

8 April 2005

Physical & Biophysical Chemistry Division

DIVISION RULES

1. The mission of the Physical & Biophysical Chemistry Division is to promote pure and applied physical and biophysical chemistry. Terms of Reference are attached.
2. Under the Statutes, Bylaws, and policies of the Union, the Division is managed by its Division Committee. S10 and B4.1 and their subsections are particularly relevant. The Division Committee is responsible for initiating and managing scientific projects, symposia and other activities within its area of responsibility and for cooperating with other Divisions and Standing Committees in initiating and managing interdisciplinary projects, symposia and other activities.
3. In accord with B4.103, the composition of the Division Committee is as follows:
 - (a) No more than 10 Titular Members (including all Officers as defined below)
 - (b) No more than six Associate Members
 - (c) No more than six National Representatives
4. (a) Titular Members of the Division Committee are nominated and elected for a term of four years by the electorate defined in B4.103 and Bureau decisions pursuant to B4.103. Candidates for titular membership are nominated by the Nominating Committee described below.
 - (b) Associate Members may be elected by the Division Committee for a term of two years, subject to reelection for a second two-year term, as provided in B4.103.
 - (c) National Representatives may be elected by the Division Committee on nomination by National Adhering Organizations for a term of two years, subject to reelection for a second two-year term, as provided in B4.103.
 - (d) Interim appointments to fill vacancies on the Division Committee occurring between meetings may be made by the Division President, after consultation with the other Division Officers, for a term ending at the end of the year in which the next General Assembly is held. Interim appointments are subject to approval by the Bureau or Executive Committee.
5. Candidates for Titular Member of the Division Committee are named by a Nominating Committee, prescribed by IUPAC policy and procedures defined by the Bureau, as follows:
 - (a) The nominating committee consists of five members [subject to an exception by the Bureau], with no more than two members from the existing Division Committee and the other three chosen from outside IUPAC on the basis of the breadth of their expertise. The Division President will not be a member of the Nominating Committee.
 - (b) The Nominating Committee is appointed by the Division President with the concurrence of the IUPAC Executive Committee.

- (c) Categories of vacancies may be established by the Division Committee if desired to ensure diversity in subject matter, geographic distribution, or other characteristics. More than one nominee for each vacancy is desirable but not required.
6. Elections shall be conducted by e-mail under procedures defined by the IUPAC Secretariat.
 7. The Officers of the Division are as follows:
 - (a) The President is the administrative head of the Division, presides at meetings of the Division Committee, and is an *ex officio* a member of all bodies of the Division. The President serves as a member of the Bureau and is the principal representative of the Division within and outside the Union.
 - (b) The Vice President (President-elect) acts for the President in his absence and assists the President as requested. The Vice President shall assume the office of Division President in the event of the President being unable to perform the functions of that office, without prejudice to the forthcoming period of office as President, subject to the terms of B4.103.
 - (c) The Secretary assists the President in carrying out the business of the Division and maintains the records of the Division.
 - (d) The immediate Past President assists the President as requested.
 8. With the advice of the President of the Union, Officers of the Division are elected by the Division Committee, subject to final approval by the Council. The Officers together form an Executive Committee to act for the Division Committee between meetings. Subject to limitations in B4.103, the terms of office are as follows:
 - (a) The President, President-elect and Past President each serve a term of two [four] years, not subject to reelection, unless approved by the Bureau, and providing the term of office does not exceed four years.
 - (b) The Secretary serves a term of four years and is eligible for reelection to a second term of four years.
 9. (a) The Division Committee may establish and the Division President may appoint subsidiary bodies, such as subcommittees, working parties and advisory groups, which will all have the status of Division subcommittees, as described in S10.6. The terms of reference or charge to each group, as well as its lifetime, shall be established by the Division Committee. Task groups will be formed to carry out specific projects under general IUPAC policies for the conduct of projects.
 - (b) The Division Committee may propose to the Bureau the establishment of Commissions, with terms of reference and lifetimes, under the provisions of B4.301.
 - (c) The Division Committee and Division President will exercise responsibility and oversight over all bodies created under parts (a) and (b).
 10. These Rules may be amended by the Division Committee, subject to approval by the Council.

Terms of Reference

The Objectives of the Physical and Biophysical Chemistry Division are

- (i) to organize and promote the international collaboration between scientists in physical chemistry and related fields in order to address problems and formulate recommendations on nomenclature, symbols, units, terminology and conventions in physical and biophysical chemistry, disseminate the recommendations, encourage their translation as well as monitor their acceptance by the chemical community;
- (ii) to establish and stimulate the use of methodologies, standards and reference materials in physical and biophysical chemistry;
- (iii) to encourage the compilation and documentation of critically evaluated physical chemical data;
- (iv) to recognize new developments in physical and biophysical chemistry and its fields of applications; and
- (v) to promote future oriented activities important for the contribution of physical and biophysical chemistry to science and technology and to the needs of the world community.