

GOVERNING RULES OF ICSOS

Approved July 1996

Amended November 2011

- 1. Name of Organization.** International Conference on the Structure of Surfaces (ICSOS).
- 2. Governing Body.** The governing body of ICSOS shall be the Executive Committee (EC). The EC shall consist of 6 Members, including four Executive Officers: a Chair, a Vice Chair, a Past Chair and a Secretary-Treasurer. In addition, there shall be a Webmaster and a Local Committee Chair.
- 3. Advisory Body.** The EC shall be advised by the International Advisory Committee (IAC). The IAC shall consist of 20-25 appointed Members.
- 4. Voting Members.** Voting Members shall include all members of the EC and IAC, defined here as the full Membership.

5. Terms of Office

The Chair, Vice Chair and Past Chair positions shall have terms of 3 years (one conference cycle). A new Vice Chair shall be elected at an EC/IAC Committee meeting, normally held at the ICSOS Conference every three years. At the end of the meeting, the current Vice Chair shall become the Chair, and the Chair shall become the Past Chair.

The Secretary-Treasurer and Webmaster shall have terms of 6 years (2 ICSOS conferences). In years when the term has expired, a new Secretary-Treasurer or Webmaster shall be appointed by the Chair, for a term to begin at the end of the current ICSOS conference. The existing Secretary-Treasurer or Webmaster may be reappointed, to serve a maximum of two 6-year terms.

The Local Committee Chair shall be elected by the Membership to start on the day following the current ICSOS conference, and have 1 term of three years, to end at the end of the following ICSOS conference.

IAC members. The normal term of office of any non-executive IAC Member shall consist of 2 three-year terms. A term shall nominally start on the first day following one ICSOS meeting and terminate on the last day of the ICSOS meeting that is held 6 years later. After serving two terms, a person may be reappointed to the IAC after a lapse of one term.

6. Voting, Election and Appointment Procedures.

6.1 Quorum. In mail/email ballots, the quorum shall be defined as the full Membership. In voice ballots during properly announced Member meetings, the quorum shall be defined as the number of Members present, except that no quorum shall exist if fewer than 40% of the full Membership is present. The use of written proxies in voice ballots shall be allowed.

6.2 Majority Required to Pass a Motion. In elections and voting by the full Membership, a majority of at least 51% of the quorum shall be required to pass any motion.

6.3 Changes of the Governing Rules. The Governing Rules may be changed by at least a two-thirds majority vote of the full Membership.

6.4 Selection of IAC Members. All new IAC Members shall be selected by the EC and approved by the existing IAC. The aim is to replace one-half of the ISC Membership after each 3-year period, with attention to achieving a balanced representation from different geographical areas, research topics, age groups and genders.

6.5 Vice Chair. The Vice Chair shall be elected by the full Membership by at least a two-thirds majority of the quorum, with the expectation that he/she shall advance to the Chair position after the following ICSOS conference. Election of the new Vice Chair is to take place at a Members meeting scheduled during each ICSOS conference.

6.6 Chair. The Chair shall start his/her term on the day following the ICSOS conference during which he/she completes his/her term as Vice Chair. The Chair shall endeavor to make all important decisions through Membership voting. However, in the interest of timeliness, the Chair may take any action without Membership voting, if circumstances necessitate it. The Chair may be overridden by at least a two-thirds majority vote of the quorum. The Chair may be dismissed by at least a two-thirds majority vote of the full Membership.

6.7 Past Chair. On the day following the ICSOS conference, the current Chair shall advance to the Past Chair position.

6.8 Local Committee Chair. The Local Committee Chair shall be elected by the full Membership during the ICSOS Conference. He/she shall be a member of the EC for the one 3-year term.

7. Duties of Officers.

7.1 Chair. The Chair shall be responsible for: ensuring geographical, topical, age and gender representation in the IAC Membership; appointing officers as detailed under Section 5 and for temporary services, but excluding Local Committee Members; obtaining funding, but excluding local funding arranged by the Local Committee Chair; convening the IAC at least once each period, during the ICSOS meeting; coordinating all ICSOS business; handling the invitation of speakers, and the conference program. The Chair shall carry final responsibility in all actions and decisions. The Chair may delegate and reassign tasks among officers as circumstances require.

7.2 Vice-Chair. The Vice Chair shall oversee the creation and running of ICSOS Workshops, and the maintenance and archival of related materials. The Vice Chair shall chair and appoint the ICSOS Young Scientist Prize Committee. An exception shall be made if the Vice Chair is an advisor or collaborator of one of the applicants for the prize. The Vice Chair shall carry out duties assigned by the Chair.

7.3 Past Chair. The Past Chair shall act as an advisor to the current Chair and carry out duties as assigned by the Chair.

7.4 Secretary-Treasurer. The Secretary-Treasurer shall: keep the ICSOS records; announce IAC meetings; keep the minutes of IAC meetings; record elections and votes; keep mailing lists of IAC Members, and of past and prospective conference attendees; obtain or produce prize certificates as needed; announce upcoming ICSOS meetings in professional journals and other suitable media; hold and manage the non-local ICSOS funds in generally recognized accounts; place all funds in interest-bearing accounts whenever possible; report the ICSOS financial status at IAC meetings and at any other time requested by the Chairperson or the IAC; coordinate financial affairs with the Local Committee Chair; collect local funds remaining after each ICSOS meeting.

7.5 Local Committee Chair. The Local Committee Chair shall make all local arrangements, including: the appointment of a Local Committee; the securing of local funding; the managing of local funds, such that the overall ICSOS funds remain sufficient to provide seed money for the following ICSOS conference and for organizational activities; the arranging necessary space and accommodation for the ICSOS conference; the keeping of local records (registration, etc.) and creating and maintaining a conference website; the production and distribution of announcements, the program book, the list of attendees, etc. The Local Committee Chair shall ensure transfer of all necessary documents, materials and knowledge to the next Chair and Local Committee Chair.

7.6 Webmaster. The Webmaster shall host and manage the permanent ICSOS web site, which shall serve as a portal for ICSOS conference websites, and as a repository for ICSOS records, information and news, as directed by the EC.

8. "ICSOS Young Scientist Prize".

8.1 Description. The ICSOS Young Scientist Prize, worth US\$1000, shall be awarded to an applicant who has recently received a doctoral degree (awarded since the previous ICSOS) or a current doctoral student (expecting to finish his/her degree within one year of the current ICSOS) in the field of surface and interface structure. The work is to be presented at ICSOS. The application should include a signed statement by the student's doctoral and/or postdoctoral supervisor, certifying that the submitted work was performed by the applicant, describing the applicant's level and quality of contributions, and giving the (past or expected) degree award date. The application should also propose a citation.

8.2 Selection Process. Using the submitted applications and presentations, a prize committee shall make the final selection. The prize committee shall normally be chaired by the Vice Chair, who shall appoint the committee members. An exception shall be made if the Vice Chair is the advisor or collaborator of one of the applicants. In that case, the EC Chair will appoint a prize committee chair. The award is to be announced and the prize given during the ICSOS meeting. The prize includes a certificate for each awardee.

9. "Surface Structure Prize"

9.1 Description. The Surface Structure Prize, worth US\$3000, shall be awarded to one scientist, or jointly to two or three scientists, for an outstanding body of work in the field of surface and interface structure. For joint awards, which shall be split equally, the bodies of work must be closely related, such as in close collaborations or competing developments. The selected work shall be presented by the awardee(s) as one invited lecture at the next ICSOS meeting. Nominations with supporting documentation are invited from surface scientists.

9.2 Selection Process. The EC, IAC and members of the surface science community shall nominate candidates or groups of up to three candidates about one year before the next ICSOS meeting. Nominations should include sufficient justification for evaluation and selection by the EC or a person assigned with this task. The EC chair will appoint a Surface Structure Prize selection committee chair, who will form the selection committee and report the result to the Chair. The awardee(s) is (are) to be invited to present an invited lecture at the ICSOS meeting. The prize includes a certificate for each awardee.

END OF GOVERNING RULES OF ICSOS