



Regulation 3

Regional and national committees of the college

3. Regional and national committees of the college

Pursuant to article 16 of the ANZCA Constitution.

3.1 Purpose

The Australian regional committees and the New Zealand National Committee (NZNC) are elected bodies that act as a conduit between fellows and trainees in the region or country and the ANZCA Council (the governance body of the college) to which they report. The committees assist in implementing college policy in their region or country, advise ANZCA Council on issues of interest to the college and its fellows and trainees in the region or country, represent the college 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 regional or national level.

The NZNC undertakes a leadership role on issues that relate specifically to New Zealand and reports to ANZCA Council on ANZCA affairs in New Zealand. While ANZCA Council is the governance body for the entire college 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 college's countries is recognised.

3.2 Roles

- 3.2.1 The roles of the Australian regional committees and NZNC are specified in the relevant terms of reference.
- 3.2.2 The terms of reference also specify matters that are not the role of the 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.

3.3 Conduct

Regional and national committees will:

- 3.3.1 Conduct their affairs in accordance with the ANZCA constitution, the regulations, terms of reference, other college policies, the ANZCA strategic plan, business plan and budget.
- 3.3.2 Ensure any promulgated documents or statements reflect college policy.
- 3.3.3 Seek advice from the ANZCA Council where issues of potential risk to the college are identified.
- 3.3.4 Seek advice from the ANZCA Council where issues arise which can not be resolved by the regional or national committee.
- 3.3.5 Provide regular reports to the ANZCA Council as per the relevant terms of reference.

3.4 Membership

3.4.1 Elected members

Every two years, during February, nominations for membership of each regional and national committee will be sought from fellows resident in each Australian region and New Zealand.

3.4.2 Fellows who submit their names for membership of a regional or national committee must provide written consent and must be nominated and seconded in writing by two ANZCA fellows resident in the relevant Australian region or New Zealand.

3.4.3 Unless determined otherwise by the ANZCA Council, the number of positions available for occupancy on each regional and national committee will be determined by the number of fellows resident in the Australian region and New Zealand on the closing date for receipt of election nominations, according to the formula:

- Fewer than 50 fellows – five members
- 51 to 75 fellows – six members
- 76 to 100 fellows – seven members
- 101 to 150 fellows – eight members
- 151 to 200 fellows – nine members
- 201 to 300 fellows – ten members
- 301 to 400 fellows – eleven members
- More than 400 fellows – twelve members

3.4.4 If the number of fellows nominated and seconded for membership of a regional or national committee does not exceed the number of positions on that committee, the names of all nominees will be forwarded to the ANZCA Council for approval in accordance with regulation 3.4.9.

3.4.5 If the number of fellows nominated and seconded for membership of a regional or national committee exceeds the number of positions on that committee, ballot lists will be prepared with the names of nominees in alphabetical order according to surname. In the case of fellows seeking re-election, a record of attendance at regional or national committee meetings must accompany the ballot papers.

3.4.6 When an election is required, there will be a ballot held during April of all fellows in the relevant Australian region or New Zealand.

3.4.7 When a ballot has been held, the chair of the relevant regional or national committee will appoint two scrutineers to count the votes. The scrutineers may not be presenting for election. Voting papers which do not comply with regulation 3.4.2 will be declared invalid. The scrutineers will notify the chair of the relevant regional or national committee of the number of votes cast for each nominee.

3.4.8 When there is a tied vote for two or more nominees where only one can be elected, the chair of the relevant regional or national committee will exercise a casting vote following the procedure laid down in article 9 of the ANZCA Constitution.

3.4.9 The result of the ballot will be forwarded to the chief executive officer before the May meeting of the ANZCA Council for approval of the elected members of each regional and national committee for the following two years.

3.4.10 Members of each regional and national committee will be appointed for two years and may be eligible for re-appointment. Except with the approval of the ANZCA Council, no fellow will serve on a regional or national committee as an elected member for longer than 12 years spent as an ex officio or co-opted member does not count towards this maximum time limit.

3.4.11 In the year of its election, new Australian regional committees and the New Zealand National Committee will take office after the May meeting of the ANZCA Council.

3.4.12 Ex officio councillor members

Members of the ANZCA Council resident in Australia or New Zealand will be ex-officio members of the regional or national committee in their region of residence and will have full voting rights.

3.4.13 New fellow member

At its first meeting following the May meeting of the ANZCA Council each year, each regional and national committee will co-opt to membership for the next two years a new fellow admitted to the college by training and examination during the preceding three years. This new fellow will have full voting rights.

3.4.14 Trainee committee chair member

The chair of each regional or national trainee committee will be a member of the relevant regional or national committee and will have ordinary voting rights at regional or national committee meetings, but will not have voting rights for office bearers. He or she will be excused during discussion of an individual trainee's performance.

3.4.15 Co-opted Faculty of Pain Medicine (FPM) representative

Each regional and national committee will co-opt the chair of the regional or national FPM committee or his or her nominee. In regions that do not have an FPM committee, the FPM Board will be approached for a representative who will be co-opted. Such co-opted representatives will not have voting rights.

3.4.16 Additional co-opted members

Each regional and national committee may co-opt up to three fellows of the college for a special purpose, refer also to regulation 3.5.7. Such co-opted members may attend committee meetings at the discretion of the chair but will not have voting rights.

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3.4.17 **Casual committee vacancies**

Any vacancy occurring during the term of the regional or national committee may be filled at the committee's discretion. Fellows appointed to the committee to fill vacancies will have full voting rights.

3.4.18 **Indigenous member**

The New Zealand National Committee may co-opt a nominee from the ANZCA Indigenous Health Committee who is a New Zealand-based Māori fellow, in addition to the 12 elected members and who shall have full voting rights.

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3.5 Office bearers and other role holders

3.5.1 Office bearers and other role holders of each regional and national committee will be elected by secret ballot. If no majority is secured in the first ballot, there will be an exhaustive ballot in accordance with Article 9 of the Constitution. The chair has a casting vote in addition to a deliberative vote where there is an equality of votes.

3.5.2 At their first meeting following the May meeting of the ANZCA Council at which their membership is confirmed, each regional and national committee will elect from its members the following office bearers:

3.5.2.1 A chair who will serve only one discrete term of office which can be a maximum of three years and who will be a member of the relevant regional or national education subcommittee and the relevant regional or national trainee committee. The chair will remain in office and will exercise the powers and duties as set out in this regulation until his or her successor is appointed; and

3.5.2.2 A deputy chair.

3.5.3 At their first meeting following the May meeting of the ANZCA Council at which their membership is confirmed, each regional and national committee will elect from its members the following role holders:

3.5.3.1 A formal projects officer.

3.5.3.2 A quality and safety officer.

3.5.4 Each regional or national committee will also nominate an education officer whose role is outlined in regulation 37 and the ANZCA Handbook for Training and Accreditation. This nomination must be ratified by the Education Executive Management Committee. The education officer will usually be an elected member of the regional or national committee, but may be co-opted under the provisions of regulation 3.4.16.

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3.5.5 In accordance with regulation 37, each regional or national committee may also nominate one or more deputy education officers, depending on workload. Nominations must be ratified by the Education Executive Management Committee. Deputy education officers are not office bearers and are not members of the committee unless elected under regulation 3.4.1. If not committee members under regulation 3.4, they may, at the discretion of the chair, be invited as observers to committee meetings.

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3.5.6 At the same meeting, each regional and national committee will appoint a regional or national education subcommittee. Each education subcommittee will be chaired by the relevant education officer.

3.5.7 At the same meeting, each regional and national committee will elect from amongst its members (or co-opt to membership) an accreditation officer who will be a member of the ANZCA Training Accreditation Committee (TAC) and acts as an accreditation resource and liaison person with the regional/national committee (and in accordance with their terms of reference).

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3.5.8 Australian regional committees may be required to nominate representatives for a standing committee or ad hoc event organising committee for combined continuing medical education (CME), in accordance with the Anaesthesia Continuing Education Coordinating Committee's Manual for SIG and Combined Regional/National CME Committees. In New Zealand, combined national CME is overseen by the New Zealand Anaesthesia Education Committee. Governance arrangements and the New Zealand National Committee's role are detailed in the aforementioned manual.

3.5.9 The New Zealand National Committee may elect an Honorary Treasurer whose role is defined by the terms of reference.

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3.6 Meetings and reporting

3.6.1 Each regional and national committee will meet at least three times and up to six times each year.

3.6.2 A quorum for each regional or national committee will be a majority of voting members. If at any time the number of members is less than a quorum, the committee may meet only for discussion purposes.

3.6.3 Questions arising at a meeting of a regional or national committee (either in person, by teleconference or electronically) are decided by a majority of votes of voting members present and voting, with abstentions not being counted in the total number of votes. The chair has a casting vote in addition to a deliberative vote where there is an equality of votes. For an electronic vote, questions are decided in the affirmative if at least 75% of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour.

3.6.4 Unconfirmed minutes must be forwarded by regional office staff to the ANZCA chief executive officer within four weeks of each committee meeting. Confirmed minutes should be sent within a week of such confirmation.

- 3.6.5 Each regional and national committee will submit to the chief executive officer, by 31 March each year, an annual report on the proceedings of the committee during the preceding calendar year. Attendance of elected members of each regional or national committee at meetings will be recorded in its annual report.
- 3.6.6 Each regional and national committee will hold an annual general meeting (AGM) which will be conducted under the regulations for standing orders at general meetings of the college (regulation 9). The chair of the relevant regional or national trainee committee will be invited to this AGM as an observer.

3.7 Regional and national offices

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

Note: Dates in italics flag the dates of recent changes to the regulation, for example, 10/04 indicates a change made to the above paragraph in October 2004.

November 2012