

Regulations

Bi-national Section Committees



Background

Pursuant to Article 15.3 of the Constitution, the Board may establish Sections of the College responsible to the Board, provided that any such Section shall, in the opinion of the Board represent an interest group in psychiatry and shall satisfy such other conditions the Board shall determine. Membership of Sections shall be in accordance with the Section's membership criteria (in accordance with the *Section Membership Regulations*) and shall be open to all Members of the College as determined by the Board.

The Sections of the College are outlined below.

- **Section of Child and Adolescent Forensic Psychiatry** – was established in 2015. The Section replaced the Special Interest Group in Child and Adolescent Forensic Psychiatry which was formed in 2012.
- **Section of Early Career Psychiatrists** – was established in May 2015. The Section replaced the Early Career Psychiatrists' Special Interest Group which was formed in November 2010.
- **Section of Electroconvulsive Therapy and Neurostimulation** – was established in May 2015. The Section replaced the Electroconvulsive Therapy and Neurostimulation Special Interest Group which was formed in January 2011.
- **Section of History, Philosophy and Ethics of Psychiatry** – was established in May 2015. The Section replaced the Special Interest Group in the Philosophy of Psychiatry which was formed in 1995.
- **Section of Leadership and Management** – was established in May 2015. The Section replaced the Special Interest Group in Leadership and Management which was established in 2004.
- **Section of Neuropsychiatry** – was established in 2004.
- **Section of Perinatal and Infant Psychiatry** – was established in May 2015. The Section replaced the Special Interest Group in Perinatal and Infant Psychiatry which was formed in 2005.
- **Section of Private Practice Psychiatry** – was established in May 2015. The Section replaced the Private Practitioners' Network Special Interest Group which was established in 2011.
- **Section of Psychiatry of Intellectual and Developmental Disabilities** – was established in May 2015. The Section replaced the Special Interest Group in Psychiatry of Intellectual and Developmental Disabilities which was formed in November 2010.
- **Section of Rural Psychiatry** – was established in February 2013. The Section replaced the Special Interest Group of Rural Psychiatry which was formed in October 2002.
- **Section of Social, Cultural and Rehabilitation Psychiatry** – was established in October 1972, following an in principle agreement by the then General Council to establish a Section on Transcultural Psychiatry in May 1972. In February 2020, the Board approved a change of name from Section of Social and Cultural Psychiatry to Section of Social, Cultural and Rehabilitation Psychiatry.
- **Section of Youth Mental Health** – was established in May 2015. The Section replaced the Special Interest Group in Youth Mental Health which was formed in November 2010.

Each Section is governed by a Bi-national Section Committee. In some jurisdictions a Bi-national Section Committee may operate a Section Subcommittee (refer to the separate *Faculty and Section Subcommittees Regulations*).

This document relates only to the Bi-national Section Committees.

By way of historical information, from the conclusion of the College's Annual General Meeting (AGM) in May 2015, all groups with an associated RANZCP advanced training program became known as 'Faculties' (this included the Sections of Addiction Psychiatry, Psychotherapy and Consultation-Liaison Psychiatry) and Special Interest Groups became known as 'Sections'. Some Sections (Neuropsychiatry, Social and Cultural Psychiatry, and Rural Psychiatry) remained as Sections.

1. ROLE

The role of a Bi-national Section Committee is to promote discussion and co-operation among members of the College and the general public in their relevant discipline of psychiatry.

2. RESPONSIBILITIES

The Section, through its Bi-national Section Committee, will be responsible for:

- a) Promoting the objectives of the College as stated in the Constitution with particular reference to the Section's discipline of psychiatry.
- b) Promoting and encouraging the study of psychiatry relevant to the Section's discipline in all its aspects by providing a forum for the exchange of ideas and knowledge.
- c) Promoting and encouraging the highest clinical and ethical standards in the delivery of psychiatry services relevant to the Section's discipline.
- d) Promoting and encouraging the development of knowledge and practice, of the highest standard, in the Section's relevant discipline of psychiatry, for psychiatrists, trainee psychiatrists, medical students, related health professionals, students of related health professions, other medical practitioners and involved legal practitioners.
- e) Promoting and facilitating research relevant to the Section's discipline of psychiatry and disseminate and promote the research as appropriate.
- f) Liaising and co-operating with societies and associations outside the College in the study and practice of psychiatry relevant to the Section's discipline.
- g) Assisting the College in the preparation of position statements, submissions and other documents on psychiatry relevant to the Section's discipline.
- h) Informing and engaging with the general community on topics relevant to the Section's discipline, and particularly to promote a clear understanding of the subject.
- i) Identifying and managing risks associated with the Section, the Bi-national Section Committee and its Subcommittees (if established) in accordance with the College's Risk Management Policy.
- j) Developing and implementing an annual Work Plan.
- k) Approving the establishment of a Section Subcommittee in consultation with the respective Jurisdictional Member on the Bi-national Section Committee, who will Chair the Section Subcommittee.

3. REPORTING RELATIONSHIPS

Bi-national Section Committee

- a) A Bi-national Section Committee is responsible to the Board and reports to the Board via the CEO's Report.
- b) The Bi-national Section Committee will work closely with the College's Chief Executive Officer (CEO) and senior management to ensure its responsibilities are met.
- c) A Bi-national Section Committees must maintain close communication and collaboration with its Subcommittee(s), and the appropriate Branch Committee or New Zealand National Committee, on College matters relevant to that committee.
- d) The Bi-national Section Committee shall liaise with other College groups including but not limited to the Board, Members' Advisory Council, other College committees and other Faculties and Sections, as required.

Chair

- e) The Section shall be represented on the Members' Advisory Council (MAC) by the Chair of the Bi-national Section Committee.
- f) The Bi-national Section Committee Chair will update Section members on the activities of the Section at its Annual Members' Forum (held at the College's Congress or in conjunction with the Section's Annual Scientific Meeting).

Jurisdictional Members

- g) The Section Subcommittee(s), if in operation, shall be represented on the Bi-national Section Committee by the respective Jurisdictional Members of the Bi-national Section Committee.
- h) The Jurisdictional Members will update the Bi-national Section Committee on the activities of the Section Subcommittee at Bi-national Section Committee meetings.
- i) The Jurisdictional Members will update the Section Subcommittee on the activities of the Bi-national Section Committee at Section Subcommittee meetings.

Trainee Representative

- j) The Trainee Representative will update the Trainee Representative Committee on the activities of the Bi-national Section Committee that relate to trainees.
- k) Where no Trainee Representative is elected/appointed to the Bi-national Section Committee, the Bi-national Section Committee will liaise with the Trainee Representative Committee on matters requiring trainee input.

Community Member

- l) The Community Member will update the Community Collaboration Committee on the activities of the Bi-national Section Committee that relate to community members.
- m) Where no Community Member is appointed to the Bi-national Section Committee, the Bi-national Section Committee will liaise with the Community Collaboration Committee on matters requiring carer or consumer input.

4. BI-NATIONAL SECTION COMMITTEE

4.1. Composition/Membership

The Bi-national Section Committee should consist of:

- Chair – a member of the Section (Fellow)

- Jurisdictional Members:
 - Two Jurisdictional Members of the Section from New Zealand (Fellow or Affiliate)
 - One Jurisdictional Member of the Section from ACT, NSW, NT, QLD, SA, TAS, VIC and WA (Fellow or Affiliate).

A Bi-national Section Committee may also include:

- A Trainee Representative (not a member of the Trainee Representative Committee but a Trainee and Section member)
- One Community Member i.e. carer or a consumer.

The minimum membership requirement for the Bi-national Section Committee to function is 50% of the Committee's total voting membership. Representation from New Zealand and Australia is mandatory where there is a member for a meeting to be quorate.

In making the appointments, the Bi-national Section Committee should endeavour to achieve appropriate gender balance.

A 'Section Member' is defined as a member of the Section in accordance with the *Section Membership Regulations*.

4.1.1 Co-opting Options

The Bi-national Section Committee may co-opt the immediate past Chair of the Bi-national Section Committee for up to 12 months.

In accordance with clause 4.2.2. e) of these Regulations, the Bi-national Section Committee may co-opt a person from a jurisdiction which, as a result of the election process, is being represented by a person from another jurisdiction.

In addition, the Bi-national Section Committee may co-opt up to a maximum of four additional persons for a specified period of time, where particular knowledge and/or expertise is required in accordance with the *Committee Meeting Operations Regulations*.

4.2. Elections, Appointments and Casual Vacancies

All elections/appointments/Casual Vacancies will be noted by the Board via the CEO's Report.

4.2.1. Chair (Fellow)

- a) The Chair of the Bi-national Section Committee shall be elected via a call for nominations to the members of that Section. The Chair must be a Fellow and a member of the Section.
- b) Should one nomination be received, that person shall be duly elected. If more than one nomination is received, the Chair shall be determined by the Section members (Fellows, Affiliates and Trainees) via a ballot. The ballot will be undertaken by the College.
- c) The term of office for the position of Chair shall be three years from the conclusion of the College's AGM in the year in which the Chair was elected. The Chair will be eligible for re-appointment to this position to serve a maximum of two consecutive terms.
- d) The Board may determine at its discretion to extend the Chair's term beyond two consecutive terms.

- e) In the case of the resignation of the Chair, a Casual Vacancy will arise and a Fellow from within the Bi-national Section Committee will be appointed by the Bi-national Section Committee. The Casual Vacancy appointment shall be for the remainder of the previous Chair's term. The period of time served as a Casual Vacancy shall not be counted as a period of membership for the position.

4.2.2. Section Jurisdictional Members (Fellow or Affiliate)

- a) Jurisdictional positions will be filled by the Chair of the Relevant Section Subcommittee (if established) in accordance with the *Faculty and Section Subcommittees Regulations*.
- b) Where a Section Subcommittee is not established or is unable to be formed, nominations will be called from the membership of that Section (Fellow or Affiliate).
- c) Where there is only one nomination for an Australian jurisdiction or two nominations from New Zealand, that person(s) will be duly elected.
- d) Where there is more than one nomination for an Australian jurisdiction or more than three nominations from New Zealand, the Section Member(s) for that jurisdiction shall be determined by the Section members (Fellows, Affiliates and Trainees) via electronic ballot. The ballot will be undertaken by the College.
- e) The unsuccessful nominees from Australia may be considered for other Australian vacancies where there is no nomination received for that jurisdiction. However, in the event that an expression of interest to join the Committee is received outside of the election process for a jurisdiction which is being represented by a person from another jurisdiction, the Committee may co-opt the person who expressed interest in accordance with the *Committee Meeting Operation Regulations*.
- f) The term of office of all Section Members shall be three years from the conclusion of the College's AGM in the year in which the Section Member was elected. Section Members will be eligible for reappointment to serve a maximum of two consecutive terms.
- g) In the case of a Section Member being appointed after the AGM, the term of office will be from the date of their appointment to the Bi-national Section Committee until the AGM when the position term is due to fall vacant. The election of the Section Member position should take place prior to the AGM. However, if this is not possible, they must be appointed by no later than 31 August of the same election year.
- h) In the event of the resignation of a Section Member(s) which results in no Section Member from New Zealand or less than four Section Members from Australia, a Casual Vacancy(s) will arise. The Casual Vacancy appointment shall be for the remainder of the term.
- i) The Casual Vacancy will be filled in the first instance by any unsuccessful nominee for a jurisdiction. This will be coordinated by the College. In the event that the nominee does not wish to be a Section Member, a call for nominations will take place from the membership of that Section and be elected in accordance with clauses 4.2.2. c) or d) of these Regulations.
- j) The period of time served as a Casual Vacancy shall not be counted as a period of membership.

- k) Upon formation of the Bi-national Section Committee, the Bi-national Section Committee may appoint from the Section Members, a Secretary and/or a Treasurer who will work closely with the Chair and College staff to fulfil the positions requirements. The person(s) appointed will maintain their Section Member position and the Secretary/Treasurer term will be in accordance with the Section Member term.

4.2.3. Trainee Representative

- a) The Trainee Representative is appointed in accordance with the *Procedure for Appointing Trainees to College Committees*.
- b) The term of the Trainee Representative will commence in May each year at the conclusion of the College's AGM and will be for 12 months.
- c) The Trainee Representative will be eligible for re-appointment to this position to serve a maximum of five (5) consecutive terms.
- d) In the event that the trainee is admitted to Fellowship during their term on the Bi-national Section Committee, they may complete their annual term, but they are not eligible for appointment thereafter.
- e) In the event that the trainee resigns from the Bi-national Section Committee, a Casual Vacancy will arise and the vacancy will be filled for the remainder of the term as per the *Procedure for Appointing Trainees to College Committees*.
- f) The Trainee Representative will update the Trainee Representative Committee on the activities of the Bi-national Section Committee that relate to trainees.

4.2.4. Community Member

- a) The Community Member (if required) will be appointed in accordance with the *Procedure for Appointment of Community Members to College Committees*.
- b) In the event that a Community Member resigns from the Bi-national Section Committee, a Casual Vacancy shall arise for this position and any appointment shall be in accordance with the *Procedure for Appointment of Community Members to College Committees*.
- c) The Community Member will update the Community Collaboration Committee on the activities of the Bi-national Section Committee that relate to community members.

4.2.5 Co-opted Members

Refer to clause 4.1.1 of these Regulations and the *Committee Meeting Operations Regulations* for additional information regarding Co-opted Members.

4.2.6 Observers

Refer to the *Committee Meeting Operations Regulations* for information regarding Observers.

4.2.7 Casual Vacancies

- a) Refer to 4.2.1, 4.2.2 and 4.2.3 and 4.2.4.
- b) The casual vacancy appointment shall be for the remainder of the term.
- c) A person appointed as a casual vacancy shall be eligible for appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.

5. OPERATION OF THE COMMITTEE

5.1. Refer to the *Committee Meeting Operation Regulations* for the Committee's operational information including:

- Agenda
- Associated RANZCP Documents/Sources of Information
- Attendance
- Chair
- Committee Powers and Delegation
- Conflict of Interest
- Consent
- Confidentiality
- Co-opted Members
- Defects in Appointment or Qualification
- Definitions and Interpretation
- Financial Responsibility
- Media and Authorised Statements
- Meetings
- Minutes
- Observers
- Other Committees
- Proxies
- Quorum/Voting
- Review
- Risk Management
- Support
- Work Plan
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Any queries regarding the *Committee Meeting Operations Regulations* should be directed to the relevant staff member who is responsible for the Committee.

5.2. Additional Specific Operational Information

5.2.1 Financial Responsibilities

In addition to the financial responsibilities outlined in the *Committee Meeting Operations Regulations*:

- a) The Bi-national Section Committee may by resolution make a levy on members of the Section from time-to-time for the purposes of the Section. The amount of any levy (subscription) shall be between \$nil and any limit stipulated by the Constitution of the College or by the Board. A levy shall be a debt owing by the Section member to the College due and payable one month after the issuing of the notice of the payment to the member.
- b) The Bi-national Section Committee may seek funding support from the Board to supplement income raised from levies and other sources in order to further the activities of the Section. A business case seeking funding must be developed in consultation with College senior management.
- c) Funding requests for Section Subcommittee activities will be subject to the Subcommittee providing a submission for an annual budget, developed in consultation with College senior management, which must then be approved by the Bi-national Section Committee, and other required committees.
- d) The signatories for all Section bank accounts shall be in accordance with established financial signatories.
- e) Without limiting the generality of the application of Section funds to further the activities of the Section, funds may be used for the following purposes:
 - (i) Conducting continuing professional development and scientific meetings and other related activities.

- (ii) The rental of premises for meetings of the Section.
- (iii) The production and postage of publications such as newsletters for distribution to members of the Section.
- (iv) The payment of expenses for speakers provided payments are consistent with Board approved guidelines for such payments and within the regulations and Constitution of the College.
- (v) To support research projects carried out for and by the Section provided that such research shall be consistent with the purposes of the College.
- (vi) Payment of such other expenses as the Bi-national Section Committee may deem necessary provided such payments are in accordance with Board approved policy and guidelines of the College.
- (vii) To provide scholarship grants or prizes to encourage research and training in the discipline of psychiatry relevant to that Section.

Revision Record

Contact:	Senior Manager, Membership Services		
Authorising Body:	Board		
Responsible Committee:	Corporate Governance and Risk Committee		
Document Code:	REG Bi-national Section Committees Regulations		
Date	Version	Approver	Description
26 February 2011	1.0	GC2011/1 R44	New document.
25 February 2012	1.1	GC2012/1 R44	Amendments not recorded.
31 January 2013	1.2	GRC	Amended to reflect change to standard regulations – no more than ten members on Section Branch Committees; references to new governance structure. Clarification of the terms of Executive Officers (other than Chair).
13 February 2016	2.0	B2016/1 R32	Updated to reflect the outcomes of the review of the Faculty, Section and SIG governance structure.
12 August 2016	2.1	Manager Governance	Updated to reflect Board decision in relation to a quorum.
18 August 2016	2.2	Manager Governance	Updated to reflect appointment process for Community Members and the involvement of the General /Senior Department Manager in the establishment of subcommittees and working groups.
6 October 2018	3.0	B2018/6 R27	Updated to reflect new election model, remove sections of the Regulations that are captured under the College's standing 'Meeting Operation Regulations', and other minor updates for clarity purposes.
26 April 2019	4.0	B2019/OOS R20	Updated to reflect: <ul style="list-style-type: none"> • the reversion to the previous election model (in place prior to 2017) whereby the Subcommittee Chair is elected first by the members of the Subcommittee, and the Subcommittee Chair automatically sits on the Bi-national Committee as a Jurisdictional Member. • that if a Subcommittee does not exist for a Section, the jurisdictional position is called for as part of the Bi-national Committee election process. • that the Regulations be reviewed again in two years' time. • changes at the request of the CGRC from its meeting held on 4 April 2019. • other minor typographical revisions.

18 October 2019	4.1	Legal Counsel	Updated to remove ' in Committees', incorporation of authorising body, responsible committee and document code in the revision record and amended footer.
22 February 2020	4.2	B2020/1 R28	Updated to reflect a change of name from Section of Social and Cultural Psychiatry to Section of Social, Cultural and Rehabilitation Psychiatry, change of terms from 3 x 2 year terms to 2 x 3 year terms for Chair and Jurisdictional positions, and increasing the number of co-opted members from two to four.
NEXT REVIEW: 2022			