

## By-law 15

---

### Regional and national committees of the faculty

#### 15.1 Purpose

Australian regional committees and the New Zealand National Committee (NZNC) of the Faculty of Pain Medicine (FPM) are elected bodies that act as a conduit between fellows and trainees in the region or country and the FPM Board and Professional Standards Committee. The committees assist in implementing faculty policy in their region or country, advise the FPM Board and the Professional Standards Committee on issues of interest to the faculty and its fellows and trainees in the region or country, represent the faculty and promote the specialty, develop and maintain relationships with key regional or national stakeholders, and have a role in training, continuing medical education and other professional activities at a region or national level. The Australian regional committees report through the Professional Standards Committee to the board.

While FPM Board is the governance body for the entire faculty in both countries, the sovereign status of New Zealand is acknowledged and the importance of providing locally grounded advice to government in each of the faculty's countries is recognised. In recognition of the binational structure of the faculty, the FPM NZNC reports directly to the board and the NZNC chair will send a report to each board meeting. The FPM NZNC undertakes a leadership role on issues that relate specifically to New Zealand and reports to FPM Board on faculty affairs in New Zealand.

11/2018

#### 15.2 Roles

The roles of the FPM Australian regional committees and NZNC are specified in the relevant terms of reference. The terms of reference also specify matters that are not the role of the FPM Australian regional committees or NZNC. As the college, is a legally incorporated educational and scientific body, matters related to remuneration for professional services and other industrial issues may not be negotiated by regional and national committees.

#### 15.3 Establishment of regional/national committees

15.3.1 Where a State or Territory of Australia or New Zealand has 5 or more fellows, a regional or national committee may be formed.

15.3.2 Where there are less than 5 fellows of the faculty in a given region or in New Zealand, then fellows may be represented by a board member from that region. If there is no board member, then a representative may be appointed by the board. The absence of a formalised regional/national committee in a region does not preclude fellows from holding meetings.

11/2018

#### 15.4 Functioning of regional/national committees

A regional/national committee shall:

15.4.1 Advise the board either directly (NZNC) or through the Professional Standards Committee (regional committees) of any matters that may concern the interests of the faculty and carry out such other duties as may be delegated to them.

11/2018

15.4.2 Conduct their affairs in accordance with the constitution of ANZCA and the by-laws of the faculty.

15.4.3 Submit to the Professional Standards Committee for approval, any document affecting faculty policy prior to promulgation.

11/2018

15.4.4 As the college is a legally incorporated educational and scientific body, not negotiate on matters relating to remuneration for professional services.

15.4.5 Advise the Training and Assessment Executive Committee on matters affecting training, accreditation and review of hospital unit training programs.

11/2018

15.4.6 Nominate to the Professional Affairs Executive Committee a scientific program convenor for the Annual Scientific Meeting when it is to be held in their region/New Zealand.

11/2018

15.4.7 Inform the board of any regional/New Zealand political negotiations and obtain its permission before making any specific commitment.

15.4.8 Meet at least three times a year with the use of videoconferencing if required.

09/23

15.4.9 Identify a quorum for regional/national committee meetings at the first meeting of the incoming committee in line with the terms of reference.

11/2018

15.4.10 Hold a regional /New Zealand Annual Business Meeting which shall be conducted under the faculty by-laws for standing orders at general business meetings.

09/23

15.4.11 Submit to the executive director, Faculty of Pain Medicine, by 31st March each year, an annual report on the proceedings of the committee during the past 12 months.

15.4.12 Record the attendance of elected members at regional/national committee meetings in its annual report.

15.4.13 Forward unconfirmed minutes of all regional/national committee meetings to the executive director, Faculty of Pain Medicine within one month of the meeting and confirmed minutes immediately after such confirmation.

## **15.5 Appointment of a regional/national committee**

15.5.1 Every two years, during February, nominations for membership of regional/national committees shall be sought from fellows in each region.

15.5.2 If required, a ballot shall be held during the month of April.

11/2018

15.5.3 The results of ballots shall be forwarded to the executive director, Faculty of Pain Medicine before the faculty new board meeting, at which the board will appoint those duly elected to the committee for the next two years.

11/2018

## **15.6 Nominations**

15.6.1 Nominations of candidates who desire to submit their names for a regional/national ballot, must be signed by two fellows of the faculty resident in that region or New Zealand. Prior consent of the candidate in writing must be obtained.

15.6.2 If the number of fellows nominated for a ballot does not exceed the number of vacancies on a regional/national committee, the names of all nominees shall be forwarded to the board in accordance with by-law 15.5.3.

15.6.3 If the number of nominations exceeds the number of vacancies, balloting lists shall be prepared which contain in alphabetical order, the names of the nominees.

## **15.7 Ballot**

15.7.1 Voting must be for the same number of nominees as there are vacancies to be filled.

15.7.2 Voting fellows will have at least thirty days to cast a vote. Votes must be received no later than the advised closing date and time. Votes which do not comply with by-law 5.6.1 or are received after the ballot has been closed will be invalid.

*11/2018*

15.7.3 In the case of a tied vote, the chairman of the regional/national committee shall exercise a casting vote, following the procedure laid down in Article 9 of the ANZCA Constitution.

15.7.4 The new regional/national committee will take office at its first meeting after the new board meeting in the year of its election.

*11/2018*

## **15.8 Appointments**

15.8.1 Members of regional/national committees shall be appointed for two years, but shall be eligible for re-appointment.

15.8.2 Except with the approval of the board, no fellow shall serve on a regional/national committee for longer than a total period of 12 years unless they are an ex-officio or co-opted member.

15.8.3 At its first meeting following the new board meeting each year, regional/national committees may co-opt to membership for that year a fellow admitted to the faculty within the preceding three years. Such a fellow will be the new fellow's representative to the committee and shall have full voting rights. This co-opted member can serve for up to two (2) years as the new fellow's representative.

*09/23*

15.8.4 Members of the board resident in a region/New Zealand shall be ex-officio members of that Regional/national committee and shall have full voting rights.

15.8.5 The committee shall co-opt a trainee representative providing there is a trainee willing to take on this role. This representative must be a registered trainee at appointment and may serve for up to two (2) years and will have full voting rights.

*09/23*

15.8.6 The committee may co-opt one or more fellows of the faculty for a special purpose. Such co-opted members may attend regional/national committee meetings at the discretion of the chairman but will have no voting rights.

15.8.7 The committee may co-opt one or more fellows of the faculty to ensure inter-disciplinary representation on the committee. Such co-opted members shall attend regional/national committee meetings but will have no voting rights.

15.8.8 Any vacancy occurring during the term of the regional/national committee may be filled at its discretion.

### **15.9 Committee Office Bearers**

15.9.1 At its first meeting following the new board meeting of the Faculty Board each regional/national committee shall elect from its elected members:

15.9.1.1 A chair, whose term of office will not exceed three consecutive years. The chair shall remain in office, and exercise all of the powers and duties of the chair as set out in this by-law, until a successor has been elected.

15.9.1.2 A deputy chair, whose term of office shall not be limited except by by-law 15.8.2.

15.9.1.3 A member to be the representative at the Professional Standards Committee which acts as a formal liaison between the faculty executive and regional and national committees.

*11/2018*

15.9.1.4 A regional/national CME officer who will be a voting member of the Scientific Meetings Committee.

*11/2018*

15.9.2 Office bearers of each regional/national committee shall be elected by secret ballot. If no nominee for any position secures a majority on the first ballot, there shall be an exhaustive ballot in accordance with Article 9 of the constitution. The chair may exercise both a deliberative and a casting vote.

### **15.10 Composition of the committee**

15.10.1 Number of members.

Unless determined otherwise by the board, the elected membership of regional /national committees shall be determined by the number of fellows in a region on the day on which nominations close, according to the formula:

Fewer than 5 fellows: Fellows may be represented by a board member from that region

05-15 fellows: 3 members

16-25 fellows: 4 members

26-35 fellows: 5 members

36-75 fellows: 6 members

More than 75 fellows: 7 members

### **15.11 Regional and National Offices**

15.11.1 Administrative support for each regional or national committee will be from the relevant regional or national office.

#### **Advisory Notes**

Inter-disciplinary representation

It is desirable that the Regional/national committee has an inter-disciplinary representation. It is recognised that this will not always be possible.

*11/2018*

#### **Rural representation**

It is desirable that the regional/national committee has a member outside of the metropolitan area of that regions/New Zealand's capital city. It is recognised that this will not always be possible.

### **General activities of the regional/national committee**

Training in pain medicine

The regional/national committee, in accordance with the activities of the Board, should consider local strategies for the recruitment and training of pain medicine trainees.

### **Regional/National education**

The regional/national committee should consider the needs of the fellows in the region in terms of continuing medical education. This could take the form of several meetings per year with a nominated speaker inviting all fellows of the region/New Zealand. These Regional/New Zealand meetings should not interfere with the Annual Scientific Meeting or the Spring Meeting of the FPM. The Scientific Meetings Committee shall be notified of these meetings in advance. *Nov 2018*

### **Communication to local fellows**

The regional/national committee should provide regular communication with the regional/New Zealand fellows on matters of local interest.

*11/2018*

### **Local liaison with the Australian/New Zealand Pain Society**

It is desirable that the regional/national committee maintains an open channel of communication with the local representative of the Australian/ New Zealand Pain Society to foster this relationship and to promote the multidisciplinary approach to pain management.