

Standing Orders of Council

Contents

- I Nomination of candidates for Fellowship and Foreign Membership
- II Sectional Committees
- III Grouping of candidates
- IV Method of nomination to the Fellowship and Foreign Membership
- V Election of Fellows and Foreign Members
- VI Annual contributions paid by Fellows
- VII Statute 4 ('Royal') elections
- VIII Honorary Fellowship
- IX Council nominations and elections
- X Role of Treasurer, Biological and Physical Secretaries
- XI Conduct of Business Meetings
- XII Confidentiality
- XIII Representation on outside bodies
- XIV Publications
- XV Amendment of Standing Orders

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 Director and shall be registered, with the date of delivery.

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 to have a clear intention to remain there permanently, as detailed in a) to e) below. The proposers of such candidates shall provide statements annually to enable Council to decide on eligibility. 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 ceasing to meet the criteria.

- 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 any candidate proposed in earlier years who has not been elected and whose name has not been withdrawn by his or her proposer or seconder, and candidates whose certificates have been reissued in accordance with Statute 3e), shall be prepared in alphabetical order, without taking into account the dates of the certificates. The list shall include the names of the Fellows by whom each candidate is proposed and seconded.
 - 5 The list shall be made available immediately afterwards to every Fellow. All current certificates of candidature shall be held available on the Society's premises until the day of election.
 - 6 Any separate paper attached to the certificate, if intended to be circulated 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 and other Election Committees

- 7 Council shall appoint, from among the Fellows and Foreign Members 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 securing, so far as is possible, a representation of the several subdivisions of each branch of Natural Knowledge, and to obtaining the assistance of Fellows who, from their connections and experience, are specially qualified to advise Council in respect of particular parts of Natural Knowledge.
- 8 Each Sectional Committee shall advise Council or any of the Officers upon matters referred to it by Council or by any of the Officers, and otherwise shall make to 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.

- 9 Council shall each year appoint a member of each Sectional Committee to serve as Chair of that Committee and to be the channel of communication between the Committee and Council or Officers. The Chair is authorised to appoint one of the Committee as a Deputy Chair when necessary.
- 10 The Sectional Committees shall number at least eight. The allocation of subjects by Committees shall be for the present as follows:
 - Sectional Committee 0: Computer Science
 - Sectional Committee 1: Mathematics
 - Sectional Committee 2: Astronomy and physics
 - Sectional Committee 3: Chemistry
 - Sectional Committee 4: Engineering
 - Sectional Committee 5: Earth and environmental sciences
 - Sectional Committee 6: Molecules of Life
 - Sectional Committee 7: Cell Biology
 - Sectional Committee 8: Multicellular organisms
 - Sectional Committee 9: Patterns in populations
 - Sectional Committee 10: Health and human sciences
- 11 The appointment of the Fellows and Foreign Members to serve as new members of Sectional Committees shall be made by Council in July, and the members so appointed shall enter office on 1 November ensuing. Each shall normally serve for three years, except that someone appointed a Chair of a Sectional Committee after being a member may serve an additional two years as Chair.
- 12 The number of members in each Sectional Committee shall be as determined by Council (but shall be at least twelve), of whom one-third shall retire each year. In all Sectional Committees six 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 as observers, but they shall not have the power to vote. The Chair shall 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 appointment for the ensuing year and shall not normally be considered for re-appointment within less than three years.
- 15 Should, by reason of death or otherwise, a vacancy occur at any intermediate time, 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 or she has not served more than one year, he or she shall be eligible for immediate reappointment.

- 16 Voting shall normally be by ballot. The decisions arrived at by a meeting of a Sectional 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. Minutes of each Sectional 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.
- 17 The Chairs of Sectional Committees, together with the Officers of the Society, shall be a Standing Committee with powers to make such recommendations to Council as they think fit concerning questions affecting the Sectional Committees jointly. This Standing Committee shall meet at least once a year.
- 18 Council shall also appoint other Election Committees, composed of members who shall be chosen on the grounds of their ability to provide specialist advice to it on candidates for:
 - General Fellowship
 - Honorary Fellowship
 - Applied and Innovation Fellowship.

Chapter III: Grouping of candidates

- 19 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 and Innovation 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.
- 20 Candidates for Fellowship (whether Mainstream, Applied and Innovation or General) are grouped as Ordinary or Joint accordingly as they are considered primarily by one or by more than one Sectional or other Election Committee. Candidates for Foreign Membership shall be grouped as Mainstream or General.
 - a) An Ordinary candidate is one whose work is wholly or largely covered by the interests of a single Sectional or other Election Committee, which is made responsible for assessing that candidate's claims with or without advice from other Sectional or other Election Committees.

- b) A Joint candidate is one whose work so overlaps the interests of two (or occasionally more) Sectional or other Election Committees that no single Committee can be given responsibility for him or her. Two (or more) Sectional or other Election 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

21 In accordance with Statute 3c):

- a) In consideration of candidates for Fellowship, Council in two parts (physical and biological) shall meet with Chairs of Sectional Committees to receive recommendations from them on Mainstream candidates, A/B Joint, and Human sciences candidates. Chairs of other Election Committees (regarding general, honorary and applied and innovation candidates) shall meet with Council as a whole to receive their recommendations. Council shall then meet as a whole, draw up a list of up to 73 candidates from the seven categories (Mainstream; Applied, A/B Joint, and Human; and General, Honorary, and Royal), taking account of the allocations set out in Standing Order 21b). Council shall then ballot upon this list.
- b) Of the 73 nominations for Fellowship which may be made by Council, the present procedure involves allocations as follows:
 - (i) A-side, Mainstream (Ordinary and Joint) 21
 - (ii) B-side, Mainstream (Ordinary and Joint) 21
 - (iii) Applied and Innovation, A/B Joint, and Human sciences 20
 - (iv) General, 8
 - (v) Honorary and Royal, 3
- c) At the meetings described in 21a) above, Council in two parts shall also receive recommendations from Chairs of Sectional or other Election Committees on candidates for Foreign Membership. Subsequently, Council as a whole shall draw up a list of up to twenty-four such candidates and ballot upon this list.

Chapter V: Election of Fellows and Foreign Members

- 22 If Council has decided that the election shall be at a Business Meeting, ballot lists for the election of Fellows shall be prepared for the use of those attending the meeting for election, including space for such alterations as any Fellow present and voting may wish to make in pursuance of Standing Order 23 below.
- 23 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 ballot lists mentioned in Standing Order 22, having deleted the name of any candidate or candidates for whom the Fellow does not vote. The scrutators shall deliver to the Biological or Physical Secretary the names of the Fellows who voted.

- 24 The scrutators, after examining the votes with the Biological and Physical Secretaries, shall report to the President.
- 25 The procedure for the election of up to twenty-four 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 ballot lists to be delivered to them, as in Standing Order 23. The election shall be held immediately after the election of Fellows.
- 26 The scrutators shall report the result of the show of hands, or the examination of the lists, to the President.
- 27 If Council has decided that the election shall be an Electronic Election, any Fellow voting in the election of Fellows shall have the option of voting (i) for all candidates or (ii) for all candidates except for a subset of the candidates that the Fellow may specify.
- 28 If Council has decided that the election shall be an Electronic Election, any Fellow voting in the election of Foreign Members shall have the option of voting (i) for all candidates or (ii) for all candidates except for a subset of the candidates that the Fellow may specify.
- 29 Two scrutators shall be nominated by the President and shall report to Council on the outcome of the Electronic Election and on any matters related to it as they may see fit.
- 30 Council shall consider the report of the scrutators and may confirm the outcome of the ballot.

Chapter VI: Annual contributions paid by Fellows

- 31 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 Council.
- 32 For contributions due on 1 January each year the rates shall be:

For Fellows up to the age of 65 (inclusive)	£280
For Fellows aged 66-84 (inclusive)	£124
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

- 33 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 return their vote for or against the recommended candidate. The ballot shall be secret, with each Fellow being eligible to vote once only.
- d) On a date determined by Council, votes shall be counted in the presence of two Fellows 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.

Chapter VIII: Honorary Fellowship

- 34 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 those heads.
- 35 The certificate proposing and recommending candidates for Honorary Fellowship 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 Director and shall be registered, with the date of delivery.
- 36 If Council has decided that the election shall be at a Business Meeting, 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 elections. After this period the candidature lapses and the person concerned will not be eligible for candidature again until a further three elections have taken place.
 - b) Certificates for Honorary Fellowship shall be made available to Fellows for inspection on request. Fellows shall be informed if any new nominations have been received in each year.
 - 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 shall consider the report of the special committee and, if appropriate, shall select up to three candidates to go forward to the Fellowship.
 - e) A ballot paper, accompanied by a statement in support of the nominations, shall be prepared and sent to all Fellows after the Council meeting. The ballot will take place in the same manner and at the same time as the ballot for 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 ballot papers mentioned in Standing Order 22, having deleted the names of the candidates for whom the Fellow does not wish to vote. 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 which candidates have received the necessary proportions of the votes cast.
 - h) The President shall write to the successful candidates informing him, her or them of their 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.
- 37 If Council has decided that the election shall be an Electronic Election, voting shall take place in the same manner and at the same time as the voting for election of Fellows and Foreign Members, and the scrutators shall report to Council on whether the candidate has received the necessary proportion of the votes cast.

Chapter IX: Council nominations and elections

- 38 As laid down by the Charter, the Council shall comprise not fewer than 20 and not more than 24 members. There shall be two categories of membership:
- Category I** – President and Officers, normally elected for terms of five years.
- Category II** – Ordinary Members, normally elected for terms of three years.
- 39 Council, at its Anniversary Day meeting, shall note those due to retire at the following Anniversary Meeting and shall decide how many new members are to be elected. The President shall write to Fellows informing them of the anticipated retirements 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.
- 40 Fellows may send proposals for both category I and category II members of Council in confidence to the Chair of the Nominations Committee, accompanied by a brief explanation of why the individual is thought to be suitable for the role proposed. Proposers should confirm that those put forward would be willing to serve if elected.
- 41 The Nominations Committee shall consider the proposals received, and any other potential candidates whom it identifies as suitable. It shall prepare a slate, for consideration by Council, that shall normally contain at least two names for each vacancy. In preparing the slate, the Nominations Committee shall take into account such factors as:
- subject balance as reflected in the Sectional Committees;
 - geographical distribution;
 - gender balance;
 - age balance;
 - balance of academic, industrial and research council experience;
 - knowledge of and involvement in national, European and international scientific organisations.

- 42 Council shall review the recommendations of the Nominations Committee and any suggestions that it may receive from other sources or from individual members of Council. It shall then agree a slate to put to the Fellowship for election. That slate shall contain at least two names for each category II vacancy.
- 43 A ballot paper shall then be issued inviting Fellows to indicate their support or otherwise for the candidates proposed to fill each vacancy. So far as possible, the ballot paper and voting process shall be such as to deliver a Council that is appropriately balanced in terms of the criteria listed in Standing order 41 above.

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; and
 - a statement in support of each candidate, including his or her date of birth and year of election.
- 44 Fellows shall be requested to complete the ballot papers indicating their rankings of candidates in accordance with the procedures decided by Council. The ballot shall close no less than four weeks from the date of dispatch of the ballot papers. The ballot shall be secret.
- 45 Votes shall be counted, in the presence of two Fellows selected by the President, on a date determined by Council. Council in July shall confirm the election results for Category I and II members. Fellows shall be informed of the result of the elections.
- 46 For electing any member of Council (except Officers) to fill vacancies that may occur between Anniversary elections, 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 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 balance of 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, Council or any twelve or more of them shall not adjourn until a majority have agreed on a new President.

Chapter X: Role of Treasurer, Biological and Physical Secretaries

- 48 The Treasurer shall (i) actively oversee the conduct of financial affairs, the articulation and management of risks, and the efficiency, effectiveness, and economy of operations, and (ii) draw to Council's attention any matters of concern under the headings in (i) and actively contribute to consideration of those topics by Council. The Treasurer shall offer support, advice, and guidance to the Executive Director on financial, administrative, personnel, and other matters as appropriate. The Treasurer shall be Chair ex officio of Planning and Resources Committee and Investment Committee, and shall normally be Chair ex officio of the boards of subsidiary companies of the Society.

- 49 The [Biological / Physical] Secretary is responsible for ensuring that all of the Society's affairs in relation to [biological / physical] sciences are conducted appropriately. This includes oversight of the election of Fellows and Foreign Members in [biological / physical] sciences. The [Biological / Physical] Secretary is a member of Council, chairs or is a member of various committees, and attends events such as the new Fellows' seminars and admission, the Soirees, and Anniversary Day and other business meetings. The other responsibilities depend on circumstances, but they may include reading and approving reports, statements, or other documents in the name of the Society, hosting and speaking at various events, and dealing with [biological / physical] sciences matters that may arise. The [Biological / Physical] Secretary, like other Vice-Presidents, may be asked to stand in for the President on various occasions in London, elsewhere in the UK, or internationally.

Chapter XI: Conduct of Business Meetings

- 50 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.
- 51 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.
- 52 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.
- 53 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

- 54 Council will, from time to time, lay down such regulations as it thinks 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

- 55 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. Representatives shall ordinarily be replaced on attaining the age of 75 years.

Chapter XIV: Publications

- 56 In accordance with Statute 43, 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.

- 57 The Publishing Board shall be responsible for approving and overseeing the implementation of the Publishing Director's programme.
- 58 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) *Journal of the Royal Society Interface* and (3) *Interface Focus* each containing papers relating to the cross-disciplinary sciences; (4) *Biology Letters* and (5) *Open Biology* each containing papers relating to the biological sciences; (6) *Royal Society Open Science* containing papers relating to the entire range of science, mathematics and engineering, (7) *Notes and Records*, containing papers relating to the history of science; and (8) such other publications as the Council may from time to time agree.
- 59 Editors, each appointed in accordance with Statute 44, 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.
- 60 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.
- 61 Each Editor shall be responsible to the Publishing Board for the scholarly content of the relevant publication, in accordance with policy set by the Publishing Board.
- 62 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.
- 63 The acceptance or rejection of a paper shall be the responsibility of the Editor, who may seek advice as he or she deems desirable in accordance with the regulations governing the publication.
- 64 The Society shall also publish, under such arrangements that meet Statutes 42 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.
- 65 Any Fellow elected under Statute 3 or 4, any Honorary Fellow or any Foreign Member elected after 1973, provided he or 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 66, 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.

- 66 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.
- 67 Each Fellow may also purchase additional copies of any of the Society's publications for their personal use on payment of fifty per cent of the price to the public.
- 68 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 or she wishes to receive, how he or she wishes to order them and how he or she wishes to pay for any publication not received gratis.
- 69 The copyright of all material published in the Society's journals shall remain with the Author(s) who shall grant to the Society a publishing licence.
- 70 In accordance with Statute 45, 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 Director 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.
- 71 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.

72 The revised material, or such part of it as is deemed appropriate by the Chair of the Review Panel, shall be put to Council together with a written or oral report (or both) from the Chair of the Review Panel. This should:

- a) state any major changes that have been made;
- b) recommend whether 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

73 Council has power under Statute 55 to make and alter Standing Orders. Nevertheless Council may call a Special General Meeting (in accordance with Statutes 39-41) before making any alteration to Standing Orders that would materially affect procedures relating to elections or to the financial position of the Society.