

MANUAL OF OPERATING PROCEDURES

International Weed Science Society

CHANGES IN OPERATING PROCEDURES

This document contains general and specific guidelines for the successful and efficient operation of the Society. Changes to these guidelines may be made, as needed, upon recommendation of the Constitution and Operating Procedures Committee and subsequent approval by a majority vote of the Board of Directors. Any member or group of members may submit proposed changes to the operating procedures to the Constitution and By-Laws and Operating Procedures Committee.

Changes may be acted upon by the Board of Directors at any of its meetings, or by the assembled membership during the quadrennial IWSS congress.

BOARD OF DIRECTORS

The Board of Directors shall:

1. Be responsible for changes in the Manual of Operating Procedures (other than the Constitution and By-Laws) after review and recommendation by the Constitution, By-Laws, and Operating Procedures Committee.
2. Appoint the Chairperson of the Constitution and Operating Procedures Committee to serve for a term of four years.
3. Review and approve the list of nominees that was submitted by the Nominating committee
4. Appoint the Newsletter Editor to serve for a term of four years.
5. Review and confirm IWSS award recipients as recommended by the Awards Committee.

NOMINATION AND ELECTION OF OFFICERS

1. All IWSS Officers (President, Vice-President, Secretary, Treasurer) shall be elected by the voting members via electronic voting process every four years. This change will take effect during the 2020 elections, except for the Vice-President elected in the current year (2016) who shall proceed to serve as President in 2020 – 2024, as stated in the Constitution at the time of the election. The incumbent Vice-President elected in 2020 will not become President at the end of the term unless directly elected for the charge in 2024.
2. The Nominations Committee shall solicit, and present, at least two candidates for each

position to the Board of Directors. A maximum of three candidates will be included in balloting.

3. In case there are more than three candidates for a position, the Nominations Committee will rank each candidate according to the following criteria:
 - a. President – must have served previously in a role of great consequence to the Society, for example: served as an Officer of IWSS, Chaired the Scientific Program Committee, served in the Finance Committee, or Chaired the Constitution and By-Laws Committee. Previous leadership roles in a regional or national society, in addition to having served the IWSS as mentioned above, will be a great asset of the candidate.
 - b. Vice-President – must have served in a leadership role in a national or regional society.
 - c. Secretary and Treasurer – must possess the necessary technical, scientific, and personal aptitude and dedication to performing the duties and responsibilities of these positions.
 - d. Each candidate must submit a one-page biodata with a photo to the Nominations Committee.
4. The Board of Directors shall review the qualifications of candidates and approve the candidacies by a majority vote. In case there is only one candidate, the Board will review the qualifications and approve the candidate for balloting to give the members a chance to know the candidate and indicate their vote of confidence.
5. Solicitations for candidates shall be initiated no later than three months from the start of election.
6. Review and approval of candidates by the Board shall be done in April of the Congress year. Thereafter, the Secretary shall submit the names and biodata of candidates to the Webmaster who will enable the online voting process.
7. The election shall be held for two weeks, ending no later than 30 days before the Congress starts.

GENERAL ASSEMBLY

1. The Board of Directors shall hold a General Assembly in conjunction with the International Weed Science Congress. All members of the IWSS and others invited by the Board of Directors shall be admitted to the General Assembly.
2. The General Assembly shall be presided by the President, or by the Vice-President when the President is absent, or by the Secretary when both the President and Vice-President

are absent.

3. At the General Assembly, the membership shall receive the latest annual reports from the President, Secretary, and Treasurer. Reports from previous years should be readily available for consultation if required by the membership. The assembly also discusses and decides on member-submitted motions, including requests for amendments to decisions previously made by the Board of Directors, votes on significant issues submitted by the Board of Directors, approved changes in membership dues, By-laws or the Constitution.
4. Voting is by simple majority except in the case of dissolution of the Society that requires the approval of at least two-thirds of the quorum. The quorum for the meeting of the General Assembly shall not be less than 50 members of the Society at the first call. If a quorum is not reached, a second call shall be made within 30 minutes; at which time, the decision shall be made with the members who are present.
5. The General Assembly recommends the venue of the next IWSC, after an open vote and according to the MOP, to the Board of Directors who will make the final decision based on all information contained in the bid.
6. Minutes of the General Assembly shall be recorded by the Secretary or a person designated by the presiding officer. The Board of Directors shall approve the minutes and distribute them to the membership by including them in the Newsletter and in the society's website.

DUTIES OF COMMITTEES

Unless otherwise stated, Committee members shall serve on four-year terms, in parallel with the timeline of the International Congress.

Constitution, By-Laws, and Operating Procedures Committee

1. Review the Manual of Operating Procedures, as well as the Constitution and By-Laws once a year, and develop recommendations for improvements or changes.
2. Once a year, remind the Officers and Chairs of committees to consult the Constitution, By-Laws, and Manual of Operating Procedures regarding their specific duties. Likewise, the Committee shall solicit recommendations, consolidate these ideas, and submit to the Board of Directors for discussion and further action in the next Board meeting.
3. Receive copies of the minutes of the Board meetings and reports of all committees and take appropriate action on all recommendations regarding changes in the Manual of Operating Procedures.

4. Prepare ballots for proposed amendments to the Constitution and By-Laws, and after approval by a majority of the Board of Directors, send to the Secretary to be reviewed and to the Webmaster for circulation to the membership.
5. In December of each year, make all authorized revisions of the Manual of Operating Procedures and forward to the Secretary for uploading to the IWSS website.
6. Perform an appellate function on behalf of the President; in this respect the Chairperson shall serve as an ex-officio member and parliamentarian of the Board of Directors with no voting rights.
7. Attend all meetings of the Board of Directors.
8. Prepare a report of the committee's activities and recommendations to be presented to the Board of Directors for inclusion in the minutes.

Nominations Committee

The Nominations Committee shall:

1. Be Chaired by the Past President, and composed of two other members selected by the Chair, and approved by the Board of Directors. Each committee member must be active members of IWSS and shall represent a different Continent.
2. Select nominees for IWSS Officers from the general membership and present these for approval by the Board of Directors. Self-nominations are accepted.
3. The slate of candidates for IWSS Officer shall include no more than three for each office to be filled at the next International Congress.
4. The Chairperson shall ask the nominating Committee member to submit a one-page biographical sketch of the nominee qualified for the position to be filled. The total list of nominees shall be emailed to each member of the Committee. Each member shall rank the nominees and the top three shall be submitted for Board approval.
5. Candidates for IWSS Office will be voted on by active members. See the section on **Elections**.
6. The Nominating Committee shall also present to the Board of Directors, at least two candidates for each Committee Chair position to be filled. The Board of Directors shall then vote on these candidates.

Outstanding International Achievement Award Sub-Committee

The Outstanding International Achievement Award is to recognize significant contributions to international weed science. Outstanding contributions must be in at least three of the following areas: Research, Extension, Teaching, Publications, Administration, and Service to Regional Societies and/or the International Weed Science Society, or Involvement in industry or commercial sectors.

The selection committee shall consist of the IWSS Board of Directors plus two external members appointed by the Nominations Committee Chair. The Committee shall be chaired by one of the external members. Nomination packets should be sent to the Committee Chair.

The recipients will be selected according to the following criteria:

1. Must have been active in Weed Science, but need not be a member of IWSS.
2. Must be nominated by a member of IWSS. Self-nominations are not acceptable.
3. The nominating letter and supporting materials (including two letters of support, a complete curriculum vitae, publication record, employment history, current position, academic credentials, other awards and honors, and justification) must explain in general and in specific terms the nominee's outstanding contributions to international weed science beyond its call of duty.
4. Must have contributed to, or been active in, international weed science for at least 10 years.
5. Must not be a current elected officer of the Board of Directors nor current member the Awards Committee.

The Awards Committee shall solicit nominations for the Outstanding International Achievement Award. The award will be given only when suitable candidates are identified. Winners will be decided by overall ranking according to the selection criteria.

Up to four awards will be given at the Congress. The number of awards to be given shall follow the formula: $N-2$ where N = the total number of qualified nominees.

All awardees will be honored during the IWSC. Packets of nominees who are not chosen will be retained and carried to the next round of selection provided that their documents are updated.

The Outstanding International Achievement Award Committee shall serve on a four-year term, with members rotating off after each Congress.

Lifetime Achievement Award Sub-Committee

A Lifetime Achievement Award will be given during the Congress year. This will be given to an individual who hails from the region where the Congress is held and will be chosen by the Local Organizers. The Local Organizing Committee Chair shall determine the composition and Chairmanship of this Committee. This special committee shall establish its own selection criteria, and choose the recipient, independent of the IWSS Board of Directors.

The Lifetime Achievement Awardee shall receive a plaque from the IWSS.

Student Awards Sub-Committee

This is a Travel Grant Award supported by special funds allocated by the International Weed Science Society, National or Regional Weed Science Societies, and other entities desiring to promote and support student participation in the Congress. The Student Awards Committee shall be composed of at least three, and not more than five, members. Each society contributing to the award will appoint a representative to be a member of the Selection Committee. Additional members will be appointed by the IWSS President. The IWSS representative shall serve as the Chair of the Committee. Members of the committee should be individuals who are recognized for excellent contribution to the field of weed science.

Each committee member shall sign a Disclosure of Conflict of Interest Statement and shall not judge students whom they had mentored or advised, or with whom they had collaborated.

Solicitations for this award will be disseminated in July of the year prior to the Congress, with the deadline of submission of student papers set on January 1 of the Congress year. The award will be based on the quality of research conducted by the student, and proposed to be presented at the Congress.

The following qualifications and requirements will apply:

1. The candidate must be enrolled as a M.Sc. or Ph.D. student up to one year after completing a degree related to weed science as of January 1 of the Congress year.
2. A five-page manuscript, with the candidate as first author, describing the candidate's own original research including tables, figures and photos (PDF file, 12 pt font, 1.5 line spacing, and 2.5-cm margin all around), with Abstract, Introduction, Materials and Methods, Results and Discussion, and References.
3. The application packet should also include a letter of commitment from the major Professor, or institution, to provide additional travel support should the student receive the award, curriculum vitae of the student, and a rough estimate of travel cost to the Congress venue.

4. The application packet should be sent via e-mail in one PDF file, no later than January 1 of the Congress year, to the IWSS Secretary who will examine its conformation to the rules. Packets not following the rules will be rejected. Qualified packets will be sent by the Secretary to the Chair of the Selection Committee and its members. Late applications will be rejected.
5. Manuscripts will be evaluated by the Graduate Student Award Committee based on the following merits: 1) quality of work (methodology, materials used, etc.); 2) novelty or innovation; 3) relevance or contribution to the discipline of weed science; 4) quality of the manuscript itself.
6. The committee shall decide on the most unbiased process of evaluating the student papers. In case of tied rankings, the Chair shall reconvene the committee to decide on the best approach to break the tie.

Each committee member will rank the manuscripts from highest to lowest according to the established criteria. Each member will then submit their rankings independently to the committee Chair (IWSS representative), who will tally all the scores. The Committee Chair will then submit the scores and overall rankings to the IWSS Board of Directors. The scores will be reviewed, and ratified, by the Board of Directors. The winners will be announced by the IWSS President no later than March 1st of the Congress year.

The student submitting the most outstanding paper will receive the "**IWSS Larry Burrill Graduate Student Travel Award**", which covers all expenses to attend the Congress.

All other awardees will receive support according to availability of funds, aiming at but not committed to, providing 50% of travel, 50% of a modest accommodation available for up to six nights, and 100% of registration fee. The Board of Directors can change the level of support according to the availability of funds.

The top five students will receive a plaque of recognition for Best Paper and a Certificate for the Travel Grant Award. The plaque for the top-ranked student will indicate the special honor of being the **Larry Burrill Awardee**. All other awardees will receive a Certificate for Travel Grant Award.

Finance Committee

The Finance Committee shall consist of the Treasurer (Chair), the President, and two others appointed by the President. The Finance Committee will be responsible for directing the affairs of the Society in a way that provides the financial resources to meet the goals of the Society. The Finance Committee members shall serve for a four-year term.

The Finance Committee shall:

1. Analyze the financial situation of the Society and develop a long range financial plan for sound and orderly growth of the Society.
2. Develop recommendations for a calendar year budget, financial reserves, investments, and dues for all levels of membership annually for approval by the Board of Directors and subsequently presentation at the annual meeting.
3. Receive all requests for expenditures for non-budgeted items before payment.
4. Develop approval and reporting processes for all non-recurring expenditures (primarily travel).
5. Participate with the Treasurer for the audit at the end of the four-year period.
6. Generate more revenue through a pro-active campaign with individual members and the donor community.
7. Work with the Board of Directors to increase membership and ease the collection of members' annual dues by encouraging regional societies to collect dues in local currencies and exchange one lump sum into US dollars.
8. The Finance Committee Chair shall play a role in financial management of the IWSS Congress and will work with the Local Organizing Committee in raising funds for the Congress.

Newsletter Editorial Committee

The Newsletter Editorial Committee shall be comprised of a Newsletter Editor (Chair), and at least two other members representing different world regions. The Newsletter Editor shall be appointed by the Nominations Committee and approved by the Board of Directors. The Editor shall appoint the Editorial Committee members and present these to the Board of Directors for approval.

The Newsletter Editor shall:

1. Maintain a Newsletter Information Network comprised of persons appointed by the Newsletter Editor from across the globe that may provide material for the Newsletter.
2. Collect information to keep the membership of the Society aware of various activities including events of the IWSS and national or regional Societies and relevant news in the academic and industry realms; retirements; awards; Obituaries; etc.

3. Obtain appropriate digital images for use along with Newsletter articles.
4. Electronically assemble and edit submitted articles and work with the Webmaster for uploading the Newsletter to the IWSS website.
5. Prepare a report for the Board of Directors regarding significant accomplishments of the Newsletter, summarize newsletter activities at the business meeting, and regularly encourage member participation in publishing information in the Newsletter.

The Editorial Committee members shall:

1. Submit at least one article from his/her region to the Newsletter Editor for each issue of the Newsletter.
2. Maintain contact with key members of his/her regional society to keep abreast with recent developments.

Verification of accuracy of content, securing permissions, and verification of non-infringement of copyrights of submitted articles shall rest upon the Newsletter Editor and the Editorial Committee members.

PUBLICATIONS

The IWSS shall publish a Newsletter twice a year (April and October). Publication of the Newsletter shall be the responsibility of the Newsletter Editorial Committee. The Board of Directors shall approve the content of the Newsletter prior to publication, but the editing the content is the sole responsibility of the Newsletter Editor and the Editorial Committee.

The IWSS shall maintain an updated website, under the oversight of the Secretary. The structure and content of the website shall be approved by the Board of Directors prior to publication.

DISPUTES

In the case of a dispute that is not covered by the Constitution, By-Laws or Operating Procedures, the decision rests with the Board of Directors, acting on behalf of the membership.

OPERATING PROCEDURES FOR THE IWSS CONGRESS

A document that outlines the main features of a quadrennial IWSS Congress is available to any individual or national or regional weed science society that wishes to prepare an invitation to host a Congress. A copy may be obtained from any member of the Board of Directors.

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