



## CHARTER

### IUPAC Commission on Isotopic Abundances and Atomic Weights

Adopted in Berlin, 2019

#### 1. The Commission

The Commission on Isotopic Abundances and Atomic Weights (CIAAW) of the International Union of Pure and Applied Chemistry (IUPAC), hereafter referred to as the Commission, is composed of broadly-based international experts working in the field of isotope ratio measurements, geology, statistics, and metrology in chemistry.

#### 2. Terms of reference

The Commission's terms of reference are the following:

- Commission shall take responsibility for maintaining and updating the *Standard Atomic Weights of the Elements* and the *Isotopic Composition of the Elements*;
- to develop and maintain, at the international level, guidance documents addressing the general needs of science and technology in regards to the atomic weights and isotopic composition of the elements;
- to promote worldwide adoption and implementation of the results of its work;
- to provide advice, when requested, on questions related to the implementation of its guidance documents.

#### 3. Members

The membership of the Commission is determined by cooption in accordance with the Bylaws of IUPAC [B3.304]. Members have the responsibility to actively participate as creative individuals of the Commission.

#### 4. National Representatives

IUPAC National Adhering Organizations can nominate suitable representatives to the Commission. The approval of the National Representatives is done in accordance with the Bylaws of IUPAC [B3.305]. The role of the Representatives is to advise the Commission members and to ensure that broader perspective is taken into account before reaching decisions. National Representatives have full voting rights [B3.303].

## **5. Commission Chair**

The Chair of the Commission shall be elected from the current members of the Commission by mutual agreement of the members. Voting shall take place during the Commission meeting in accordance with the Bylaws of IUPAC. It is the Chair's responsibility to:

- 4.1. represent the Commission in international fora;
- 4.2. preside over the Commission's meetings;
- 4.3. oversee and direct the Commission's activities;
- 4.4. present the annual report to the IUPAC Inorganic Chemistry Division.

In the case the person serving as Chair cannot continue in that capacity, the Secretary shall serve in that capacity until a new election can be held.

## **6. Commission Secretary**

The Secretary of the Commission shall be elected from the current members of the Commission by mutual agreement of the members. Voting shall take place during the Commission meeting in accordance with the Bylaws of IUPAC. The general elements of the responsibilities of the Secretary are committee management and general support, membership maintenance, reporting and advising, document management, meeting management and project management. The Secretary shall

- 5.1. assist the Chair in the settlement of affairs of the Commission;
- 5.2. report the activities of the Commission to its members;
- 5.3. handle the finances of the Commission.

These tasks shall be carried out as far as possible by correspondence. The secretary is also responsible for producing the official records of the Commission meetings and its decisions, and to ensure the maintenance of the Commission's website.

## **7. Meetings**

The Commission shall meet at such intervals as needs may determine, at the discretion of its Chair or at the request of a majority of its members or at the request of the President of IUPAC Inorganic Chemistry Division.

## **8. Working procedures**

The Commission operates with input and membership from scientists in various areas of the broad inorganic community.

### **8.1. The Commission**

#### **8.1.1. Quorum**

A simple majority of the Commission members shall form a quorum. If the Chair is not present at any meeting of the Commission, the Secretary who is present shall preside at the meeting unless another Member of the Commission is designated by the Chair.

#### **8.1.2. Working language**

The working language of the Commission is English.

#### **8.1.3. Meeting of the Commission**

The meetings of the Commission shall be organized by the Secretary.

Meeting dates and venues shall be fixed by the Chair and notice thereof shall be sent to the Commission members and representatives, by the Secretary, at least six months prior to the meeting. The Chair shall prepare the agenda for circulation by the Secretary to the member representatives at least three months prior to the meeting.

Working documents relevant for a meeting shall be circulated by the Secretary to the Commission members and representatives at least three months prior to the meeting. At the discretion of the

Chair, further documents may be accepted for discussion during the Commission meeting at the time of adoption of the meeting agenda.

#### **8.1.4. Decisions of the Commission**

Decisions of the Commission shall be by formal consensus, bearing in mind consensus need not imply unanimity. The goal of formal consensus is not the selection of several options, but the development of one decision which is the best for the whole group. It is synthesis and evolution, not competition and attrition. Objections or concerns must be presented before the group in writing. A valid objection is one in keeping with all previous decisions of the group and based upon the commonly-held principles or foundation adopted by the group. The objections must not only address the concerns of the individual but must also be in the best interest of the group as a whole. Should an indicative vote be considered necessary by the Chair, the indicative decision shall be taken by the majority of the members and representatives. Each member and representative shall have one vote. Such a vote may be organized by letter ballot, if necessary.

Should the Commission wish to reverse an earlier decision, it shall be taken by unanimity of the members and each member shall have one vote. Such a vote may be organized by letter ballot, if necessary.

#### **8.1.5. Documents**

Guidance documents shall be approved by consensus of the members. Such documents shall then be published in the name Commission and they shall constitute recommendations of the Commission. All documents that bear the name of the Commission shall be submitted to the Secretary for circulation at the level of the Commission for comments and the approval as per 8.1.4.

### **8.2. Subcommittees**

#### **8.2.1. Setting-up**

Following the circulation and review of proposals for new work, the Commission may decide to establish a Subcommittee comprising experts brought together to address specific tasks. If the Commission decides to do so, request to create a subcommittee is done in accordance with IUPAC Bylaws.

#### **8.2.2. Calling of meetings**

Notification of a meeting shall be sent by the Secretary of the Subcommittee, preferably at least two months in advance of the meeting. Arrangements for meetings shall be made by the Secretary of the Subcommittee.

#### **8.2.3. Reporting**

The Secretary will provide the Commission Secretary with a report for circulation to the Commission, detailing the progression of the Subcommittee's work, including proposals regarding new work. The Commission shall review and approve these proposals.