

5 PROCEDURES APPLICABLE TO DIVISION OPERATIONS

This section contains the details of procedures that are applicable to the operations of Professional Divisions and Technical Groups. Procedures included are prepared by the Professional Divisions Committee, other national committees or ANS Headquarters. Most are reproduced directly from copy supplied by the originating group and questions should be directed to that group. Headquarters can advise users whether copy of this manual is the latest edition.

Members can avoid disappointment and potential embarrassment at the PDC Meeting by adhering faithfully to these procedures and discussing their proposals with the PDC Chair or one of the at-large members well in advance of the PDC Meeting at which the proposal will be voted on.

5.1 Procedures for Forming a Technical Group

The first step in forming a technical group is the preparation of a petition signed by no fewer than twenty (20) individuals who are fellows, members, associate members, emeritus or honorary members. The petition must include a statement of the intended scope, which should be patterned after the existing division and technical group scopes in section Section 8 of this manual. The petition must include the proposed initial executive committee. The petition must state the perceived need within the Society for which the technical group is being proposed. Both subjective and objective evidence in support of the perceived need should be included, if available. Any support beyond the petitioners, themselves, should be identified. Anticipated benefits to the Society and the technical community should be identified. General plans and objectives for the first year of operation as a technical group should be outlined.

An appropriate evolutionary path to technical group and division status may begin with the concentration of a particular technical interest or capability within an existing division. If the activity generates sufficient enthusiasm and support, it can be elevated to technical group or division status more readily. If this approach is judged inappropriate or unnecessary, then the petition should state why the particular service intended by the new group should not be provided within the existing division and technical group structure.

The specific sequence of actions on the petition is as follows:

1. The leader of the organizing committee for the new technical group must supply copies of the petition to the chair of the Professional Divisions Committee at least three months in advance of consideration by the Professional Divisions Committee.
2. The chair of the Professional Divisions Committee will promptly distribute copies of the above documents to each at-large member of the Professional Divisions Committee and the chair of each division and technical group of the Society for review and comment.

- 3. By the time of the next annual or winter meeting of the Society, the executive committee of each division shall consider the interface between the new technical group with that of their own division, consider the appropriateness of formation of the new technical group, and inform the chair of the Professional Divisions Committee whether they support or oppose formation of the new technical group.**
- 4. During the meeting of the Professional Divisions Committee at the Society's annual or winter meeting, the chair will report a synopsis of the reports of the chairs of the divisions and technical groups. Subject to the direction of the chair of the Professional Divisions Committee, the petition may be debated at this time, a vote on the petition for formation of the new technical group may be taken, or the petition may be referred to an ad hoc committee appointed specifically for the purpose of examining the petition further.**
- 5. If the petition is deferred for further study, the committee appointed for that purpose shall report their findings to the Professional Divisions Committee at the next annual or winter meeting of the Society. At this time, following appropriate debate, a vote shall be taken by the Professional Divisions Committee approving or rejecting the petition.**
- 6. If the petition is approved by the Professional Divisions Committee, the chair of the committee will, during the next meeting of the Board of Directors of the Society, recommend approval for the formation of the technical group. If the petition is rejected, no further action is required by the Professional Divisions Committee.**

**American Nuclear Society
PETITION TO FORM A TECHNICAL GROUP**

Date: _____

Prepared and Presented by:

Name: _____ **Phone:** _____
E-mail _____

This petition is presented to the American Nuclear Society Professional Divisions Committee for consideration to establish a technical group for

_____.

Scope of the technical group (see examples in Section 8 of the Professional Divisions manual or go to the ANS website <http://www.ans.org/const/divisions/>).

Need for establishing this technical group.

Benefits to the Society and technical community:

General plans and objectives (see Section 19 of the Professional Divisions manual for example):

1. Objectives
2. Goals
3. Analysis of trends
4. Resource requirements
5. Specific plans or actions

Proposed Executive Committee Members:

Name	E-Mail	Telephone
_____	_____	_____
_____	_____	_____

**American Nuclear Society
SIGNATURE PETITION TO FORM A TECHNICAL GROUP**

Technical Group on _____

**I strongly support the formation of a separate technical group for
_____ activities within the American Nuclear .**

ANS Member Name

ANS Member Status