

Outline of Rules and Procedures for the Steering  
Committee of the International Symposia on  
Iron Nutrition and Interactions in Plants

(Subject to Periodic Review by the Steering Committee)

April 1995

1. The Steering Committee will work towards continuation and enhancement of the international/interdisciplinary symposia which officially began in 1981 at Brigham Young University in Provo, Utah, USA.
2. The Steering Committee operates informally under the direction of a Chairperson. The Committee has no budget, collects no funds, and is entirely dependent upon the individual members or independent resources to cover any costs incurred.
3. The Steering Committee chooses its own members under specific guidelines:
  - a. Any one member should serve a number of years, at least four to six or more, to aid in giving continuity.
  - b. The membership of the Committee should reflect its international and interdisciplinary character. It is extremely desirable to also include women members.
  - c. The Committee should have an odd number of members so that tie votes can be minimized.
  - d. At least one member of the Board could leave the Committee at each meeting. If there are no resignations, the member with the most service can be replaced.
  - e. If the person in charge of the next symposium is not a member of the Committee, he/she should be given top priority as a new Board member. The Committee should have a list of persons who should be asked to serve on the Board in the future.
  - f. If there are openings on the Committee, nominations may be made at the time of the meeting of the Steering Committee and applications may be considered. When appropriate, votes may be written. When there are more than two candidates, voting should continue until there is more than 50 per cent majority on a prospective Committee member.
  - g. If a member is unable to attend the meeting of two symposia in a row, a replacement may be chosen.
4. The responsibilities of the Steering Committee members:
  - a. Participate in meetings of the Steering Committee.
  - b. Respond to relevant queries in the period between meetings.
  - c. Do what is possible to improve participation in the iron symposia.
  - d. Assist the local arrangements committees in any way possible.
  - e. Represent discipline and locality in policy matters.
5. A member of the Committee will serve as General Secretary. This member is not necessarily subject to replacement if he/she is the longest in terms of service. The

General Secretary serves to help provide continuity, to record minutes, to present them to the Committee, and to assist the Chairman and other members of the Committee as needed. The Steering Committee appoints a General secretary, and at each meeting reappoints or chooses a new one. An Assistant General Secretary is appointed to fill in, if necessary.

6. The Committee, with the help of the Chairman and General Secretary, will continue to preserve its history in "Archives" held at Brigham Young University. The Committee has appointed Von Jolley to take charge of the Archives, and he will continue until someone else is appointed in his place. The Archives can be open to others for study on approval of the Steering Committee.
7. The person in charge of the current symposium, on approval of the Steering Committee, normally will serve as Chairman/Chairwoman of the Committee until the conclusion of the next symposium. The Chairperson has several functions.
  - a. Preside over Committee activities as long as he/she is Chairperson.
  - b. Complete details, including publication of proceedings, of the concluding symposium.
  - c. Be of service to the group sponsoring the next symposium.
  - d. Invite proposals for the symposium to follow the next symposium so that proper presentations for them can be made during the next symposium.
  - e. Speak for the Committee, if the need arises.
  - f. Prepare an agenda for the Committee meeting, with the help of the General secretary and others.
8. The local arrangements group for each symposium will have full financial responsibility for the meeting. It can raise money and set fees to accomplish its program. It can enlist the help and advice of the Steering Committee members on these matters. It will prepare a program outline and an abstract booklet for the symposium. The local group will make arrangements to publish the proceedings of the symposia in any way it chooses, but it is recommended that a regular journal be used for at least part of the proceedings. The Chairperson will schedule a Committee meeting during the symposium.
9. As of April 21, 1995, members of the Steering Committee include Javier Abadia, Yona Chen, Sylvia Cianzio, Larry Barton, Richard Loeppert, Satoshi Mori, Mary Low Guerinot, and Volker Romheld (Chairman) with Arthur Wallace (General Secretary) and Von Jolley (Assistant General Secretary and Archivist).

Steering Committee of the International Symposium  
on Iron Nutrition and Interactions in Plants  
as of April 21, 1995

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