

THE COLLEGE OF ANAESTHETISTS OF IRELAND



STANDING ORDERS

November 2015

1. STANDING ORDERS

The making, altering or rescinding of any Standing Orders shall be in the following manner:

Due notice having been given in writing, a written formula for any proposed Standing Order, or for altering or for rescinding existing Standing Order, being delivered by a Member of the Council to the Chairman of any meeting of the Council shall thereupon be read, and if seconded shall be taken into consideration.

A two thirds majority of those present and voting at the meeting shall be required for any change or amendment of the Standing Orders and any such change or amendment shall be reported to the Fellows as Council sees fit.

2. INTERPRETATION

In these Standing Orders save where the context otherwise requires or implies;

- (i) Words importing the masculine gender only include the feminine, neuter and common genders and words importing the singular number only include the plural number and vice versa. Unless the contrary intention appears, words or expressions contained in these Standing Orders shall bear the same meaning as in the Companies Act, 1963 or any statutory modification thereof.
- (ii) 'The College' means the The College of Anaesthetists of Ireland.
- (iii) Membership of the College as defined in Section 3 will not be valid if the member is 'not in good standing' i.e. is in default of the annual subscription.

3. THE COLLEGE shall consist of:

(i) The Ordinary Members of the College as defined in the Articles of Association comprising the following.

A. FELLOWS BY EXAMINATION

Those fellows who have fulfilled and passed the prescribed regulations and examinations and been admitted to fellowship in accordance with these Standing Orders.

B. FELLOWS ADMITTED AD EUNDEM

Persons holding Fellowships of other Faculties, Colleges, or European or other equivalent qualifications and training recognised by the Council of the College and who are in the bona fide practice of their specialty may on the recommendation of a two thirds majority of those present and voting at a meeting of the Council of the College be admitted to Ordinary Fellowship of the College ad eundem. Such persons should first be approved by the Credentials committee.

The names of those admitted to Ordinary Fellowship of the College ad eundem shall be specially marked on the Roll of Fellows.

The fee is determined by Council.

C. FELLOWS BY ELECTION

- (1) In exceptional circumstances Anaesthetists or other persons who have rendered outstanding service to the profession or to the College may on the recommendation of a two thirds majority of those present and voting at a meeting of the Council of the College be admitted to Ordinary Fellowship of the College without examination.

(ii) The Associate members of the College as referred to in the Articles of Association will comprise the following

A. ASSOCIATE MEMBER BY EXAMINATION

Those persons who have fulfilled and passed the prescribed regulations and examinations and have been admitted in accordance with these Standing Orders. Admission to associate membership shall be declared by the President with the following 'By virtue of my office as President I admit you a Member of the College of Anaesthetists of Ireland'.

4. HONORARY FELLOWS

- (i) The number of Honorary Fellows shall be limited
- (ii) Those recommended for Honorary Fellowship shall be persons who have made an outstanding contribution in their field or shall have been of signal service to the College.
- (iii) Proposals shall be made only by members or ex members of the Council of the College and the proposer shall know the candidate.
- (iv) Such proposals shall be considered by the Council of the College and shall require a two-thirds majority of those present and voting at the meeting of the Council in favour of adoption.
- (v) When the candidate has been approved by the Council of the College, the President shall first inform the candidate and shall issue the invitation to the candidate in the name of the President and the Council of the College.
- (vi) The names of the Honorary Fellows shall be recorded on a Roll.
- (vii) Honorary Fellowship shall not confer any corporate privileges.
- (viii) The description of an Honorary Fellow of the College of Anaesthetists shall be F.C.A.I. (Hon.).

5. ADMISSION TO FELLOWSHIP

Every Fellow, other than an Honorary Fellow, shall make the following declaration to the President of the College:

‘I A.B. do solemnly and sincerely declare and promise that I will observe and be obedient to the Statutes, Bye Laws and Ordinances of the College of Anaesthetists of Ireland and that I will to the utmost of my power, endeavour to promote the reputation, honour and dignity of the said College’.

The President shall admit the Fellow on the following terms:

‘By virtue of my Office as President, I admit you a Fellow of the College of Anaesthetists of Ireland.

The Fellow shall then sign the Roll of Fellows.

Fellows, other than Honorary Fellows, may be admitted in absentia with the consent of the President and on complying with the conditions laid down from time to time.

6. SENIORITY OF FELLOWS

The names of all Fellows shall be entered upon the Register of Fellows of the College and they shall take precedence according to the date of their admission to the Fellowship of the College.

When more than one Fellow is admitted on the same day the Fellows shall take precedence according to the priority of their primary medical qualification.

7. DESCRIPTION OF FELLOWS

- (i) The description of a Fellow of the College other than an Honorary Fellow shall be F.C.A.I.
- (ii) No candidate may describe himself as a Fellow of the College, or use the above mentioned letters until he has made the declaration and been admitted a Fellow.
- (iii) The academic robes of the College shall be the College Gown.
- (iv) The description of an associate member of the College shall be M.C.A.I.

8. FEES

- (i) No fees or other expenses shall be charged to Honorary Fellows or Fellows by Election.
- (ii) All other Fellows shall pay such examination, professional competence and other fees, as shall be determined by the Council of the College.
- (iii) Fellows other than Honorary Fellows and Fellows by Election are required to pay an Annual Subscription to the College. The Council of the College shall determine the amount of the Subscription.
- (iv) For the purposes of Standing Orders 9 to 19 the term Fellows means Fellows in good standing. A Fellow shall not be in good standing if in the said year by the date stipulated on their annual invoice the fee stated thereon has not been paid.

9. MEMBERSHIP OF THE COUNCIL OF THE COLLEGE

The Council of the College shall consist of not more than 18 and not less than 15 Council Members elected by the Ordinary members of the College from amongst their number. Other persons may be co-opted on to Council from time to time in accordance with the Memorandum and Articles of Association. Co-opted members are re-appointed on an annual basis at the Council meeting following the Annual meeting.

10. ELIGIBILITY OF CANDIDATES FOR ELECTION AS MEMBERS OF THE COUNCIL

All Fellows registered for not less than three years with the College and who are in Good Standing on the date fixed for the election, shall be eligible for election to the Council on complying with the Standing Orders.

11. ELECTIONS AND ADMISSION OF MEMBERS OF THE COUNCIL

(i) The time appointed for every election of Members of the Council shall be announced in such manner as the Council shall determine not less than ninety days before the date of election.

(ii) Every eligible Fellow desirous of a seat on the Council shall within twenty one days of the announcement of the election transmit or deliver to the Honorary Secretary of the College a notice signed by himself in the following terms:

‘I A.B. of C, Fellow of the College of Anaesthetists of Ireland do hereby declare that I am a candidate for a seat on the Council of THE COLLEGE OF ANAESTHETISTS OF IRELAND.’

Together with a nomination signed by two Fellows of the College, in good standing, in the following terms:

‘We the undersigned Fellows of the College of Anaesthetists of Ireland do hereby certify that A.B. of C. is in our estimation a fit person to be elected to the Council of the College of Anaesthetists of Ireland and we do hereby nominate him a candidate for a seat on the said Council’.

(iii) Not less than thirty days prior to the date set for such election the Honorary Secretary shall deliver or send by post to the last known address in Ireland and overseas, of every Fellow of the College in good standing, (as defined in 2 (iii)), an online voting paper in such form as the Council may from time to time direct.

(iv) Every such Fellow if he desires to vote at the election shall return the voting paper marked, enclosed, sealed, authenticated and attested in such manner as the Council shall from time to time direct and require, to be received by the Honorary Secretary or person acting for him, not later than the time appointed for the receipt of such voting papers.

(v) For elections, Fellows may only vote for up to a number of candidates equal to the vacant places notified at the call for candidates. For postal ballots, at the time appointed for any election the President, the Vice President or the Honorary Secretary shall attend together with two Fellows of the College whom he shall have appointed to act as Scrutineers. The voting papers having been removed from the sealed envelopes in their presence, the President, the Vice President or the Honorary Secretary shall with the concurrence and assistance of the two scrutineers ascertain the result of the voting, and shall forthwith declare the names of the Fellows elected into the vacancies. Save in the case of an election to fill a casual vacancy on Council, such Fellows shall be deemed to take office as members of Council at the following Annual General Meeting of the College at which time those Fellows retiring from the Council shall be deemed to have ceased as members of same. In an election to fill a casual vacancy the Fellow so elected shall be deemed to take office immediately after the declaration of the result of such election.

(vi) If at any election two or more candidates for one or more vacancies shall obtain an equal number of votes, the right of such candidates to be elected shall be determined by the seniority in standing as Fellows in the College, the senior of such Fellows being preferred. In the event of their seniorities being equal, the Council shall decide between them at the next meeting.

(vii) Proxy votes will be accepted in accordance with the Memorandum and Articles of Association.

(viii) Council may direct that an election to Council may be conducted via an electronic form, the process of which is overseen by appointed scrutineers.

12. OFFICES OF THE COUNCIL

(i) The President and Vice President shall be elected by the members of Council from amongst their number in accordance with the provisions of these Standing Orders. The mode of election of the President and Vice President shall be as follows: -

(a) The election shall be made from the Members of the Council and shall take place at the Council Meeting immediately prior to the Annual General Meeting of the College, unless otherwise ordered. Co-opted members of Council shall not be eligible to stand for the

offices of President and Vice President or be appointed Honorary Secretary or Honorary Treasurer and shall not be eligible to vote in such elections and appointments.

Subject to the provisions of paragraph (a) of this clause, any person who has served as a Member of the Council for thirty months during the five years preceding the election shall be eligible for election as President. Any person who has served as a Member of Council for eighteen months during the preceding five years shall be eligible for election as Vice President.

- (b) The President elect shall take office at the first Council meeting following the Annual General Meeting of the College. The President shall serve for a period of three years and immediately thereafter shall not ordinarily be eligible for re-election as President. The President shall be eligible to remain ex officio on the Council for a period of one year immediately after such term of office. During that period of one year he shall be entitled to attend all meetings of Council and Committees and to participate in all discussions thereat but shall not be entitled to vote on any resolutions, elections or decisions.
- (c) The Vice President elect shall take office at the first Council meeting following the Annual General Meeting of the College. The Vice President shall serve for a period of one year and shall ordinarily be eligible for re-election for a further year as Vice President, unless their term as an ordinary Council member has expired by 12 months. The Vice President may serve for a maximum of two years.
- (d) Each Member of the Council present at the Meeting for such election having been furnished with a list of such qualified persons who are willing to act as President or Vice President shall (if desirous of voting) vote for one candidate only on such list by placing a vote against his name and putting the list into the ballot box. The papers shall be examined by the President or the presiding Member and every name against which a vote shall have been put, read aloud by the Honorary Secretary or the person acting for him, and the person, if any, against whose name shall have been affixed a number of votes representing an absolute majority of the Member of the Council then present at the Meeting, whether voting or not, shall be declared to be duly elected President.
- (e) If no candidate obtains an absolute majority (as defined above), a second ballot shall be taken omitting the name of any candidate who obtained no votes as well as the name of the candidate who received the smallest number of votes in the first ballot, and so on with subsequent ballots until one candidate obtains such absolute majority when the candidate shall be declared to be duly elected as President.
- (f) If, on any one ballot the fewest number of votes shall be shared by two or more candidates, seniority of Membership of the Council shall decide and the name or names of the other or others of them shall be omitted from the next ballot. If the seniorities of such candidates are equal, the name of him to be placed on the list for the next ballot shall be decided by lot.
- (g) The same procedure shall be adopted with regard to the election of the Vice President.
- (ii) If the President shall die or resign office during the period of office, the Vice President shall automatically become the President of the College until a new President is elected at the next Council meeting. If the Vice President shall die or resign during his period of office a new Vice President shall be elected and hold office until the current term of that office expires.
- (iii) The Council shall appoint from amongst its members, an Honorary Secretary and an Honorary Treasurer who shall hold office for one year and be eligible for re-appointment, for an additional two years maximum, during the period of their tenure of office as Members of the Council. If the term of office of the Honorary Secretary coincides with the end of his/her tenure on Council then the Honorary Secretary shall be eligible to remain ex officio on Council for a period of one year immediately after such term of office.

13. ABSENCE OF MEMBERS OF THE COUNCIL

- (i) Should any Member of the Council be absent from more than three consecutive meetings or six calendar months, without leave of the Council, he shall, ipso facto, cease to be a Member of the Council unless a reason satisfactory to the Council is assigned.

- (ii) If the President or Vice President ceases to be a member of the Council by virtue of the preceding clause he shall also cease to hold the office of President or Vice President.

14. RESIGNATION OF MEMBERS OF THE COUNCIL

The resignation of a Member of the Council shall not be effective until the acceptance thereof by the Council. Every member of the Council whose resignation shall have been accepted or who shall have gone out of office shall, ipso facto, cease to be a member of every committee of which he shall have been elected a Member.

15. TENURE OF OFFICE OF MEMBERS OF THE COUNCIL

Save, as hereinafter provided, each elected member of the Council shall serve a term of five years, at the end of which period, he shall be eligible for immediate re-election to the Council for a further period of five years. He shall then retire and not be eligible for re-election to the Council until after the lapse of eighteen months.

If the term of membership of Council, of the President or of the Vice President is due to expire during his period of office he shall remain a full Council member until such time as his term of office expires. If in that event a vacancy on Council would result, an election to fill the vacancy will take place in the usual manner.

16. COMMITTEES

- (i) The Council shall set up the following Standing Committees:

- (a) Professional Development Committee
- (b) Quality, Safety and Advisory Committee
- (c) Examinations Committee
- (d) Credentials Committee
- (e) Education and Training Committee
- (f) Communications / IT Committee
- (g) Academic Committee
- (g) Finance and General Purpose Committee
- (f) Executive Management Committee
- (g) Professional Competence Committee

And such further Committees or Sub-Committees as the Council from time to time may deem necessary.

- (ii) The President, Vice President, Honorary Secretary and Honorary Treasurer shall be ex officio Members of the Standing Committees.
- (iii) The Council shall appoint annually, a Chairman of each Committee who shall be responsible for arranging meetings of the Committee. The Chairman shall also be responsible for ensuring the Council shall receive a Report of the proceedings of the Committee at its next Ordinary Meeting for consideration. No member of the Council may hold the position of Chairman for more than three consecutive years.
- (iv) Every casual vacancy in any Standing Committee shall be filled at the next Meeting of the Council for the remainder of the current year.
- (v) The President of the College may direct any Committees to be convened.
- (vi) Extra members may be co-opted onto Committees in accordance with the Memorandum and Articles of Association which specify that co-opted members may not exceed 50% in number of council members of that committee.

17. MEETINGS OF THE COUNCIL

- (i) Unless otherwise ordered the Council Meetings shall be held quarterly.
- (ii) The President may call a Meeting of the Council whenever he shall judge this be necessary.
- (iii) The President shall call a meeting upon a resolution signed by four or more Council members.
- (iv) Upon the demand of two Members, any questions under consideration by the Council shall be decided by ballot of Council.
- (v) The Honorary Secretary shall convene meetings of the Council, by summons to each member, seven clear days before the Meeting. Copies of the Agenda and Reports of Committees and other documentation, to be considered, shall be posted or transmitted electronically where possible to each Member not less than seven clear days before the Meeting.
- (vi) The quorum for meetings of the Council shall be seven. If no quorum is present half an hour after the time for which the meeting was summoned, the meeting will be adjourned.
- (vii) No business other than that specified in the Agenda shall be transacted at the Meeting, except at the discretion of the Chairman.

- (viii) The Council may adjourn a Meeting to any day or hour but no business shall be transacted at an adjourned Meeting which was not on the Agenda at the original Meeting. Notice of the adjourned Meeting shall be sent to every Member of the Council.
- (ix) Unless otherwise ordered, all decisions of the Council shall be made by a show of hands by the majority of such members as are present (including the Chairman) and vote. The names of the votes for or against a motion put from the Chair shall be entered in the Minutes when a desire to that effect shall be expressed by two Members of the Council after the vote is taken, except in the case of questions decided by ballot.
- (x) In the event that votes cast for and against a motion are equal, the Chairman shall have a double or casting vote, except in the case of a ballot for the election to the office of President or Vice President.
- (xi) The order of business of the Meetings of the Council shall be as follows, unless varied by the Chairman with the consent of the Members present.
 - (a) Apologies for absence
 - (b) Minutes
 - (c) Resolution of condolences
 - (d) Matters arising from the Minutes
 - (e) Reports on College affairs and statements by the Chairmen
 - (f) Reports on Committees
 - (g) Motions of which notice has been given
 - (h) Communications received
 - (i) Any other business
- (xii) The Minutes of the last Meeting shall be submitted to the Council for confirmation as to their accuracy, and when agreed, shall be signed by the Chairman.
- (xiii) The Chairman or Senior Member of the Committee present, when the report of the Committee is approved, shall submit it to the Council by moving 'that the report be received', and in doing so shall speak on the whole report. He may withdraw any of the proposals with the consent of the Council before it is finally approved. If a proposal is withdrawn, the matter is referred back to the Committee for further consideration. Following such consideration at Committee the chair may bring the matter or matters to the next Council meeting for decision in accordance standing order 17 (xvii). If an urgent proposal is identified which requires an immediate Council decision the processes as defined in Standing Order 17 (iv), (vii) will be followed,
- (xiv) After the disposal of the recommendation in any report, the Member of the Council submitting it shall move 'that the reports (or report as amended) be adopted'.
- (xv) Every notice of motion shall be in writing or by electronic communication, signed or sent by the Member giving the notice, and shall either be given at the preceding Council Meeting or be received by the Honorary Secretary at least 21 clear days before the Meeting at which it has be considered. It shall be specified in the Summons for the Meeting.
- (xvi) The ruling of the Chairman on a point of order shall be final.
- (xvii) A motion, which has been stated from the Chair or which has been postponed, may be withdrawn by the mover with the assent of the Meeting and an amendment may be withdrawn by the mover and seconder with the assent of the Meeting.
- (xviii) When a motion is under discussion no further motion shall be received except a proposal for amendment.
- (xix) When an amendment on an original motion has been moved and seconded, no other amendment shall be moved until the first amendment shall have been disposed of. If an amendment were carried, the motion as amended shall become the substantive motion in place of the original motion and shall be the question upon which any further amendment shall be moved.
- (xx) In the case of a question relating to a Member on the Council being discussed, such Member may be asked by the Chairman to retire and remain absent until such question be determined, or have ceased to be under consideration provided always that such Member shall not retire until he shall have had an opportunity of replying thereto.
- (xxi) At the ordinary Meeting of the Council prior to the election the Honorary Secretary shall present a report on the number of Meetings of the Board held in the past year and the number of such meetings that each member of the Board shall have respectively attended. This record of attendance shall appear in the Annual Report.

18. MEETINGS OF COMMITTEES

The meetings and proceedings of any Committee of the College shall be governed by the provisions of these presents for regulating the meetings and proceedings of the Council so far as applicable.

19. ANNUAL REPORT OF THE COUNCIL

- (i) The Report shall be made annually by the Council and presented to the Annual General Meeting of the College.
- (ii) The Report shall be drawn up by the Honorary Secretary, and shall be submitted to the Council for presentation to the College.
- (iii) The Report shall be made available to all Fellows of the College.

20. MEMORANDUM AND ARTICLES OF ASSOCIATION

In the event of a conflict between the provisions of these Standing Orders and the Memorandum and Articles of Association of the College, the provisions of the Memorandum and Articles of Association shall prevail.

21. FACULTIES

- i) The Council will assist in the development of a Faculty of Pain Medicine. The Dean of this Faculty will be co-opted ex officio onto the Council of the College.
- ii) The Council will assist, along with other recognized bodies, in the development of a Joint Faculty of Intensive Care Medicine. The Dean of this Faculty will be co-opted ex officio onto the Council of the College.