

Bylaws for the
Section on Energy, Natural Resources, and the Environment

A Section of the
Institute for Operations Research and the Management Sciences

Article I – Name

The name of this organization shall be the Section on Energy, Natural Resources, and the Environment (ENRE) of the Institute for Operations Research and the Management Sciences (INFORMS). Herein it will be referred to as “The Section.”

Article II – Purpose

The major purposes of The Section are:

- a. To provide a continuing, specialized focus within INFORMS on the topics concerning energy, natural resources, and/or the environment with the aim of identifying current and potential problems and contributions to their solutions.
- b. To lead in the development, dissemination and implementation of knowledge, basic and applied research and technologies on energy, natural resources, and/or the environment.
- c. To support efforts to extend, unify and integrate related branches of knowledge and practice
- d. To support the free interchange of information, encourage discussion and interaction among individuals having interest in the areas of energy, natural resources, and/or the environment by providing the opportunity for these individuals to meet and to exchange information, ideas, experiences and techniques
- e. To stimulate the type of cross-fertilization which can best be accomplished within the framework of a professional organization
- f. To identify, codify, synthesize and interpret knowledge, tools and techniques useful to model and analyze areas in energy, natural resources, and/or the environment, and to promote high professional standards and integrity in all work done in the field.
- g. To encourage the education of students and the continuing education of practitioners in this field of knowledge

The Section is organized and will be operated exclusively for scientific or educational purposes within the meaning of the Section 501(c) (3) of the Internal Revenue Code of 1986, as amended.

Article III – Membership

- a. Any person interested in the areas of energy, natural resources, and/or the environment may become a member of this Section by completing a membership application and submitting it with proper dues. Non-members of the Institute may become Section members by paying a special fee for non-members of the Institute.
- b. All members shall have equal rights, duties, and privileges except that section officers must also be INFORMS members (See Article IV.) Dues shall be payable in the Fall each year.

- c. Membership and participation shall be free from discrimination based on race, religion, ethnic group, national origin, handicap, sex, or sexual orientation.

Article IV – Officers

- a. Officers of the organization and their duties shall be the following:
 - a. Chair: Shall be the chief administrative officer of The Section, and shall be responsible for the general supervision, direction and control of the business and affairs of The Section. The Chair shall preside at Section Board meetings and Section membership meetings and represent The Section in external affairs. In addition, the Chair shall be responsible for maintaining communication with The Sections' representative on the Subdivision Council, and for participating in the nominating process for the representative to the Subdivision Council.
 - b. Vice Chair: Shall, in the absence or disability of the Chair, perform the duties and exercise the powers of the Chair and shall perform such other duties as The Section requires. In addition, the Vice-Chair shall be responsible for recommending speakers for special meetings of The Section, and for sessions sponsored by The Section at national and international meetings and shall coordinate the completion of the arrangements for those sessions. He/she shall have such other duties as the Chair or the Board shall assign to him/her and normally will chair a planning committee to develop the Section's program and required budget for the coming year and conduct the annual election of officers and Board members for the Section. The Vice-Chair shall succeed the Chair at the completion of the term of the Chair.
 - c. Secretary/Treasurer: Shall take the minutes of the meetings and shall be responsible for such matters as correspondence and notification of meetings. The Secretary/Treasurer shall maintain contact with the Sections' representative (as designated by the Subdivision Council election), submit an annual financial statement, budget, and activity report to the Institute describing The Section's activities and financial state, be responsible for all financial matters including all financial records, keep accounts, deposit the organization's funds, and make expenditures in a fiscally sound manner. In addition, the Secretary/Treasurer is responsible for maintaining the newsletter and/or electronic discussion group for The Section.
 - d. Any Section member accepting nomination for elective office in the Section is understood to have agreed to perform the duties of that office if elected, and in particular to have agreed to attend the semi-annual regular Section meetings during his/her tenure, except as his/her attendance is prevented by unusual circumstances. If a Section elected official must miss a meeting or be temporarily unable to carry out his/her responsibilities, he/she shall advise the Chair and shall make other arrangements for the discharge of his/her responsibilities. If a Section elected official should fail during his/her tenure to attend regular Section meetings and to carry out the responsibilities of the office, he/she can be removed from office upon the initiative of two-thirds vote of the Section Board.

Article V - Board:

- a. The Section Board will consist of the Chair, Vice-Chair, Secretary/Treasurer and the Immediate Past Chair of the Section. The Board shall be the governing body of the Section and shall guide the officers in the administration of the Section's business.
- b. The Board may add up to five nonvoting members to the Board. The purpose of this provision is to allow representation on the Board of individuals engaged in important Section activities such as editors of newsletters, associate editors of INFORMS journals, editors of Section journals, representatives from allied societies, and representatives from the Institute newsletter.
- c. Section Board meetings shall be held at least once each year, normally during the annual meeting of the Institute. Their purpose is to develop and implement service programs and to provide policy guidance for the Section officers. Special meetings can be called by the Secretary/Treasurer at the request of the Chair of a majority of Board members. Special meetings will be held within forty days of the receipt of the request and Board members will be notified by the Secretary/Treasurer of the date and place of the meeting at least two weeks prior to the meeting. All Section Board meetings shall be open to Section members.
- d. A majority of the voting Board members shall constitute a quorum. In special circumstances a ballot can be used to vote on a Board action by one of the following a) letter mail ballot; b) electronic mail ballot; c) web-based ballot d) a combination of letter mail and electronic mail or web-based ballot. In this case a majority of the voting members of the Board must vote in order for the election to be valid.
- e. Board vacancies that occur between elections shall be filled as follows: a vacancy in the office of Chair shall be filled by the Vice Chair and upon the completion of this term he/she shall continue as Chair so as to complete the term for which he/she was elected; a vacancy in the office of Secretary/Treasurer shall be filled on an acting basis by a majority vote of the Board; other vacancies shall remain until the next Section election. All officials elected by the Board shall serve only until the next annual Section election.

Article VI – Election and Tenure of Section Officials

- a. Terms of Office: The terms of each office shall be two years. Each officer will be elected in the Fall. Their terms of office shall begin on the first day of December of each year. Officers may be renominated for re-election.
- b. Nominations: At the meeting prior to the election, the Nominating Committee, composed of the Chair and at least two additional Section members, shall nominate at least one candidate for each of the three officer positions being filled, namely, Chair, Vice Chair, Secretary/Treasurer. The Nominating Committee is encouraged to nominate at least one individual each from the energy interest area, the natural resources interest area, and the environmental interest area to one of the four offices to provide breath of representation. At least five months before the Board meeting of the Section, the Nominating Committee will submit its nominations to the Vice Chair who will report these nominations to the Section membership at that time by one or more of the following: a) electronic mail, b) hardcopy newsletter, or c) other written form. Additional nominations for any office may be made by a petition signed by at least six Section members. Such petitions must reach the Vice Chair at least 3 months before the Board meeting of the Section.

- c. Nominees for the positions of elected officers must be Section members and INFORMS members. Nominees for Board members must be Section members and INFORMS members.
- d. At least two months before the Board meeting of the Section, the Vice Chair shall forward official ballots to the Section membership. Ballots shall be issued by one of the following media: a) letter mail ballot; b) electronic mail ballot; c) web-based ballot d) a combination of letter mail and electronic mail or web-based ballot. Nominees for office shall be listed alphabetically on the ballot (and so noted) with no indication as to those nominated by the Nominating Committee and those nominated by petition. Ballots must be returned to the Vice Chair at least one month prior to the Board meeting of the Section .
- e. The Vice Chair of the Section shall appoint tellers to receive ballots and to tally them as of a preannounced time at least two weeks before the INFORMS meeting. Tellers may not be Section officers or candidates for office. The winning candidate for each position shall be the candidate receiving the largest number of votes. In the event of a tie vote for any position, the members present at the next membership meeting of the Section shall choose between the tied candidates by written ballot. Winning candidates should attend the Board meeting as observers and shall assume their office following this meeting.

Article VII – Meetings

- a. The annual membership meeting of the Section shall be held when practical at the time and place of the annual meeting of the Institute with the schedule and site to be arranged by the Secretary of the Section. The place and time of this meeting shall be announced at the INFORMS meeting, or earlier if possible. The quorum for action at the membership meeting shall be 5% of the membership or 15 members of the Section, whichever is smaller .
- b. Board meetings of the Section may be held whenever a quorum can be assembled. One Board meeting a year, normally at the annual meeting of the Institute shall be considered a minimum requirement .
- c. The Section officers shall meet on call of the Chair .

Article VIII – Responsibilities to INFORMS

The Section and its officers, under Charter from INFORMS, are accountable to the Institute for all operations and procedures. The INFORMS Board may suspend or revoke the Charter of the Section for inappropriate operations and/or procedures. Each year, normally after the INFORMS Fall annual meeting, The Section will submit an annual activity report to the Institute summarizing the significant accomplishments and activities during the previous year. This report must include a careful accounting of Section funds during that year and an outline of budget projections for the following year. Additional reports shall be submitted to the Institute upon request by the Institute.

Article IX – Dues

Dues to defer annual operating expenses may be assessed on all members by the Board of The Section.

Article X- Amendments

- a. Proposed amendments to these bylaws may be initiated either by action of the Section Board or by a petition to the Chair signed by 5% of the membership or 15 members of the Section, whichever is smaller. The Secretary/Treasurer shall distribute copies of the

- proposed change to all members of the Section by electronic mail or written form not less than three weeks before the annual membership meeting. An open discussion of the proposed amendment to the bylaws shall be carried out at the following membership meeting of the Section.
- b. Not more than two months after the discussion of the proposed amendment the Secretary shall distribute to all members copies of the proposed amendment along with ballot forms by electronic mail, web-based, or written form. No ballot shall be counted unless marked by a Section member to indicate his/her choice, returned to the official tellers bearing the voter's name, and received by the tellers no later than a date to be specified upon the ballot form - a date not earlier than six weeks from the date of distributing the ballot forms to the Section membership.
 - c. The adoption of the proposed amendment shall require an affirmative vote by at least two-thirds of the members voting, as tallied by tellers appointed by the chair. The tellers shall report the tally to the Chair within one week of the date specified for receipt of the ballots. The result of the balloting shall be announced to the membership by the Secretary .
 - d. If approved by the Section membership, the proposed amendment to the Bylaws shall become effective upon approval by the Institute.

Article XI – Rules of Order

Robert's Rules of Order shall govern Business Meetings, in all cases to which they are applicable and in which they are not inconsistent with the Bylaws.