

Standing Orders of Council

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Chapter I

Nomination of candidates for Fellowship and Foreign Membership

1 The certificate proposing and recommending a candidate for Fellowship or Foreign Membership shall specify the name, title, profession, qualifications, nationality, date of birth and usual place of residence of the candidate; and shall include a statement of the principal grounds on which the proposal is made. It shall be delivered to the Executive Secretary and shall be registered, with the date of delivery, in a book kept for the purpose.

In accordance with Statute 1a)(ii), candidates for Fellowship who are foreign nationals are required to have resided in a Commonwealth country or the Irish Republic for at least three years immediately prior to being proposed and have a clear intention to remain there permanently. The proposers of such candidates shall provide statements annually to enable Council to decide on eligibility. Council has agreed that the implementation of this requirement shall be as follows:

- a) A candidate must meet the criteria relating to nationality (Statute 1a)(i)) or residence (Statute 1a)(ii)) at the time of being proposed;
- b) A candidate must continue to meet the criteria relating to nationality or residence during the period that the certificate remains valid and at the time of election to the Fellowship;
- c) A candidate who has been properly accepted as a candidate but subsequently ceases to meet the criteria relating to nationality (Statute 1a)(i)) or residence (Statute 1a)(ii)) will cease to be eligible for election from the date of their eligibility ceasing;

- d) The proposer is responsible for confirming continuing eligibility. Proposers will be asked to confirm annually that candidates of foreign nationality continue to meet the residency criteria and must inform the Society in writing if candidates cease to meet the criteria relating either to nationality or residence;
- e) When called upon to decide on the nature of the exceptional circumstances referred to in Statute 1a)(i), Council will be guided by considerations such as automatic citizenship of a non-Commonwealth country gained through marriage or evidence of a strong scientific involvement with a Commonwealth country.
- 2 The proposer and seconder must personally sign the certificate of a candidate for Fellowship or Foreign Membership.
 - 3 The proposer shall be responsible for informing one of the Secretaries of any change affecting the eligibility of the candidate. The proposer of a candidate for Fellowship shall inform the candidate of the Obligation to be subscribed and of the payment to be made to the Society before admittance as a Fellow. Foreign Members are not required to make a payment, but the proposer shall check that he or she is willing to be admitted if elected.
 - 4 In November, a list of all candidates proposed prior to the first day of October immediately preceding, including those candidates whose certificates have been reissued in accordance with Statute 3e), shall be arranged in alphabetical order, without reference to the dates of the certificates. These certificates shall be held available on the Society's premises until the day of election.
 - 5 In November, a list shall be printed containing the names of all the candidates in alphabetical order, together with the names of the Fellows by whom each candidate is proposed and recommended, and a copy of such list shall be sent immediately afterwards to every Fellow.
 - 6 The name of any candidate included in a previous printed list of candidates but who has not been elected and whose name has not been withdrawn by his proposer or seconder, shall be listed in alphabetical order together with those of new candidates. His or her certificate shall be held available with those of the new candidates.
 - 7 Any separate paper attached to the certificate, if intended to be printed for circulation to the Fellows, shall bear the signatures of the proposer and seconder. Corrections of fact may be made upon the certificate after it has been sent in, if initialled by the proposer or seconder, and marked unmistakably as new matter. However, changes in the candidate's occupation, post held or address, but no other amendment, may be communicated in writing by the proposer or seconder to either the Biological or Physical Secretary for insertion and initialling by proxy on the proposer's or seconder's behalf.

Chapter II

Sectional Committees

- 8 The Council shall appoint, from among the Fellows of the Society, Committees representing the several branches of Natural Knowledge, and called 'Sectional Committees'. The members of each Committee shall be chosen with a view to secure, so far as is possible, a representation of the several subdivisions of each branch of Natural Knowledge, and to obtain the assistance of Fellows who, from their connections and experience, are specially qualified to advise the Council in respect of particular parts of Natural Knowledge.
- 9 Each Sectional Committee shall advise the Council or any of the Officers upon matters referred to it by the Council or by any of the Officers, and otherwise shall make to the Council such suggestions as it may think desirable concerning the branch or branches of Natural Knowledge which it represents and concerning the Society's scientific meetings and journals.
- 10 The Council shall each year appoint a member of each Committee to serve as Chairman of that Committee, and to be the channel of communication between the Committee and the Council or Officers. The Chairman is authorised to appoint one of the Committee as a Deputy Chairman when necessary.
- 11 The Sectional Committees shall number at least eight. The allocation of subjects by Committees shall be for the present as follows:

Sectional Committee 1

Pure and applied mathematics, computer science.

Sectional Committee 2

Astronomy and physics, including theoretical physics and applied physics.

Sectional Committee 3

Chemistry, applied chemistry, theoretical chemistry.

Sectional Committee 4

Engineering.

Sectional Committee 5

Earth sciences and physical environmental sciences.

Sectional Committee 6

Biochemistry, structural biology and molecular cell biology.

Sectional Committee 7

Developmental biology, genetics (excluding population genetics), immunology and microbiology (except medical microbiology).

Sectional Committee 8

Anatomy, physiology and neurosciences.

Sectional Committee 9

Organismal, evolutionary and ecological science, including soils and agriculture.

Sectional Committee 10

Health and human sciences.

- 12 The number of members in each Sectional Committee shall be as determined by Council (but shall be at least nine), of whom one third shall retire each year. In all Sectional Committees four members shall form a quorum. Any member of a Sectional Committee absent for more than two successive meetings, without sufficient reason, shall be replaced.
- 13 Members of Council are expected to attend meetings of Sectional Committees and to take part in their deliberations but they shall not have the power to vote. Members of the Council shall be invited to state to the Sectional Committee or Committees the meetings of which they wish to attend; the summons and agenda for every meeting of each committee concerned shall then be sent to them as to ordinary members of each committee during their tenure of office as members of Council. The Chairman shall be expected to correspond with them as with ordinary members of the Committee.
- 14 The retirement of members shall be determined by seniority of appointment to the Committee; retiring members of the Committee shall not be eligible for election for the ensuing year and shall not normally be considered for re-election within less than three years.
- 15 Should, by reason of death or otherwise, a vacancy occur at any intermediate time, the Council shall appoint a person to fill the vacancy. The retirement of the person so appointed shall be according to the rules which would have applied to the member whose place is being filled. If, however, at the date of retirement of the person appointed to fill the vacancy, he/she has not served more than one year, he/she shall be eligible for immediate reappointment.
- 16 The appointment of the Fellows to serve as new members of Committees shall be made by the Council in July, and the members so appointed shall enter office on 1 December ensuing. Each shall normally serve for three years.
- 17 Voting shall normally be by ballot. The decisions arrived at by a meeting of the Committee at which the members present do not form a quorum shall be valid if subsequently agreed to in writing by not less than two-thirds of the whole Committee.
- 18 The Minutes of the Committee shall be duly recorded in a book kept for that purpose, and kept on the Society's premises, together with such correspondence and documents relating to the business of the Committee as the Committee may think it desirable to keep.

- 19 The Chairmen of Sectional Committees, together with the Officers of the Society, shall be a Standing Committee with powers to make such recommendations to the Council as they think fit concerning questions affecting the Sectional Committees jointly, or on any matters affecting the Society and not specifically excluded from their purview by resolution of Council. They shall meet at least once a year.

Chapter III

Grouping of Candidates

- 20 Candidates for Fellowship are grouped as Mainstream, Applied or General, according to the nature of their claims to election:
- a) Mainstream Candidates are selected primarily for their contribution to knowledge and understanding in science, engineering or medicine.
 - b) Applied Candidates are selected primarily for having applied scientific knowledge to the invention or development of new devices, constructions, products or processes, or to the advancement of human health, welfare or the environment.
 - c) General Candidates are selected primarily on the basis of their wider contributions to science, engineering or medicine through leadership, organisation, scholarship or communication.
- 21 Candidates for Fellowship (whether Mainstream, Applied or General) are grouped as Ordinary or Joint accordingly as they are considered primarily by one or by more than one Sectional Committee. Candidates for Foreign Membership are not so classified.
- a) An Ordinary Candidate is one whose work is wholly or largely covered by the interests of a single Sectional Committee, which is made responsible for assessing that candidate's claims with or without advice from other Sectional Committees.
 - b) A Joint Candidate is one whose work so overlaps the interests of two (or occasionally more) Sectional Committees that no single Sectional Committee can be given responsibility for him or her; two (or more) Sectional Committees are then made responsible for assessing those parts of the work that fall within their respective fields.

Chapter IV

Method of nomination to the Fellowship and Foreign Membership

22 In accordance with Statute 3c):

- a) In consideration of candidates for Fellowship Council as a committee in two parts (physical and biological) shall meet with Chairmen of Sectional Committees to receive recommendations from them and to consider Applied candidates and, thereafter, meet as a whole to consider A/B Joint and General Candidates. At a later date, Council as a committee may meet to make recommendations on Mainstream candidates and to consider A/B Joint, Applied and General Candidates in relation to them. Subsequently, Council as a whole shall draw up a list of up to 44 candidates and ballot upon this list.
- b) Of the 44 nominations for Fellowship which may be made by Council the present procedure involves indicative allocations as follows:
 - i) A-side, Mainstream (Ordinary and Joint) 17
 - ii) B-side, Mainstream (Ordinary and Joint) 19
 - iii) General, Applied and A/B Joint 8Any places in category iii) not filled by General, Applied or A/B Joint candidates may be filled by Mainstream candidates.
- c) At the meetings described in 22a) above, Council shall also consider candidates for Foreign Membership. Subsequently, Council as a whole shall draw up a list of up to eight candidates and ballot upon this list.

Chapter V

Election of Fellows and Foreign Members

- 23 Ballot lists for the election of Fellows shall be prepared for the use of those attending the election, including space for such alterations as any Fellow present and voting may wish to make in pursuance of Standing Order 24 below.
- 24 On the day of election, two scrutators shall be nominated by the President, with the approval of the Society, to examine the lists; and each Fellow present and voting shall deliver to one of the scrutators one of the printed lists mentioned in Standing Order 23, having deleted the name of any candidate or candidates for whom the Fellow does not vote, and, if the Fellow shall think fit, having substituted the name of any other candidate or candidates contained in the printed list sent in pursuance of Standing Order 5. No list shall be valid which contains more than 44 names. The scrutators shall deliver to the Biological or Physical Secretary the names of the Fellows who voted.

- 25 The scrutators, after examining the lists with the Biological and Physical Secretaries, shall report to the President.
- 26 The procedure for the election of up to eight Foreign Members shall follow that of the election of Fellows, except that voting shall be by show of hands, unless the scrutators deem it necessary for printed lists to be delivered to them, as in Standing Order 24. The election shall be held immediately after the election of Fellows.
- 27 The scrutators shall report the result of the show of hands, or the examination of the lists, to the President.

Chapter VI

Annual contributions paid by Fellows

- 28 In accordance with Statute 12, the contribution to be paid by Fellows before admission to the Society and annually thereafter shall be set by Council. The new rates of contribution shall become effective from 1 January following the decision of Council. Annual contributions may be compounded by paying such a sum as may be determined by the Council.
- 29 For contributions due on 1 January the rates shall be:

For Fellows up to the age of 65 (inclusive)	£215
For Fellows aged 66-84 (inclusive)	£95
For Fellows aged 85 and over	Nil

The age of the Fellow shall be taken at the due date.

Chapter VII

Statute 4 ('Royal') elections

- 30 In accordance with Statute 4:
 - a) A ballot paper shall be sent to every Fellow containing the name of the person recommended by Council for election and giving at least four weeks' notice of the closing date;
 - b) The ballot paper shall be accompanied by a note explaining the reasons for the recommendation and the procedures to be followed;
 - c) Fellows shall be required to return the ballot papers indicating their vote for or against the recommended candidate. The ballot shall be secret and a ballot paper shall be valid only if received in a sealed envelope signed by a Fellow, with each Fellow being eligible to vote once only;

- d) On a date determined by Council, ballot papers shall be opened and counted in the presence of two scrutators selected by the President. In accordance with Statute 4, no person shall be elected unless two-thirds of the votes are in favour;
- e) Fellows shall be informed of the result by post.

Chapter VIII

Honorary Fellowship

- 31 Honorary Fellowship is intended for quite exceptional candidates who have given distinguished service to the cause of science and its applications, or who have brought great benefits to science, but who do not have the scientific achievements of the kind required of those elected under Statutes 1 and 2, and so cannot be elected under any other existing head.
- 32 The certificate proposing and recommending a candidate shall specify the name, title, profession, qualifications, nationality, date of birth and usual place of residence of the candidate; and shall include a statement of the principal grounds on which the proposal is made. It shall be delivered to the Executive Secretary and shall be registered, with the date of delivery, in a book kept for the purpose.
- 33 The procedure to be adopted shall be as follows:
 - a) All nominations shall be received by 30 September of the year in which the election is first proposed. Each certificate is valid for up to three successive ballots. After this period the candidature lapses and the person concerned will not be eligible for candidature again until a further three ballots have taken place.
 - b) Certificates for Honorary Fellowship will be made available in the Library with certificates for Fellowship and Foreign Membership. Fellows shall be informed if any new nominations have been received in each year, and may contact the Council and Fellowship Manager in person or by letter, to ascertain the name.
 - c) A special committee will be appointed by Council to consider candidates for election as Honorary Fellows, and shall make recommendations to Council.
 - d) Council in April shall consider the report of the special committee and, if appropriate, shall select one candidate to go forward to the Fellowship.
 - e) A ballot paper, accompanied by a statement in support of the nomination, shall be prepared and sent to all Fellows after the Council meeting in April. The ballot will take place at the Annual Meeting for the Election of Fellows and Foreign Members.

- f) On the day of election, two scrutators shall be nominated by the President, with the approval of the Society, to examine the papers; and each Fellow present and voting shall deliver to one of the scrutators one of the printed papers mentioned in Standing Order 23, having deleted the name of the candidate if the Fellow does not vote for him or her. The scrutators shall deliver to the Biological or Physical Secretary the names of the Fellows who voted.
- g) The scrutators, after examining the papers with the Biological Secretary and the Physical Secretary, shall report to the President whether or not the candidate has received the necessary proportion of the votes cast.
- h) The President shall write to the successful candidate before the next Anniversary Meeting informing him or her of election and issuing an invitation to attend for Admission.
- i) A candidate who has been considered by Council but is not selected shall be considered by Council again in any following elections, while the certificate is still valid.

Chapter IX

Council nominations and elections

- 34 As laid down by the Charter, the Council shall comprise 21 members, ten of whom will retire each year. The membership shall comprise the following three categories of membership:

Category I – Officers, shall hold office for one year but are eligible for re-election annually and shall normally serve for five years;

Category II – One representative from each Sectional Committee subject area, shall hold office for one year but are eligible for re-election for a second year;

Category III – Members elected to create a balanced and representative Council, shall hold office for one year and, dependent on the requirements of Council, may be eligible for re-election for a second year.

- 35 The Council, in November, shall note the retirement of Category I members at the following Anniversary Meeting, noting that as far as possible one (and only one) Officer shall retire each year. The President shall write to Fellows informing them of the anticipated retirement at the next Anniversary Meeting and seeking suggestions. Council may identify preferences in order to maintain an appropriate balance and set of skills and experience among the Officers.
- 36 Suggestions for Category I membership shall be confidential and accompanied by a brief explanation of why the Fellow is thought to be suitable, but need not be seconded. Suggestions shall be received by 31 January. The President will consult Council, Officers and Fellows as appropriate to ascertain the strength of support for the candidates.

37 The President, when writing to all Fellows in accordance with Statute 20, shall inform them of the Sectional Committee areas identified with Category II members due to be replaced at the next Anniversary meeting and shall advise Fellows that proposals for candidates in such areas shall be sought from the Sectional Committees concerned. The President shall seek suggestions of Fellows to fill potential vacancies in Category III membership, drawing attention to the attributes that contribute to an effective Council, including:

- subject balance;
- geographical distribution;
- gender balance;
- age spread;
- balance of academic, industrial and research council experience;
- knowledge of and involvement in national, European and international scientific organisations.

38 Suggestions for names for Category III shall be supported by three Fellows and accompanied by an assurance that the nominee has been consulted and would be willing and able to serve on Council if elected. Names for Category III are not associated with any particular Sectional Committee area.

Fellows may put forward names for Category III. Nominations shall be received by 28 February and be valid for one year only.

39 At their meetings in January and March Sectional Committees shall nominate at least two candidates in their own area for Category II membership to ensure that there is a reasonable field of candidates for the election.

40 Council in April shall:

- a) confirm a name to fill each of the Category I vacancies;
- b) confirm the list of nominations received from Sectional Committees for Category II members;
- c) decide upon the retirement of current Category III members; and
- d) from the list of Category III members selected from suggestions received from (i) the Fellowship, (ii) from unsuccessful Category II candidates from the previous year, and (iii) from further names (subject to confirmation of the persons' willingness to stand) from Councillors, draw up a short list of nominations for Category III members, with full regard to the breadth and balance required in the Council; and
- e) confirm the list of candidates to be sent to the Fellowship.

- 41 A ballot paper shall be issued immediately after the April Council:
- a) inviting Fellows to indicate their support or otherwise for the person proposed to fill each Category I vacancy;
 - b) listing under each Sectional Committee for which members are being sought in Category II the names of all valid candidates nominated by Sectional Committees and inviting Fellows to rank the candidates separately in each of the Sectional Committee areas in which they wish to vote; and
 - c) listing the nominations for Category III, containing the subject area (by Sectional Committee number) of each person and inviting Fellows to rank as many of the candidates as they wish in order of preference, taking due note of the attributes required to provide the necessary breadth and balance to the Council.
- d) The ballot paper shall be accompanied by:
- an outline of the procedures, and the criteria for selection of members;
 - a list of the continuing members of Council for Category II (and their Sectional Committee areas) and Category III; and
 - a statement in support of each candidate for Categories II and III, also giving his or her date of birth and year of election.
- 42 Fellows shall be required to return the ballot papers indicating their rankings of candidates in accordance with the procedures decided by Council. The ballot shall close on 31 May or no less than six weeks from the date of despatch of the ballot papers. The ballot shall be secret but only ballot papers received in sealed envelopes signed by a Fellow shall be valid.
- 43 Ballot papers shall be opened on a date determined by Council, in the presence of two scrutineers who shall be selected by the President and not be existing members of the Council or candidates for it. Where there are more than two candidates for one vacancy, counting shall be by the single transferable voting (STV) mechanism and the candidate receiving the most votes shall be deemed elected.
- 44 Council in July shall confirm the election results for Categories I, II and III members.
- 45 Fellows shall be informed by post of the result of the elections; those who will serve in the offices of President, Treasurer, the Secretaries and Foreign Secretary; the names of the continuing members of Council; and the names of the elected Category II and Category III members.

- 46 For electing any member of the Council (except Officers) to fill vacancies that may occur between Anniversary elections, the Council shall return to the results of the election that resulted in the appointment of the member whose place is vacant and take as elected the person with the next highest votes who is able to serve. In the case of a vacancy in the post of an Officer, or if the foregoing process fails to provide a new member, then a formal election of the Fellowship shall be held, with the summons for such election, and the proceedings in it, the same as is directed for the Anniversary election, except for any necessary change of dates. Except in the case of Officers, the person elected shall normally serve for the period of the person whom they have replaced.
- 47 If the office of President becomes vacant between Anniversary elections, the Treasurer, or in his or her absence, the Biological or Physical Secretary shall arrange for a meeting of Council to elect a new President. At this meeting, the Council or any eleven or more of them shall not adjourn until a majority have agreed on a new President.

Chapter X

Audit

- 48 The Audit Committee, which shall be appointed by and shall report to Council, shall comprise six members made up of one member of Council who is not an Officer, two Fellows who are not members of Council, two other persons, not being Fellows, having appropriate skills and experience to assist the Committee in carrying out its duties and one other person drawn from either of the latter two categories. A quorum shall comprise four members. The Chairman shall be appointed by Council, for a period not exceeding three years, from amongst those members of the Committee who are not members of Council. The Chairman shall be entitled to represent the Committee before Council on any matters germane to the Committee's Terms of Reference.

In order to maintain its independence, the Committee shall be authorised to spend up to £10,000 for legal advice without reference to Council.

The Committee shall meet at least once each year at which meeting it will consider and make its recommendation to Council as to the adoption of the Treasurer's annual accounts by Council, and at other times as it considers necessary.

Chapter XI

Conduct of Business Meetings

- 49 At each Business Meeting, any formal business of the Society which may be necessary, shall, unless the President decides otherwise, be the first business of the meeting.
- 50 The President shall have power at any Business Meeting, and at any time during that meeting he considers proper, to make such announcements or statements as he may think desirable relating to the advancement of Natural Knowledge.
- 51 Fellows wishing to put a resolution at a Business Meeting must notify the President at least two weeks before the Meeting. It shall be at the President's discretion whether the matter shall be discussed at that Meeting or at a subsequent Special General Meeting.
- 52 The Physical and Biological Secretaries, or the President in any emergency, may cancel a Business Meeting of the Society. Due notice shall be given of such cancellation.

Chapter XII

Confidentiality

- 53 The Council will, from time to time, lay down such regulations as they think fit with regard to communications to the Media. All proceedings at Council and Business Meetings are to be considered as confidential, and no communication with regard to any business transacted at these meetings shall be made without the authority of the Council.

Chapter XIII

Representation on outside bodies

- 54 Service by representatives of the Society on outside bodies shall not in general exceed ten consecutive years, unless specifically authorised by Council for a longer period, and they shall ordinarily be replaced on attaining the age of 75 years.

Chapter XIV

Publications

- 55 In accordance with Statute 47, the Publishing Board shall be responsible to Council for the policy and strategy of the Society's publishing programme within scientific and financial objectives set by Council; for reviewing that policy and strategy and its implementation and for reporting to Council with appropriate recommendations.
- 56 The Publishing Board shall be responsible for approving and overseeing the implementation of the Head of Publications' programme.

- 57 The following serial publications shall be published by the Society under the auspices of the Publishing Board: (1) the *Philosophical Transactions and Proceedings*, each in two series, namely series A containing papers relating to the physical sciences, and series B containing papers relating to the biological sciences; (2) *Notes and Records*, containing papers relating to the history of science and such other publications as the Council may from time to time agree.
- 58 Editors, each appointed in accordance with Statute 49, shall be assisted by an Editorial Board or Boards, constituted as decided by the Publishing Board. Members shall be appointed by the Publishing Board on the recommendation of the Editors. The length of service of the Editorial Board members shall be as determined by the Publishing Board.
- 59 Each Editorial Board shall meet at least once a year and shall be responsible for advising the Editor on matters relating to the scholarly content of the relevant publication.
- 60 Each Editor shall be responsible for the scholarly content of the relevant publication, in accordance with policy set by the Publishing Board.
- 61 The regulations governing the assessment and acceptance of the scholarly content of the Society's learned serial publications shall be as determined from time to time by the Editor in conjunction with the Editorial Board of each such publication and subject to approval by the Publishing Board.
- 62 The acceptance or rejection of a paper shall be the responsibility of the Editor, who may seek advice as he/she deems desirable in accordance with the regulations governing the publication.
- 63 The Society shall also publish, under such arrangements that meet Statutes 50 and 51 as Council may agree: (1) *Biographical Memoirs*, containing obituaries of members of the Society; (2) a *Year Book* containing a list of members of the Society and their addresses, together with such other matters as Council may order to be inserted; (3) an *Annual Report*; (4) other publications of an occasional nature.
- 64 Any Fellow elected under Statute 3 or 4, any Honorary Fellow or any Foreign Member elected after 1973, provided he/she has been admitted on or before the date of publication of an issue of one of the Society's publications, shall be eligible to receive a copy of that issue under the conditions set out in Standing Order 62, and shall be permitted to claim a copy of any such issue up to three years after the date of its publication, subject to its continued availability from stock. For each Fellow this eligibility shall cease on death, and the executor of any deceased Fellow shall not be entitled to receive a copy of any publication published after the death of that Fellow.

- 65 The publications available gratis to each Fellow shall be one copy of each issue of: (1) the *Year Book*; (2) *Biographical Memoirs*; and (3) *Notes and Records*. To avoid waste, Fellows are required to make their precise requirements known to the Society's Sales and Marketing Office.
- 66 Each Fellow may also purchase one series of *Proceedings*, or *Philosophical Transactions* at a price determined by Council after giving notice to a Special General Meeting of the Society. In addition, any Fellow wishing to purchase additional copies of any of the publications listed above or in Standing Order 63 may do so on payment of fifty per cent of the price to the public either by subscription (payable in advance of publication) or by payment for individual issues.
- 67 On election each Fellow shall be invited to make a choice (which may be varied subsequently provided three months' notice is given) of which publications, if any, he/she wishes to receive, how he/she wishes to order them and how he/she wishes to pay for any publication not received gratis.
- 68 The copyright of all material published by the Society shall normally be assigned to the Society, except where otherwise agreed by the Publishing Board or the Council. This Statute shall not prevent the author from subsequent use elsewhere of the original material.
- 69 In accordance with Statute 50 Council shall implement a review procedure for all policy documents intended for publication, the procedure adopted to be appropriate to the type of document, to the potential for controversy in the context and to time restraints. The Executive Secretary shall ensure that all material is in an appropriate form before it is sent to Council. Two options will be available to Council:
- a) A Review Panel is established to advise Council. The Review Panel should have a minimum of three members. Review Panels should include appropriate experts in the fields covered. It is permissible to extend the membership of the Review Panel outside the Fellowship where the appropriate expertise lies outside the Fellowship.
- To ensure the quality of reviewers the following steps will be taken:
- Review Panel Chair must be on Council (usually a Vice-President).
 - The majority of the Review Panel must be Fellows.
 - Review Panel members will be selected by the Review Panel Chair, and the final list approved by Council.

(b) Council delegates the responsibility of reviewing and approving the policy document to the relevant Vice-President. If the relevant Vice-President has had considerable involvement with the production of the document then another Vice-President will take the responsibility of reviewing the document. If the relevant Vice-President believes that the subject matter requires more specialist review then additional reviewers can be used. The final, approved document will be reported to Council.

- 70 The purpose of the review is to ensure that the Royal Society is credibly represented by reports published in its name. The Report Review Panel is appointed to advise Council. It is important that the Society's quality assurance processes ensure that all publications reach the high standards expected. Reviewers are asked to consider whether in their judgement the evidence and arguments presented in the report are sound and support the conclusions. Reviewers are also asked to consider whether the report meets the terms of reference.
- 71 The revised material, or such part of it as is deemed appropriate by the Chairman of the Review Panel, shall be put to Council together with a written or oral report (or both) from the Chairman of the Review Panel. This should:
- a) state any major changes that have been made;
 - b) recommend whether or not Council should accept the material.

The form in which the reviewed material reaches Council may vary from the title and contents pages alone, to the full final draft.

Chapter XV

Amendment of Standing Orders

- 72 Council has power under Statute 61 to make and alter Standing Orders. Nevertheless Council may call a Special General Meeting (in accordance with Statutes 44-46) before making any alteration to Standing Orders which would materially affect procedures relating to elections or to the financial position of the Society.

Statement by Council

On the method of nomination to the Fellowship, Foreign Membership and Honorary Fellowship

Election to Fellowship and to Foreign Membership (Statutes 1-3; Standing Orders 1-27)

I Timetable of procedure for election in 2010

- 1 30 September 2009: Deadline for the receipt of completed certificates. Certificates are submitted in accordance with Statutes 1, 2 and 3 and Standing Orders 1-3.
- 2 12 November 2009: *Chairmen of Sectional Committees* meet, with the Secretaries (and those nominated for election as Secretaries at the Anniversary Meeting), to review the classification of the candidates.
- 3 5-14 January 2010: *Sectional Committees* hold meetings to give preliminary consideration to candidates for Fellowship and Foreign Membership, to identify General Candidates (for Fellowship only) and to forward their names to the Secretaries with an indication of the degree of support for the candidate, and suggestions for appropriate referees.
- 4 February 2010: *The Secretaries* consider advice from the Sectional Committees on General Candidates and decide on further action, including the soliciting of written opinions, to aid subsequent evaluation of their relative merits.
- 5 3-11 March 2010: *Sectional Committees* meet separately with appropriate members of Council as follows (or as may be re-arranged on these days to suit the numbered Committees, subject to no two 'A' side and no two 'B' side Committees meeting at the same time).
- 6 17 March 2010: In consideration of candidates for Fellowship, Council as a Committee in two parts, physical and biological, normally meets with Chairmen of Sectional Committees in the morning to receive recommendations from Sectional Committees on Mainstream candidates for Fellowship and to consider Applied Science Candidates and later in the morning as a whole to consider A/B Joint and General Candidates. At these meetings candidates for Foreign Membership are also considered. Subsequently Council, as a whole, draws up a list of up to 44 candidates for Fellowship and a list of up to eight candidates for Foreign Membership.
- 7 15 April 2010: *Council as Committees and Council as a whole* (if required). If further discussion is required, Council as a Committee in two parts, physical and biological, meets in the morning to make recommendations on Mainstream candidates for Fellowship and to consider A/B Joint, Applied Science and General Candidates in relation to them. In the afternoon Council, as a whole, draws up a list of up to 44 candidates for Fellowship and a list of up to eight candidates for Foreign Membership and ballots on the lists.

- 8 20 May 2010: *Business Meeting of Society* for election of Fellows and Foreign Members and Honorary Fellow.
- 9 14 and 15 July 2010: New Fellows Seminar.
- 10 16 July 2010: Admission Day.

II The Procedure

Council takes the full responsibility of recommending to the Society selected lists of candidates for election to Fellowship and to Foreign Membership. In preparing these lists it receives the advice of the Sectional Committees.

In the opinion of Council the primary and overriding consideration in election to the Fellowship and to Foreign Membership is to nominate each year, as far as possible, candidates with the strongest claims, irrespective of subject.

The Sectional Committees therefore must not expect Council always to select the same number of candidates from the lists of each Committee. Council cannot be bound by the recommendations of the Committees.

In order to promote a free exchange of views, members of Council attend the Sectional Committee meetings, they receive the papers distributed by the chairmen. **They do not vote.**

The branches of science of some candidates may not be adequately represented on a committee. The chairman then obtains the opinion, in writing, of one or more Fellows with special knowledge of the candidate. These written opinions may be distributed to the Committee and to the members of Council sitting on it, but they remain the personal property of the chairman. A chairman may at his discretion pass them forward to his successor but it is most undesirable that the same opinions should be quoted on more than a limited number of occasions.

In respect of Statute 1, Council agreed that residence in a Commonwealth country or the Irish Republic of at least three years and a clear intention to remain there permanently be taken as the general guideline when considering claims of candidates for Fellowship who are foreign nationals, and that the proposers of such candidates shall provide statements to enable Council to decide on eligibility. Council agreed that the implementation of this guideline be as follows:

- a) A candidate for Fellowship must meet the criteria relating to nationality or residence at the time of being proposed.
- b) Such a candidate must continue to meet the criteria relating to nationality or residence at each 30 September during the period that the certificate remains valid.

- c) Such a candidate who does not meet the nationality criterion but who meets the residency criterion in accordance with b) above will be eligible for election in the following year even if he or she moves so as no longer to meet the residency criterion, but eligibility will cease in the subsequent year.
- d) The proposer is responsible for confirming continuing eligibility (Standing Order 1), and must inform the Society in writing if a candidate for Fellowship ceases to meet the criteria relating either to nationality or residence.
- e) In relation to the residence of candidates for Fellowship of foreign nationality, proposers will be asked to confirm annually that those candidates continue to meet the residency criteria.

III Grouping of Candidates

- 11 Candidates for Fellowship are grouped as Mainstream, Applied or General, according to the nature of their claims to election:
 - a) *Mainstream Candidates* are selected primarily for their contribution to knowledge and understanding in science, engineering or medicine.
 - b) *Applied Candidates* are selected primarily for having applied scientific knowledge to the invention or development of new devices, constructions, products or processes, or to the advancement of human health, welfare or the environment.
 - c) *General Candidates* are selected primarily on the basis of their wider contributions to science, engineering or medicine through leadership, organisation, scholarship or communication.
- 12 Candidates for Fellowship (whether Mainstream, Applied or General) are grouped as Ordinary or Joint accordingly as they are considered primarily by one or by more than one Sectional Committee. Candidates for Foreign Membership are not so classified.
 - a) An Ordinary Candidate is one whose work is wholly or largely covered by the interests of a single Sectional Committee, which is made responsible for assessing that candidate's claims with or without advice from other Sectional Committees.
 - b) A Joint Candidate is one whose work so overlaps the interests of two (or occasionally more) Sectional Committees that no single Sectional Committee can be given responsibility for him or her; two (or more) Sectional Committees are then made responsible for assessing those parts of the work that fall within their respective fields.
 - c) Candidates who have made contributions to scientific knowledge and who have also contributed with applications of scientific knowledge will be classified according to where the balance of their contribution lies. Regardless of how they are classified, both types of contribution will be considered when assessing the strength of their claims for election.

IV Allocation of Nominations for Fellowship by the Council

Of the 44 nominations which may be made by Council the present procedure involves indicative allocations as follows:

A-side, Mainstream (Ordinary and Joint)	17
B-side, Mainstream (Ordinary and Joint)	19
General, Applied and A/B Joint	8

Election to Honorary Fellowship

(Statutes 5-6 and 43; Standing Orders 31-33)

I Criteria

Honorary Fellowship is intended for quite exceptional candidates who have given distinguished service to the cause of science and its applications, or who have brought great benefits to science, but who do not have the scientific achievements of the kind required of those elected under Statutes 1 and 2, and so cannot be elected under any other existing head.

Not more than one person shall be so elected in any one calendar year. Honorary Fellows shall pay no annual contributions, not be eligible to nominate, second or support candidates for the Fellowship, not vote on the Society's business, not serve on the Council or on Sectional Committees, but otherwise shall be subject to the same benefits and responsibilities as Fellows elected under Statute 3.

II The Procedure

- a) All nominations to be received by 30 September of the year preceding that in which the election is first proposed. A first Certificate (elections 1-3) is valid for three successive ballots. After this period the candidature lapses and the person concerned is not eligible for candidature again until three ballots have passed. The validity of second (elections 4-6) certificates are for three successive ballots. No further nomination will be accepted.
- b) Certificates for Honorary Fellowship to be made available in the Library with certificates for Fellowship and Foreign Membership. Fellows will be informed if any new nominations have been received in each year, and may contact the Council and Fellowship Manager, in person or by letter, to ascertain the names.
- c) A special committee will be appointed by Council to consider candidates for election as Honorary Fellows, and shall make recommendations to Council.
- d) Council in April shall consider the report of the special committee and shall select one candidate to go forward to the Fellowship.

- e) A ballot paper, accompanied by a statement of support of the nomination, shall be prepared and sent to all Fellows after the Council meeting in April. The ballot will take place at the Annual Meeting for the Election of Fellows and Foreign Members.
- f) On the day of election, two scrutineers shall be nominated by the President, with the approval of the Society, to examine the papers, and each Fellow present and voting shall deliver to one of the scrutators one of the printed papers mentioned in Standing Order 23, having deleted the name of the candidate if the Fellow does not vote for him or her.

The scrutators shall deliver to the Biological or Physical Secretary the names of the Fellows who voted.
- g) The scrutators, after examining the papers with the Biological Secretary and the Physical Secretary, shall report to the President whether or not the candidate has received the necessary proportion of the votes cast.
- h) The President shall write to the successful candidate before the next Anniversary Meeting informing him or her of election and issuing an invitation to attend for both the formal announcement and for Admission.

A candidate who has been considered by Council but is not elected shall be considered by Council again in any following elections, while the certificate is still valid.