

## Chemical Nomenclature and Structure Representation Division

### DIVISION RULES

1. The mission of the Chemical Nomenclature and Structure Representation Division is to maintain and develop standard systems for designating chemical structures, including both conventional nomenclature and computer-based systems. 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 ten 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 Bylaw 4.103, the terms of office are as follows:
- (a) The President and President-elect each serve a term of four years, not subject to reelection; the Past President serves a term of two years, subject to the restriction on total years of service in Bylaw 4.103.
  - (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 Division is responsible for maintaining and developing standard systems for designating chemical structures, including both conventional nomenclature and computer-based systems. This responsibility is to be fulfilled by:

1. Identifying the needs of the user community.
2. Generating projects arising from those needs.
3. Identifying project leaders and task groups to carry out the work.
4. Administering approved projects financially, monitoring their progress, and approving resulting recommendations for review by established IUPAC procedures.
5. Identifying new sources of expertise and enabling their involvement in projects.
6. As far as possible, ensuring that nomenclature systems projects and the resulting recommendations are compatible with each other, with established IUPAC recommendations, and with computer-based systems for manipulating chemical names and structures.

