

***PROCEDURES MANUAL OF THE
AMERICAN CHEMICAL SOCIETY (ACS)
DIVISION OF ENERGY & FUELS (ENFL)***

March 2023



Nothing in this Procedures Manual shall be inconsistent with the Bylaws of the Energy & Fuels Division or the Charter, Constitution, and Bylaws of the American Chemical Society.

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INTRODUCTION

The Division of Energy & Fuels of the American Chemical Society is one of 35 Divisions of the Society. It serves its approximately 2,600 members, and other interested members of the society in various ways. This manual is written to provide Division officers and other interested members of the Division with information about the organization of the Division, its mission, its by-laws, and a description of the duties and responsibilities of the different officers of the Division. A recurring events schedule is also provided to inform Division officers of specific dates and deadlines which must be met for the Division to adequately carry on its business. It is hoped that this manual will provide incoming officers with information as to their responsibilities so that adequate continuity in the Division's operations can be maintained.

The purposes of this manual are to:

- Formalize the descriptions of the duties and responsibilities of the different officers of the Division.
- Provide a Recurring Events Schedule to document the major events and activities in a chronological order to aid in the coordination of activities of the Division.
- Provide a basis for future changes or modifications of activities.
- Define the makeup of the Executive Committee and its scope of activities.

ENERGY & FUELS DIVISION ORGANIZATION

As provided in the By-Laws, the elected Division offices held are Chair, Chair-Elect, Secretary, Treasurer, Councilors, Alternate Councilors, and Directors-at-Large. Appointed officers are Website Manager, Program Chair, Program Secretary, Long Range Planning Chair, Public Policy Chair, Area Representatives, and Awards Chair.

MISSION AND VISION STATEMENTS

Vision

Driving our energy future

Mission

To promote and advance energy-related research, development and education to address the world's energy, chemical, and environmental challenges with an emphasis on sustainability.

RECURRING EVENTS SCHEDULE

Date	Description	Person Responsible
2/15	Submit Annual Report to ACS	Secretary, Treasurer
5/15	File Federal Income Tax Return	Treasurer
12/1	Submit Change of Officers to ACS	Secretary
S-130	Instructions to Authors sent to session Chair	Program Chair
S-130	Collection of Rating Sheets for the Glenn Award	Chair-Elect
S-120	Request to ACS for same hotel as cosponsoring and related Divisions	Program Chair
S-120	Abstracts Received/Instructions to Authors sent	Session Chair
S-115	Abstracts & Symposium Sequence to Program Chair	Session Chair
S-105	Program Highlights to ACS	Program Chair
S-105	Social Events Request Form to ACS	Program Chair
S-105	Committee Meeting Request Form to ACS	Program Chair
S-100	Program Info/Preliminary Program to ACS (In ACS format on ACS forms provided)	Program Chair
S-100	Short Course Publications & Arrangement Request Form to ACS	Program Chair
S-100	Session Location Preference Request to ACS	Program Chair
S-85	Author Certification Card to ACS	Program Chair
S-85	Final Detailed Program to ACS (in ACS format)	Program Chair
S-85	Session Chair Name and Address Request (to ACS)	Program Chair
S-80	Registration Waiver Forms due to ACS	Program Chair
S-75	Select and Notify Glenn Award Winners for Last Meeting	Chair-Elect
S-15	Assign Reviewers to Glenn Award	Chair-Elect
S-15	Date, Time and Location of Spring Program, Executive Committee, and Business Meetings	Chair
S-15	Send poll out to Committee to staff table during the meeting	Membership

Note: The dates listed above (S-" ") indicate that this job should be completed " " days prior to the Spring ACS meeting.

Example: S-120 means this job should be completed 120 days prior to the scheduled Spring meeting.

Date	Description	Person Responsible
F-130	Collection of Rating Sheets for the Glenn Award	Chair-Elect
F-130	Instructions to Authors sent to Session Chair	Program Chair
F-120	Abstracts Received/Instructions to Authors sent	Session Chair
F-120	Request to ACS for same hotel as co-sponsoring or related Divisions	Program Chair
F-115	Abstracts & Symposium Sequence to Program Chair	Session Chair
F-105	Program Highlights to ACS	Program Chair
F-105	Committee Meeting Request Form to ACS	Program Chair
F-105	Social Events Request Form to ACS	Program Chair
F-100	Program Info/Preliminary Program to ACS (in ACS format on ACS provided forms)	Program Chair
F-100	Short Course Publication & Arrangement Request Form to ACS	Program Chair
F-100	Session Location Preference Request to ACS	Program Chair
F-85	Session Chair Name and Address Request (to ACS)	Program Chair
F-85	Final Detailed Program to ACS (in ACS format)	Program Chair
F-85	Author Events Request Form to ACS	Program Chair
F-80	Registration Waiver Forms due to ACS	Program Chair
F-75	Select and Notify Glenn Award Winners for Last Meeting	Chair-Elect
F-45	Ballots to Members	Secretary
F-15	Assign Reviewers to Glenn Award	Chair-Elect
F-15	Date, Time and Location of Fall Program, Executive Committee, and Business Meetings	Chair
F-15	Send poll out to Committee to staff table during the meeting	Membership
F-10	Submit proposed budget for following year to Executive Committee (for discussion at Fall Executive Committee meeting)	Treasurer

Note: The dates listed above (F-" ") indicate that this job should be completed " " days prior to the Fall ACS meeting.

Example: F-120 means this job should be completed 120 days prior to the scheduled Fall meeting.

DIVISION OFFICERS

EXECUTIVE COMMITTEE

Composition: The Division Officers consist of Chair, Chair-Elect, Secretary, Treasurer, and Past Chair. The Executive Committee consists the Officers, Councilors, Alternate Councilors, Trustees, Directors-at-Large, Program Chair, Membership Chair, Long Range Planning Chair, and Awards Chair. In addition, there are other active support officers, including but not limited to: Area Representatives, Public Policy Chair and Program Committee. All support officers are welcome and encouraged to attend executive meetings.

Duties

Responsibilities: Review Division activities at meetings held at the ACS National Meetings and to direct Division policy. Individual responsibilities are detailed in these Procedures.

Travel Support: Four members of the Executive Committee may request up to \$2500/meeting in travel support if not covered by their institution/company with a maximum of \$10,000/year in total support per year. Requests should be sent to the Division Chair with the Treasurer in copy for approval. Anyone receiving \$2500 for one meeting would be considered a lower priority for additional funding at a second ACS meeting in a calendar year.

CHAIR

Duties

Coordinates activities within the Division, and coordinates division activities with ACS staff and governance, and other divisions.

Serves as chair of the Executive Committee. Schedules the Executive Committee meetings, sets the agendas, and presides at the meetings.

Serves on the Programming Committee

Executes the decisions and recommendations of the Executive and other Division Committees.

Presides at the Business Meeting(s) of the Division.

Makes appointments, to be approved by the Executive Committee, to the following non-elected positions as they become vacant; Program Chair, Trustees of the Trust Fund, Chair of Public Policy, Newsletter Editor, Historian, Membership Chair, and Website Manager.

Organizes the Division dinner and dinner ticket sales at each National Meeting.

Spring - purchase Past Chair's pin and/or plaque from the ACS. Sign certificates for Symposium Organizers, on request (prepared by Program Chair). Coordinates Distinguished Service Award for the Division.

Additional Responsibilities: Acts for the Division in rewarding and expressing appreciation for meritorious service provided by members of the Division. When appropriate initiates nominations for Service Awards.

Term of Office: One year.

How Elected, Selected: The Chair-Elect assumes the position of Chair after a period of one year.

Prior Requirements, If Any: Election to the position of Chair-Elect.

Other Individuals to Interact With: All members of the Executive Committee, the Divisional Officers' Group, ACS staff and Governance, especially the Meetings, Expositions, and Divisional Activities Department.

Relevant By-Laws Section(s): Section 4. a. The duties of the Chair shall be to preside at meetings of the Executive Committee, to carry into effect the decisions and recommendations of that Committee, to preside at meetings of the Division to conduct governance business, to appoint with the approval of the Executive Committee, all committee chairs and committee members except as stated elsewhere in these bylaws, and to carry out the duties required by the Constitution and Bylaws of the SOCIETY.

CHAIR-ELECT

Duties

Administer the R. A. Glenn Award according to the procedures described on the Glenn Award Best Paper described in this manual. This includes the evaluation of abstracts and selection of outstanding speaker for each of the National Meetings at which presentations are made before the Division of Energy and Fuels. The Chair-Elect collects the rankings from the group selected to judge papers for the Richard A. Glenn award, summarizes them and makes the decision on the identity of the winner(s). The Communications & Technology Committee is advised to provide recognition of the paper and others that may also warrant recognition.

Work with Chair and Chair of Public Policy on drafting a Public Policy Statement, if appropriate.

Serves on the Programming Committee

Additional Responsibilities: Act for the Chair in his/her absence.

Term of Office: One year.

How Elected, Selected: By ballot distributed by the Secretary to the Division membership in time for counting after the Fall National Meeting.

Prior Requirements, If Any: Active participation in the Division.

Other Individuals to Interact With: Chair, Program Chair, Secretary, Communications & Technology Committee.

Relevant By-Laws Section(s): Section 4. b. The duties of the Chair-Elect shall be to assist the Chair with the direction and management of the Division. In the absence of the Chair, the duties of the office shall devolve upon the Chair-Elect.

PAST CHAIR

Duties

Appoints a nominating committee to select candidates for the elected offices: Chair-Elect, Secretary, Treasurer, Councilors, Alternate Councilors, and Directors-At-Large. The nominations should be submitted to the Executive Committee for their approval before the Fall ACS Meeting. The approved list of nominations should then be presented to the Business Meeting at the same Fall ACS meeting and the members present be given the chance to make other nominations if they desire, and then be asked to approve the list. After the meeting, the Past Chair notifies the Secretary of the nominees for the preparation of ballots.

The nomination slate includes Chair-Elect for which at least two people are nominated for this office, Secretary or Treasurer which are elected in alternating years, and Councilors and Directors-at-Large who serve three-year terms, and their terms are staggered. The number to be elected can be identified by noting which terms are ending and, in the case of Councilors, the number allowed to the Energy and Fuels Division by the ACS (this latter number varies depending on the size of our membership relative to other Divisions, and ACS policy).

Serves on the selection committee for Distinguished Service Award.

Additional Responsibilities: Assist Chair-Elect in handling a smooth transition of responsibilities.

Term of Office: One year.

How Elected, Selected: Last year's Chair automatically becomes the current year's Past Chair.

Prior Requirements, If Any: Election as Chair.

Other Individuals to Interact With: Chair, Executive Committee.

SECRETARY

Duties

The Secretary is responsible for the creating the agenda for the Executive Committee Meeting, recording and distribution of the minutes of the Division Business Meeting, Program Committee Meeting, and Executive Committee Meeting for the National Meetings.

The Secretary also prepares an Annual Report to the ACS on the Division (by February 15), and informs ACS of Division Officer changes by December 1 each year.

At the beginning of each calendar year, he/she changes the Division letterhead and distributes it accordingly to members of the Executive Committee and other appointed officers. In recent years, the use of a pdf file on an access-limited page of the website has been adequate.

At the beginning of his/her second year as the Division secretary, if necessary, he/she should update this Procedures Manual with the help of the Executive Committee.

Additional Responsibilities: The Secretary handles miscellaneous correspondence pertinent to membership in the Division. The Secretary certifies Division Councilors and Officers to ACS in Washington, D.C. He/she oversees and coordinates with the Membership Chair in conducting membership campaigns. He/she receives the ballots for new officers prior to the Fall National Meeting.

Term of Office: Two years.

How Elected, Selected: By ballot distributed by the Secretary to the Division membership in time for counting after the Fall National Meeting.

Prior Requirements, If Any: Activity with the Division.

Other Individuals to Interact With: Division Chair, Treasurer, Preprint Editor, Councilors.

Relevant By-Laws Section(s):

Section 4. c. The duties of the Secretary shall be to keep a record of the minutes of the meetings of the Division and of the Executive Committee, to maintain a list of members and affiliates, to send to members and affiliates such notices as the business of the Division may require, to submit a report to the Division at its annual meeting, and to carry out the duties required by the Constitution and Bylaws of the SOCIETY and elsewhere in these bylaws. The Secretary shall preside over meetings in the absence of both the Chair and Chair-Elect.

TREASURER

Duties

The Treasurer is responsible for establishing a checking account, preferably interest bearing, and accounting for all expenditures and income for the Division.

The Treasurer is responsible for preparing and filing Tax Forms for the IRS. The report for non-profit corporations is due the 15th of May. The Treasurer is responsible for a part of the Annual Report due to the ACS February 15. The other part is prepared by the Secretary. This report is the basis for awards presented to Outstanding Divisions in each size group. Every five years the accounts of the Division shall undergo an internal audit.

Additional Responsibilities:

I. Prior to the Meeting

- A. Prepare the Treasurer's Report for the Executive Committee meetings.
- B. Fall - prepare a budget for the next year.
- C. Treasurer is the Divisional representative for any PRF travel grants and should sign the contracts and request that the checks be sent to the Treasurer.
- D. A fund is provided by the Division for travel to the meeting by officers who could otherwise not attend. Requests are handled by the Treasurer and disbursements made with the consent of the Chair. Additional requests may be made with approval needed by the Executive Committee.

II. At the Meeting

- A. Pays the balance of the Division dinner.
- B. Writes checks for the Division awards [note that the Division pays for the ticket for the awardee for the Divisional dinner].
- C. Provides a budget update to the Executive Committee.

Term of Office: Two years.

How Elected, Selected: By ballot distributed by the Secretary of the Division membership in time for counting after the Fall National Meeting.

Prior Requirements, If Any: Active participation in the Division

Other Individuals to Interact With: Chair, Councilors, Secretary, and the Trustees.

Relevant By-Laws Section:

Section 4. d. The Treasurer shall have charge of the funds of the Division, keep an accurate record of all receipts and disbursements, receive dues, and make those disbursements approved by the Executive Committee. The Treasurer shall render an account of all transactions and of the financial condition of the Division to the Executive Committee at times set by the Committee and shall submit such reports as are required by the Constitution and Bylaws of the SOCIETY. The Trust Fund is not the Treasurer's responsibility.

COUNCILORS AND ALTERNATE COUNCILORS

Duties

Councilors and Alternate Councilors represent the Division in accordance with Article VI of the constitution of the American Chemical Society. They attend Council meetings that are held at each National Meeting of the Society. Councilors are responsible for bringing before the Council actions directed by the Division membership and the Executive Committee. They also may attend the Divisional Officers Caucus and the open session of the Division Activities Committee.

Councilors report completed and pending actions by the Council to the Executive Committee and to the membership as relevant. Councilors may inform the Executive Committee, or the membership based on their experience at the Council or Council committees during discussions of resolutions pending before the membership.

Additional Responsibilities: Councilors and Alternate Councilors are members of the Executive Committee. Councilors and Alternate Councilors should apply to join one of the National committees of the ACS (see <http://www.acs.org/content/acs/en/about/governance/committees.html> for a full listing).

Term of Office: Three years.

How Elected, Selected: The Councilors and Alternate Councilors are elected in staggered terms so that no more than two are elected in a given year by ballot distributed by the Secretary to the Division membership in time for counting after the Fall National Meeting.

Prior Requirements, If Any: Active participation in the Division of Energy and Fuels. Councilors must have previous experience as an Alternate Councilor. Both Councilors and Alternate-Councilors must be willing to serve on an ACS committee during the three-year term of service. Councilors should make every attempt to attend each National Meeting. In the event they cannot attend, they must notify the Chair, Secretary, Councilors, and Alternate Councilors of the Division two months prior to the National Meeting. An Alternate-Councilor will be chosen before the National Meeting to attend the Council meeting. Councilors who cannot meet these requirements may become ineligible for re-election.

Other Individuals to Interact With: Division Chair, Executive Committee, ACS Councilors, ACS Committees, and ACS staff as necessary.

DIRECTOR-AT-LARGE

Duties

Directors-at-Large assist in guiding the Division in achieving its technical and educational objectives by providing advice and suggestions on programmatic, financial, publication and related matters to Divisional Officers and the other Directors.

Additional Responsibilities: Directors-at-Large are voting members of the Executive Committee of the Division.

Term of Office: The three Directors-at-Large are each elected for three-year terms, in a staggered system in which one Director is elected each year.

How Elected, Selected: By ballot distributed by the Secretary to the Division membership in time for counting after the Fall National Meeting.

Prior Requirements, If Any: Past Division Chair, Active in Divisional affairs, usually with an extensive period of participation.

Other Individuals to Interact With: The Executive Committee.

Relevant By-Laws Section:

Section 7. The Directors-at-Large shall be elected from among the Past Chairs of the Division. Their major function is to provide guidance and continuity to the operation of the Division.

PROGRAM SECRETARY

Duties

The Program Secretary will act as mentor and coach to the current Program Chair and Program Committee. The individual should have sufficient experience in the Division and/or as a former ENFL Program Chair to remind the committee of previous symposia choices and options; that is, acting as the historian of the program committee while providing institutional memory. They will guide in Program Chair succession planning and decision making.

Additional Responsibilities:

The Program Secretary duties will include maintaining the attendance history for each symposium that has occurred over the past four years. They will provide an analysis of the trends in programming to help determine which programming should be included in the upcoming meetings.

Term of Office: Three years

How Elected, Selected: Appointed based on nominations from the Program Committee and Executive Committee, with approval of the Executive Committee.

Prior Requirements, If Any: Ideally have previously served as Program Chair for ENFL or its predecessor Divisions, PETR and FUEL or have significant time served on the Programming Committee that is sufficient to provide a historical perspective on programming.

Other Individuals to Interact With: Program Chair, Programming Committee, Chair.

PROGRAM CHAIR

Description

Beginning with this appointment, the incumbent will search for a wide range of topics for the program that fit within the ENFL bylaws and former program trends. The Program Chair serves for three years to ensure continuity: the first year is as apprentice, second year as the lead Program Chair, and third year as an ex officio member of the Program Committee.

Duties

The Program Chair, with the advice and approval of the Executive Committee, has responsibility for the following duties that pertain to planning, organizing, and handling all matters pertaining to the technical programs of the Division:

1. Work with the Program Committee to identify symposium topics of interest to the greater ENFL community based on current and past trends in programming.
2. Serves as a liaison to other ACS Divisions and programming committees on programming matters.
3. Presides at the Program Committee meetings. The Program Committee consists of the Chair, Chair-Elect, three members of the Program Chair succession, Program Secretary, and six other members, who are appointed by the Chair on annual rotating basis. One of the committee members shall be appointed to take minutes during all Program Committee meetings and provide a record to the Division Secretary.
4. In consultation with the Program Committee, Program Secretary, members of the Division, and other informed persons, chooses the most promising topics for the year's programs and selects symposium chairs and co-chairs.
5. Oversees abstract submission process with Symposia Chairs.
6. In consultation with the Division Chair, arranges for meeting rooms for meetings of the Program Committee and Executive Committee, and for the Division Business meeting.
7. Oversees \$5000/meeting discretionary budget to support programming.

Additional Responsibilities: Ensures that Division meetings and symposia are scheduled to be in the same hotel or in the convention center with co-sponsoring Divisions (e.g., ENVR, PHYS, CATL, I&EC) by filling out the appropriate forms with this request.

1. Periodically provides information to ACS on "Program Deadlines and Topics" for *C&E News*.
2. Periodically provides program updates to the Communications & Technology Committee as requested on program deadlines and topics. For meeting year, he/she provides a summary of program highlights to Communications & Technology Committee and to the ACS Meetings Department.

3. Identify papers of potential interest to the ACS News Service and journal editors.
4. Coordinates cosponsored sessions with Program Chairs of other Divisions (especially, CATL, GEOC, CELL, ENVR and I&EC). There are two types of co-sponsorship: 1) nominal and 2) cooperative sponsorship. Nominal only includes cross listing of the symposia in each other's programs. Cooperative sponsorship can include funding or assistance in the development and/or presiding of the symposium.
5. Attends Program Committee, Executive Committee and Business Meetings of the Division at both ACS meetings each year.
6. Prepares the final program by the Spring Meeting of year before his/her active year.
7. Organizes the General Papers/Poster sessions, since important program trends can be noted as the papers come in, and focused (titled) sessions can be put together at that time.
8. Works with the Chair-Elect to identify nominees for the Richard A. Glenn Best Paper Award by having symposium chairs identify the top preprints submitted to their symposia. These can also be the papers identified for additional presentation as posters in the Sci-Mix session.
9. Works closely with the Awards Committee and other executive committee members and makes arrangements for the organization of the Storch Award Symposium (each fall) and ENFL Distinguished Researcher Award Symposium (each spring). These sessions should be scheduled to begin on the Monday of the national meeting and be limited to 2 full day sessions or less.
10. Prepare certificates for Symposium Organizers, if requested.

Term of Office: One year as active Program Chair, three years in anticipation as a member of the Program Committee.

How Elected, Selected: Appointment approved by the Executive Committee based on recommendation put forth from the Program Secretary, Program Committee, and other members of the Executive Committee.

Prior Requirements, If Any: Member of the Division, participation in Division activities, active participation in programming.

Other Individuals to Interact With: Program Secretary, Program Committee

Relevant By-Laws Section:

Bylaw VI Section 2. a. The Program Committee shall be responsible for all matters pertaining to the technical programs of the Division. The Program Chair shall, with the advice and approval of the Executive Committee, have primary responsibility for the planning, organizing, and handling of all matters pertinent to the technical programs of the Division held at the regular national meetings of the SOCIETY or at any special meetings that may be scheduled by the Division.

PROGRAM COMMITTEE

Duties

Program Committee Members assist the Program Chair and Program Secretary in planning the following 2+ years of technical programming for the Division. At every Spring and/or Fall ACS meeting, the Program Committee should discuss the planning of at least the next four consecutive Spring/Fall/Spring/Fall meetings. They should also work with the Executive Committee to identify 8-10 members who can help organize symposia and identify future topics and to vote on those topics.

Additional Responsibilities:

The Program Committee works with the Multidisciplinary Program Planning Group (MPPG) Committee to identify symposium within ENFL that will fit within the National meeting themes.

Term of Office: One year, renewable with no term limit.

How Elected, Selected: Appointed by the Chair based on nominations from the Executive Committee, with approval from the Executive Committee. The committee will be composed of a minimum of six individuals of various background and experience (government, industry, and academia). Programming meetings are open to all members of the Division, who are encouraged to participate.

Prior Requirements, If Any: Active participation in Division activities

Other Individuals to Interact With: Program Chair, Program Secretary, Executive Committee.

Relevant By-Laws Section: Bylaw VI Section 2. a. The Program Committee shall be responsible for all matters pertaining to the technical programs of the Division. The Program Chair shall, with the advice and approval of the Executive Committee, have primary responsibility for the planning, organizing, and handling of all matters pertinent to the technical programs of the Division held at the regular national meetings of the SOCIETY or at any special meetings that may be scheduled by the Division.

NOMINATING COMMITTEE

Duties

The Nominating Committee is responsible for soliciting nominations for the Officers, Director(s)-at-Large, Councilors and Alternate Councilors whose term is expiring.

Additional Responsibilities:

The Nominating Committee works with the Executive Committee to canvas membership for prospective nominees and to present slate of nominees for election.

Term of Office: One year.

How Elected, Selected: The Nominating Committee is made of the Immediate Past Chair (who acts as Chair of the Committee) and the two previous Chairs of the Division.

Prior Requirements, If Any: See above

Other Individuals to Interact With: Executive Committee.

Relevant By-Laws Section: Bylaw V Section 1. The election of officers and the Director(s)-at-Large shall be conducted by a ballot distributed to the members of the Division in accordance with the Bylaws of the SOCIETY and these bylaws. Councilor(s) and Alternate Councilor(s) shall be elected by a ballot distributed to all members of the Division; affiliates may not vote for any elective position(s), including Councilor(s), and Alternate Councilor(s).

Elections – Timeline

The timeline and member responsible for each activity is listed below.

- July-September – Nominating Committee – Canvass membership for prospective candidates. Solicit nominees and submit progress reports to the EC on status of the slate via email and/or monthly Executive Committee meetings.
- September 15 – Nominating Committee Chair/Secretary – Deadline for announcement of slate to Executive Committee and ENFL membership.
- October 1 – Deadline for additional nominations to ballot. Finalize ballot for distribution to membership.
- October 15 – Secretary – Deadline for distribution of electronic ballots to membership with hard copy ballot sent to members upon request.
- November 15 – Secretary – Deadline for receiving and tabulating ballots – paper and electronic. Candidate for each position receiving the majority of votes shall be declared elected.
- November 30 – Chair – Deadline for resolution of positions with tie votes by Executive Committee.
- December 1 – Secretary – Submission of certified election results to ACS National. The election records should be maintained for one year after election.
- December 15 – Chair – Notification of election results in writing to candidates and Membership.

Elections – Ballots

The Secretary is responsible for the dissemination and collection of ballots. Elections will be conducted electronically. The vendor will be designated by the Executive Committee to manage and conduct the annual election. Upon request by members, paper ballots are prepared by the Secretary or designated officer and will consist of a ballot, a short bio of each candidate, and an ENFL-addressed return envelope. Legitimate paper ballots are those submitted to the Secretary with the hand-inscribed signature of the voting member on the outside of the return envelope. The ballot should not be identified with the returning envelope. In the case of a tie vote, the Chair will convene the Executive Committee to select a winner. The Secretary will keep the record of the election for at least 1 year.

PUBLIC POLICY CHAIR

Duties

Participate in writing policy statements and fact sheets (e.g., those on hydraulic fracturing, critical materials, and environmental improvement). Participate in ENFL Executive Committee meetings. Serve as a liaison between ENFL and ACS public policy and advocacy committees.

Additional responsibilities

Prepare periodic updates on energy-related legislation.

Term of Office: Indefinite.

How Elected, Selected: Appointed by the Chair, subject to approval by the Executive Committee at its next meeting.

Prior Requirements, If Any: Experience in public policy.

Other Individuals to Interact With: Public policy representatives of other ACS Divisions.

COMMUNICATIONS AND TECHNOLOGY COMMITTEE

Duties

Responsible for the Communication and Technology Platforms including website, newsletter, email blast and social media.

Term of Office: Indefinite.

How Elected, Selected: Appointed by the Chair, subject to approval by the Executive Committee at its next meeting.

Prior Requirements, If Any: Extended membership in the Division.

Other Individuals to Interact With: The Chair, Chair-Elect, Past Chair, Secretary, Treasurer.

LONG RANGE PLANNING CHAIR AND COMMITTEE

Duties

Responsible for developing and continuously updating recommendations for the welfare and efficient functioning of the Division.

Additional responsibilities

Creation and execution of the Division Strategic Plan. Investigate and make recommendations on any issues brought forth by the Executive Committee.

Term of Office: Indefinite.

How Elected, Selected: Appointed by the Chair, subject to approval by the Executive Committee at its next meeting.

Prior Requirements, If Any: Extended membership in the Division.

Other Individuals to Interact With: Past Chairs, Chair succession, Secretary, and Treasurer.

MEMBERSHIP CHAIR AND COMMITTEE

Duties

The Membership Chair's responsibilities include conducting membership campaigns, contacting new members and delinquent members of the Division. The Membership Chair leads the Membership Committee which is made up of the Area Representatives: US, foreign, and student representatives.

The Membership Chair provides new Division application forms to perspective new members at the National Meetings and throughout the year. He/she collects and processes the membership forms from the new members.

Responsible for ensuring the Division sales table is staffed during the national meetings. This is currently handled by Doodle poll to the Executive, Membership and Program Committees.

Responsible for maintaining materials and Division banner for the Division sales table at meetings.

Area Representatives shall report to the Membership Chair.

Term of Office: Indefinite.

How Elected, Selected: Appointed by the Chair, subject to approval by the Executive Committee at its next meeting.

Prior Requirements, If Any: Extended membership in the Division.

Other Individuals to Interact With: Secretary, Chair, the Executive Committee.

AWARDS CHAIR AND COMMITTEE

Duties

The Awards Chair manages the awards of the Division of Energy and Fuels, including but not limited to:

1. R.A. Glenn Best Paper Award
2. ACS Henry H. Storch Award in Energy Chemistry
3. Distinguished Service Award
4. Distinguished Researcher Award
5. Mid-Career Award
6. Emerging Researcher Award
7. Student Travel Awards
8. ACS Fellows Awards
9. Research Excellence Award in Electrochemical Energy Storage

A selection committee exists for each of the awards, except the Storch Award. The Awards Committee consists of the Awards Chair and the chairs of each selection committees. The selection committees canvass the membership for each award to increase the number and diversity of candidates. The selection committees evaluate applications and make recommendations for the proposed awardees to the Awards Chair. The Awards Chair can concur if unanimous or call for further evaluations if there is a conflict. The chair acts as both a judge and a bridge. The decision is of the committee, but not influenced by the chair (or anyone outside of the committee).

The Awards Chair sends the results to the ENFL Chair. The Chair notifies the awardees, (and/or those not selected). A general announcement is sent out to members via the newsletter and social media.

The Awards Chair reports on behalf of the Awards committee to the EC (or a committee representative if the chair is unable), and use data to show the selection is transparent, fair, and merit based. A statement on diversity should be made. Anonymous data (i.e., # of applicants, etc.) and selection criteria should be written and made available to the EC and all members.

The chair orders plaques for awards and ensures that any monetary award requests are submitted to the Treasurer. The Awards Chair canvasses for Division nominees for ACS Fellows.

Term of Office: Indefinite. The Awards Chair will serve until he/she asks to be replaced.

How Elected, Selected: The Awards Chair is appointed by the Chair, subject to approval by the Executive Committee at its next meeting.

Prior Requirements, If Any: Active membership in the Division.

Other Individuals to Interact With: Division Chair, Treasurer, and Program Chair.

A description of each of the Division's awards is given below:

RICHARD A. GLENN AWARD

The objective of research is not achieved when new knowledge is developed; it must also be transmitted in a manner whereby it can be readily understood by those who put it to use.

In 1956, the Division of Gas and Fuel Chemistry, in cooperation with Bituminous Coal Research, Inc., (BCR) within the framework of this philosophy, established an award for the best paper on coal or derived products presented at each of its semi-annual meetings. Selection is made by a committee appointed by the Chair-Elect of the Division and is based on the effectiveness of the presentation as well as the quality of the work reported. Any presentation to the ENFL Division is eligible for the award (except for those in the Storch Award Symposium, the Distinguished Researcher Symposium, and any ACS National Award symposium), even if its topic is not strictly in the area of coal or derived products.

In 1972, the name of the award was changed to the *Bituminous Coal Research, Inc. - Richard A. Glenn Award* in memory of the late Dr. R.A. Glenn who was Assistant Director of BCR and an active member in the Division of Fuel Chemistry for many years until his death in January 1972. In 1996, the name was changed to the Richard A. Glenn Award, when BCR ended its support of the award.

The winner is presented with a monetary award of \$500 (to be shared if more than one author) and a certificate at the awards ceremony at the following ACS meeting.

R. A. GLENN AWARD SELECTION PROCESS

1. All Symposia Organizers (with the exception of the symposia described above) will be requested to evaluate abstracts of the presentations in their symposia and to nominate the abstract or presenters they feel are the most innovative and interesting. The number of abstract presentations to be nominated for the award from each symposium is approximately one to two per symposium, based on the total number of symposia. It is anticipated that the abstract presentations nominated for the Glenn Award will be the same as those selected for presentation as a poster at the Sci-Mix session in most cases. In the case of the abstracts of symposium organizers themselves, the Program Chair should review those separately and choose any he or she deems qualified.
2. The R. A. Glenn Award selection committee will consist of the Chair-Elect (who will act as Chair of the award committee), the Program Chair, the Program Chairs for the following years (as many as might attend a particular meeting), and the Past Chair. In the event that any of these people are unable to participate for a particular meeting, the Chair-Elect can appoint replacement(s).
3. The selection committee will read all of the nominated abstracts prior to the meeting and will endeavor to attend all of the oral and poster presentations, wherever possible. Each member of the committee will select what they consider to be the best 10 papers and rank them, with the best presentation receiving 10 points, the second best receiving 9 points, and so on. The Chair-Elect will tabulate the results and notify the winner.

ACS HENRY H. STORCH AWARD IN ENERGY CHEMISTRY

Sponsor: Henry H. Storch Endowment

Purpose: To recognize distinguished contributions to fundamental or engineering energy related research & development and education that address the world's energy and chemical challenges.

Nature: The award consists of \$5,000 and a certificate. Up to \$2,500 for travel expenses (maximum) to the ACS National Meeting at which the award will be presented and at which the recipient will deliver an award address at a symposium of the ACS Division of Energy and Fuels (ENFL).

Establishment and Support: The ACS National Awards begin administering this award in 2018 through the establishment and support of the Henry H. Storch Endowment. This award has a long history starting in 1964 when the Fuel Chemistry Division (with the help of the ACS Pittsburgh Local Section) established it to honor Henry H. Storch a physical chemist who made numerous contributions to coal chemistry and catalysis and was the director of research at the U.S. Bureau of Mines. The award was given by the Fuel Chemistry Division unit until it became an ACS National Award sponsored by Exxon from 1987-1995. The Fuel Chemistry Division sponsored the award from 1996-2011 (co-sponsored by Elsevier from 1998-2010). The Division of Energy and Fuels (ENFL) sponsored the award from 2012-2018; and in 2018 endowed it, providing enduring support for the award. In 2022, ENFL generously supplemented the award's endowment to further strengthen the award's financial status.

Rules of Eligibility: The award is given annually to an individual who has made an outstanding contribution or contributions to fundamental or engineering energy related research & development and education that address the world's energy and chemical challenges. Areas of interest include: hydrocarbon fuels, energy storage, renewable energy sources, and production of energy via such methods as fuel cells and solar photovoltaics. The award is granted regardless of race, gender, age, religion, ethnicity, nationality, sexual orientation, gender expression, gender identity, presence of disabilities, and educational background.

Deadline: November 1 (annual review).

Nominations: <https://www.acs.org/content/acs/en/funding-and-awards/awards/national/nominations.html>

DISTINGUISHED SERVICE AWARD

Purpose: In order to recognize sustained and distinguished contributions to the field of energy and fuel chemistry, the American Chemical Society Division of Energy & Fuels establishes this *Distinguished Service Award*.

Nature: The award consists of \$1,000, a plaque commemorating the award, and a ticket to the Division dinner.

Establishment and Support: The award was established by the Division of Fuel Chemistry in 1986, with the first award being in 1987. It was separately established by the Division of Petroleum Chemistry in 2002 with the first award given in 2003. It was first awarded by ENFL in 2013.

Rules of Eligibility: The award shall be limited to individuals who have been members of the Division of Energy & Fuels, or its predecessor divisions, for at least 10 years and who have had, in the opinion of the selection committee, a significant and continued impact on the advancement of energy and fuel chemistry through research, teaching, and service to the division, or a combination of the three over an extended period of time. The award shall be granted without regard to age, sex, or nationality. In addition, no one who has served in any of the following offices in the award year or either of the two years prior to the award is eligible: Past Chair, Chair, Chair-Elect, Secretary, or Treasurer.

Selection Committee and Nominations: The selection committee shall consist of the Past Chair, Chair, and Chair-Elect serving in the award year. In the case of a vacancy, the remaining members may appoint a new selection committee member. Nominations may be made by any member of the Division to the selection committee. The closing date of nominations shall be published in the Division Newsletter shortly before the Spring National ACS meeting. The award shall be presented at the Fall National ACS meeting.

DISTINGUISHED RESEARCHER AWARD

Purpose: In order to recognize sustained and distinguished contributions to the field of energy and fuel chemistry, the American Chemical Society Division of Energy & Fuels establishes this *Distinguished Researcher Award*.

Nature: The award consists of \$2,000, a plaque commemorating the award, and a ticket to the Division dinner. The awardee will be recognized by an ACS Award Symposium in honor of the awardee to be organized in ENFL Division Technical Program during the Fall ACS National Meeting.

Establishment and Support: The award was established by the Division of Petroleum Chemistry in 2006, with the first award being in 2007. The Division of Energy and Fuels has supported and administered the award since 2012.

Rules of Eligibility: This award for both Excellence in Science/Profession (70%) and Contributions to the Division and ACS (30%) shall be limited to individuals who are members of the Division of Energy & Fuels and ACS. Nominations may be carried forward for up to three years of eligibility.

Excellence in Science/Profession: Excellence in basic or applied research in the broadly defined area of energy and fuel chemistry, as evidenced by publications or patents, invention or commercialization of new technologies, and leadership in the research area. Nominee must have made significant and original contributions in research and developments that have broadly advanced the field of petroleum chemistry or other energy and fuels chemistry. Special consideration will also be given to very important and original contributions that have not been recognized by other awards in the profession.

Contributions to the Division and to ACS: Contributions to ACS and the Energy & Fuels Division or its predecessors (the former ACS Petroleum Chemistry and Fuel Chemistry Divisions) could include, but is not limited to, services to the division(s), contributions to governance, meetings (organization of symposia or major presentations), publications (editor or guest editor, associate editor, editorial board), etc.

Member in good standing of the Division: Nominees must be current members in good standing of the American Chemical Society and Energy & Fuels Division. Former members will not be considered as nominees.

The deadline for nominations is September 15th. Nomination package should include a letter of nomination (≤ 5 pages) summarizing the research accomplishments and service to ACS and the Division of Energy and Fuels or its predecessors (Division of Petroleum Chemistry or Fuel Chemistry), a CV including list of selected publications (≤ 6 pages) and 3 supporting letters. The awardee will be recognized by an Award Symposium during the following Spring ACS National Meeting. Nominations may be carried forward for up to three years of eligibility.

Selection Committee: The selection committee includes a member of ENFL division award committee and six or more of the past recipients of the Distinguished Researcher Award representing academia, industry, and national laboratory. The awardee will be recognized by an Award Symposium during the following Fall ACS National Meeting.

MID-CAREER AWARD

Purpose: To recognize sustained and distinguished contributions to the field of energy and fuel chemistry, the American Chemical Society Division of Energy & Fuels establishes this *Mid-Career Award*.

Nature: The award consists of \$1500, a plaque commemorating the award, a half-day symposium and a ticket to the Division dinner.

Establishment and Support: The award was established in 2021, with the first award given in 2022.

Rules of Eligibility: The intention of the award is to recognize and encourage scientists who are midway into their careers, and normally with more than 10 and less than 25 years after his/her last degree or Post Doc. The award is based both on the research record and service to the division/profession of the nominee. Nominations may be carried forward for up to three years of eligibility.

Outstanding research record: Outstanding research record could be achieved via excellence in basic or applied research, publications or patents, commercialization of new technologies, and reputation in the area. Professional record will count for 70% of the selection criteria.

Contributions to the Division: Outstanding Service to the ACS Energy & Fuels Division could include, but is not limited to, services to the division, contributions to governance; publications (editor, assistant or associate editor); meetings (organization of symposia or major presentations), etc. Presentations in ENFL symposium count towards service in the Division. Presentations cannot be the only contribution towards service. Service will count as 30% of the selection criteria.

Member in good standing of the Division: Nominees must be current members in good standing of the American Chemical Society and Energy and Fuels Division. Former members will not be considered as nominees.

Nominations are due September 15th. Nomination package includes a nomination form, a two-page CV, and two to three letters of support. Letters of recommendation are important in the selection of the award recipient. They should provide specific and sufficient information on the applicant's contributions in both areas.

Selection Committee: The selection committee shall consist of three to five members consisting of the Awards Committee Chair, a member of the Executive Committee, such as a Director-At-Large, and two past recipients of the award serving two year terms on the committee.

Nominations may be made by any member of the Division to the selection committee. The award shall be presented at the next Fall National ACS meeting. Where possible the award shall be rotated between academic and industrial/government recipients. Nominations for researchers in industrial/government institutes and female researchers are highly encouraged.

EMERGING RESEARCHER AWARD

Purpose: In order to recognize sustained and distinguished contributions to the field of energy and fuel chemistry, the American Chemical Society Division of Energy & Fuels establishes this *Emerging Researcher Award*.

Nature: The award consists of \$1000, a plaque commemorating the award, and a ticket to the Division dinner.

Establishment and Support: The award was established by the Division of Petroleum Chemistry in 2010, with the first award given in 2012.

Rules of Eligibility: The intention of the award is to recognize and encourage scientists who are early or midway into their careers, and normally with no more than 10 years after his/her last degree or Post Doc. The award is based both on the research record and service to the division/profession of the nominee. Nominations may be carried forward for up to three years of eligibility.

Outstanding research record: Outstanding research record could be achieved via excellence in basic or applied research, publications or patents, commercialization of new technologies, and reputation in the area. Professional record will count for 70% of the selection criteria.

Contributions to the Division: Outstanding Service to the ACS Energy & Fuels Division could include, but is not limited to, services to the division, contributions to governance; publications (editor, assistant or associate editor); meetings (organization of symposia or major presentations), etc. Presentations in ENFL symposium count towards service in the Division. Presentations cannot be the only contribution towards service. Service will count as 30% of the selection criteria.

Member in good standing of the Division: Nominees must be current members in good standing of the American Chemical Society and Energy and Fuels Division. Former members will not be considered as nominees.

Nominations are due April 1st. Nomination package includes a nomination form, a two-page CV, and two to three letters of support. Letters of recommendation are important in the selection of the award recipient. They should provide specific and sufficient information on the applicant's contributions in both areas.

Selection Committee: The selection committee shall consist of three to five members consisting of the Awards Committee Chair, a member of the Executive Committee, such as a Director-At-Large, and two past recipients of the award serving two-year terms on the committee.

Nominations may be made by any member of the Division to the selection committee. The award shall be presented at the Fall National ACS meeting. Where possible the award shall be rotated between academic and industrial/government recipients. Nominations for researchers in industrial/government institutes and female researchers are highly encouraged.

RESEARCH EXCELLENCE AWARD IN ELECTROCHEMICAL ENERGY STORAGE

Purpose: To promote excellence in electrochemical energy storage research, the American Chemical Society Division of Energy & Fuels establishes this *Research Excellence Award in Electrochemical Energy Storage* sponsored by CAPCHEM TECHNOLOGY USA INC. (CAPCHEM)

Nature: The award consists of \$2000, a plaque commemorating the award, two tickets to the Division dinner, and up to \$1500 to support the awardee's registration, airfare, and lodging.

Establishment and Support: The award was established in 2020, with the first award given in 2021.

Rules of Eligibility: The award's primary purpose is to recognize and support scientists in electric energy storage affiliated with the ACS ENFL Division. It is intended to honor individuals who are midway into their careers, i.e., 10-20 years after his/her last degree at the time of nomination. The award is based both on the research excellence and service to the division/ACS of the nominee.

Excellence in Science/Professions: Excellence in basic or applied research in the broadly defined area of electrochemical energy storage, as evidenced by publications and/or patents, invention and/or commercialization, and leadership in the research area. Nominee must have made significant and original contributions in research and developments that have advanced the field of electrochemical energy storage.

Contributions to the Division and ACS: Contributions to ACS and the Energy and Fuels Division could include, but is not limited to, contributions to ACS symposia including those sponsored by ENFL or its predecessors, as an invited speaker, a presenter, or symposium organizer.

Member in good standing of the Division: Nominees must be current members in good standing of the American Chemical Society and Energy and Fuels Division. Former members will not be considered as nominees.

Nominations are due June 1st. Nomination package includes a nomination summarizing the research accomplishments and service to ACS and the Division of Energy and Fuels (no more than 5 pages), a CV including list of selected publications (no more than 5 pages) and two supporting letters.

Selection Committee: The selection committee shall consist of a Chair, who recruits the committee members which should include at least one member of the ENFL Executive Committee, and 3-5 leading scientists in the field (who may or may not be members of the ENFL). The awardees may be asked to serve in the Selection Committee.

Nominations may be made by any member of the Division or non-member to the selection committee. The award shall be presented at the next Fall National ACS meeting. Where possible the award shall be rotated between academic and industrial/government recipients. Nominations for researchers in industrial/government institutes and female researchers are highly encouraged.

STUDENT AWARDS

Purpose: A Division of Energy and Fuels student award session was developed for students conducting research at the undergraduate and graduate level research. The intent of the award, which strategically aligns with the Division of Energy and Fuels business meeting, is to help engage with professionals from industry, government, private, and academic backgrounds which can help to provide feedback on relative information, as well as an opportunity to ask questions about their career path. During this time, Division of Energy and Fuels members communicate to the students about the benefits of being part of the ACS and being active in the division.

Nature: The award consists of \$500 each for two students at each National Meeting.

Establishment and Support: The award was established by the Division of Energy and Fuels in the spring of 2017 and the first symposia was held Fall 2017.

Rules of Eligibility: The award shall be limited to undergraduate or graduate students who are presenting in Division of Energy and Fuels symposia at the Spring and Fall annual meetings. The students do not need to be members of the Division, although they are encouraged to join. The advisor of the student must confirm they are an enrolled student to be eligible for the award. The award is judged on abstract, letter of support and presentation quality. The award shall be granted without regard to age, sex, or nationality. In addition, no one who has served in any of the following offices in the award year or either of the two years prior to the award is eligible: Past Chair, Chair, Chair-Elect, Secretary, or Treasurer.

Nominations: Submissions must be received by one month prior to the first day of the meeting.

Selection Committee: The selection committee shall consist of a minimum of three (3) judges that have served on the Division of Energy and Fuels executive board members appointed by the Chair. A judge may not serve if they have student presenting. The judges are supplied with a score sheet, submitted abstract, and letter of support. They review and rate the student poster presentations at the Division Business meeting. The Chair will notify the top two student presenters and the Executive Committee after each National meeting. The students who are awarded the travel grants are encouraged to help organize and facilitate future Student Poster Award Sessions.

ACS FELLOWS- ENFL DIVISION NOMINATIONS

Purpose: The American Chemical Society (ACS) Fellows Program was created by the ACS Board of Directors in December 2008 to recognize members of ACS for outstanding achievements in and contributions to science, the profession, and the Society. The body of Fellows is expected to reach a steady state of 1 to 2% of our membership and to reflect not only excellence, but also the diverse contributions made by ACS members.

Nature: Awardees will retain the title “ACS Fellow” for life. The names of ACS Fellows selected each year will be published in *Chemical & Engineering News*. ACS Fellows will be recognized and honored at Fall ACS National Meetings. Each new Fellow will receive a distinctive pin and a certificate.

Establishment and Support: The award was established by the ACS in 2008.

Rules of Eligibility: The selection of ACS Fellows is based on documented excellence and leadership in **both** of two areas: (1) science, the profession, education, and/or management, **and** (2) volunteer service in the ACS community. Nomination documents must address **both** of these areas.

(1) Excellence and leadership that have a lasting beneficial impact in science, the profession, education, and/or management. Appropriate activities might include, but are not limited to, the following:

- Outstanding and creative contributions to scientific research;
- Superior achievements in the teaching and learning of chemistry;
- Strong, effective leadership or managerial excellence in an organization within the chemical enterprise.

(2) Volunteer service in the ACS community resulting in significant enhancements to ACS programs, products, or services. Appropriate activities might include, but are not limited to, the following:

- Outstanding leadership, documented through specific results achieved, of a Division, Local Section, regional meeting, national meeting, and/or international conference;
- Exceptional assistance, as an unpaid volunteer, in the publication of scientific information (not including routine authorship or reviewing publications associated with one's own research);
- Organization of especially significant symposia, major presentations, or other programming at national/international meetings;
- Leadership or other outstanding contributions to public outreach activities, such as National Chemistry Week and Chemists Celebrate Earth Day;
- Effective communication to the public of the value of the chemical sciences or chemical professionals through the press, radio, TV, or other electronic media.

Documented evidence must be provided of exceptional accomplishments, professional attainment, and impact in both of the above two areas. Excellence in research, teaching, or management alone is not enough, nor is exceptional leadership of ACS activities; members selected as Fellows must

have excelled in multiple areas. In assessing the qualifications of a nominee, the Selection Committee will weigh the depth, extent, and impact of the nominee's activities as documented in the nomination submission.

Selection Committee: The number of nominations submitted by each Division may not exceed twice the number of Councilors from the Division. Nominees must be current members of the Division. Members of the Division are able to put forth a nomination to the Division nomination committee at any time during the year. The committee will consist of Fellows of the Division. The committee will request more information from the nominator as necessary to make a fair and accurate assessment of which nominations have the highest chance of receiving the award. The nomination committee will announce to the executive committee in January who the Division nominations will be. A champion for the nomination will be identified, as well as the submitted, primary and secondary nominators. In some cases, the submitter, champion, and primary nominator will all be the same individual.

Nominator Requirements:

1. The primary nominator must be an Officer, Councilor, or Alternate Councilor of the Division, or some other Division member specifically designated by the Chair to prepare the nomination on behalf of the Division; however, the secondary nominators need not be members of the Division.
2. If the Chair is not the primary or a secondary nominator, the Chair must provide a [letter](#) attesting that the individual is indeed being nominated on behalf of the Division.
3. In the event that the Chair is the nominee, then the above attestation must be provided by another Officer or by a Councilor or Alternate Councilor of the Division. The [letter of attestation](#) must be uploaded in the nomination system.
4. Each Officer, Councilor, and Alternate Councilor of a Division, in addition to serving as the primary nominator or secondary nominator for the nominations submitted on behalf of his/her respective Division, may be the primary nominator for one additional individual nomination (i.e., he/she may still submit a single nomination as an individual ACS member and may serve as a secondary nominator for additional nominees).

The nominations process will consist as follows:

1. Awards Chair leads a Canvassing Committee of current ENFL ACS Fellows.
2. Solicits suggestions for nominations from Canvassing Committee as well as provide a mechanism for solicitation from the general membership.
3. Suggestions collated with information to support both ACS and scientific contributions.
4. Information sent to Canvassing Committee to rank by voting for the top 8 (1 being the highest and 8 being the lowest).
5. Top 8 for each submission is assigned inverse scores to the (1 = 8, 2=7, etc.). Scores are summed to arrive at the Top 8 scores/proposed nominees.
6. Send an email to ENFL Chair recommending nominations for approval by Executive Committee.
7. ENFL Secretary sends email to Executive Committee for approval.

8. Upon approval, nominee is contacted to ensure they are willing to be nominated and will fully participate in the nomination process. If not willing, the nominee is removed from consideration and replaced with the next highest scoring nominee.
9. ENFL Secretary sends email to Executive Committee for approval of replacement nominee.
10. ENFL Councilor or Office submits nomination package electronically as required by the due date. If the Champion is not an ENFL Councilor or Officer, one will need to be assigned to work with the Champion to submit the nomination package.

TRUSTEES OF THE TRUST FUND

Duties

The Trustees will receive, hold, invest and reinvest contributions to the Division of Energy & Fuels Trust Fund. The Trustees are to invest in a manner to maintain growth in the fund with minimal risk to the principal. The Trustees make disbursements from the fund only upon authorization of the Executive Committee or by vote of the Division membership. The Trustees will work with the Treasurer to allow sufficient money to be held as liquid assets to meet obligations of the Division of Energy & Fuels that cannot be covered from the operating budget.

The Trustees shall maintain accurate and detailed records of accounts and all investments, receipts and disbursements and other transactions associated with the fund.

Additional Responsibilities: The Trustees will be voting members of the Executive Committee and should attend the Executive Committee and Business meetings of the Division at each national ACS meeting. The Trustees must present a written or oral report outlining the financial status of the Trust Fund at each of the above meetings. The Trustees must also submit an annual report on the Trust Fund to the Treasurer in time to be included in the Division's Annual Report (due February 15) and also provide the Treasurer with information required for tax reporting.

Term of Office: Four years. The Trustees will be automatically reappointed, except for resignation, removal, or incapacity.

How Elected, Selected: Appointed by the Division Chair, with the approval of the Executive Committee. The candidate cannot hold a major office of the Division (Chair, Secretary, and Treasurer) during his/her period of service as a trustee.

Prior Requirements, If Any: Active participants in the Energy & Fuels Division, with knowledge of the financial needs, background and investment policies of the Energy & Fuels Division and the ACS.

Other Individuals to Interact With: Executive Committee, Division Chair, Treasurer. The Treasurer is an ex-officio non-voting Trustee but is not involved in administration of the Trust Fund.

TRUST FUND AGREEMENT
DIVISION OF ENERGY & FUELS
AMERICAN CHEMICAL SOCIETY

Trust Agreement made April 30, 1985, between the Division of Fuel Chemistry (referred to as the Division on Energy and Fuels starting January 1, 2012), American Chemical Society, herein referred to as Trustor, R. Tracy Eddinger, G. Alex Mills, and C. Thomas Ratcliffe, herein referred to as Trustees. In consideration of the terms and conditions set forth herein, Trustor and Trustees agree:

ARTICLE I

Establishment of Trust

1. The Trust is to be known as “The Division of Fuel Chemistry, American Chemical Society Trust Fund” and is hereby created.
2. The Trustees, for themselves and their successors, hereby accept the Trust hereby created and agree to administer the Trust in accordance with the terms of this Agreement and The Division of Fuel Chemistry, American Chemical Society Awards Trust Fund (hereinafter referred to as the “Resolution”) enacted by the Division of Fuel Chemistry, American Chemical Society on April 30, 1985, and hereby made a part of this Agreement.
3. The amounts hereby and later transferred to the Trustees by the Trustor, as well as gifts, bequests, or devises of property of any nature whatsoever, as may be hereafter added thereto by any person, and the earnings and increment thereon, less disbursements therefrom, shall constitute the Trust fund (hereinafter referred to as the “Fund”).
4. This Trust will become effective on April 30, 1985, and exist in perpetuity unless revoked by the Trustor in accordance with Article VII, Section 3.
5. The Trustor hereby assigns, transfers, and delivers to the Trustees the Securities and Bonds listed in Exhibit A, all of which will be made a part of the Fund, receipt of which is hereby acknowledged by the Trustees.

ARTICLE II

Duties and Powers of the Trustees

1. The Trustees will receive, hold, invest, and reinvest contributions to the Fund. The Trustees will make disbursements from the Fund only upon authorization of the Executive Committee of the Trustor and pursuant to the terms of the Agreement. Contributors to the Fund will have the right to make contributions hereunder in property other than money by assignment, transfer, and delivery of such property of the Trustees.
2. The net income from the Fund will be applied first to the payment of administrative expenses of the Trust, including but not limited to Trustees’ expenses, taxes and special assessments, and then distributed and paid to beneficiaries or accumulated as hereinafter directed or permitted.

3. The purpose of this Fund, as set forth in the Resolution, shall be to accumulate income and to expend only the net income of the Fund in support and maintenance of the tax-exempt activities of The Division of Fuel Chemistry, American Chemical Society including the Richard A. Glenn Award for best papers in Fuel Chemistry Division Symposia at national meetings, The Distinguished Service Award, and other possible awards.
4. The Trustees will have the power to invest and reinvest all or any part of the Fund in whatever kind of property and investment that the Trustees deem advisable, including, but not limited to certificates of deposit, corporate obligations and securities of any kind, preferred stock, and investment trusts without any requirements as to diversification.
5. The Trustees will exercise full discretion with respect the disbursement and application of the net income of the fund, subject to their fiduciary obligations, the designated general purposes of this trust, and the prohibitions contained in Section 509(a)(3) of the Internal Revenue Code concerning the payment of income to any organization other than a "publicly supported organization".
6. The Trustees will have the power to employ or appoint suitable agents or counsel to assist the Trustees in the performance of their duties hereunder, and the Trustees will not be liable or accountable in acting in good faith upon the advice of said counsel.
7. In the event of any differences of opinion among the Trustees as to the exercise of power conferred hereby, the decision of a majority of voting Trustees shall be conclusive.
8. The enumeration of certain powers in this Trust Agreement will not limit the general or implied powers of the Trustees. The Trustees will have additional powers that may not or hereafter be conferred on the Trustees by law or that may be necessary to enable the Trustees to administer this Trust in accordance with the provisions of this instrument, subject only to the express limitations contained herein.

ARTICLE III

Limitation of Trustees' Liability and Indemnity

No loss or damage accruing to the Fund as a result of the exercise of any discretion vested herein in the Trustees, or hereafter vested by the Trustees in their agents, shall be charged or imputed to the Trustees, except for such loss or damage as may result from bad faith or gross negligence in the exercise of the Trustees' or their agents' discretion.

ARTICLE IV

Trust Records

The Trustees shall maintain accurate and detailed records of accounts and all investments, receipts, and disbursements, and other transactions concerning the Fund, and such accounts, books, and records relating thereto shall be open at all reasonable times for inspection and audit by the Chair or Executive

Committee of the Division of Fuel Chemistry, American Chemical Society. The Trustees will choose one from their group to hold the records, and advise the Chair of the Trustor of this selection.

ARTICLE V

Expenses

All reasonable costs, charges, and expenses incurred by the Trustees in connection with their administration of the Fund, including fees for legal services rendered to the Trustees pertaining to the administration of the Fund, shall be paid by the Fund.

ARTICLE VI

Terms of Office, Removal, Resignation and Appointment of Trustees

1. Each Trustee's term of office will be for a period of four years.
2. Any present Trustee or successor Trustee under this Trust may, at any time, resign by delivering to the other Trustees his or her written resignation.
3. All Trustees will be appointed by the Chair of the Trustor with the concurrence of the Executive Committee. The Chair with the concurrence of the Executive Committee of the Trustor may at any time remove any one or all of the Trustees of this Trust and appoint a new successor or successors by an instrument in writing signed by the Secretary of the Trustor and delivered to the Trustee or Trustees.
4. Each Trustee will be a member of the Division of Fuel Chemistry, American Chemical Society. The Chair, Secretary, and Treasurer of the Division of Fuel Chemistry, American Chemical Society may not serve as a voting Trustee during his or her term of office. The Treasurer shall be an ex-officio non-voting Trustee.
5. On the death, resignation, or incapacity of any Trustee hereunder, the Chair, with the concurrence of the Executive Committee of the Trustor, will appoint a successor Trustee to complete the unexpired term of the Trustee being replaced.

ARTICLE VII

Miscellaneous

1. The Trust Agreement and the Trust hereby created will, in all respects and for all purposes, be governed and regulated by the laws of the District of Columbia as they now exist and may from time to time be enacted, amended, or repealed. All questions regarding the validity, construction, and administration of this Trust Agreement, or any of its provisions, and of this Trust shall be determined solely by the laws of the District of Columbia.
2. The Executive Committee of the Trustor at any time may alter, amend, or modify any or all of the terms and conditions of this Trust Agreement consistent with the terms and conditions set forth in the Fund Resolution and to such extent as may be acceptable to the Trustees by written

notice signed by the Secretary to the Executive Committee of the Trustor and delivered to the Trustees.

3. This Trust may be revoked at any time by resolution of the Trustor, which resolution shall be evidenced by an appropriate written instrument of revocation executed by the Secretary of the Trustor. Upon termination of the Trust, the Trustees shall first pay all obligations of the Fund and then apply any remaining monies as the Trustor shall determine, in accordance with the purposes set forth in this Agreement.

IN WITNESS WHEREOF, the Trustor and the Trustees have caused this Agreement to be executed on the above written date.

THE DIVISION OF ENERGY & FUELS, AMERICAN CHEMICAL SOCIETY

BY: _____

TRUSTEES: _____
