

Policies of the International Plasma Chemistry Society

(Adopted at ISPC21, Cairns, Australia, 05.08.2013)

Preamble

The policies of the International Plasma Chemistry Society define the sharing of responsibilities and duties among the three bodies of the IPCS:

- The Board of Directors (BoD) of the IPCS
- The International Organizing Committee (IOC) of International Symposium on Plasma Chemistry ISPC
- The Local Organizing Committee (LOC) of International Symposium on Plasma Chemistry ISPC

Their main task is the promotion of the field of plasma chemistry in general and in particular the organization of the International Symposium on Plasma Chemistry (ISPC) in conjunction with its Summer School on Plasma Chemistry (SSPC).

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§1 Board of Directors (BoD)

(1) The composition of the BoD is regulated in the Statues of the IPCS...

(2) Candidates for the Board of Directors of ICPS will be selected following the Rules of Government of IPCS, section 2b:

“Nominations shall be made in writing to the BoD at least three months before the election. Nominations shall be accepted by the BoD if it is supported by at least ten Society members. The BoD shall be responsible for having more candidates on the ballot than there are open positions on the BoD.”

(3) The following procedure is adopted to select the candidates:

1. The IPCS president will request nominations for candidates for new BoD members **no later than three months** before the next ISPC conference. A call for nominations should also be published in the ISCP meeting announcements and displayed prominently on the website.
2. Nominations that are supported by ten or more IPCS members automatically become a candidate.
3. Nominations that are supported by fewer than ten IPCS members will be brought to a vote at the Board of Directors. Any nominee who receives more than ten votes will be a candidate. Nominees that are supported by a majority of the voting members of the BoD will be eligible to become candidates. The BoD may limit the number of candidates to the top vote getters.
4. The president of ISPC will contact selected candidates to confirm that they are willing to appear on the ballot. If any of the candidates decline, the president will contact the nominees with the next highest number of votes asking them to be a candidate until the required minimum number of candidates is reached.
5. If after this process the number of candidates is less than the minimum number, the BoD may specify candidates which are approved by a majority of the voting members.

(5) The daily business is taken care of by the president and the vice-president of the IPCS

(6) The BoD selects the chairperson and the conference site of the IPCS conferences. This selection is made on the basis of proposals received, discussed and approved by the BoD. The BoD has the responsibility to:

1. Approve the LOC's plans for conference venue, budget, and program framework
2. Select the plenary lectures. The chairperson of the corresponding ISPC meeting has to be involved in the selection of the plenary speakers.
3. Select the IOC members based on proposals by the LOC
4. Select the Plasma Chemistry Award winner
5. Approve the plan from the LOC and IOC for invited speakers

(7) Selection of the site, local host and plan for ISPC must occur **at least 4 years (2 ISPC meetings) prior to the meeting.**

(8) The BoD shall meet at least once a year. One annual meeting will be at the ISPC. The meeting in the years between ISPCs is traditionally held at the Gordon Research Conference for Plasma Processing Science (GRC-PPS). In the event the GRC-PPS is not held or is not held at an appropriate time, the IPCS president must arrange an alternative meeting mechanism.

§2 International Organizing Committee (IOC)

(1) The chairperson of the ISPC is responsible to form the IOC. The chairperson of the ISPC is also chairperson of this IOC. For continuity aspects it may be advised to include the BoD president or the organizer of the previous ISPC in the IOC. The BoD approves the IOC in its final form.

(2) The IOC organizes the scientific program of the ISPC with the goal of scientific excellence. The IOC seeks to find a balance between topics and a proportional participation of countries and gender of the invited speakers. The duties of the IOC include:

- Selecting the topics of the conference
- Accepting or rejecting abstracts
- Organizing the scientific program
- Selecting the invited speakers
- Identifying candidates for best paper award and to elect best paper award winner

(3) The ISPC chairperson with the help of the IOC organizes the SSPC on plasma chemistry preceding the ISPC. Lectures should be selected according to their excellent reputation in teaching in that format. It is suggested that advice from previous SSPC organizers is sought. The plan for the SSPC will be approved by the BoD.

§3 Local Organizing Committee (LOC)

(1) The chairperson of the ISPC is responsible to form the LOC.

(2) The LOC is in charge of organizing all technical aspects of the ISPC conferences. The duties include.

- Proposing conference venue, budget, and program framework to the BoD
- Arranging infrastructure required to hold the conference, including venue, participant registration, accommodations, etc.
- Arranging submission of abstracts
- Editing and publishing conference proceedings in a format approved by the BoD
- Proposing IOC members to the BoD
- Proposing venue for SSPC to the BoD

(3) The chairperson of the ISPC has to full financial responsibility for the meeting. Therefore, the chairperson with the support by the IOC should have maximum flexibility in designing the meeting and the role of the BoD is mainly to approve the plans.

§4 Fellow of the International Plasma Chemistry Society

(1) The title of **Fellow of IPCS** recognizes unusual distinction in the profession and shall be conferred by the BoD upon a person with an extraordinary record of accomplishments in the field of Plasma Chemistry. The IPCS aims at awarding the title of **Fellow of IPCS** to no more than a percentage of its active members.

(2) **Normally three new Fellows may be elected every two years** by the body of IPCS fellows and the Board of Directors of the IPCS. Fellows:

- should have accomplishments that have significantly contributed to the field of Plasma Chemistry.
- should have been a member of IPCS for at least 10 years (i.e. attended 5 ISPCs, not necessarily consecutively).
- May have a record of significant service to IPCS.

(3) The election of Fellows is organized and monitored by the president of the IPCS, who will invite nominations from the full membership of IPCS no later than three months before the next ISPC conference. Self-nominations will be treated the same way as nominations by others. Nominations may also contain supporting letters by other individuals although these are not required.

(4) Sitting BoD members are not eligible to become Fellow of IPCS.

(5) New Fellows may be announced before the ISPC. An official award presentation will be held at the ISPC.

§5 Plasma Chemistry Award

(1) The Plasma Chemistry Award (PCA) is the highest recognition awarded by the IPCS for lifetime achievements in the field of the Plasma Chemistry. Normally, the PCA is awarded by the BoD of the IPCS to one individual every two years during the International Symposium on Plasma Chemistry. However, it is at the discretion of the BoD to award the PCA to multiple individuals or to no individual.

(2) Sitting BoD members are not to be considered for the PCA award

(3) The following procedure, to be organized by president and vice-president, will be used to implement this rule:

1. The IPCS president will request nominations for candidates for the PCA **no later than three months** before the BoD meeting held in the year prior to the ISPC. This meeting is called the alternate year meeting (AYM).
2. Nominations will be requested from **the entire membership of the IPCS**. Nominations should contain a nomination letter, describing the lifetime achievements of the candidate and a complete curriculum vitae.
3. After discussion of the candidates, the BoD will decide whether to award the PCA. If the BoD does decide to award the PCA, the BoD conduct a secret ballot vote of the candidates. If a candidate does not receive a majority of votes by BoD members attending the AYM, then the candidate receiving the least votes will be dropped from consideration and another vote will be taken. This process will continue until a candidate receives a majority of the votes. This candidate will be awarded the PCA.
4. Any tie will be resolved by the president.
5. As the discretion of the BoD, at most one additional PCA may be given. A majority vote of the BoD is required to start the process of awarding a second PCA. If this majority is obtained, the BoD will vote for the remaining candidates, following the same procedure as for the first PCA winner.

Appendix

Schedule of events in between ISPC conferences (Example ISPC 20 to ISPC 21):

Event	Date	Location	Person/Body in charge	Target Audience
Presentation of the IOC	July 2011	BoD-Meeting at ISPC 20	Chair - ISPC 21	BoD
Approval of Venue ISPC 21	July 2011	BoD-Meeting at ISPC 20	Chair - ISPC 21	BoD
Full list of BoD members incl. their term	August 2011		President	BoD
Request for Nominations for PCA	March 2012 (no later than 3 months before GRC meeting)		President	IPCS members
1st Announcement ISPC 21	March 2012		LOC - ISPC 21	All
Request for Nominations for Plenary Speakers	June 2012		President	BoD
Agenda of the BoD meeting	June 2012		President	BoD
Selection of Plenary Speakers	July 2012	BoD-Meeting at GRC	BoD	BoD
Selection of PCA	July 2012	BoD-Meeting at GRC	BoD	BoD
Presentation of Topics, Layout and Budget of ISPC 21	July 2012	BoD-Meeting at GRC	Chair - ISPC 21	BoD
Selection of Invited Speakers	August 2012		IOC - ISPC 21	
2nd Announcement ISPC 21, Call for Papers	September 2012		LOC - ISPC 21	All
Deadline Paper Submission	January 2013		LOC - ISPC 21	All
Request for Nominations for new fellows of the IPCS	March 2013 (No later than 3 month prior to ISPC 21)		President	IPCS members
Nominations for new BoD members	March 2013 (No later than 3 month prior to ISPC 21)		President	IPCS members
Announcement General Assembly	June 2013 (1 month prior to ISPC 21)		President	IPCS members