

# Australasian College for Emergency Medicine

## Regulation A Governance

April 2026

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## Revision History

Version	Date	Pages revised / Brief Explanation of Revision
v1	Oct-2015	Regulation A1 approved by Board
v2	Apr-2016	Regulation A2 approved by Board
v3	Jun-2016	Regulation A3 approved by Board Regulation A4 approved by Board
v4	Jul-2016	Regulation A2.2.3 - A2.6 approved by Board Regulation A3.2.3 - A3.6 approved by Board Regulation A4.2 approved by Board
v5	Oct-2016	Regulation A5 approved by Board
v6	Feb-2017	Regulation A1.7 approved by Board Regulation A2.6.6.3, A2.6.7 approved by Board Regulation A3.5.7.1 approved by Board
v7	May-2017	Regulation A2.2: membership expanded to include a health jurisdiction representative Regulation A2.7.4 - A2.7.7 and A3.6.4 - A3.6.7: mechanisms to fill casual vacancies
v8	Jun-2017	Regulation A1.7.1: eligibility for membership expanded Regulation A6 approved by Board
v9	Aug-2017	Regulation A1.3: previous A1.3.4 rescinded with consequential renumbering
v10	Sep-2017	Regulation A4.3 approved by Board
v11	Dec-2017	Regulation A1.2.2 Honorary Fellowship eligibility revised
v12	Apr-2018	Regulation A5.3.3 approved by Board
v13	Jun-2018	Regulation A1.3.1: Retired Fellowship eligibility revised Regulation A5.2, A5.3: amendments to clarify granting of relief
v14	Aug-2018	Regulation A7 approved by Board
v15	Oct-2018	Regulation A3.2: membership expanded to include a community representative Regulation A8: approved by Board
v16	Dec-2018	Regulation A2.2: elected members revised Regulation A9: approved by Board
v17	Feb-2019	Regulation A7.3.1: ability to co-opt one additional member, as specified, approved by Board
v18	Jun-2019	The following were approved by the Board in April 2019 and adopted in June 2019 following approval by the Fellowship of special resolutions to amend the Constitution: <ul style="list-style-type: none"> <li>• Regulation A2.2.2: amended to align with revisions to Constitution</li> <li>• Regulation A3.2: amended to align with revisions to Constitution</li> <li>• Regulation A4.4: approved by Board</li> </ul>
v19	Jun-2019	Regulation A4.4.1.3: approved by Board
v20	Aug-2019	Regulation A3.2.1: amendment to regional representation
v21	Oct-2019	Regulation A3.2.1: amendment to ex-officio members
v22	Dec-2019	Regulation A9.3.1.1: amendment to Section Executive membership
v23	Apr-2020	Regulation A4.2: amended to align with revisions to Constitution
v24	May-2020	Regulation A4.1: amendment to eligibility of nominees for election as President-Elect
v25	Jun-2020	Regulation A9.4.2: minor amendment to wording around eligibility criteria Regulation A9.4.3: amendment to clarify nomination process for non-FACEM members

# Regulation A

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Version	Date	Pages revised / Brief Explanation of Revision
v26	Dec-2020	Regulation A1.8: approved by Board Regulation A5.3.3, A5.3.4: amendments to clarify notification of decision outcome, with consequential renumbering
v27	Apr-2021	Regulation A5.3.3, A5.3.4: minor amendment to wording around outcome correspondence
v28	Oct-2021	Regulation A2.2.1, A3.2.1: amended to reflect change of nomenclature of 'Community Representative' to 'Community Member' Regulation A9: revised throughout following review of the operation and governance of Sections
v29	Feb-2022	Regulation A2.2.1: minor amendment to ex officio non-voting members
v30	Apr-2022	Minor amendments throughout, in addition to substantive amendments to Regulation A2.3, A2.5, A3.3, A4.1 and A4.2 to incorporate the process for further calls for nominations
v31	Jun-2022	Regulation A2.2.1: amendment to ex-officio members of COE Regulation A2.6.6: amendments to clarify voting rights for alternates Regulation A9.4.3: amendments to clarify circumstances for the conduct of Network Executive elections
v32	Aug-2022	Regulation A2.4: amendments to clarify termination of office for Regional Deputy Censors Regulation A2.5: amendments to eligibility criteria Regulation A2.7: amendments to clarify provisions for casual vacancies
v33	Oct-2022	Regulation A2.2.4 and A2.3.2: amendments to clarify eligibility requirements and termination of office for Regional Censors Regulation A2.4.3: amendment to clarify termination of office for Regional Deputy Censors Regulation A3.2.1 and A3.5.5: amendments to clarify voting provisions for President-Elect or Immediate Past President Regulation A3.2.4: amendments to clarify termination of office for regionally-elected FACEM members of CAPP
v34	Dec-2022	Regulation A9.4.3.3: removal of nomination seconding requirement for positions on network executives
v35	May-2023	Regulation A4.2: revision to eligibility criteria to include minimum training time and Good Standing requirements; amendment to procedures for further calls for nominations; inclusion of casual vacancy provisions; change to termination of office provisions; and general administrative revisions throughout
v36	Aug-2023	Minor amendments throughout Regulation A2, A3 and A7, including: <ul style="list-style-type: none"> <li>• revision to eligibility criteria for regionally-elected members to require individuals to be working in-person in the region for which they wish to serve at a minimum of 0.5 FTE, and ideally residing in the relevant region</li> <li>• broadening of proposer and seconder requirements for CAPP and COE to extend to the FACEMs in the regional faculty</li> </ul>
v37	Aug-2023	With effect from 1 January 2024, amendments to Regulation A2.2.5 and A3.2.5
v38	Feb-2024	Regulation A1.4: amendments to reflect change in membership category from Diplomate to Associate (Intermediate) and change in training program title from Emergency Medicine Diploma program to Associateship in Intermediate Emergency Medicine program Regulation A1.8: amendments to reflect change in membership category from Advanced Diplomate to Associate (Advanced) and change in training program title from Emergency Medicine Diploma program to Associateship in Intermediate Emergency Medicine program
v39	May-2024	Regulation A4.2.3.1(b): Eligibility requirements for the Trainee Member on the ACEM Board amended
v40	Oct-2024	Update of President-Elect eligibility criteria
v41	Feb-2025	Updates to Categories of Membership

# Regulation A

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Version	Date	Pages revised / Brief Explanation of Revision
v42	Apr-2025	Substantive revisions to Regulation A7 to reflect: <ul style="list-style-type: none"><li>· change of nomenclature from regional faculty boards to branch councils;</li><li>· changes to the governance structure of branch councils, including membership composition, eligibility provisions, appointment processes and meeting conduct</li></ul> Regulation A3 and A4.3: minor revisions to reflect change in nomenclature pertaining to branch councils
v43	Oct-2025	Revisions to Regulation A2.5, A3.4, A4.1.3 and A4.3.4 to clarify Board member eligibility for supporting nominations for elected positions Revisions to Regulation A1.6 and A1.7 to address the monitoring of International Affiliate members in the context of tracking and managing changes in residency status
v44	Feb-2026	Removal of Regulation A1.4, A1.5 and A1.8 following the retirement of the Certificant, Diplomate and Advanced Diplomate membership categories effective 1 February 2026 Regulation A1.9, A7.2, A7.3.1 and A7.4.3: revisions to address changes in membership categories effective 1 February 2026 Regulation A8.2.3: addition to define the College offerings, services, entitlements and restrictions in place for the duration of membership suspension Regulation A2.2 and A3.2: minor amendments to the membership composition of COE and CAPP, including the addition of an elected Trainee Member Regulation A2.9: addition to provide procedures for election of Trainee Member on COE Regulation A3.9: addition to provide procedures for election of Trainee Member on CAPP
v45	Apr-2026	Regulation A9: substantive revisions to reflect changes in governance of College Networks, including appointment processes for Network Executives.

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## A1 Categories of Membership

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### A1.1 Fellows

- A1.1.1 Pursuant to clause 2.1.1 of the ACEM Constitution, the Board may admit as a Fellow (FACEM) persons who have met either of the following requirements:
- completion of the Fellowship in Emergency Medicine Training Program; or
  - in the case of emergency medicine Specialist International Medical Graduates (SIMGs), assessment by the College under the Specialist Pathway of the Medical Board of Australia and completion of all requirements as specified by the College or assessment in Aotearoa New Zealand by the College and completion of all requirements as specified by the College.
- A1.1.2 Individuals seeking election to Fellowship must apply in writing on the relevant form and include, with their application, payment of the applicable relevant fee.
- A1.1.3 (a) Fellows are entitled to use the post-nominal '**FACEM**' (a protected trademark) while they meet all requirements as prescribed by the College, including in relation to recertification/Continuing Professional Development, and described in the College Constitution or any relevant regulations and/or policies.
- (b) Fellows who have met the requirements of the Fellowship in Paediatric Emergency Medicine Training Program are entitled to use the post-nominal '**FACEM PEM**' while they meet all requirements as prescribed by the College, including in relation to recertification/Continuing Professional Development, and described in the College Constitution or any relevant regulations and/or policies.
- (c) Fellows who have met the requirement of the Associateship in PHRM Training Program are entitled to acknowledge their membership status on their curriculum vitae, with the post-nominal '**FACEM A(PHRM)**', while currently certified according to the prescribed requirements of the College.
- (d) Fellows who have met the requirement of both the Paediatric Emergency Medicine and the Associateship in PHRM training programs are entitled to acknowledge their membership status on their curriculum vitae, with the post-nominal '**FACEM PEM A(PHRM)**', while currently certified according to the prescribed requirements of the College.

### A1.2 Honorary Fellows

- A1.2.1 Pursuant to clause 2.4 of the ACEM Constitution, the Board may confer Honorary Fellowship upon 'people of renown, distinguished members of the medical profession and other eminent persons, whether or not those eminent persons are members of the medical profession'.
- A1.2.2 Honorary Fellowship cannot be awarded to a Fellow of the College.
- A1.2.3 Honorary Fellows are entitled to use the post-nominal '**FACEM (Honorary)**'.
- A1.2.4 Pursuant to the ACEM Constitution, Honorary Fellows are not required to pay any entrance or annual subscription fee, and are exempt from any recertification/Continuing Professional Development requirements.

### A1.3 Retired Fellows

- A1.3.1 '**Retired Fellow**' is a sub-class of FACEM membership. A Retired Fellow is defined as a FACEM who:
- (a) Has completely and permanently retired from practice, including related activities such as teaching and examining, as a specialist emergency physician, and
- (b) Is no longer acting as an expert witness in the field of emergency medicine, except in:
- cases for which they have already provided an expert opinion prior to the date of signing the Retirement Declaration, and
  - cases which deal with medical practices current during any time they were in active practice as a specialist emergency physician and prior to signing the Retirement Declaration.

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- A1.3.2 A Fellow who wishes to be recognised as a Retired Fellow must apply in writing to the College on the prescribed form. Such application will not be recognised until the application is considered and accepted by the College.
- A1.3.3 A Retired Fellow who has permanently retired from all medical practice is not required to pay the Fellows' annual subscription or to meet the recertification/Continuing Professional Development required of ACEM Fellows practising in the field of emergency medicine.
- A1.3.4 A Retired Fellow remains entitled to use the post-nominal '**FACEM**' and retains all other rights and privileges of a Fellow.
- A1.3.5 Any Retired Fellow who seeks reinstatement following a period of retirement must apply in writing to the College. The Board, at their absolute discretion, may determine the conditions under which the Retired Fellow may be reinstated, including any requirement to undertake and satisfactorily complete a period of retraining.

## A1.4 Associates

From 1 March 2024, the Emergency Medicine Diploma, Emergency Medicine Advanced Diploma and Diploma of Pre-Hospital and Retrieval Medicine were renamed, followed by the Emergency Medicine Certificate on 31 August 2024. All of these programs are classified as ACEM Associateship Training Programs.

- A1.4.1 The Board may admit as Associates of ACEM:
- Medical practitioners who have completed all assessments and administrative requirements of an ACEM Associateship Training Program.
- A1.4.2 Certification may be subject to recertification/Continuing Professional Development requirements as described in any relevant regulations and/or policies passed by the College for that purpose.
- A1.4.3 Medical practitioners admitted as an Associate are entitled to acknowledge their membership status on their curriculum vitae, with the following relevant post-nominal, while currently certified according to the prescribed requirements of the College.
- (a) '**AACEM (Foundational)**' – upon completion of the Associateship in Foundational Emergency Medicine Training Program.
  - (b) '**AACEM (Intermediate)**' – upon completion of the Associateship in Intermediate Emergency Medicine Training Program.
  - (c) '**AACEM (Advanced)**' – upon completion of the Associateship in Advanced Emergency Medicine Training Program.
  - (d) '**A(PHRM)**' – upon completion of the Associateship in Pre-Hospital and Retrieval Medicine Training Program. A1.4.4
- A1.4.4 Pursuant to Clause 3 of the ACEM Constitution, failure to pay the annual subscription fee, as set by the Board annually, within the required period will result in the loss of membership and all associated rights and privileges.
- A1.4.5 Associates are entitled to attend and speak but shall not be entitled to vote at general meetings.

## A1.5 International Affiliates

- A1.5.1 The Board may admit as International Affiliates of ACEM medical practitioners who:
- (a) hold a Master of Medicine degree in Emergency Medicine (or equivalent degree) from a university in a developing country, (as defined by the College) and who also are living and working in the field of emergency medicine a developing country; or
  - (b) medical practitioners with qualifications in emergency medicine that enables them to be recognised as a specialist in the jurisdiction in which they are domiciled and working, where that jurisdiction is not recognised by ACEM as a developing country.
- A1.5.2 Membership as an International Affiliate cannot be awarded to a Fellow of the College or to a person holding any other level of membership of the College.

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- A1.5.3 For the purpose of this regulation, '**developing country**' will be defined by the Board in accordance with the principles laid down in the ACEM *Policy on defining 'Developing Country'*.
- A1.5.4 Annual subscriptions for International Affiliates will be set by the College Board.
- (a) Pursuant to Clause 3.1 of the ACEM Constitution, members admitted under A1.5.1(a) will be exempt from payment of an annual subscription.
  - (b) For members admitted as International Affiliates under regulations other than A1.5.1(a) and for whom an annual subscription is payable, failure to pay the annual subscription fee within the required period will result in the loss of membership and all associated rights and privileges.
- A1.5.5 International affiliates are entitled to access to all on-line resources available to FACEMs.
- A1.5.6 Certification as an International Affiliate may be subject to recertification/Continuing Professional Development requirements as described in any relevant regulations and/or policies passed by the College for that purpose.
- A1.5.7 International affiliates may be entitled to attend and speak at general meetings, but are not entitled to vote at any meeting of the College or in College elections or decisions, unless expressly permitted in College regulations, policies or other relevant College documents.
- A1.5.8 International Affiliates will be entitled to acknowledge their membership status on their curriculum vitae; however, as there is not a qualification conferred by ACEM associated with this category of membership, there are no associated post-nominals.
- A1.5.9 International Affiliates admitted under A1.5.1(a) who leave their developing country of residence to work or reside elsewhere must notify the College.
- If an International Affiliate resides outside of a developing country for a period exceeding twelve (12) months, their membership will be removed until they return to reside in a developing country and are granted reinstatement as an International Affiliate or apply for and are granted membership in a different category.
- A1.5.10 International Affiliates who become registered to practise in Australia or New Zealand must notify the College at the time of registration.
- If eligible, their membership may transition to the Educational Affiliate category (see A1.6).
  - If they are not eligible or choose not to transition to the Educational Affiliate category, their membership will be removed until they apply for and are granted reinstatement as an International Affiliate or apply for and are granted membership in a different category.

## **A1.6 Educational Affiliates**

- A1.6.1 The Board may admit as Educational Affiliates of ACEM:
- (a) medical practitioners whose qualifications, training and experience have been assessed by the College as sufficient to enable them to practise safely with supervision in a specific position of workforce shortage in Australia;
  - (b) suitably qualified medical practitioners, who were not trained in Australia or Aotearoa New Zealand and whose qualifications, training and experience have been assessed by the College as sufficient to enable them to practise safely under peer review;
  - (c) suitably qualified medical practitioners, who were not trained in Australia or Aotearoa New Zealand and who are registered within a provisional vocational scope of practice (supervision or assessment) by the Medical Council of New Zealand;
  - (d) medical practitioners registered to practise in Australia or Aotearoa New Zealand (as applicable) and whose practice is principally in the area of emergency medicine.
- A1.6.2 Membership as an Educational Affiliate cannot be awarded to a Fellow of the College or to a person holding any other level of membership of the College.

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- A1.6.3 Annual subscriptions for Educational Affiliates described under all of the categories nominated above will be set by the College Board. Pursuant to Clause 3 of the ACEM Constitution, failure to pay the annual subscription fee within the required period will result in the loss of membership and all associated rights and privileges.
- A1.6.4 An Educational Affiliate shall retain their status so long as they continue to fulfil all terms and conditions prescribed by the College.
- A1.6.5 Educational Affiliates are entitled to access all on-line resources available to FACEMs.
- A1.6.6 Certification as an Educational Affiliate may be subject to recertification/Continuing Professional Development requirements as described in any relevant regulations and/or policies passed by the College for that purpose.
- A1.6.7 The fees payable for participation in the ACEM CPD Program as required under Regulation A1.6.6 shall be as determined by the College Board for that purpose from time to time.
- A1.6.8 Educational Affiliates may be entitled to attend and speak at general meetings, but are not entitled to vote at any meeting of the College or in College elections or decisions, unless expressly permitted in College regulations, policies or other relevant College documents.
- A1.6.9 Educational Affiliates will be entitled to acknowledge their membership status on their curriculum vitae; however, as there is not a qualification conferred by ACEM associated with this category of membership, there are no associated post-nominals.
- A1.6.10 For Educational Affiliates who previously transitioned from the International Affiliate category under A1.5.10, if, at the time they advise the College that they are no longer registered, they return to living and working in a jurisdiction defined by the College as a developing country:
- If eligible, their membership may revert to the International Affiliate category (under A1.5.1(a))
  - If they are not eligible, their membership will be removed until they apply for and are granted reinstatement as an International Affiliate; or they apply for and are granted membership in a different category.

## A2 Council of Education

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### A2.1 Establishment

A2.1.1 The Council of Education (COE) is established pursuant to clause 13 of the ACEM Constitution.

### A2.2 Membership

#### A2.2.1 Members

The membership of COE shall consist of the following:

- (a) Ex-officio members, being:
  - the President of the College
  - the President-Elect or Immediate Past President as appropriate (non-voting)
  - the Chief Executive Officer (non-voting)
  - the Executive Director of Education & Training (non-voting)
- (b) A total of 11 elected FACEM members, comprising:
  - a Chair (known as the Censor-in-Chief)
  - a Deputy Chair (known as the Deputy Censor-in-Chief), and
  - one (1) regionally-elected FACEM from each of the following regions (known as Regional Censors):
    - o Aotearoa New Zealand
    - o Australian Capital Territory
    - o New South Wales
    - o Northern Territory
    - o Queensland
    - o South Australia
    - o Tasmania
    - o Victoria
    - o Western Australia
- (c) one (1) external member (a Community Member) appointed in accordance with the *Policy on the Appointment and Remuneration of Community Members* (COR498).
- (d) one (1) trainee enrolled in the FACEM Training Program elected by and from FACEM Training Program trainees (trainee member).

#### A2.2.2 Office Bearers

A2.2.2.1 The Censor-in-Chief and the Deputy Censor-in-Chief shall be the COE office holders.

A2.2.2.2 Pursuant to clause 8.1.4 of the ACEM Constitution, the Censor-in-Chief shall be a member of the ACEM Board.

#### A2.2.3 Membership of COE and Holding of Other College Office(s)

A2.2.3.1 The office of regionally-elected FACEM member of COE (Regional Censor) may not be held concurrently with the office of President, President-Elect or Immediate Past President.

A2.2.3.2 The office of regionally-elected FACEM member of COE (Regional Censor) may not be held concurrently with the office of Censor-in-Chief or Deputy Censor-in-Chief.

A2.2.3.3 Pursuant to clause 13.4.3 of the ACEM Constitution, a member of the Council of Advocacy, Practice and Partnerships (CAPP) is not eligible to become a member of COE, except with the Board's prior approval.

## **A2.2.4 Termination of Office**

- A2.2.4.1 If a FACEM member of COE is elected to the position of President-Elect, their position as a member of COE shall thereupon become vacant.
- A2.2.4.2 If a COE member (other than an ex-officio member) is absent from two (2) or more consecutive meetings or greater than 50 per cent of Council meetings in any calendar year without the leave of the Censor-in-Chief, COE may declare their position vacant and a casual vacancy shall be declared, as appropriate.
- A2.2.4.3 If a member ceases to continue to meet the eligibility requirements for membership pursuant to the regulations during their term of office, their position as a member of COE shall thereupon become vacant and a casual vacancy shall be declared, as appropriate.
- A2.2.4.4 If, during the term for which a member was elected, a regionally-elected FACEM member of COE (Regional Censor) ceases to work in the region to which they were elected to represent, their position as a member of COE shall thereupon become vacant and a casual vacancy shall be declared, as appropriate.
- A2.2.4.5 If a regionally-elected FACEM member of COE (Regional Censor) retires from active practice in accordance with Regulation A1.3, their position as a member of COE shall thereupon become vacant and a casual vacancy shall be declared, as appropriate.

## **A2.2.5 Duration of Office**

- A2.2.5.1 Pursuant to clause 13.4 of the ACEM Constitution, members of COE elected or appointed pursuant to Regulation A2.2.1(b) shall hold office for a period of two (2) years from the date of the Annual General Meeting at which they are elected or appointed, at which time they may nominate for election/reappointment, provided that they continue to meet eligibility requirements.
- A2.2.5.2 Members of COE elected pursuant to Regulation A2.2.1(b) may serve a maximum of three (3) successive two-year terms in any one position (Regional Censor, Deputy Censor-in-Chief or Censor-in-Chief), provided that they continue to meet eligibility requirements.
- A2.2.5.3 Members of COE may serve up to two (2) additional successive terms where the term(s) is to be served as an office bearer (i.e. Censor-in-Chief and/or Deputy Censor-in-Chief) of COE. For certainty, the total period served in any combined capacity on COE (Regional Censor and/or office bearer) shall be ten (10) years (five (5) successive terms).
- A2.2.5.4 Members of COE appointed pursuant to Regulation A2.2.1(c) or Regulation A2.2.1(d) may serve a maximum of three (3) successive two-year terms, provided that they continue to meet eligibility requirements.
- A2.2.5.5 Members of COE who have served their maximum allowable period may be eligible for election/appointment to COE following a period of two (2) years absence from COE.

## **A2.3 Election of Regionally-Elected FACEM Members of COE (Regional Censors)**

### **A2.3.1 Election Schedule**

- A2.3.1.1 Elections for regionally-elected FACEM members of COE (Regional Censors) described in Regulation A2.2.1(b) shall be held every two (2) years in years in which a President-Elect is due to be elected prior to the Annual General Meeting to be held in that year, and subsequent to the election of Censor-in-Chief and Deputy Censor-in-Chief and in sufficient time for the outcome of the elections to be announced at the Annual General Meeting.
- A2.3.1.2 The returning officer for the election of Regional Censors will be the College Chief Executive Officer or nominee, or, should that office be vacant, the individual acting in that position.
- A2.3.1.3 The *Policy on College Elections* (COR673) must be read in conjunction with these regulations.

## A2.3.2 Eligibility Criteria

Nominees for election as a Regional Censor must, at the time of nomination:

- A2.3.2.1 be an ACEM Fellow in active clinical practice, working in-person in the region for which they wish to serve as a regionally-elected FACEM member of COE (Regional Censor) at a minimum of 0.5 FTE, and ideally be residing in the region;
- A2.3.2.2 be of good standing with the College and currently compliant with all relevant ACEM recertification requirements;
- A2.3.2.3 have no financial debts to the College;
- A2.3.2.4 have completed such other requirements as specified in the call for nominations and on the nominations form; and
- A2.3.2.5 hold current medical registration with no suspension, condition(s), restriction(s) or undertaking(s) imposed by a regulatory authority that limits their ability to practise as a specialist emergency medicine physician in Australia or Aotearoa New Zealand.

## A2.3.3 Nomination

- A2.3.3.1 In years in which elections of Regional Censors are due to occur, a call for nominations will be made.
- A2.3.3.2 Eligible FACEMs may nominate (propose) themselves for election as a Regional Censor.
- A2.3.3.3 The proposer or seconder of a nominee must be:
  - a FACEM member of the current COE; or
  - a FACEM member of the relevant ACEM branch; or
  - a FACEM who is a Director of Emergency Medicine Training (DEMT) in the relevant region.
- A2.3.3.4 The closing date for receipt by the College of nominations shall be not less than 14 days from the date on which the call for nominations is issued.
- A2.3.3.5 The nomination, together with all information and other documentation specified in these regulations and on the nomination form, must reach the returning officer by the date and time specified in the call for nominations.
- A2.3.3.6 Nominations received after the date and time specified in the call for nominations will not be considered as valid for the purposes of determining nominations for the applicable election.
- A2.3.3.7 Following the closing of nominations, the returning officer will determine the number of valid nominations received and, pursuant to Regulation A2.3.3.8, determine whether an election will be held.
- A2.3.3.8 If the number of nominations for election as a regionally-elected FACEM member of COE (Regional Censor) in any region is two (2) or greater, an election will be held. If there is only one (1) valid nomination for a particular region(s), that person shall be deemed elected as Regional Censor for the region in question.
- A2.3.3.9 If no valid nomination is received for the position of regionally-elected FACEM member of COE (Regional Censor) in any region, a further call for nominations will be made pursuant to Regulation A2.3.5.

## A2.3.4 Election Procedure

- A2.3.4.1 Only current ACEM Fellows resident in the relevant region, including those formally recognised by the College as a Retired Fellow, are eligible to vote in an election for a regionally-elected FACEM member of COE (Regional Censor).
- A2.3.4.2 Fellows, if they elect to vote, may only vote for one (1) candidate.

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A2.3.4.3 Voting shall be conducted in the manner determined by the returning officer, with Fellows provided 14 days in which to vote.

A2.3.4.4 The candidate who receives the highest number of votes shall be declared elected at the Annual General Meeting of the College.

A2.3.4.5 In the event of two (2) or more candidates receiving an equal number of votes, the candidate deemed to have the higher number of votes will be determined by lot drawn by the returning officer.

## **A2.3.5 Further Call for Nominations**

A2.3.5.1 Where a further call for nominations is required for the position of regionally-elected FACEM member of COE (Regional Censor) in any region pursuant to Regulation A2.3.3.9:

- (a) eligibility for the position shall be as described in Regulation A2.3.2
- (b) the nomination process shall be as described in Regulation A2.3.3.2 to Regulation A2.3.3.6 inclusive.
- (c) if an election is required, the process shall be as described in Regulation A2.3.4.

A2.3.5.2 If no valid nomination is received for the position(s) of regionally-elected FACEM member of COE (Regional Censor) by the date and time specified in the further call for nominations, the position shall remain vacant.

A2.3.5.3 Where a regionally-elected FACEM member of COE (Regional Censor) position(s) remains vacant pursuant to Regulation A2.3.5.2, the Censor-in-Chief in consultation with the ACEM President and Chief Executive Officer may, at their discretion and at such time as they determine, issue a call to fill a casual vacancy(ies).

A2.3.5.4 If, following a further call for nominations, the number of nominations for election as a regionally-elected FACEM member of COE (Regional Censor) in any region is two (2) or greater, an election will be held. If there is only one (1) valid nomination for a particular region(s), that person shall be deemed elected as Regional Censor for the region in question.

A2.3.5.5 Any period served on COE pursuant to Regulation A2.3.5.4 shall count for the purposes of determining the term of office of the individual who has filled the vacancy.

## **A2.4 Regional Deputy Censors**

### **A2.4.1 Election of Regional Deputy Censors**

A2.4.1.1 At the same time as elections are held for regionally-elected FACEM members of COE (Regional Censors) pursuant to Regulation A2.3.1, elections will also be held for Regional Deputy Censors.

A2.4.1.2 Eligibility for the position of Regional Deputy Censor shall be as described in Regulation A2.3.2 for Regional Censors.

A2.4.1.3 The nomination process for the position of Regional Deputy Censor shall be as described in Regulation A2.3.3 for Regional Censors.

A2.4.1.4 If an election is required for a Regional Deputy Censor position, all current members of COE with voting rights shall be eligible to vote.

A2.4.1.5 In the event of two (2) or more candidates receiving an equal number of votes, the Censor-in-Chief shall have a casting as well as a deliberative vote.

A2.4.1.6 If no valid nomination is received for the position of Regional Deputy Censor in any region, a further call for nominations will be made as described in Regulation A2.3.5.

A2.4.1.7 Regional Deputy Censors are not members of COE; however, pursuant to Regulation A2.6.6.2, Regional Deputy Censors are authorised to act as an alternate to the Regional Censor of their region where the Regional Censor is unable to do so, and, pursuant to Regulation A2.6.6.3, to otherwise observe the activities of COE.

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A2.4.1.8 The *Policy on College Elections* (COR673) must be read in conjunction with these regulations.

## **A2.4.2 Term of Office**

A2.4.2.1 Regional Deputy Censors shall hold office for a period of two (2) years from the date of the Annual General Meeting at which they are declared elected, at which time they may nominate for election/reappointment, provided that they continue to meet eligibility requirements.

A2.4.2.2 Regional Deputy Censors may serve a maximum of three (3) successive two-year terms in that position.

## **A2.4.3 Termination of Office**

A2.4.3.1 If, during the term for which they were elected/appointed, a Regional Deputy Censor ceases to continue to meet the eligibility requirements as described in Regulation A2.3.2 for Regional Censors, their position as a Regional Deputy Censor shall thereupon become vacant and a casual vacancy shall be declared, as appropriate.

A2.4.3.2 If, during the term for which a Regional Deputy Censor was elected, a Regional Deputy Censor ceases to work in the region to which they were elected to represent, their position as a Regional Deputy Censor shall thereupon become vacant and a casual vacancy shall be declared, as appropriate.

A2.4.3.3 If, during the term for which they were elected/appointed, a Regional Deputy Censor retires from active practice in accordance with Regulation A1.3, their position as a Regional Deputy Censor shall thereupon become vacant and a casual vacancy shall be declared, as appropriate.

A2.4.3.3 If, during the term for which they were elected/appointed, a Regional Censor or Regional Deputy Censor is otherwise removed from their position, the position shall thereupon become vacant and a casual vacancy shall be declared, as appropriate.

## **A2.5 Election of Censor-in-Chief and Deputy Censor-in-Chief**

### **A2.5.1 Election Schedule**

A2.5.1.1 Elections for the positions of Censor-in-Chief and Deputy Censor-in-Chief shall be held every two (2) years in the years in which a President-Elect is due to be elected prior to the Annual General Meeting to be held in that year and prior to the election of Regional Censors and Regional Deputy Censors, and in sufficient time for the outcome of the elections to be announced at the Annual General Meeting.

A2.5.1.2 The returning officer for the election of the Censor-in-Chief and Deputy Censor-in-Chief will be the College Chief Executive Officer or nominee, or, should that office be vacant, the individual acting in that position.

A2.5.1.3 Where there are two (2) or more valid nominations for either position, an election shall be held and conducted pursuant to Regulation A2.5.4. If there is only one (1) valid nomination for a particular position, that person shall be deemed elected to the position in question.

A2.5.1.4 Following the close of nominations, should an election for either position(s) be required, all members of COE with voting rights shall be eligible to vote.

A2.5.1.5 The *Policy on College Elections* (COR673) must be read in conjunction with these regulations.

### **A2.5.2 Eligibility Criteria**

Nominees for election for the positions of Censor-in-Chief or Deputy Censor-in-Chief must, at the time of nomination:

A2.5.2.1 be a current FACEM member of COE appointed pursuant to Regulation A2.2.1(b) or a Regional Deputy Censor appointed pursuant to Regulation A2.4;

A2.5.2.2 be an ACEM Fellow in active clinical practice;

A2.5.2.3 be of good standing with the College and currently compliant with all relevant ACEM recertification requirements;

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A2.5.2.4 have no financial debts to the College;

A2.5.2.5 have completed such other requirements as specified in the call for nominations and on the nominations form; and

A2.5.2.6 hold current medical registration with no suspension, condition(s), restriction(s) or undertaking(s) imposed by a regulatory authority that limits their ability to practise as a specialist emergency medicine physician in Australia or Aotearoa New Zealand.

## **A2.5.3 Nomination**

A2.5.3.1 In years in which an election for Censor-in-Chief and Deputy Censor-in-Chief is due to take place, a call for nominations will be made.

A2.5.3.2 The nomination form must be signed by the proposer and the seconder and counter signed by the nominee.

A2.5.3.3 Both the proposer and seconder of a nominee must be current members of COE, with the exception of the President, President-Elect and Immediate Past President who are precluded from proposing or seconding a nomination.

A2.5.3.4 Eligible members of COE may nominate (propose) themselves for election as Censor-in-Chief or Deputy Censor-in-Chief.

A2.5.3.5 A consent to act as a director signed by the nominee must be submitted with the nomination for the position of Censor-in-Chief.

A2.5.3.6 The closing date for receipt by the College of nominations shall be not less than 14 days from the date on which the call for nominations is issued.

A2.5.3.7 The nomination, together with all information and other documentation specified in these regulations and on that form must reach the returning officer by the date and time specified in the call for nominations.

A2.5.3.8 Nominations received after the date and time specified in the call for nominations will not be considered as valid for the purposes of determining nominations for the election.

A2.5.3.9 Following the closing of nominations, the returning officer will determine the number of valid nominations received and, pursuant to Regulation A2.5.3.10, determine whether an election will be held.

A2.5.3.10 If the number of nominations for election as either Censor-in-Chief or Deputy Censor-in-Chief is two (2) or greater, an election for the applicable position(s) will be held.

A2.5.3.11 If no valid nomination is received for either position(s) by the date and time specified in the call for nominations, a further call for nominations will be made pursuant to Regulation A2.5.5.

## **A2.5.4 Election Procedure**

A2.5.4.1 Only members of COE who are voting members of COE at the time of the election are eligible to vote in an election for Censor-in-Chief and/or Deputy Censor-in-Chief.

A2.5.4.2 Members of COE, if they elect to vote, may only vote for one (1) candidate for the position(s) for which an election is being conducted.

A2.5.4.3 Voting shall be conducted in the manner determined by the returning officer, with members of COE provided 14 days in which to vote.

A2.5.4.4 The candidate who receives the most votes shall be declared elected.

A2.5.4.5 In the event of two (2) or more candidates receiving an equal number of votes, the candidate deemed to have the higher number of votes will be determined by lot drawn by the returning officer.

## **A2.5.5 Further Call for Nominations**

- A2.5.5.1 Where a further call for nominations is required for the position of Censor-in-Chief and/or Deputy Censor-in-Chief pursuant to Regulation A2.5.3.11:
- (a) eligibility for the position shall be as described in Regulation A2.5.2.
  - (b) the nomination process shall be as described in Regulation A2.5.3.2 to Regulation A2.5.3.8 inclusive.
  - (c) if an election is required, the process shall be as described in Regulation A2.5.4.
- A2.5.5.2 If no valid nomination is received for the position of Censor-in-Chief and/or Deputy Censor-in-Chief by the date and time specified in the further call for nominations, the position(s) shall remain vacant.
- A2.5.5.3 Where the position of Censor-in-Chief and/or Deputy Censor-in-Chief remains vacant pursuant to Regulation A2.5.5.2, the ACEM President in consultation with the Chief Executive Officer and Censor-in-Chief or Deputy Censor-in-Chief as applicable may, at their discretion and at such time as they determine, issue a call to fill a casual vacancy(ies).
- A2.5.5.4 If the number of nominations for the position of Censor-in-Chief and/or Deputy Censor-in-Chief is two (2) or greater, an election will be held. If there is only one (1) valid nomination for a particular position, that person shall be deemed elected to the position in question.
- A2.5.5.5 Any period served as Censor-in-Chief and/or Deputy Censor-in-Chief pursuant to Regulation A2.5.5.4 shall count for the purposes of determining the term of office of the individual who has filled the vacancy.

## **A2.6 Council of Education Meetings**

Subject to these and any other applicable regulations and policies, COE has authority to regulate its meetings as it thinks fit.

### **A2.6.1 Frequency of Meetings**

- A2.6.1.1 Meetings of COE shall be held as often as required, but COE will meet a minimum of three (3) times annually.

### **A2.6.2 Meeting Attendance**

- A2.6.2.1 COE members should attend meetings whenever possible. Members should notify the Censor-in-Chief beforehand if they are unable to attend a scheduled meeting. A COE member who cannot attend two (2) or more consecutive meetings must seek, in writing, prior leave of absence from the Censor-in-Chief.
- A2.6.2.2 Pursuant to Regulation A2.2.4.2, the position of a member of COE may be declared vacant if the member is absent from two (2) or more consecutive meetings or greater than 50 per cent of meetings in any calendar year without the leave of the Censor-in-Chief.

### **A2.6.3 Chair at COE Meetings**

- A2.6.3.1 The Censor-in-Chief shall preside at meetings of COE. In the absence of the Censor-in-Chief, the Deputy Chair (the Deputy Censor-in-Chief) shall assume the role of Chair and preside over the meeting.

### **A2.6.4 Quorum**

- A2.6.4.1 The transaction of business at a COE meeting requires a quorum of at least 50% of voting members, including the Chair, or, in their absence, the Deputy Chair. Non-voting members do not contribute to the determination of a quorum based on those present.
- A2.6.4.2 If at any time during a meeting the quorum is lost (whether because a member has a conflict of interest and cannot vote, has left the meeting or otherwise), COE cannot make a valid decision and may not exercise any of its delegated authority. COE may nevertheless continue the meeting for discussion purposes only or until such time as a quorum is attained.

## **A2.6.5 Voting**

- A2.6.5.1 All members of COE shall have voting rights, with the exception of those designated as 'non-voting' in Regulation A2.2.1.
- A2.6.5.2 Where the President is unable to attend a meeting of COE, the President-Elect or Immediate Past President shall exercise the voting rights of the President.
- A2.6.5.3 Questions arising at a COE meeting shall be decided by a majority of the votes cast by COE members present and entitled to vote on the matter. The Chair of the meeting has a casting vote in addition to a deliberative vote where there is an equality of votes.
- A2.6.5.4 Pursuant to regulation A2.6.4.2, any vote taken on any matter where a quorum was not attained shall not be valid, nor binding.
- A2.6.5.5 Questions arising outside of a formally convened meeting of COE may be put by electronic or other means specified by the Chair. In such instances, a motion will be deemed to be carried or defeated when a majority of the members of COE eligible to vote on the matter is achieved in favour or against the motion in the timeframe specified for the vote. Where a vote is not received from any member(s) of COE, or their delegate as appropriate, who are eligible to vote, this shall be considered as an abstention to the question. Where a majority of those eligible to vote is not attained for or against the motion in the timeframe indicated for the vote, the question will be deemed to have been lost.

## **A2.6.6 Proxies / Alternates / Observers**

- A2.6.6.1 Other than as allowed in these regulations, COE members are unable to appoint a proxy or an alternate to attend any meeting on their behalf.
- A2.6.6.2 Where the President is unable to attend a meeting of COE, the President-Elect or Immediate Past President (as appropriate) shall be afforded full voting rights for the meeting.
- A2.6.6.3 Regional Deputy Censors are authorised to act as an alternate to the Regional Censor of their region where the Regional Censor is unable to do so. When acting in that capacity, the Regional Deputy Censor shall have the same rights and obligations as the Regional Censor, including voting rights.
- A2.6.6.4 Other than when acting as an alternate to the Regional Censor pursuant to Regulation A2.6.6.3, Regional Deputy Censors may observe the activities of COE. As observers, Regional Deputy Censors may attend all meetings held by virtual means and one (1) face-to-face meeting of COE each year. At the discretion of the Censor-in-Chief, Regional Deputy Censors receive the same information and documents associated with the activities of COE as Regional Censors. As observers, Regional Deputy Censors do not have voting rights.
- A2.6.6.5 Where the Chair of the Trainee Committee is unable to attend a meeting of COE, the Deputy Chair of the Trainee Committee may attend in their place and exercise full voting rights.

## **A2.6.7 Authority of the Chair**

- A2.6.7.1 Other than in relation to strategic matters, matters requiring decision outside of scheduled meetings may, at the discretion of the Censor-in-Chief, be determined by the Censor-in-Chief or by the whole Council as required. Matters dealt with by the Censor-in-Chief will be tabled at the next meeting of COE.

## **A2.7 Casual Vacancies**

- A2.7.1 A casual vacancy shall arise where the position of Regional Censor or Regional Deputy Censor in any region is declared vacant pursuant to Regulation A2.2.4 or A2.4.3 (as applicable).
- A2.7.2 Any individual appointed to fill a casual vacancy shall hold office only until the next scheduled Annual General Meeting where appointment of members of COE is scheduled to be declared and shall be eligible to stand for election and/or re-appointment in accordance with these regulations.
- A2.7.3 Any period served as a Regional Censor or Regional Deputy Censor as a casual vacancy shall not count for the purposes of determining the term of office of the individual who has filled the casual vacancy.

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- A2.7.4 Where a casual vacancy arises in relation to a Regional Censor or Regional Deputy Censor, as applicable:
- (a) eligibility for the position shall be as described in Regulation A2.3.2
  - (b) the nomination process shall be as described in Regulation A2.3.3
  - (c) if an election is required, the process shall be as described in Regulation A2.3.4.
- A2.7.5 If no valid nomination is received by the returning officer by the date and time specified in the call for nominations to fill the casual vacancy, the position shall remain vacant.
- A2.7.6 Where a Regional Censor or Regional Deputy Censor position remains vacant pursuant to Regulation A2.7.5, COE may, at its discretion, recommend an eligible FACEM to the Board for appointment to the position.
- A2.7.7 Any period served as Regional Censor or Regional Deputy Censor pursuant to Regulation A2.7.6 shall not count for the purposes of determining the term of office of the individual who has filled the casual vacancy.

## **A2.8 External Member (Community Member)**

- A2.8.1 Subject to the provisions of the ACEM Constitution and these regulations, the recruitment and appointment of the external member (Community Member) shall be governed by the ACEM *Policy on the Appointment and Remuneration of Community Members* (COR498).

## **A2.9 Election of Trainee Member**

### **A2.9.1 Trainee Member**

- A2.9.1.1 Pursuant to Regulation A2.2.1, the membership of COE includes one (1) trainee enrolled in the FACEM Training Program elected by and from FACEM Training Program trainees (trainee member).

### **A2.9.2 Election Schedule**

- A2.9.2.1 Elections for the position of trainee member shall be held every two (2) years in the years in which a President-Elect is due to be elected prior to the Annual General Meeting to be held in that year and in sufficient time for the outcome of the election to be announced at the Annual General Meeting.
- A2.9.2.2 The returning officer for the election of the trainee member will be the College Chief Executive Officer or, should that office be vacant, the individual acting in that position.
- A2.9.2.3 Where there are two (2) or more valid nominations for the position of trainee member following the closing of nominations an election shall be held.
- A2.9.2.4 Where an election is required, all trainees currently enrolled in the FACEM Training Program shall be eligible to vote.<sup>24</sup>
- A2.9.2.5 The *Policy on College Elections* (COR673) must be read in conjunction with these regulations.

### **A2.9.3 Eligibility Criteria**

- A2.9.3.1 Nominees for election as trainee member of COE must, at the time of nomination:
- (a) be enrolled in the FACEM Training Program;
  - (b) have at least (6) months of training time remaining at the date of Annual General Meeting in the year of election;
  - (c) be in good standing with the College – that is, they must have no financial debts to the College and no current dismissal proceedings against them;
  - (d) have completed such other requirements as specified in the call for nominations and on the nominations form; and
  - (e) hold current medical registration with no suspension, condition(s), restriction(s) or undertaking(s) imposed by a regulatory authority that limits their ability to undertake the requirements of the FACEM Training Program.

## **A2.9.4 Nomination**

- A2.9.4.1 In years in which election of a trainee member of COE is due to take office, a call for nominations will be made.
- A2.9.4.2 The nomination form must be signed by the proposer and the seconder and counter signed by the nominee.
- A2.9.4.3 Both the proposer and seconder of a nominee must be trainees enrolled in the FACEM Training Program.
- A2.9.4.4 Eligible trainees may nominate (propose) themselves for election.
- A2.9.4.5 The closing date for receipt by the College of nominations shall be not less than 14 days from the date on which the call for nominations is issued.
- A2.9.4.6 The nomination, together with all information and other documentation specified in these regulations and on the nomination form must reach the returning officer by the date and time specified in the call for nominations.
- A2.9.4.7 Nominations received after the date and time specified in the call for nominations will not be considered as valid for the purposes of determining nominations for the election.
- A2.9.4.8 Following the closing of nominations, the returning officer will determine the number of valid nominations received and, pursuant to Regulation A2.9.4.9, determine whether an election will be held.
- A2.9.4.9 If the number of valid nominations for election is two (2) or greater, an election for the position will be held. If only one (1) valid nomination is received for the position of trainee member of COE, the individual shall be declared elected at the Annual General Meeting.
- A2.9.4.10 If no valid nomination is received for the position of trainee member of COE, a further call for nominations will be made pursuant to Regulation A2.9.5.

## **A2.9.5 Further Call for Nominations**

- A2.9.5.1 Where a further call for nominations is required for the position of trainee member of COE pursuant to Regulation A2.9.4.10:
- (a) eligibility for the position shall be as described in Regulation A2.9.3.
  - (b) the nomination process shall be as described in Regulation A2.9.4.1 to Regulation A2.9.4.10 inclusive.
  - (c) if an election is required, the process shall be as described in Regulation A2.9.7.
- A2.9.5.2 If the number of valid nominations for election for the position of trainee member of COE following the closing of a further call for nominations is two (2) or greater, an election will be held. If only one (1) valid nomination is received, the individual shall be declared elected as trainee member of COE at the Annual General Meeting.
- A2.9.5.3 Any period served as trainee member of COE pursuant to clause A2.9.5.2 shall count for the purposes of determining the term of office of the individual who has filled the vacancy.
- A2.9.5.4 If no valid nomination is received for the position of trainee member of COE by the date and time specified in the further call for nominations, the position shall remain vacant.
- A2.9.5.5 Where the position of trainee member of COE remains vacant pursuant to Regulation A2.9.5.4, the President in consultation with the Chief Executive Officer may, at their discretion and at such time as they determine, issue a call to fill a casual vacancy.

## **A2.9.6 Casual Vacancies**

- A2.9.6.1 A casual vacancy shall arise where the position of trainee member of COE is declared vacant:
- (a) during a term of office pursuant to Regulation A2.2.1;

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- (b) during a term of office pursuant to Regulation A2.9.8; or
- (c) where the position remains vacant following a further call for nominations pursuant to Regulation A2.9.5.4.

A2.9.6.2 Where a casual vacancy arises in relation to the position of trainee member of COE:

- (a) eligibility for the position shall be as described in Regulation A2.9.3.
- (b) the nomination process shall be as described in Regulation A2.9.4.1 to Regulation A2.9.4.10 inclusive.
- (c) if an election is required, the process shall be as described in Regulation A2.9.7.

A2.9.6.3 If the number of valid nominations for the position of trainee member of COE following a call to fill a casual vacancy is two (2) or greater, an election will be held. If only one (1) valid nomination is received, the individual shall be deemed elected to the position.

A2.9.6.4 Any trainee member of COE appointed pursuant to this clause A2.9.6 shall hold office only until the date of the next appointment of trainee member of COE and shall be eligible for re-appointment subject to meeting eligibility requirements.

A2.9.6.5 Any period served as trainee member of COE pursuant to Regulation A2.9.6 shall not be counted as a period of office for the individual who has filled the casual vacancy.

A2.9.6.6 If no valid nomination is received by the returning officer by the date and time specified in the call to fill a casual vacancy, the position shall remain vacant.

A2.9.6.7 Where the position of trainee member of COE remains vacant following a call to fill a casual vacancy, the President in consultation with the Chief Executive Officer may, at their discretion and at such time as they determine, issue a subsequent call to fill the casual vacancy.

## **A2.9.7 Election Procedure**

A2.9.7.1 Only trainees currently enrolled in the FACEM Training Program are eligible to vote in an election for trainee member of COE.

A2.9.7.2 Trainees, if they elect to vote, may only vote for one (1) candidate.

A2.9.7.3 Voting shall be conducted in the manner determined by the returning officer, with trainees provided 14 days in which to vote.

A2.9.7.4 The candidate who receives the most votes shall be declared elected.

A2.9.7.5 In the event of two (2) or more candidates receiving an equal number of votes, the candidate deemed to have the higher number of votes will be determined by lot drawn by the returning officer.

## **A2.9.8 Term of Office**

A2.9.8.1 The office of trainee member becomes vacant if the individual so appointed:

- (a) formally withdraws from the FACEM Training Program;
- (b) is removed from the FACEM Training Program pursuant to Regulation B2.7; or
- (c) is suspended from the FACEM Training Program pursuant to Regulation B2.8.

A2.9.8.2 Where the appointed trainee member is elected to Fellowship during their term of office on COE, the individual may continue to serve in the role of trainee member of COE for the remainder of the current term.

A2.9.8.3 Where the position of trainee member of COE becomes vacant during a term of office, a casual vacancy shall be declared and the position filled in accordance with Regulation A2.9.6.

## **A3 Council of Advocacy, Practice and Partnerships**

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### **A3.1 Establishment**

A3.1.1 The Council of Advocacy, Practice and Partnerships (CAPP) is established pursuant to clause 14 of the ACEM Constitution.

### **A3.2 Membership**

#### **A3.2.1 Members**

The membership of CAPP shall consist of the following:

- (a) Ex-officio members, being:
  - the President of the College
  - the President-Elect or Immediate-Past-President as appropriate (non-voting)
  - the Chief Executive Officer (non-voting)
  - the Executive Director of Policy, Research and Partnerships (non-voting).
- (b) A Chair and Deputy Chair.
- (c) Regionally-elected FACEM members, the number and distribution of whom are:
  - three (3) FACEMs each from:
    - o New South Wales
    - o Queensland
    - o Victoria
  - two (2) FACEMs each from:
    - o Aotearoa New Zealand
    - o Western Australia
  - one (1) FACEM each from:
    - o Australian Capital Territory
    - o Northern Territory
    - o South Australia
    - o Tasmania
- (d) one (1) external member (a Community Member) appointed in accordance with the *Policy on the Appointment and Remuneration of Community Members* (COR498).
- (e) one (1) trainee enrolled in the FACEM Training Program elected by and from FACEM Training Program trainees (trainee member).
- (f) any additional member(s) as approved by the ACEM Board.

#### **A3.2.2 Office Bearers**

A3.2.2.1 The Chair and Deputy Chair of CAPP shall be the CAPP office holders.

A3.2.2.2 Pursuant to clause 8.1.3 of the ACEM Constitution, the Chair of CAPP shall be a member of the ACEM Board.

#### **A3.2.3 Membership of CAPP and Holding of Other College Office(s)**

A3.2.3.1 The office of regionally-elected FACEM member of CAPP may not be held concurrently with the office of President, President-Elect or Immediate Past President.

A3.2.3.2 Pursuant to clause 13.4.3 of the ACEM Constitution, a member of the Council of Education (COE) is not eligible to become a member of CAPP, except with the Board's prior approval.

## **A3.2.4 Termination of Office**

- A3.2.4.1 If a FACEM member of CAPP is elected to the position of President-Elect, their position as a member of CAPP shall thereupon become vacant and a casual vacancy shall be declared.
- A3.2.4.2 If a member (other than an ex-officio member) is absent from two (2) or more meetings of CAPP in the same calendar year without the leave of the Chair, CAPP may declare their position vacant and issue a call to fill a casual vacancy, as appropriate.
- A3.2.4.3 If, during the term for which a member was elected/appointed, a member ceases to continue to meet the eligibility requirements for membership pursuant to the regulations, their position as a member of CAPP shall thereupon become vacant and a casual vacancy shall be declared, as appropriate.
- A3.2.4.4 If, during the term for which a member was elected, a regionally-elected FACEM member of CAPP ceases to work in the region to which they were elected to represent, their position as a member of CAPP shall thereupon become vacant and a casual vacancy shall be declared, as appropriate.
- A3.2.4.5 If, during the term for which a member was elected/appointed, a regionally-elected FACEM member of CAPP retires from active practice in accordance with Regulation A1.3, their position as a member of CAPP shall thereupon become vacant and a casual vacancy shall be declared, as appropriate.
- A3.2.4.6 If, during the term for which they were elected/appointed, a regionally-elected FACEM member of CAPP is otherwise removed from their position, the position shall thereupon become vacant and a casual vacancy shall be declared, as appropriate.

## **A3.2.5 Duration of Office**

- A3.2.5.1 Pursuant to clause 13.4 of the ACEM Constitution, members of CAPP elected or appointed pursuant to Regulation 3.2.1(b), (c), (d) or (e) shall hold office for a period of two (2) years from the date of the Annual General Meeting at which they are elected or appointed, at which time they may nominate for election/reappointment, provided that they continue to meet eligibility requirements.
- A3.2.5.2 Members of CAPP elected pursuant to Regulation A3.2.1(c) may serve a maximum of three (3) successive two-year terms; however, may serve up to a maximum two (2) additional successive terms where a term(s) is to be served as an office holder (i.e. Chair or Deputy Chair) of CAPP. For certainty, the total period served in any combined capacity on CAPP (Regionally-elected FACEM Member, Deputy Chair and Chair) shall be ten (10) years (five (5) successive terms).
- A3.2.5.3 Members of CAPP elected pursuant to Regulation A3.2.1(d) may serve a maximum of three (3) successive two-year terms, provided that they continue to meet eligibility requirements.
- A3.2.5.4 Members of CAPP who have served their maximum allowable period may be eligible for reappointment to CAPP following a period of two (2) years absence from CAPP.

## **A3.3 Election of Regionally-Elected FACEM Members of CAPP (Regional Representatives)**

### **A3.3.1 Election Schedule**

- A3.3.1.1 Elections for regionally-elected FACEM members of CAPP described in Regulation A3.2.1(c) shall be held every two years in years in which a President-Elect takes office as President prior to the Annual General Meeting in that year and subsequent to the election of Chair and Deputy Chair of CAPP and in sufficient time for the outcome of the elections to be announced at the Annual General Meeting.
- A3.3.1.2 The returning officer for the election of the position(s) of regionally-elected member(s) of CAPP will be the College Chief Executive Officer or nominee, or, should that office be vacant, the individual acting in that position.
- A3.3.1.3 The *Policy on College Elections* (COR673) must be read in conjunction with these regulations.

## A3.3.2 Eligibility Criteria

Nominees for election as a regionally-elected FACEM member of CAPP must, at the time of nomination:

- A3.3.2.1 be an ACEM Fellow in active clinical practice, working in-person in the region for which they wish to serve as a member of CAPP at a minimum of 0.5 FTE, and ideally be residing in the region;
- A3.3.2.2 be of good standing with the College and currently compliant with all relevant ACEM recertification requirements;
- A3.3.2.3 have no financial debts to the College;
- A3.3.2.4 have completed such other requirements as specified in the call for nominations and on the nominations form; and
- A3.3.2.5 hold current medical registration with no suspension, condition(s), restriction(s) or undertaking(s) imposed by a regulatory authority that limits their ability to practise as a specialist emergency medicine physician in Australia or Aotearoa New Zealand.

## A3.3.3 Nomination

- A3.3.3.1 In years in which elections of CAPP members are due to occur, a call for nominations will be made.
- A3.3.3.2 Eligible FACEMs may nominate (propose) themselves for election as a regionally-elected FACEM member of CAPP.
- A3.3.3.3 The proposer or seconder of a nominee must be a FACEM member of:
  - the current CAPP; or
  - the relevant ACEM branch.
- A3.3.3.4 The closing date for receipt by the College of nominations shall be not less than 14 days from the date on which the call for nominations is issued.
- A3.3.3.5 The nomination, together with all information and other documentation specified in these regulations and on that form, must reach the returning officer by the date and time specified in the call for nominations.
- A3.3.3.6 Nominations received after the date and time specified in the call for nominations will not be considered as valid for the purposes of determining nominations for the applicable election.
- A3.3.3.7 Following the closing of nominations, the returning officer will determine the number of valid nominations received and, pursuant to Regulation A3.3.3.8, determine whether an election will be held.
- A3.3.3.8 If the number of nominations for election as a regionally-elected FACEM member of CAPP is greater for any region(s) than the number of positions available, an election will be held. If the number of valid nominations received is fewer or equal to the number of positions available for a particular region(s), the person(s) nominated shall be deemed elected to represent the region(s) in question.
- A3.3.3.9 If no valid nomination is received for the position(s) of regionally-elected FACEM member of CAPP in any region, a further call for nominations will be made pursuant to Regulation A3.3.5.

## A3.3.4 Election Procedure

- A3.3.4.1 Only current ACEM Fellows resident in the relevant region, including those formally recognised by the College as a Retired Fellow, are eligible to vote in an election for a regionally-elected FACEM member(s) of CAPP.
- A3.3.4.2 Fellows, if they elect to vote, may vote for up to but not more than the total number of available regionally-elected FACEM member position(s) for the applicable region.
- A3.3.4.3 Voting shall be conducted in the manner determined by the returning officer, with Fellows provided 14 days in which to vote.

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A3.3.4.4 The candidate(s) who receive the highest number of votes for the available position(s) shall be declared elected at the Annual General Meeting of the College.

A3.3.4.5 In the event of two (2) or more candidates receiving an equal number of votes for any available position(s), and where no further positions are vacant, the candidate deemed to have the higher number of votes will be determined by lot drawn by the returning officer.

## **A3.3.5 Further Call for Nominations**

A3.3.5.1 Where a further call for nominations is required for the position of regionally-elected FACEM member of CAPP in any region pursuant to Regulation A3.3.3.9:

- (a) eligibility for the position shall be as described in Regulation A3.3.2.
- (b) the nomination process shall be as described in Regulation A3.3.3.2 to Regulation A3.3.3.6 inclusive.
- (c) if an election is required, the process shall be as described in Regulation A3.3.4.

A3.3.5.2 If no valid nomination is received for a regionally-elected FACEM member(s) of CAPP by the date and time specified in the further call for nominations, the position(s) shall remain vacant.

A3.3.5.3 Where a regionally-elected FACEM member of CAPP position(s) remains vacant pursuant to Regulation A3.3.5.2, the CAPP Chair in consultation with the ACEM President and Chief Executive Officer may, at their discretion, and at such time as they determine, issue a call to fill a casual vacancy(ies).

A3.3.5.4 If the number of nominations for election as a regionally-elected FACEM member(s) of CAPP in any region is two (2) or greater following a further call for nominations, an election will be held. If there is only one (1) valid nomination for a particular region(s), that person shall be deemed elected as Regional Censor for the region in question.

A3.3.5.5 Any period served on CAPP pursuant to Regulation A3.3.5.3 and Regulation A3.3.5.4 shall count for the purposes of determining the term of office of the individual who has filled the vacancy.

## **A3.4 Election of Chair and Deputy Chair of CAPP**

### **A3.4.1 Election Schedule**

A3.4.1.1 Elections for the positions of Chair and Deputy Chair of CAPP shall be held every two (2) years in the years in which a President-Elect takes office as President at the Annual General Meeting in that year, prior to the election of regionally-elected FACEM members of CAPP and in sufficient time for the outcome of the elections to be announced at the Annual General Meeting.

A3.4.1.2 The returning officer for the election of the Chair and Deputy Chair of CAPP will be the College Chief Executive Officer or nominee, or, should that office be vacant, the individual acting in that position.

A3.4.1.3 Where there are two (2) or more valid nominations for either position, an election shall be held. If there is only one (1) valid nomination for a particular position, that person shall be deemed elected to the position in question.

A3.4.1.4 Following the close of nominations, should an election for either or both position(s) be required, all members of CAPP with voting rights shall be eligible to vote.

A3.4.1.5 The *Policy on College Elections* (COR673) must be read in conjunction with these regulations.

### **A3.4.2 Eligibility Criteria**

Nominees for election for the positions of Chair and Deputy Chair of CAPP must, at the time of nomination:

A3.4.2.1 be a current FACEM member of CAPP appointed pursuant to Regulation A3.2.1(b) or (c);

A3.4.2.2 be of good standing with the College and currently compliant with all relevant ACEM recertification requirements;

A3.4.2.3 have no financial debts to the College;

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A3.4.2.4 have completed such other requirements as specified in the call for nominations and on the nominations form; and

A3.4.2.5 hold current medical registration with no suspension, condition(s), restriction(s) or undertaking(s) imposed by a regulatory authority that limits their ability to practise as a specialist emergency medicine physician in Australia or Aotearoa New Zealand.

### **A3.4.3 Nomination**

A3.4.3.1 In years in which an election for Chair and Deputy Chair of CAPP is due to take place, a call for nominations will be made.

A3.4.3.2 The nomination form must be signed by the proposer and the seconder and counter signed by the nominee.

A3.4.3.3 Both the proposer and seconder of a nominee must be current members of CAPP, with the exception of the President, President-Elect and Immediate Past President who are precluded from proposing or seconding a nomination.

A3.4.3.4 Eligible members of CAPP may propose themselves for election as Chair or Deputy Chair of CAPP.

A3.4.3.5 A consent to act as a director signed by the nominee must be submitted with the nomination for the position of CAPP Chair.

A3.4.3.6 The closing date for receipt by the College of nominations shall be not less than 14 days from the date on which the call for nominations is issued.

A3.4.3.7 The nomination, together with all information and other documentation specified in these regulations and on that form must reach the returning officer by the date and time specified in the call for nominations.

A3.4.3.8 Nominations received after the date and time specified in the call for nominations will not be considered as valid for the purposes of determining nominations for the election.

A3.4.3.9 Following the closing of nominations, the returning officer will determine the number of valid nominations received and, pursuant to Regulation A3.4.3.10, determine whether an election will be held.

A3.4.3.10 If the number of nominations for election as either Chair or Deputy Chair of CAPP is two (2) or greater, an election for the applicable position(s) will be held.

A3.4.3.11 If no valid nomination is received for either position(s) by the date and time specified in the call for nominations, a further call for nominations shall be conducted as described in Regulation A3.3.5.

### **A3.4.4 Election Procedure**

A3.4.4.1 Only members of CAPP who are voting members of CAPP at the time of the election are eligible to vote in an election for Chair and/or Deputy Chair of CAPP.

A3.4.4.2 Members of CAPP, if they elect to vote, may only vote for one (1) candidate for the position(s) for which an election is being conducted.

A3.4.4.3 Voting shall be conducted in the manner determined by the returning officer, with members of CAPP provided 14 days in which to vote.

A3.4.4.4 The candidate who receives the most votes shall be declared elected at the Annual General Meeting of the College.

A3.4.4.5 In the event of two (2) or more candidates receiving an equal number of votes, the candidate deemed to have the higher number of votes will be determined by lot drawn by the returning officer.

## **A3.5 Council of Advocacy, Practice and Partnerships Meetings**

Subject to these and any other applicable regulations and policies, CAPP has authority to regulate its meetings as it thinks fit.

### **A3.5.1 Frequency of Meetings**

A3.5.1.1 Meetings of CAPP shall be held as often as required, but CAPP will meet a minimum of three (3) times annually.

### **A3.5.2 Meeting Attendance**

A3.5.2.1 CAPP members should attend meetings whenever possible. Members should notify the Chair of CAPP beforehand if they are unable to attend a scheduled meeting. A CAPP member who cannot attend two (2) or more consecutive meetings must seek, in writing, prior leave of absence from the Chair of CAPP.

A3.5.2.2 Pursuant to Regulation A3.2.4.2, the position of a member of CAPP may be declared vacant if the member is absent from two (2) or more consecutive meetings or greater than 50 per cent of meetings in any calendar year without the leave of the Chair.

### **A3.5.3 Chair at CAPP Meetings**

A3.5.3.1 The Chair of CAPP shall preside at meetings of CAPP. In their absence, the Deputy Chair shall assume the role of Chair and preside over the meeting.

### **A3.5.4 Quorum**

A3.5.4.1 The transaction of business at a CAPP meeting requires a quorum of at least 50% of voting members, including the Chair, or, in their absence, the Deputy-Chair. Non-voting members do not contribute to the determination of a quorum based on those present.

A3.5.4.2 If at any time during a meeting the quorum is lost (whether because a member has a conflict of interest and cannot vote, has left the meeting or otherwise), CAPP cannot make a valid decision and may not exercise any of its delegated authority. CAPP may nevertheless continue the meeting for discussion purposes only or until such time as a quorum is attained.

### **A3.5.5 Voting**

A3.5.5.1 All members of CAPP shall have voting rights, with the exception of those designated as 'non-voting' in Regulation A3.2.1.

A3.5.5.2 Where the President is unable to attend a meeting of CAPP, the President-Elect or Immediate Past President shall exercise the voting rights of the President.

A3.5.5.3 Questions arising at a CAPP meeting shall be decided by a majority of the votes cast by CAPP members present and entitled to vote on the matter. The Chair of the meeting has a casting vote in addition to a deliberative vote where there is an equality of votes.

A3.5.5.4 Pursuant to regulation A3.5.4.2, any vote taken on any matter where a quorum was not attained shall not be valid, nor binding.

A3.5.5.5 Questions arising outside of a formally convened meeting of CAPP may be put by electronic or other means specified by the Chair. In such instances, a motion will be deemed to be carried or defeated when a majority of the members of CAPP eligible to vote on the matter is achieved in favour or against the motion in the timeframe specified for the vote. Where a vote is not received from any member(s) of CAPP, or their delegate as appropriate, who are eligible to vote, this shall be considered as an abstention to the question. Where a majority of those eligible to vote is not attained for or against the motion in the timeframe indicated for the vote, the question will be deemed to have been lost.

### **A3.5.6 Proxies / Alternates**

A3.5.6.1 Other than as allowed in these regulations, CAPP members are unable to appoint a proxy or an alternate to attend any meeting on their behalf.

## **A3.5.7 Authority of the Chair**

A3.5.7.1 Other than in relation to strategic matters, matters requiring decision outside of scheduled meetings may, at the discretion of the Chair, be determined by the Chair or by the whole Council as required. Matters dealt with by the Chair will be tabled at the next meeting of CAPP.

## **A3.6 Casual Vacancies**

A3.6.1 A casual vacancy shall arise where a member of CAPP resigns, is removed from, or otherwise ceases to be a member of the Council, other than through retirement at the end of their term.

A3.6.2 Any member of CAPP appointed to fill a casual vacancy shall hold office only until the next scheduled Annual General Meeting where appointment of members of CAPP is scheduled to be declared and shall be eligible to stand for election and/or re-appointment in accordance with these regulations.

A3.6.3 Any period served on CAPP as a casual vacancy shall not count for the purposes of determining the term of office of the individual who has filled the casual vacancy.

A3.6.4 Where a casual vacancy arises in relation to a regionally-elected position:

- (a) eligibility for the position shall be as described in Regulation A3.3.2
- (b) the nomination process shall be as described in Regulation A3.3.3
- (c) if an election is required, the process shall be as described in Regulation A3.3.4.

A3.6.5 If no valid nomination is received by the returning officer by the date and time specified in the call for nominations, the position shall remain vacant.

A3.6.6 Where a regionally elected position remains vacant pursuant to Regulation A3.6.5, the branch council in that region may, at its discretion, recommend an eligible FACEM to the Board for appointment to the position.

A3.6.7 Any period served on CAPP pursuant to Regulation A3.6.6 shall not count for the purposes of determining the term of office of the individual who has filled the casual vacancy.

## **A3.7 Election of Trainee Member**

### **A3.7.1 Trainee Member**

A2.7.1.1 Pursuant to Regulation A3.2.1, the membership of CAPP includes one (1) trainee enrolled in the FACEM Training Program elected by and from FACEM Training Program trainees (trainee member).

### **A3.7.2 Election Schedule**

A3.7.2.1 Elections for the position of trainee member shall be held every two (2) years in years in which a President-Elect takes office as President prior to the Annual General Meeting to be held in that year and in sufficient time for the outcome of the election to be announced at the Annual General Meeting.

A3.7.2.2 The returning officer for the election of the trainee member will be the College Chief Executive Officer or, should that office be vacant, the individual acting in that position.

A3.7.2.3 Where there are two (2) or more valid nominations for the position of trainee member following the closing of nominations an election shall be held.

A3.7.2.4 Where an election is required, all trainees currently enrolled in the FACEM Training Program shall be eligible to vote.<sup>24</sup>

A3.7.2.5 The *Policy on College Elections* (COR673) must be read in conjunction with these regulations.

### **A3.7.3 Eligibility Criteria**

A3.7.3.1 Nominees for election as trainee member of CAPP must, at the time of nomination:

- (a) be enrolled in the FACEM Training Program;

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- (b) have at least (6) months of training time remaining at the date of Annual General Meeting in the year of election;
- (c) be in good standing with the College – that is, they must have no financial debts to the College and no current dismissal proceedings against them;
- (d) have completed such other requirements as specified in the call for nominations and on the nominations form; and
- (e) hold current medical registration with no suspension, condition(s), restriction(s) or undertaking(s) imposed by a regulatory authority that limits their ability to undertake the requirements of the FACEM Training Program.

## **A3.7.4 Nomination**

- A3.7.4.1 In years in which election of a trainee member of CAPP is due to take office, a call for nominations will be made.
- A3.7.4.2 The nomination form must be signed by the proposer and the seconder and counter signed by the nominee.
- A3.7.4.3 Both the proposer and seconder of a nominee must be trainees enrolled in the FACEM Training Program.
- A3.7.4.4 Eligible trainees may nominate (propose) themselves for election.
- A3.7.4.5 The closing date for receipt by the College of nominations shall be not less than 14 days from the date on which the call for nominations is issued.
- A3.7.4.6 The nomination, together with all information and other documentation specified in these regulations and on the nomination form must reach the returning officer by the date and time specified in the call for nominations.
- A3.7.4.7 Nominations received after the date and time specified in the call for nominations will not be considered as valid for the purposes of determining nominations for the election.
- A3.7.4.8 Following the closing of nominations, the returning officer will determine the number of valid nominations received and, pursuant to Regulation A3.7.4.9, determine whether an election will be held.
- A3.7.4.9 If the number of valid nominations for election is two (2) or greater, an election for the position will be held. If only one (1) valid nomination is received for the position of trainee member of CAPP, the individual shall be declared elected at the Annual General Meeting.
- A3.7.4.10 If no valid nomination is received for the position of trainee member of CAPP, a further call for nominations will be made pursuant to Regulation A3.7.5.

## **A3.7.5 Further Call for Nominations**

- A3.7.5.1 Where a further call for nominations is required for the position of trainee member of CAPP pursuant to Regulation A3.7.4.10:
- (a) eligibility for the position shall be as described in Regulation A3.7.3.
  - (b) the nomination process shall be as described in Regulation A3.7.4.1 to Regulation A3.7.4.10 inclusive.
  - (c) if an election is required, the process shall be as described in Regulation A3.7.7.
- A3.7.5.2 If the number of valid nominations for election for the position of trainee member of CAPP following the closing of a further call for nominations is two (2) or greater, an election will be held. If only one (1) valid nomination is received, the individual shall be declared elected as trainee member of CAPP at the Annual General Meeting.
- A3.7.5.3 Any period served as trainee member of CAPP pursuant to clause A4.7.5.2 shall count for the purposes of determining the term of office of the individual who has filled the vacancy.

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A3.7.5.4 If no valid nomination is received for the position of trainee member of CAPP by the date and time specified in the further call for nominations, the position shall remain vacant.

A3.7.5.5 Where the position of trainee member of CAPP remains vacant pursuant to Regulation A3.7.5.4, the President in consultation with the Chief Executive Officer may, at their discretion and at such time as they determine, issue a call to fill a casual vacancy.

## **A3.7.6 Casual Vacancies**

A3.7.6.1 A casual vacancy shall arise where the position of trainee member of CAPP is declared vacant:

- (a) during a term of office pursuant to Regulation A3.2.1;
- (b) during a term of office pursuant to Regulation A3.7.8; or
- (c) where the position remains vacant following a further call for nominations pursuant to Regulation A3.7.5.4.

A3.7.6.2 Where a casual vacancy arises in relation to the position of trainee member of CAPP:

- (a) eligibility for the position shall be as described in Regulation A3.7.3.
- (b) the nomination process shall be as described in Regulation A3.7.4.1 to Regulation A3.7.4.10 inclusive.
- (c) if an election is required, the process shall be as described in Regulation A3.7.7.

A3.7.6.3 If the number of valid nominations for the position of trainee member of CAPP following a call to fill a casual vacancy is two (2) or greater, an election will be held. If only one (1) valid nomination is received, the individual shall be deemed elected to the position.

A3.7.6.4 Any trainee member of CAPP appointed pursuant to this clause A3.7.6 shall hold office only until the date of the next appointment of trainee member of CAPP and shall be eligible for re-appointment subject to meeting eligibility requirements.

A3.7.6.5 Any period served as trainee member of CAPP pursuant to Regulation A3.7.6 shall not be counted as a period of office for the individual who has filled the casual vacancy.

A3.7.6.6 If no valid nomination is received by the returning officer by the date and time specified in the call to fill a casual vacancy, the position shall remain vacant.

A3.7.6.7 Where the position of trainee member of CAPP remains vacant following a call to fill a casual vacancy, the President in consultation with the Chief Executive Officer may, at their discretion and at such time as they determine, issue a subsequent call to fill the casual vacancy.

## **A3.7.7 Election Procedure**

A3.7.7.1 Only trainees currently enrolled in the FACEM Training Program are eligible to vote in an election for trainee member of CAPP.

A3.7.7.2 Trainees, if they elect to vote, may only vote for one (1) candidate.

A3.7.7.3 Voting shall be conducted in the manner determined by the returning officer, with trainees provided 14 days in which to vote.

A3.7.7.4 The candidate who receives the most votes shall be declared elected.

A3.7.7.5 In the event of two (2) or more candidates receiving an equal number of votes, the candidate deemed to have the higher number of votes will be determined by lot drawn by the returning officer.

## **A3.7.8 Term of Office**

A2.9.8.1 The office of trainee member becomes vacant if the individual so appointed:

- (a) formally withdraws from the FACEM Training Program;
- (b) is removed from the FACEM Training Program pursuant to Regulation B2.7; or
- (c) is suspended from the FACEM Training Program pursuant to Regulation B2.8.

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A2.9.8.2 Where the appointed trainee member is elected to Fellowship during their term of office on CAPP, the individual may continue to serve in the role of trainee member of CAPP for the remainder of the current term.

A2.9.8.3 Where the position of trainee member of CAPP becomes vacant during a term of office, a casual vacancy shall be declared and the position filled in accordance with Regulation A3.7.6.

## A4 ACEM Board

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### A4.1 President-Elect

#### A4.1.1 Election of President-Elect

- A4.1.1.1 Pursuant to clause 10 of the ACEM Constitution, the position of President-Elect is a one (1) year term as an Officer of the College, which transitions to the role of President at the end of the Annual General Meeting held in the year after commencing as President-Elect.
- A4.1.1.2 The returning officer for the election of the position of President-Elect will be the College Chief Executive Officer or nominee, or, should that office be vacant, the individual acting in that position.
- A4.1.1.3 The *Policy on College Elections* (COR673) must be read in conjunction with these regulations.

#### A4.1.2 Eligibility Criteria

Nominees for election as President-Elect must, at the time of nomination:

- A4.1.2.1 must be an ACEM Fellow in active clinical practice;
- A4.1.2.2 must be of good standing with the College and be currently compliant with all relevant ACEM renewal of Fellowship requirements, including no financial debts to the College, and completion of the ACEM Core Values module;
- A4.1.2.3 must hold current medical registration with no suspension, condition(s), restriction(s) or undertakings imposed by a regulatory authority that limits their ability to practise as a specialist emergency medicine physician in Australia or Aotearoa New Zealand;
- A4.1.2.4 must be a current member of: the ACEM Council of Advocacy, Practice and Partnerships (CAPP) or the ACEM Council of Education (COE) and have served at least two (2) years on CAPP or COE as applicable; OR be a member of the ACEM Board pursuant to clauses 8.1.5 and 8.1.9 of the ACEM Constitution; and
- A4.1.2.5 must not have held office as President or Immediate Past President in the preceding two (2) years.
- A4.1.2.6 must have appropriate experience in both education and advocacy duties of the College/profession, as well as having governance and leadership experience as determined appropriate by the Board to discharge the President's duties as Director and Chair of the ACEM Board.
- A4.1.2.7 the trainee member on the ACEM Board who achieves FACEM during their term of office is not eligible for nomination for the President-Elect.

#### A4.1.3 Nomination

- A4.1.3.1 In years in which a President-Elect is due to take office, a call for nominations will be made.
- A4.1.3.2 The nomination form must be signed by the proposer and the seconder and counter signed by the nominee.
- A4.1.3.3 Both the proposer and seconder of a nominee must be a Fellow of the College in active clinical practice, be of good standing with the College and be currently compliant with all relevant ACEM recertification requirements. Sitting members of the ACEM Board are precluded from proposing or seconding a nomination for President-Elect.
- A4.1.3.4 A consent to act as a director signed by the nominee must be submitted with the nomination.
- A4.1.3.5 The closing date for receipt by the College of nominations shall be not less than 21 days from the date on which the call for nominations is issued.
- A4.1.3.6 The nomination, together with all information and other documentation specified in these regulations and on the nomination form must reach the returning officer by the date and time specified in the call for nominations.

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A4.1.3.7 Nominations received after the date and time specified in the call for nominations will not be considered as valid for the purposes of determining nominations for the election.

A4.1.3.8 Following the closing of nominations, the returning officer will determine the number of valid nominations received and, pursuant to Regulation A4.1.3.9, determine whether an election will be held.

A4.1.3.9 If no valid nomination is received for the position of President-Elect, a further call for nominations shall be issued and conducted in accordance with the provisions of Regulation A4.1.5.

A4.1.3.10 If only one valid nomination is received for the position of President-Elect, the individual shall be declared elected at the Annual General Meeting.

A4.1.3.11 If the number of nominations for election as President-Elect is two (2) or greater, an election will be held.

## **A4.1.4 Election Procedure**

A4.1.4.1 Only current ACEM Fellows, including those formally recognised by the College as a Retired Fellow, are eligible to vote in an election for President-Elect.

A4.1.4.2 Fellows, if they elect to vote, may only vote for one (1) candidate.

A4.1.4.3 Voting shall be conducted online through the ACEM eLearning platform or such other mechanism as determined by the returning officer, with Fellows provided 21 days in which to vote.

A4.1.4.4 The candidate who receives the most votes shall be declared elected at the Annual General Meeting.

A4.1.4.5 In the event of two or more candidates receiving an equal number of votes, the candidate deemed to have the higher number of votes will be determined by lot drawn by the returning officer.

## **A4.1.5 Further Call for Nominations**

A4.1.5.1 Where a further call for nominations is required for the position of President-Elect pursuant to Regulation A4.1.3.9:

- (a) eligibility for the position shall be as described in Regulation A4.1.2
- (b) the nomination process shall be as described in Regulation A4.1.3.2 to Regulation A4.1.3.7 inclusive.
- (c) if an election is required, the process shall be as described in Regulation A4.1.4.

A4.1.5.2 If the number of nominations for the position of President-Elect is two (2) or greater, an election will be held. If there is only one (1) valid nomination, that person shall be deemed elected.

## **A4.2 Trainee Member**

A4.2.1 Pursuant to clause 8 of the ACEM Constitution, the membership of the Board includes one (1) trainee enrolled in the FACEM Training Program elected by and from FACEM Training Program trainees (trainee member).

### **A4.2.2 Election Schedule**

A4.2.2.1 Elections for the position of trainee member shall be held every two (2) years in the years in which a President-Elect is due to be elected prior to the Annual General Meeting to be held in that year and in sufficient time for the outcome of the election to be announced at the Annual General Meeting.

A4.2.2.2 The returning officer for the election of the trainee member will be the College Chief Executive Officer or, should that office be vacant, the individual acting in that position.

A4.2.2.3 Where there are two (2) or more valid nominations for the position of trainee member following the closing of nominations an election shall be held.

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A2.2.2.4 Where an election is required, all trainees currently enrolled in the FACEM Training Program shall be eligible to vote.

A2.2.2.5 The *Policy on College Elections* (COR673) must be read in conjunction with these regulations.

## A4.2.3 Eligibility Criteria

A4.2.3.1 Nominees for election as trainee member of the Board must, at the time of nomination:

- (a) be enrolled in the FACEM Training Program;
- (b) have at least (6) months of training time remaining at the date of Annual General Meeting in the year of election;
- (c) be in good standing with the College – that is, they must have no financial debts to the College and must have fulfilled all training and assessment requirements applicable to their stage of training;
- (d) have completed such other requirements as specified in the call for nominations and on the nominations form; and
- (e) hold current medical registration with no suspension, condition(s), restriction(s) or undertaking(s) imposed by a regulatory authority that limits their ability to undertake the requirements of the FACEM Training Program.

## A4.2.4 Nomination

A4.2.4.1 In years in which election of a trainee member of the Board is due to take office, a call for nominations will be made.

A4.2.4.2 The nomination form must be signed by the proposer and the seconder and counter signed by the nominee.

A4.2.4.3 Both the proposer and seconder of a nominee must be trainees enrolled in the FACEM Training Program.

A4.2.4.4 Eligible trainees may nominate (propose) themselves for election.

A4.2.4.5 A consent to act as a director signed by the nominee must be submitted with the nomination.

A4.2.4.6 The closing date for receipt by the College of nominations shall be not less than 14 days from the date on which the call for nominations is issued.

A4.2.4.7 The nomination, together with all information and other documentation specified in these regulations and on the nomination form must reach the returning officer by the date and time specified in the call for nominations.

A4.2.4.8 Nominations received after the date and time specified in the call for nominations will not be considered as valid for the purposes of determining nominations for the election.

A4.2.4.9 Following the closing of nominations, the returning officer will determine the number of valid nominations received and, pursuant to Regulation A4.2.4.10, determine whether an election will be held.

A4.2.4.10 If the number of valid nominations for election is two (2) or greater, an election for the position will be held. If only one (1) valid nomination is received for the position of trainee member of the Board, the individual shall be declared elected at the Annual General Meeting.

A4.2.4.11 If no valid nomination is received for the position of trainee member of the Board, a further call for nominations will be made pursuant to Regulation A4.2.5.

## A4.2.5 Further Call for Nominations

A4.2.5.1 Where a further call for nominations is required for the position of trainee member of the Board pursuant to Regulation A4.2.4.11:

- (a) eligibility for the position shall be as described in Regulation A4.2.3

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- (b) the nomination process shall be as described in Regulation A4.2.4.2 to Regulation A4.2.4.8 inclusive.
- (c) if an election is required, the process shall be as described in Regulation A4.2.7.

A4.2.5.2 If the number of valid nominations for election for the position of trainee member of the Board following the closing of a further call for nominations is two (2) or greater, an election will be held. If only one (1) valid nomination is received, the individual shall be declared elected as trainee member of the Board at the Annual General Meeting.

A4.2.5.3 Any period served as trainee member of the Board pursuant to clause A4.2.5.2 shall count for the purposes of determining the term of office of the individual who has filled the vacancy.

A4.2.5.4 If no valid nomination is received for the position of trainee member of the Board by the date and time specified in the further call for nominations, the position shall remain vacant.

A4.2.5.5 Where the position of trainee member of the Board remains vacant pursuant to Regulation A4.2.5.4, the President in consultation with the Chief Executive Officer may, at their discretion and at such time as they determine, issue a call to fill a casual vacancy.

## **A4.2.6 Casual Vacancies**

A4.2.6.1 A casual vacancy shall arise where the position of trainee member of the Board is declared vacant:

- (a) during a term of office pursuant to clause 8.1 of the ACEM Constitution;
- (b) during a term of office pursuant to Regulation A4.2.8; or
- (c) where the position remains vacant following a further call for nominations pursuant to Regulation A4.2.5.4.

A4.2.6.2 Where a casual vacancy arises in relation to the position of trainee member of the Board:

- (a) eligibility for the position shall be as described in Regulation A4.2.3
- (b) the nomination process shall be as described in Regulation A4.2.4.2 to Regulation A4.2.4.8 inclusive.
- (c) if an election is required, the process shall be as described in Regulation A4.2.7.

A4.2.6.3 If the number of valid nominations for the position of trainee member of the Board following a call to fill a casual vacancy is two (2) or greater, an election will be held. If only one (1) valid nomination is received, the individual shall be deemed elected to the position.

A4.2.6.4 Any trainee member of the Board appointed pursuant to this clause A4.2.6 shall hold office only until the date of the next appointment of trainee member of the Board and shall be eligible for re-appointment subject to meeting eligibility requirements.

A4.2.6.5 Any period served as trainee member of the Board pursuant to Regulation A4.2.6 shall not be counted as a period of office for the individual who has filled the casual vacancy.

A4.2.6.6 If no valid nomination is received by the returning officer by the date and time specified in the call to fill a casual vacancy, the position shall remain vacant.

A4.2.6.7 Where the position of trainee member of the Board remains vacant following a call to fill a casual vacancy, the President in consultation with the Chief Executive Officer may, at their discretion and at such time as they determine, issue a subsequent call to fill the casual vacancy.

## **A4.2.7 Election Procedure**

A4.2.7.1 Only trainees currently enrolled in the FACEM Training Program are eligible to vote in an election for trainee member of the Board.

A4.2.7.2 Trainees, if they elect to vote, may only vote for one (1) candidate.

A4.2.7.3 Voting shall be conducted in the manner determined by the returning officer, with trainees provided 14 days in which to vote.

A4.2.7.4 The candidate who receives the most votes shall be declared elected.

A4.2.7.5 In the event of two (2) or more candidates receiving an equal number of votes, the candidate deemed to have the higher number of votes will be determined by lot drawn by the returning officer.

## **A4.2.8 Term of Office**

A4.2.8.1 In addition to the circumstances outlined in clause 8.4.1 of the ACEM Constitution, the office of trainee member becomes vacant if the individual so appointed:

- (a) formally withdraws from the FACEM Training Program;
- (b) is removed from the FACEM Training Program pursuant to Regulation B2.7; or
- (c) is suspended from the FACEM Training Program pursuant to Regulation B2.8.

A4.2.8.2 Where the appointed trainee member is elected to Fellowship during their term of office on the ACEM Board, the individual may continue to serve in the role of trainee member of the Board for the remainder of the current term.

A4.2.8.3 Where the position of trainee member of the Board becomes vacant during a term of office, a casual vacancy shall be declared and the position filled in accordance with Regulation A4.2.6.

## **A4.3 Representational Membership**

### **A4.3.1 Bi-National Membership**

A4.3.1.1 Pursuant to clause 8.1.9 of the ACEM Constitution, the composition of the Board must include at least one member ('national member') from both Australia and Aotearoa New Zealand.

A4.3.1.2 Where the membership of the Board comprises members resident in only one (1) country, one (1) additional member shall be elected and appointed to the Board pursuant to these regulations.

A4.3.1.3 Any member appointed to the Board pursuant to this regulation shall hold office until:

- (a) the date of the next Annual General Meeting following their appointment; or
- (b) a member(s) appointed to the Board to fill a casual vacancy resides in the country of the national member; or
- (c) a current member of the Board becomes resident in the country of the national member, whichever is the sooner.

### **A4.3.2 Election of a National Member**

A4.3.2.1 The returning officer for the election of a national member will be the College Chief Executive Officer or nominee, or, should that office be vacant, the individual acting in that position.

A4.3.2.2 Any period served on the Board as a national member pursuant to these regulations shall not count for the purposes of determining the term of office of the individual who has filled the position.

A4.3.2.3 The *Policy on College Elections* (COR673) must be read in conjunction with these regulations.

### **A4.3.3 Eligibility Criteria**

Nominees for election as a national member must, at the time of nomination:

A4.3.3.1 be a current member of an ACEM branch council in the country not otherwise represented in the membership of the Board;

A4.3.3.2 reside in the country not otherwise represented in the membership of the Board;

A4.3.3.3 be an ACEM Fellow in active clinical practice;

A4.3.3.4 be of good standing with the College and currently compliant with all relevant ACEM renewal of Fellowship requirements;

A4.3.3.5 have no financial debts to the College;

A4.3.3.6 have completed such other requirements as specified in the call for nominations and on the nominations form; and

A4.3.3.7 hold current medical registration with no suspension, condition(s), restriction(s) or undertakings imposed by a regulatory authority that limits their ability to practise as a specialist emergency medicine physician in Australia or Aotearoa New Zealand.

#### **A4.3.4 Nomination by Branch Councils**

A4.3.4.1 Where the composition of the Board requires the appointment of a national member pursuant to clause 8.1.9 of the ACEM Constitution, a call for nominations will be made from the following as relevant:

- (a) the Aotearoa New Zealand National Council; or
- (b) the Branch Councils representing Australian states and/or territories.

A4.3.4.2 For the purposes of nomination for appointment to the Board, each branch council pursuant to A4.3.4.1 (a) or (b) will provide only one (1) nomination to the Board for appointment. Where the appointment to be made is for a Board member resident in Australia, all nominations received from Australian state and/or territory branch councils will be provided to the ACEM Board and an appointment made from those nominees.

A4.3.4.3 A call for nominations from the branch councils will be made by the returning officer.

A4.3.4.4 Nominations must be made on the prescribed nomination form, which must be signed by the proposer and the seconder and counter signed by the nominee. Sitting members of the ACEM Board are precluded from proposing or seconding a nomination for national member.

A4.3.4.5 The proposer and the seconder must be a member of the same branch council in which the nominee resides. Both must be Fellows of the College in active clinical practice, be currently compliant with all relevant ACEM renewal of Fellowship requirements and have no financial debts to the College.

A4.3.4.6 A consent to act as a director signed by the nominee must be submitted with the nomination.

A4.3.4.7 The closing date for receipt by the College of nominations shall be not less than 14 days from the date on which the call for nominations is issued.

A4.3.4.8 Nominations received after the date and time specified in the call for nominations will be considered invalid for the purposes of determining nominations for the election.

A4.3.4.9 Following the close of nominations, the returning officer will determine the number of valid nominations received from each branch council and, pursuant to Regulation A4.3.4.10, determine whether an election will be held.

A4.3.4.10 If the number of nominations for appointment as national member from any branch council is two (2) or greater, an election will be held in order to determine the single nomination to be forwarded to the Board pursuant to Regulation A4.3.4.2.

#### **A4.3.5 Election Procedure**

A4.3.5.1 Only current voting members of the relevant branch council are eligible to vote in an election for that branch council's nomination.

A4.3.5.2 Branch council members, if they choose to vote, may only vote for one (1) candidate.

A4.3.5.3 Voting shall be conducted online through a mechanism to be determined by the returning officer, with branch council members provided 14 days in which to vote.

A4.3.5.4 The candidate who receives the most votes shall be declared elected and shall be the nominee from the relevant branch council to be forwarded to the ACEM Board for appointment or for consideration for appointment as applicable, as the national member pursuant to Regulation A4.3.6.

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A4.3.5.5 In the event of two (2) or more candidates from a branch council receiving an equal number of votes, the candidate deemed to have the higher number of votes will be determined by lot drawn by the returning officer.

## **A4.3.6 Appointment by the ACEM Board**

A4.3.6.1 Nominations from the relevant branch council(s) for appointment to the ACEM Board as a national member will be advised to the ACEM Board. The ACEM Board must accept any nomination advised to it by the returning officer pursuant to these Regulations.

A4.3.6.2 Where the ACEM Board is required to appoint a national member pursuant to 4.3.4.1(a), that nominee will be appointed to the ACEM Board and so advised.

A4.3.6.3 Where the ACEM Board is required to appoint a national member pursuant to 4.3.4.1(b), and where a nomination has been submitted by more than one branch council representing an Australian state and/or territory, an election will be held through a mechanism to be determined by the returning officer, with Board members provided 14 days in which to vote, or at a scheduled meeting of the ACEM Board.

A4.3.6.4 Where an election is required, ACEM Board members may only vote for one (1) nominee, with the nominee who obtains the highest number of votes being declared appointed by the ACEM Board. Where two (2) or more nominees obtain an equal number of highest votes, a second ballot will be conducted to determine an elected candidate from those who obtained the equal number of highest votes. Only one (1) such additional ballot will be conducted, with the candidate deemed to have the higher number of votes then being determined by a drawing of lots by the returning officer.

A4.3.6.5 The nominee elected shall be appointed to the ACEM Board and so advised.

## **A4.4 Appointments from the Fellowship**

### **A4.4.1 Appointment of Fellows (non-Officers)**

A4.4.1.1 Pursuant to clause 8.1.5 of the ACEM Constitution, the membership of the ACEM Board includes up to two (2) Fellows (General FACEM Members) of the College in non-Officer positions.

A4.4.1.2 Board positions filled pursuant to clause 8.1.5 of the ACEM Constitution are made by appointment by the Board following recommendation from the Board Nominations Committee for a two-year term commencing at the Annual General Meeting in the year of appointment to the date of the Annual General Meeting two years hence.

A4.4.1.3 Board positions filled pursuant to clause 8.1.5 of the ACEM Constitution and made following revisions to the ACEM Constitution passed by the Fellowship in June 2019 to establish the appointments referred to in Regulation A4.4.1.1 (above), shall be deemed casual vacancies for the period ending at the Annual General Meeting to be held in November 2019 and the individuals appointed to such positions shall, at the absolute discretion of the ACEM Board, be eligible for appointment for the period commencing at the Annual General Meeting to be held in November 2019.

A4.4.1.4 The *Policy on College Elections* (COR673) must be read in conjunction with these regulations.

### **A4.4.2 Eligibility Criteria**

Nominees for appointment to the ACEM Board pursuant to clause 8.1.5 of the ACEM Constitution must, at the time of application through an Expression of Interest:

A4.4.2.1 be an ACEM Fellow in active clinical practice;

A4.4.2.2 be of good standing with the College and be currently compliant with all relevant ACEM renewal of Fellowship requirements;

A4.4.2.3 have no financial debts to the College;

A4.4.2.4 have completed such other requirements as specified in the call for expressions of interest and on the expressions of interest form;

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A4.4.2.5 hold current medical registration with no suspension, condition(s), restriction(s) or undertakings imposed by a regulatory authority that limits their ability to practise as a specialist emergency medicine physician in Australia or Aotearoa New Zealand; and

A4.4.2.6 not be otherwise ineligible pursuant to the provision of these regulations or the ACEM Constitution.

## **A4.4.3 Application**

A4.4.3.1 In years in which the term of office of any member(s) of the Board appointed pursuant to clause 8.1.5 is due to end, a call for Expressions of Interest from eligible Fellows will be made.

A4.4.3.2 A duly completed Expression of Interest form and all required supporting documents as specified by the College must be submitted to the College Chief Executive Officer by the closing date and time specified by the College.

A4.4.3.3 The closing date for receipt by the College of nominations shall be not less than 14 days from the date on which the call for Expressions of Interest is issued.

A4.4.3.4 Expressions of Interest received after the date and time specified in the call for Expressions of Interest will not be considered as valid for the purposes of determining Expressions of Interest for consideration for appointment.

A4.4.3.5 Following the closing of the call for Expressions of Interest, the Chief Executive Officer will determine the number of valid Expressions of Interest received.

A4.4.3.6 Where the number of valid Expressions of Interest received is not equal to or greater than the number of positions available under these regulations, the Chief Executive Officer may determine to extend the call for Expressions of Interest by no more than a period of fourteen (14) days.

A4.4.3.7 The period available for submissions of Expressions of Interest may only be extended once pursuant to Regulation A4.4.3.6.

A4.4.3.8 Where the call for Expressions of Interest is extended pursuant to Regulation A4.4.3.6, at the date and time of the end of the extended period, the Chief Executive Officer will determine the number of valid Expressions of Interest received and arrange for distribution of these to members of the Board Nominations Committee.

A4.4.3.9 Where no valid Expressions of Interest have been received or only one valid Expression of Interest has been received following a call for applications and/or an extension pursuant to Regulation A4.4.3.6, both the Board Nominations Committee and the Board will be advised, and the Board, in its absolute discretion, will determine whether to require that a further call for Expressions of Interest be made, or resolve to not fill the position(s) and declare a casual vacancy(ies) to exist following the conduct of the next scheduled Annual General Meeting.

## **A4.4.4 Board Nominations Committee**

A4.4.4.1 The Board will establish a Board Nominations Committee for the purpose of considering Expressions of Interest received for Board positions pursuant to these regulations A4.4.

A4.4.4.2 The Board Nominations Committee will be constituted and operate according to these regulations and as specified elsewhere in Terms of Reference and any other relevant College documents.

A4.4.4.3 Appointments to the Board Nominations Committee made by the Board or any group to which this task is delegated by the Board will be final and are not open to reconsideration, review or appeal under the College's Reconsideration, Review and Appeals Policy.

A4.4.4.4 Following the determination of valid Expressions of Interest pursuant to Regulation A4.4.3.5 and/or A4.4.3.8, a meeting of the Board Nominations Committee will be convened to consider those Expressions of Interest, for the purpose of formulating recommendation(s) to the ACEM Board of individual(s) considered most suitable for appointment to the available position(s).

A4.4.4.5 In making recommendations to the Board, the Board Nominations Committee will make available to the Board the full content of the Expression(s) of Interest received from the recommended applicant(s), along with a summary outlining why the Committee is making the recommendation(s) in question.

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- A4.4.4.6 Where the Committee, for whatever reason, is unable to distinguish between two (2) or more candidates in order to make a definitive recommendation for an individual position(s), this will be communicated to the Board, along with all relevant documentation relating to the applicants concerned, to enable the Board to determine the appointment(s) in question.
- A4.4.4.7 The Board has absolute discretion in determining whether or not to accept any recommendation(s) made by the Board Nominations Committee.
- A4.4.4.8 Decisions of the Board in relation to these matters are final and are not open to reconsideration, review or appeal under the College's *Reconsideration, Review and Appeals Policy*.
- A4.4.4.9 The Board will consider recommendations from the Board Nominations Committee in a timely manner. Where the Board accepts recommendation(s) from the Committee, the Committee will be advised and all applicants advised in writing by the Chief Executive Officer of the outcome. Such correspondence will convey the outcome of the application, and does not require accompanying reasons as to the outcome of the application.
- A4.4.4.10 No applicant will be advised of the outcome of any application under these regulations until the Board has made a final decision in relation to appointments associated with the call for Expressions of Interest and any applicant(s) made an offer of appointment have determined and advised the College through the Chief Executive Officer, whether or not they accept the appointment.
- A4.4.4.11 Where the Board Nominations Committee is of the view that, on the basis of consideration of Expressions of Interest received, no applicant is suitable for appointment, this will be communicated to the Board through the Chief Executive Officer. The Board, in its absolute discretion, will determine whether to reconsider all valid Expressions of Interest (and the mechanism for this), require that a further call for Expressions of Interest be made, or resolve to not fill the position(s) and declare a causal vacancy(ies) to exist following the conduct of the next scheduled Annual General Meeting.

## **A5 Pathway to Fellowship Review Committee**

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### **A5.1 Purpose and Functions**

The Pathway to Fellowship Review Committee (PFRC) shall support the Council of Education (COE) by considering matters relating to individuals who have invoked conditions described by College regulations that render them liable for removal from progression to election to Fellowship of the College. Such matters will normally be referred to the PFRC by a COE Committee that will have previously considered the matter prima facie for the existence of exceptional circumstances warranting a granting of special consideration.

In the context of the functions of the PFRC, individuals whose circumstances may be considered by the Committee include trainees working toward Fellowship of ACEM through the Specialist (FACEM) Training Program and Specialist International Medical Graduates (SIMGs) assessed by the College and working towards eligibility for election to Fellowship.

### **A5.2 Procedures Relating to Referrals and Meetings of the Pathway to Fellowship Review Committee**

A5.2.1 An individual shall be referred to the PFRC where they have breached College regulation/s or other conduct has occurred that has the consequence of removal from a pathway to Fellowship of the College and where the responsible College body has determined prima facie, following consideration of any written submission from the individual concerned, that grounds do not exist for granting special consideration on the basis of exceptional circumstances or that while grounds may exist, relief is not warranted in the entirety of the circumstances.

A5.2.2 The coordinator of the body responsible for making the prima facie determination referred to in Regulation A5.2.1 will notify the Chief Executive Officer in writing of the decision of the body in question through provision of a copy of the correspondence being sent to the individual advising of the decision.

Upon receipt of this correspondence the Chief Executive Officer shall arrange for a meeting of the PFRC to be held pursuant to its Terms of Reference and, once determined, shall, with at least 21 days' notice, advise the individual whose circumstances are to be the subject of consideration by the PFRC and notify the Chair of the original decision making body of the following:

- (a) the intention of the PFRC to consider the matter;
- (b) the time, date and place of the meeting;
- (c) the composition of the Committee to consider the matter;
- (d) particulars of the nature of the matter under consideration; and
- (e) that the individual and Chair (or representative) of the original decision making body may provide written submissions to the PFRC and that they may attend and give oral submissions at the meeting in respect of the matter.

The individual and the Chair will be advised that in addition to those documents already submitted to the body responsible for making the prima facie determination, they may provide additional written submissions to the PFRC. All written submissions and copies of any documents and records upon which they wish to rely must be lodged with the PFRC not less than ten (10) days prior to the meeting. Additional information provided after that time will only be considered if the Chair of the PFRC considers that the material is of significance to the matter being considered. In the case of further material from the original decision making body, the individual concerned will be provided with copies for review and comment as soon as reasonably practicable.

A5.2.3 At least seven (7) days prior to the meeting of the PFRC, the Chief Executive Officer shall organise to have distributed to the Committee and the individual whose circumstances are being considered, any materials lodged by the individual or by the College body from which the matter was referred, and on which the PFRC will rely for its considerations.

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- A5.2.4 At the meeting of the PFRC held to consider the matter, the individual concerned shall be given an opportunity to be heard, and the Committee shall give due consideration to any written or oral submissions made by the individual. The individual may be accompanied by another person, but shall not be entitled to have an advocate or be legally represented before the PFRC, unless the Committee, through the Chair, has given its prior consent.
- A5.2.5 As far as is possible, proceedings of the PFRC shall be confidential, except for the reporting of progress, appropriate reporting to the parties involved, and reporting of the decision and reasons to COE and the Board.
- A5.2.6 The PFRC is not bound by the rules of evidence and, subject to the rules of natural justice and procedural fairness, may inform itself on any matter and in such manner as it thinks fit. Any information which is material to the matter under consideration shall be disclosed to the individual, and the individual shall be given sufficient opportunity to make submissions in relation to that information.
- A5.2.7 The PFRC shall be entitled to consider all relevant information which it thinks fit and may invite any person to appear before it or to provide information.
- A5.2.8 The PFRC shall conduct its affairs with as little formality as possible, but otherwise, subject to these regulations and relevant Terms of Reference, shall have full power to regulate its conduct and operation, including convening, adjourning and recording any meeting as it may require.
- A5.2.9 In considering any matter referred to it, the PFRC shall act as expeditiously as the circumstances permit and shall, as nearly as possible, observe the provisions for proceedings and procedures relating to the Committee and set out in these regulations and/or other relevant College documents.
- A5.2.10 The PFRC may make its own enquiries and seek legal or other professional advice in relation to any matter under consideration.

## **A5.3 Decisions of the Pathway to Fellowship Review Committee**

- A5.3.1 On the basis of the materials available to it (including oral submissions), the PFRC will consider whether the circumstances of the individual referred to it are exceptional and warrant special consideration, as well as whether the individual has been afforded natural justice and procedural fairness, and will make one of the following recommendations to COE:
- (a) That, on the basis of the materials presented to it, the individual be permitted to remain in the program in question, subject to any specific conditions that the Committee may identify.
  - (b) That, on the basis of the materials presented to it, the individual be removed from the program in question.
- A5.3.2 The recommendation to COE must be accompanied by a document that summarises the matter/s considered by the PFRC and which outlines clearly the nature of the information on which the Committee based its deliberations, including any relief previously afforded to the individual in relation to any involved exceptional circumstance(s), and the reasons for its recommendation.
- A5.3.3
- (a) Upon ratification or rejection of the PFRC's recommendation by COE, the Censor-in-Chief or nominee will notify the individual in writing of the decision, and reasons for the decision, within seven (7) days of COE having made a decision in relation to a recommendation of the PFRC forwarded to it.
  - (b) Such notification will include information on the individual's right of appeal according to the College's *Reconsideration, Review and Appeals Policy*, noting that the avenues of reconsideration and review are not available to them by virtue of the matter having been considered by the PFRC. A copy of the notification will be provided to the applicable Regional Censor, Regional Deputy Censor and relevant College staff.
  - (c) Applications for appeal in relation to decisions where the matter has been considered by the PFRC must demonstrate prima facie grounds as described in Sections 3.3 and 3.4 of the College's *Reconsideration, Review and Appeals Policy*.

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- A5.3.4 Following notification of the decision to the individual, the Censor-in-Chief or nominee will notify the applicable Director of Emergency Medicine Training in writing of the decision. Such notification will not include reasons for the decision unless the CEO reasonably believes that it would be appropriate.
- A5.3.5 Where determinations made by the PFRC in respect of matters considered under these regulations have implications for College policies and/or processes that are the responsibility of any College committee or other entity, the determination in de-identified form and summary reasons may, at the discretion of the CEO, be conveyed to the Chair of any such relevant committee or entity, the Chair of the Council of Education, as well as the senior staff member of the College department responsible for the coordination of the applicable committee or entity for the purposes of revising and improving relevant College policies and processes. The Chair of the committee or other entity may choose to share the determination and summary reasons for the decision with members of the relevant group(s) for this purpose.

## **A6 Suspension and Removal of Office Holders, Governing Body and Entity Members, and College Representatives**

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### **A6.1 Definitions and Interpretation**

A6.1.1 In this regulation, Regulation A6:

A6.1.1.1 “Constitution” means the Constitution of the Australasian College for Emergency Medicine for the time being in force.

A6.1.1.2 “Person” includes:

- (a) a Fellow or member;
- (b) an Honorary Fellow;
- (c) a member of any committee, subcommittee, working group or other entity of the College (or ACEM Branches) or of the Board;
- (d) the holder of any position or Officer of the College including supervisors, assessors and examiners;
- (e) any person otherwise engaged by or for the College, of any Board, Committee, Branch, Division, Network or Grouping of or within the College appointed to represent the College.

A6.1.1.3 “Office” and “Position” include any office or position with the ACEM Branches;

A6.1.1.4 “Regulations” means these Regulations, as may be in force for the time being.

A6.1.2 Unless the contrary intention appears in these Regulations:

A6.1.2.1 where a word or phrase is defined in the Constitution the word or phrase has the same meaning throughout these Regulations;

A6.1.2.2 words importing the singular include the plural, and words importing the plural include the singular; and

A6.1.2.3 words used to denote persons generally or importing a natural person include any company, corporation, body corporate or other body (whether or not the body is incorporated).

A6.1.3 In these Regulations, headings and boldings are for convenience only and do not affect its interpretation.

A6.1.4 In the event of an inconsistency between these Regulations and the Constitution, the Constitution will prevail to the extent of the inconsistency.

### **A6.2 Guidelines for the Suspension and Termination of Any Office or Position**

A6.2.1 The Board may, at its discretion, suspend the office or position of a Person or remove a Person from any office or position if:

A6.2.1.1 the Person has failed to comply with the Constitution and any Regulations or policies of the College, or failed to support the objects of the College;

A6.2.1.2 the Person has failed to perform the duties of the office or position of the Person (whether evidenced by failure to attend meetings for a substantial period or otherwise) or failed to comply with any policy of the College applicable to the office or the position.

A6.2.1.3 any rights, privileges or obligations conferred upon the Person have been abused;

A6.2.1.4 the Person has been charged and/or is convicted of any serious offence;

A6.2.1.5 the Board believes that a complaint or charge of a serious nature is made or issued by any medical board, medical tribunal, registration authority or similar body against the person;

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A6.2.1.6 the Person has engaged in, or been a party to:

- (a) unprofessional or unbecoming conduct;
- (b) conduct which is inconsistent with a Person's fellowship or membership or the office or position held;
- (c) conduct which is prejudicial, adverse or damaging to the interests of the College; or
- (d) conduct which conflicts with the interests, objects or affairs of the College;

A6.2.1.7 the Board reasonably believes that the Person poses a threat or risk to the community;

A6.2.1.8 any materials or evidence upon which any decision to appoint the Person to the office or position are considered to be false or misleading;

A6.2.1.9 the Person becomes bankrupt or makes any arrangement or compositions with his or her creditors generally;

A6.2.1.10 the Person becomes prohibited from being a director of a company by reason of any order made under a law of a state, territory or the Commonwealth of Australia or New Zealand;

A6.2.1.11 the Person is charged with or is found to be guilty of an offence under, or in breach of, any code, regulation or enactment which applies to the Person as a practising specialist or medical practitioner; or

A6.2.1.12 if the Person, not being an Honorary Member, is required to be registered and ceases to be entered on any register of Medical Practitioners by a Medical Registration Authority recognised by the Board for that purpose, of a state or territory of Australia or New Zealand or has conditions imposed on such registration, other than:

- (a) in circumstances of voluntary cessation of registration upon retirement from the practice in medicine; or
- (b) with the prior approval of the Board.

A6.2.2 If the Board decides to suspend the membership of a Person, the period of suspension shall be for a period the Board deems fit or appropriate having regard to the circumstances.

## **A6.3 Application for Reinstatement of Office or Position**

A6.3.1 Any Person who's office or position is suspended or has been removed, may apply to have such suspension lifted or to be reappointed.

A6.3.2 At the time of making an application, the applicant must:

A6.3.2.1 provide the Board with a written statement that:

- (a) includes a detailed account of the relevant conduct and practice of the applicant since the time of suspension or removal;
- (b) specifies any mitigating circumstances;
- (c) if relevant, specify any punishment imposed by any Court or other regulatory body, together with its secondary effects, in connection with the offence, event or matter to which the suspension related;
- (d) if relevant, is supported by evidence of remorse, contrition and acceptance of responsibility for the offence, event or matter to which the suspension related; and
- (e) states why, in the applicant's opinion, the suspension should be lifted or the applicant should be reappointed; and
- (f) such other information as the Board may require.

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A6.3.3 The Board may:

A6.3.3.1 convene, or seek to convene, a meeting with any applicant. Any such meeting shall be held and conducted on such terms and conditions as the Board determines from time to time; and/or

A6.3.3.2 notify an applicant of the grounds upon which their application has been rejected or accepted.

A6.3.4 If the Board convenes a meeting pursuant to clause 3.3.1, the Board must:

A6.3.4.1 give the applicant an opportunity to be heard; and

A6.3.4.2 give due consideration to any written statement submitted by the applicant.

A6.3.5 The decision of the Board in connection with an application will be final, conclusive and binding.

## **A6.4 Warning Letter**

A6.4.1 Without being obliged to do so, the Board may issue a warning letter to a Person, containing such terms as the Board determines from time to time.

A6.4.2 Without limitation, a warning letter may identify concerns the Board has about a Person's conduct, or events or circumstances that have come to the attention of the Board which may give rise to a Person's office or position being suspended in accordance with the Constitution or these Regulations.

A6.4.3 The issuing of a letter by the Board will not:

A6.4.3.1 require the Board to take any further action or do anything; or

A6.4.3.2 prejudice the rights of the Board or the College in respect of any action, step, claim or demand made in connection with the termination or suspension of the membership, employment or office or the position of a Person.

## **A6.5 Appeal**

A6.5.1 Any decision of the Board under these Regulations may be subject to appeal under the College's *Reconsideration, Review and Appeals Policy*.

## **A6.6 Not Apply to Members of Board or Employment**

A6.6.1 The powers of the Board under these Regulations do not apply to:

A6.6.1.1 the position of a Person as a member of the Board of the College; or

A6.6.1.2 the employment of a Person by the College;

but nothing in these Regulations affect or shall prejudice any other powers or functions of the College in relation to such matters.

## **A6.7 Powers under the Constitution**

A6.7.1 These Regulations do not limit, vary or revoke any power or authority conferred on the Board, or any committee or branch of the Board, under the Constitution or at law.

## **A7 ACEM Branches**

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The primary role of ACEM branches is to facilitate local engagement, and to build and maintain regional communities of practice that provide a sense of connection and belonging to all College members.

### **A7.1 Establishment**

A7.1.1 The College has a national branch in Aotearoa New Zealand and regional branches in each Australian State and Territory. These entities are collectively referred to as 'branches' throughout this document. The College has established the following branches:

- the Aotearoa New Zealand National Branch
- the Australian Capital Territory Branch
- the State of New South Wales Branch
- the Northern Territory Branch
- the State of Queensland Branch
- the State of South Australia Branch
- the State of Tasmania Branch
- the State of Victoria Branch
- the State of Western Australia Branch

A7.1.2 All branches report to the Council of Advocacy, Practice and Partnerships (CAPP). As such they shall provide a report on branch matters and activities to each meeting of CAPP, and to the College for inclusion in the Annual Report.

A7.1.3 Each branch will have a council (for example, the South Australia Council or the Aotearoa New Zealand National Council) that is responsible for conducting the business of that branch. These entities are collectively referred to as 'branch councils' throughout this document.

### **A7.2 Branch Membership**

A7.2.1 The membership of each branch comprises ACEM Fellows, including Retired Fellows, Associates and Educational Affiliates, who work and/or reside in the region.

A7.2.1 Branch membership will automatically be determined by primary residential address. However, those living in one region but working in another can elect to be a member of the branch in the region in which they work and nominate for a position on that branch council (where they satisfy all other eligibility criteria).

### **A7.3 Branch Councils**

The central function of branch councils is advocacy for its members, encompassing engagement with stakeholders and politicians, networking, knowledge of the socio-political landscape in the region (including how that might impact on training and accreditation), and feeding intelligence up and down the line between the College and membership.

#### **A7.3.1 Branch Council Membership**

A7.3.1.1 The membership of each branch council comprises:

- (a) Ex-officio members, being:
  - CAPP member(s) representing the region
  - the Regional Censor and/or Regional Deputy Censor representing the region
  - the member of the Trainee Committee representing the region
- (b) up to eleven (11) 'ordinary' FACEM members working in the region, inclusive of the Chair and Deputy Chair (as applicable).
- (c) up to one (1) member of the College in the category of Associate working in the region.

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Where none of the members of a branch council appointed pursuant to (a), (b) or (c) above identifies as Aboriginal and/or Torres Strait Islander (Australian branch councils) or is Māori (Aotearoa New Zealand National Council), one (1) such additional member may be co-opted to the branch council.

## **A7.3.2 Office Holders**

- A7.3.2.1 Each branch council shall have a Chair and a Deputy Chair.
- A7.3.2.2 Following a call for expressions of interest the Chair and Deputy Chair shall be nominated by the branch council from the ex-officio and 'ordinary' FACEM membership of the branch council, for appointment by CAPP.
- A7.3.2.3 The Deputy Chair shall act in the place of the Chair during any temporary absence, including chairing any branch or branch council meetings.
- A7.3.2.4 The Chair and Deputy Chair shall establish a joint working arrangement which ensures that a branch council's corporate knowledge is properly preserved and enhanced, and that appropriate liaison with wider College entities and staff is maintained in order to advance College strategic priorities.
- A7.3.2.5 With support from ACEM the Chair and Deputy Chair will lead the development of a 'guiding strategy' at the start of each term to direct branch council activities and provide focus to advocacy goals.
- A7.3.2.6 The Chair and Deputy Chair will maintain, and promulgate within their council, an understanding that ACEM branches are not authorised (a) to initiate actions/communications with any medico-political bodies unless routine in nature, or it is agreed in conjunction with College staff that urgency makes referral to CAPP impracticable, or (b) to enter into any contract or other liability on behalf of the College without express approval.

## **A7.3.3 Termination of Office**

Positions on a branch council will be vacated and a casual vacancy declared (as appropriate) under the following conditions:

- A7.3.3.1 If a branch council member appointed pursuant to Regulation A7.3.1.1(b) is appointed to a position on the ACEM Board.
- A7.3.3.2 If a branch council member appointed pursuant to Regulation A7.3.1.1(b) or (c) is absent from two (2) or more consecutive meetings or greater than 50 per cent of meetings of the branch council in any calendar year, without the leave of the Chair, and CAPP declares their position vacant.
- A7.3.3.3 If the branch council member ceases to continue to meet the eligibility requirements for ACEM membership pursuant to regulations.
- A7.3.3.4 If the member appointed pursuant to Regulation A7.3.1.1(b) or (c) ceases to work in the region that they were appointed to represent or retires from active practice.
- A7.3.3.5 If a branch council member is otherwise removed from their position for any reason.

## **A7.3.4 Duration of Office**

- A7.3.4.1 Ex-officio branch council members shall hold office for the duration of their appointment to the position which gave rise to their ex-officio branch council membership.
- A7.3.4.2 Branch council members appointed pursuant to Regulation A7.3.1.1(b) or (c) shall hold office for a period of two (2) years from the date of the Annual General Meeting at which they are appointed, at which time, if still eligible, they may express an interest in reappointment.
- A7.3.4.3 Branch council members appointed pursuant to Regulation A7.3.1.1(b) or (c) may serve a maximum of three (3) successive two-year terms on a branch council in that capacity, provided that they continue to meet eligibility requirements. Branch council members appointed pursuant to Regulation A7.3.1.1(b), who have served at least one (1) full term as Chair or Deputy Chair during their tenure, are eligible for a fourth successive term.

A7.3.4.4 Branch council members appointed pursuant to Regulation A7.3.1.1(b) or (c) who have served the maximum allowable period may be eligible for appointment following a period of two (2) years absence.

## **A7.3.5 Casual Vacancies**

A7.3.5.1 A casual vacancy may arise where a member of a branch council member appointed pursuant to Regulation A7.3.1.1(b) or (c) resigns, is removed from, or otherwise ceases to be a member of the branch council before the end of their term. As branch councils do not have a minimum membership the need to declare a casual vacancy will be determined by the Branch Council Chair, with consideration given to the compositional balance of the council.

A7.3.5.2 Any period served on a branch council as a casual vacancy shall not count for the purposes of determining the maximum tenure of an individual.

A7.3.5.3 Where a casual vacancy arises in relation to a position on a branch council, eligibility for the position shall be as described in Regulation A7.4.2 with the expression of interest/selection process as described in Regulation A7.4.3 and A7.4.4.

A7.3.5.4 The branch council may, at its discretion, recommend an eligible individual to CAPP for appointment to the position.

## **A7.4 Appointment of Branch Councils**

### **A7.4.1 Schedule**

A7.4.1.1 A spill of those members appointed pursuant to Regulation A7.3.1.1(b) and (c), and an associated call for expressions of interest, shall be held every two (2) years, in years in which a President-Elect takes office as President. It will occur prior to the Annual General Meeting in that year.

### **A7.4.2 Eligibility Criteria**

Applicants for branch council positions that are appointed pursuant to Regulation A7.3.1.1(b) or (c) must, at the time of formally expressing their interest:

A7.4.2.1 be an ACEM Fellow in active clinical practice, working in-person in the region for which they wish to serve on the branch council;

A7.4.2.2 be of good standing with the College and currently compliant with all relevant ACEM recertification requirements;

A7.4.2.3 have no financial debts to the College;

A7.4.2.4 have completed other requirements as specified in the call for expressions of interest; and

A7.4.2.5 hold current medical registration with no suspension, condition(s), restriction(s) or undertaking(s) imposed by a regulatory authority that limits their ability to practise in Australia or Aotearoa New Zealand.

### **A7.4.3 Expressions of Interest**

A7.4.3.1 In years in which spills of branch council members occur, a call for expressions of interest for all non ex-officio positions will be made.

A7.4.3.2 The closing date for receipt of expressions of interest by the College shall be at least 14 days from the date on which the call is issued.

A7.4.3.3 Expressions of interest received after the date and time specified in the call for nominations will be considered invalid.

A7.4.3.4 If the number of expressions of interest for ordinary FACEM positions in any region is twelve (12) or greater, and/or expressions of interests in the category of Associate exceed one (1), a selection procedure will be held in accordance with Regulation A7.4.4.

A7.4.3.5 If there are equal or fewer valid expressions of interest than available positions in both categories (i.e. those appointed pursuant to Regulation A7.3.1.1 (b) and (c)) all such applicants to the branch council shall be recommended to CAPP for confirmation of appointment.

A7.4.3.6 Where the maximum number of position(s) in a particular region/country are not filled following the call for expressions of interest, the branch council may, at its discretion, recommend eligible individual(s) to CAPP for appointment.

#### **A7.4.4 Selection Procedure**

A7.4.4.1 As required, CAPP shall establish an ACEM Branch Councils Selection Panel, composed of the following:

- The CAPP Chair and Deputy Chair, who will adopt equivalent office-holding positions on the Selection Panel;
- Up to four (4) further FACEM members of CAPP; and
- Up to one (1) FACEM member of COE.

A7.4.4.2 Selection decisions shall be made using a criteria-based consensus approach. Selection criteria shall be ranked and include the candidate's statement of suitability and considerations around the compositional balance of the branch council, with an emphasis on inclusiveness factors.

#### **A7.5 Branch Meetings**

A7.5.1 Each branch shall hold at least one meeting of the branch membership annually.

A7.5.2 Additional meeting(s) can be held as the branch council deems appropriate and where finances are available.

A7.5.3 The Branch Council Chair shall preside at meetings. In their absence, the Deputy Chair shall assume the Chair role.

A7.5.4 The record of the meeting will be kept in accordance with Regulation A7.6.5 (below).

#### **A7.6 Branch Council Meetings**

Subject to these and any other applicable regulations and policies, each branch council has authority to regulate its meetings as it sees fit.

##### **A7.6.1 Meeting Frequency**

A7.6.1.1 Meetings of branch councils shall be held as often as required, but must occur at least once a year. Such meetings may be organised in conjunction with all-member branch meetings.

##### **A7.6.2 Meeting Attendance**

A7.6.2.1 Branch council members should attend meetings whenever possible. Members should notify the Chair beforehand if they are unable to attend a scheduled meeting. Pursuant to Regulation A7.3.3.2 a branch council member who cannot attend two (2) or more consecutive meetings must seek, in writing, prior leave of absence from the Chair.

##### **A7.6.3 Quorum**

A7.6.3.1 The transaction of business at a branch council meeting requires a quorum of at least 50% of members, including the Chair, or, in their absence, the Deputy Chair. Non-voting members do not contribute to the determination of a quorum based on those present.

A7.6.3.2 Except for ex-officio members that hold the position of Chair, absent ex-officio member(s) are excluded from quorum considerations. If present, they shall be counted for the purposes of quorum.

A7.6.3.3 If at any time during a meeting the quorum is lost (whether because a member has a conflict of interest and cannot vote, is late, leaves the meeting, or otherwise), a branch council cannot make a valid decision and may not exercise any of its delegated authority. The meeting may continue for discussion purposes until quorum is (re)attained.

## **A7.6.4 Chairing**

A7.6.4.1 The Branch Council Chair shall preside at branch council meetings. In their absence, the Deputy Chair shall assume the Chair role.

A7.6.4.2 Other than in relation to strategic matters, business requiring decision outside of scheduled meetings may, at the discretion of the Branch Council Chair, be determined by the Chair or by the full branch council as appropriate. Matters dealt with by the Chair will be tabled at the next meeting of the branch council.

## **A7.6.5 Record Keeping**

A7.6.5.1 Minutes shall be kept of all branch council meetings, and shall include:

- attendance details
- conflicts of interest declared in relation to specific matters during the course of the meeting
- details of matters discussed at the meeting
- outcomes of any resolutions (including the nature of any recommendation(s) to be made to CAPP), and the results of votes undertaken
- actions arising from matters discussed at previous meetings.

## **A7.6.6 Voting**

A7.6.6.1 All members of a branch council shall have voting rights.

A7.6.6.2 Motions arising at a branch council meeting shall be decided by a majority of the votes cast by members who are present. In the event of a tied vote the meeting Chair has a casting vote in addition to a deliberative vote.

A7.6.6.3 Pursuant to Regulation A7.6.4 votes that are valid and binding require a quorum of at least 50% of branch council members.

A7.6.6.4 Motions arising outside of a formally convened meeting of a branch council may be put electronically. A motion will be deemed to be carried or defeated when a majority of the members eligible to vote on the matter is achieved (in favour or against) within the timeframe specified. If a member does not vote it will be considered an abstention. Where a majority is not attained for or against the motion before the stated deadline, the motion shall be deemed to have been lost.

## **A7.6.7 Proxies / Alternates**

A7.6.7.1 Unless specifically permitted by regulation or by CAPP, branch council members are unable to appoint a proxy or an alternate to attend any meeting on their behalf.

## **A7.7 Dissolution and Redistribution**

A7.7.1 The ACEM Board may dissolve a branch by resolution of 75 per cent of its members where:

- a branch has been guilty of conduct detrimental to the interests of the College; or
- a redistribution of branch boundaries and/or structure would be in the best interests of the College and its membership.

A7.7.2 A valid decision to dissolve a branch pursuant to Regulation A7.7.1 requires that notice of the resolution is provided to the relevant branch council at least 14 days prior to the date of the Board meeting at which it will be considered; and that the branch council has been invited to make a written submission to the ACEM Board.

## **A8 Suspension, Termination and Reinstatement of Membership**

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### **A8.1 Definitions and Interpretation**

- A8.1.1 In this regulation, Regulation A8:
- A8.1.1.1 “Constitution” means the Constitution of the Australasian College for Emergency Medicine for the time being in force.
  - A8.1.1.2 “Regulations” means these Regulations, as may be in force for the time being.
  - A8.1.1.3 “member” means a person designated as a 'member' in the ACEM Constitution and associated regulations and, for the purposes of this regulation does not include a trainee.
  - A8.1.1.4 “membership” means the state of being a member of the College, admitted pursuant to the relevant provisions of the Constitution and associated Regulations.
  - A8.1.1.5 “Board” means the Board of the Australasian College for Emergency Medicine established pursuant to the provisions of the Constitution and associated regulations.
  - A8.1.1.6 “trainee” means a trainee in any ACEM training program or a Specialist International Medical Graduate (SIMG) who has been assessed by the College and is working toward meeting the requirements for eligibility for election to Fellowship of the College.
  - A8.1.1.7 “special resolution” means a resolution passed by a majority of not less than 75% of the eligible voting members of the Board.
- A8.1.2 Unless the contrary intention appears in these Regulations:
- A8.1.2.1 where a word or phrase is defined in the Constitution the word or phrase has the same meaning throughout these Regulations;
  - A8.1.2.2 words importing the singular include the plural, and words importing the plural include the singular; and
  - A8.1.2.3 words used to denote persons generally or importing a natural person include any company, corporation, body corporate or other body (whether or not the body is incorporated).
- A8.1.3 In these Regulations, headings and boldings are for convenience only and do not affect its interpretation.
- A8.1.4 In the event of an inconsistency between these Regulations and the Constitution, the Constitution will prevail to the extent of the inconsistency.

### **A8.2 Suspension and Termination of Membership**

- A8.2.1 Pursuant to clause 4.2.1 of the Constitution, the membership of a member terminates automatically if the member:
- (a) resigns in writing;
  - (b) dies;
  - (c) fails to pay subscription or other fees; or
  - (d) has their name removed from the register of any medical or professional authority recognised by the Board (“an Authority”).
- A8.2.2 Pursuant to clause 4.3.1 of the Constitution, the Board may, at any time by special resolution, terminate or suspend the membership of a person if the member:
- (a) ceases to be eligible for admission to membership of the College;
  - (b) refuses or neglects to comply with the provisions of the Constitution or any applicable Regulation;
  - (c) engages in conduct which in the opinion of the Board is unbecoming of members or is prejudicial to the interests of the College;

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- (d) has any condition, restriction or suspension imposed on his or her right to practise by an Authority;
- (e) is found guilty by a Court of an indictable offence;
- (f) subject to clause 3.2 and 3.3 of the Constitution, fails to pay any debt due to the College for a period of twelve (12) months after the due date for payment; or
- (g) becomes a person whose estate or person is liable to be dealt with in any way under the law relating to mental health or disability.

A8.2.3 For the duration of suspension, suspended members are:

- (a) ineligible to vote at an ACEM Annual General Meeting;
- (b) ineligible to hold College roles (e.g. committee membership, examiner) and to be nominated for or to receive an ACEM honour, award, scholarship or grant;
- (c) ineligible to receive a statement / certificate of good standing from ACEM;
- (d) ineligible to receive ACEM communications;
- (e) eligible to access to ACEM Assist;
- (f) eligible to participate in CPD as a non-member CPD participant and therefore are eligible to access the ACEM eLearning platform, subject to payment of associated annual fees.

## **A8.3 Application for Reinstatement to Active Fellowship**

A8.3.1 Pursuant to Regulation A1.3, the membership category of Retired Fellow is a sub-class of FACEM membership.

A8.3.2 A Retired Fellow requesting reinstatement to Fellowship following a period of retirement must also apply in accordance with this Regulation.

## **A8.4 Application for Reinstatement of Membership**

A8.4.1 Any member whose membership was terminated pursuant to clause 4.2.1 of the Constitution or whose membership was terminated or suspended by resolution of the Board may apply to have such suspension lifted or be reappointed or reinstated to membership in the applicable category.

A8.4.2 Without limiting the requirements under the Constitution, an applicant who has been suspended or whose membership was terminated, whether automatically or by resolution of the Board, must, at the time of making an application:

A8.4.2.1 provide the Board with a written statement that:

- (a) includes a detailed account of the relevant conduct and practice of the applicant since the time of suspension or termination of membership;
- (b) specifies any mitigating circumstances;
- (c) if relevant, specifies any punishment imposed by a Court or regulatory body, together with its secondary effects, in connection with the offence, event or matter to which the suspension or termination of membership related;
- (d) if relevant, is supported by evidence of remorse, contrition and acceptance of responsibility for the offence, event or matter to which the suspension or termination of membership related;
- (e) provides details of any restriction, condition or limitation affecting the applicant's medical registration in any jurisdiction;
- (f) states why, in the applicant's opinion, the suspension should be lifted or they should be readmitted to membership; and
- (g) such other information as the Board may require; and

A8.4.2.2 agree in writing to pay to the College the reasonable costs and expenses of their reinstatement, including, but not limited to, the non-refundable reinstatement fee set by the Board for this purpose.

## **A8.5 Consideration of an Application for Reinstatement**

A8.5.1 In relation to any application for reappointment or reinstatement where the applicant's membership was terminated for failure to pay any debt due to the College by the timeframe prescribed, the Board may, at its sole discretion, reappoint or reinstate the applicant to membership in the applicable category upon payment of all outstanding fees without the need for recourse to Regulation A8.4.

A8.5.2 In relation to any application for reappointment or reinstatement pursuant to Regulation A8.4, the Board may:

A8.5.2.1 at its sole discretion, seek or obtain any other information, records or reports from any other person, body or institution relevant to the application; and/or

A8.5.2.2 convene or seek to convene a meeting with the applicant.

A8.5.3 Subject to clause 3.4 of the Constitution, a decision of the Board (or a Committee or Council appointed for that purpose) to accept or reject an application for reappointment or reinstatement is not effective unless:

- (a) the applicant has been given a notice of the resolution to be considered by the Board (or the Committee or Council) and a copy of any business papers circulated regarding the resolution not less than 14 days prior to the date of the meeting. If the business papers do not contain particulars of any allegations supporting the resolution that is to be considered, a statement setting out those allegations must be given;
- (b) the applicant has been permitted to make submissions to the meeting in writing and orally;
- (c) the applicant is given an opportunity to respond to any matters raised in the meeting. The Board (or Committee or Council) may ask the applicant to leave the meeting during its deliberations once submissions from all interested parties are complete; and
- (d) notice of the decision of the Board (or Committee or Council) is given promptly to the applicant specifying the grounds upon which the application was accepted or rejected.

A8.5.4 In circumstances where the Board determined to accept an application for reappointment or reinstatement, the Board shall also determine the fees payable to the College as well as the CPD requirements, if any, to be completed and the timeframe within which they must be completed.

## **A8.6 Appeal**

A8.6.1 Any decision of the Board in connection with an application for reinstatement will be final, conclusive and binding.

## **A8.7 Delegation**

A8.7.1 The Board may delegate its powers, including powers under this Regulation, to deal with any application for reinstatement to any Council, committee or other entity(ies), or members thereof, as it may determine. Any decision of such a body shall be subject to ratification by the Board.

## A9 Networks

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### A9.1 Establishment

A9.1.1 ACEM has established virtual communities of practice ('Networks') that enable members, trainees, SIMGs and colleagues with a special interest to connect and collaborate.

Networks have the primary function to:

- promote communication within an emergency medicine (EM) craft or interest group;
- provide mentoring and support within a community of practice of members with the same interests;
- provide opportunities to undertake educational initiatives aligned to training and CPD;
- enable members to advocate for their interests in the area of the Network;
- develop expert knowledge to advance ACEM's expertise and profile;
- share information and innovative ideas with the ACEM Board and its entities to achieve alignment with the ACEM Strategy.

A9.1.2 Each Network shall report through a 'parent committee', which in turn reports to one of these governing bodies:

- ACEM Board;
- Council of Advocacy, Practice and Partnerships (CAPP); or
- Council of Education (COE).

A9.1.3 The formation of individual Networks is governed by the College *Policy on Networks* (COR602).

A9.1.4 Each Network shall have formal Terms of Reference approved by its parent committee and governing body.

A9.1.5 Each Network shall have an Executive that is responsible for conducting the business and engagement of that Network.

A9.1.6 The viability of each Network shall be reviewed every two (2) years by the governing body it reports to or sooner if such a need is identified following the processes in the *Policy on Networks*.

### A9.2 Network Membership

A9.2.1 A Network shall comprise a minimum of thirty (30) FACEM members and at least two (2) ACEM trainees.

A9.2.2 At the discretion of the applicable governing body and in line with Network Terms of Reference, the membership of a Network may include ACEM Associate members, or trainee and external members.

A9.2.3 Applications and processes will be managed as defined in the *Policy on Networks* and Network's Terms of Reference.

### A9.3 Network Executive

A9.3.1 The Network's Terms of Reference will outline the composition of the Network Executive and their responsibilities in accordance with the *Policy on Networks*.

A9.3.2 Each Network Executive shall have a Chair and a Deputy Chair, who shall be the Network's office bearers appointed in accordance with the *Policy on Networks*.

### A9.4 Duration of Office

A9.4.1 Network Executive members appointed shall hold office for a period of two (2) years and serve no more than three (3) successive terms in accordance with the *Policy on Networks*.

A9.4.2 Network Executive members who take up an office holder position may serve an additional two (2) years but no more than eight (8) years in total.

A9.4.3 Network Executive members who have served the maximum term may reapply following a two-year absence in accordance with the *Policy on Networks*.

## **A9.5 Appointments to the Network Executive**

A9.5.1 Office bearers of a Network Executive are appointed from the membership of the existing Network Executive in advance of a spill by a simple majority vote and approved by the governing body in accordance with the *Policy on Networks*.

A9.5.2 A Network Executive spill will occur every two years in accordance with the *Policy on Networks*.

A9.5.3 Appointments to a Network Executive will be made the relevant governing body by a simple majority vote in accordance with the *Policy on Networks*.

A9.5.4 The appointment of any member of a Network Executive, including office bearers, may be revoked or not accepted in accordance with the *Policy on Networks*.

A9.5.5 A casual vacancy shall arise where a member of a Network Executive resigns, is removed from, or otherwise ceases to be a member of the Network Executive, other than through retirement at the end of their term. Casual vacancies will be managed in accordance with the *Policy on Networks*.

A9.5.6 Individuals seeking appointment as a FACEM member of a Network Executive must, at the time of application:

- (a) be an ACEM Fellow in active clinical practice;
- (b) be of good standing with the College – that is have no financial debts, not subject to any disciplinary or other investigations by the College and currently compliant with all ACEM recertification requirements;
- (c) hold current medical registration with no suspension, condition(s), restriction(s) or undertaking(s) imposed by a regulatory authority that limits their ability to practise as a specialist emergency medicine physician in Australia or Aotearoa New Zealand; and
- (d) be a formal member of the applicable College Network; and
- (e) have completed such other requirements as specified in the call for expressions of interest and on the application form.

A9.5.7 Individuals seeking appointment as a trainee member of a Network Executive must, at the time of application:

- (a) be enrolled in an ACEM training program;
- (b) have at least six (6) months of training time remaining at the commencement of appointment;
- (c) be in good standing with the College – that is, they must have no financial debts to the College and no current dismissal proceedings against them;
- (d) hold current medical registration with no suspension, condition(s), restriction(s) or undertaking(s) imposed by a regulatory authority that limits their ability to undertake the requirements of the training program in which they are enrolled;
- (e) be a formal member of the applicable College Network; and
- (f) have completed such other requirements as specified in the call for expressions of interest and on the application form.

A9.5.8 Associate members seeking appointment as a member of a Network Executive must at the time of application:

- (a) be an ACEM member in active clinical practice;
- (b) be of good standing with the College – that is have no outstanding financial debts to the College, not subject to any disciplinary or other investigations by the College, and currently compliant with all ACEM requirements;

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- (c) hold current medical registration with no suspension, condition(s), restriction(s) or undertaking(s) imposed by a regulatory authority that limits their ability to practise medicine in Australia or Aotearoa New Zealand;
- (d) be a formal member of the applicable College Network; and
- (e) have completed such other requirements as specified in the call for expressions of interest and on the application form.

A9.5.9 Appointments of external members to a Network Executive will be at the discretion the relevant governing body in line with the Network Terms of Reference.

## **A9.6 Network Meetings**

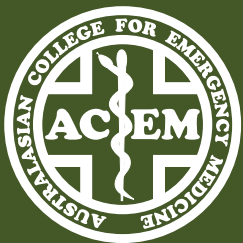
A9.6.1 All meeting requirements are described in the Policy on Networks and the Terms of Reference of the Network Executive.

## **A9.7 Dissolution of Networks**

A9.7.1 Where a dissolution of a Network is required, the process will be managed in accordance with the provisions of the Policy on Networks.

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