry. A Delegate is appointed by an EuCheMS member society, which ensures the financial support necessary to perform the duties resulting from the mandate. A Delegate serves on NRC for a period according to the rules of the society represented. It is recommended that the societies appoint their Delegate for a period of at least three years. The member societies notify NRC on the change of their Delegate.

(2.1.3) In the case that an appointed **Delegate** cannot participate in the Annual Meeting or other NRC activities, the society represented may mandate a substitute for this event. This must be notified to the Chairperson (Section 3.1) or the Secretary (Section 3.3) in writing and in advance.

## 2.2 Observers

(2.2.1) NRC desires fruitful contacts with bodies which are actively related to nuclear and radiochemistry even though they are not members of EuCheMS, E.g. IUPAC, IAEA and other Societies.

At the request of NRC such bodies may nominate an expert in a field of nuclear and radiochemistry as an **Observer** to NRC.

(2.2.2) **Observers** may attend NRC meetings and participate in other NRC activities, however, Observers have no voting rights in NRC business.

## 2.3 Guests

For specific purposes and with the consent of the Delegates, a specialist may be requested by the NRC Chairperson (Section 3.1) to attend NRC meetings or to cooperate in NRC activities as a **Guest**. Guests may give their views but shall have no voting rights.

# 3. Organisation

## 3.1 Chairperson

(3.1.1) The **Chairperson** represents NRC in all external affairs and to the public in general. The Chairperson presides at the Steering Committee meetings (Section 3.4), convenes and conducts the Annual Meeting (Section 4.1) and other meetings of NRC.

(3.1.2) The **Chairperson** reports on NRC activities during the Annual Meeting and is responsible for keeping the Delegates, Observers and Guests informed on any important developments between the Annual Meetings. The Chairperson in cooperation with the Secretary (Section 3.3) maintains relations to the scientific community in nuclear and radiochemistry and as necessary to other related groups and the general public. To this end they produce newsletters and keep the **NRC Internet site** updated.

(3.1.3) The chairperson is ex officio member of the **EuCheMS Executive Committee** and attends its meetings as well as the EuCheMS General Assembly. On request of the Chairperson, the Secretary (Section 3.3) may fulfil this duty.

(3.1.4) The **Chairperson** supported by the Secretary stimulates activities of NRC and solicits appointments of Delegates and nominations of Observers and nominations for the Biannual Conference.

(3.1.5) The **Chairperson**, who shall be a Delegate, is elected for 3 years and may be re-elected once for a second period.

(3.1.6) Normally the call for **nominations for the Chairperson** is made at the Annual Meeting in the year before the election. A nomination should be made by a society confirming their moral and financial support of the chairmanship. A nomination must be notified to the Secretary not later than three months before the Annual Meeting at which the election takes place. The candidature will be announced with the invitation to the Annual Meeting. The Chairperson assumes office on 1 January following the election; the period in between is used for familiarisation with the current business.

## 3.2 Vacancy

In case of an unexpected vacancy of the Chair, the immediate past Chairperson will act as **Chairperson ad interim** to run the current business up to the next Annual Meeting at which it is possible to elect a new Chairperson. If the immediate past Chairperson is unable to act, the Steering Committee will appoint one of its members as Chairperson ad interim.

## 3.3 Secretary

(3.3.1) The **Secretary** shall conduct the correspondence with the Delegates. In cooperation with the Chairperson, the Secretary draws up agendas for NRC meetings, prepares the minutes and compiles at least twice a year a Letter of Information. The Secretary dispatches copies of this material to the NRC Delegates, the societies they represent, the Observers and Guests, and maintains the related list of names and full addresses for postal, courier and electronic delivery.

(3.3.2) The **Secretary** is ex officio member of all NRC **Task Forces** to facilitate mutual exchange of information.

(3.3.3) The **Secretary** is proposed by the Chairperson (or Chairperson elect). Normally the Secretary is a Delegate; the society represented is requested for moral and financial support of the appointment. The Secretary is approved by the Annual Meeting for a term of office of three years, which may be renewed.

## 3.4 Annual Meeting

The **NRC Annual Meeting** (Section 4.1) may appoint a **Steering Committee** to meet and deal with urgent affairs between the Annual Meetings. Decisions taken should be circulated by e-mail and endorsed by Delegates during the next Annual Meeting.

## 3.5 Task Force

(3.5.1) A **Task Force** may be set up to review areas of importance to NRC. The **Head** of a Task Force is appointed by the Annual Meeting and is normally a Delegate, otherwise a Guest according Section 2.4. The

Head of a Task Force reports to the Annual Meeting following its instalment giving recommendations for further action in the particular matter.

(3.5.2) Members of a Task Force shall be nominated by the respective Head and appointed by the Annual Meeting. The **membership** of all groups is approved each year at the Annual Meeting. Normally the groups meet in conjunction with the NRC Annual Meeting.

## 4 Meetings

### 4.1 Annual Meeting

(4.1.1) NRC Delegates meet regularly once a year for the **Annual Meeting**, which constitutes the supreme authority of NRC. Among the duties of the Annual Meeting are

- to elect the Chairperson,
- to approve the Secretary on proposal of the Chairperson (or Chairperson elect),
- to appoint members of the Steering Committee on proposal of the Chairperson (or Chairperson elect),
- to initiate and authorise Task Forces, to define their field of action, to appoint their Heads, and to approve their membership,
- to receive and discuss the reports from the Chairperson, the Heads of the Study Groups and Task Forces, as well as of the representatives of any conferences (Section 6.1),
- to choose the location of future conferences, and
- to discuss and decide all relevant issues.

(4.1.2) The **Annual Meeting** should take place in conjunction with a meeting, which attracts Delegates. Invitations confirming place and date of the meeting and stating the proposed agenda, shall be sent to Delegates and their societies as well as to Observers and Guests not later than six weeks before the event. The minutes should be dispatched not later than eight weeks after the Annual Meeting; they should also inform on the proposed place and date of the subsequent Annual Meeting.

### 4.2 NRC Meeting

An **extraordinary NRC meeting** shall be arranged on the written request of two Delegates, provided the majority of all Delegates agree by postal voting.

## 5. Voting Procedures

5.1 Normally the NRC reaches decisions by **consensus**.

5.2 If voting is appropriate, the case is decided by **simple majority** of the votes cast including abstentions (non-marked ballots). In case of a tie situation the Chairperson casts an additional vote.

5.3 There shall be **one vote per member society** of EuCheMS for all items. The vote is cast on behalf of the member society by its Delegate or its mandated substitute present at the meeting.

5.5 If voting takes place in a meeting, voting by mail or other ways of communication shall not be acceptable. If the Steering Committee feels that an **urgent decision** must be made by the Delegates, that cannot be postponed to the next regular or extraordinary NRC meeting, postal voting is permitted.

5.6 Election of the Chairperson shall be by **secret ballots**. A candidate is elected when obtaining more than half the votes cast including abstentions ("absolute majority"). If at a first voting no absolute majority is reached, the candidates with the two highest numbers of votes qualify for another vote when abstentions are not counted. If there is just one candidate, the ballots must ask for the choice "yes" or "no".

## 6. Conferences

6.1 As requested by the EuCheMS Directives for Divisions, NRC holds a broad-spectrum conference on nuclear and radiochemistry once every two years. Where possible the venue is rotated between all European countries. The organisers must have the support of a national EuCheMS member society and EuCheMS sponsorship.

The **Standing Committee** of a given conference will consist of the President of the particular event, the Presidents of the previous conference and the President for the subsequent conference of the series as well as the NRC Secretary and Chairperson who chairs the Standing Committee. The Standing Committee will appoint a scientific committee and approve the local organising committee, the structure and the contents of the scientific programme and other relevant items. It offers its expertise and help to ensure the success of the conference.

## 7. Amendments

Amendments to this Document shall be made at an Annual Meeting and shall require a majority of at least two thirds of the votes cast.

*Approved by the NRC Delegates at the Annual Meeting on 31 August 2006 in Budapest, Hungary*