

Regulation

Committee Meeting Operations and Elections



The Royal
Australian &
New Zealand
College of
Psychiatrists



Background

The Committee Meeting Operations and Elections Regulations (**Regulation**) sets out the procedures for conducting meetings and elections for all College Committees.

This Regulation applies to any formal group established by the Board, including Committees, Subcommittees, Councils, Executive Committees, Advisory Groups, Steering Groups, Working Groups, Taskforces and Panels.

This Regulation should be read alongside each Committee's specific Regulations or Terms of Reference, which define the Committee's roles, responsibilities, reporting relationships, membership, and guide the appointment or election processes.

The RANZCP is committed to addressing the longstanding inequities experienced by Aboriginal and Torres Strait Islander peoples in Australia, and Māori in Aotearoa New Zealand, in both health outcomes and access to culturally safe mental health care. Central to this commitment is the College's work to grow and sustain the Indigenous psychiatric workforce, promote cultural safety for both patients and psychiatrists, and embed culturally responsive practices across training, policy, and service delivery. Guided by its vision, the RANZCP acknowledges the enduring disparities in health outcomes for Aboriginal and Torres Strait Islander peoples and Māori, which reflect systemic barriers to appropriate health services and the social determinants of health. The College is advancing this agenda through multiple initiatives, including increasing representation of Aboriginal, Torres Strait Islander and Māori peoples among its membership and staff, strengthening education in culturally appropriate care, and implementing its Reconciliation Action Plan and commitment to Te Tiriti o Waitangi.

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Section A: Committee Meeting Operations

1. Consent

By accepting the appointment to a College Committee, your email addresses will be shared with other committee members to facilitate the committee's work. The College may also share your email address with other College Committees, including the Board, when necessary. If you do not consent to your email address being shared in this way, please contact the relevant Executive or Senior Manager.

2. Committee Powers and Delegation

The Committee shall observe and comply with its Regulations or Terms of Reference and any directions and delegations (financial or otherwise) that may be required by the Board.

Any delegation from the Board cannot be sub-delegated by the Committee unless stipulated within the Committee's Regulations or Terms of Reference.

3. Confidentiality

The handling of confidential information may differ between committees. As a committee member, you are required to maintain the confidentiality of any information provided to you in your role.

Confidential information includes anything marked as confidential on an agenda, identified as such by the Chair, or includes commercial, personal, training, or examination-related details.

Before attending any meeting, all voting members, co-opted members, observers, and appointed proxies must sign and return an *Undertaking regarding Confidential Information and Management of Conflicts of Interest*. This Undertaking applies to all committees you participate in and remains valid during and after your committee service.

If you are ever unsure whether information can be disclosed, please seek clarification from the Chair.

4. Defects in Appointment or Qualification

All acts done in good faith by a meeting of the Committee or member of a committee will be valid and effective even if it is afterwards discovered that there was some defect in the appointment of that person.

If a committee does not have all positions filled as specified in its Regulations or Terms of Reference (except where a minimum composition is required), this does not invalidate the committee's operations.

If the committee cannot meet the Aotearoa New Zealand or Australian geographic requirement, but reasonable efforts have been made, the requirement may be satisfied by considering all voting and non-voting members collectively.

5. Meeting Code of Conduct

By participating in a committee meeting, we aim to support our members, advance psychiatry, and advocate for the best mental health outcomes for our communities.

Members of this Committee will strengthen the performance of the Committee, improve working relationships, and ensure all participants' wellbeing is maintained. Participants will attend meetings with good intentions, willingness to share experience and knowledge, and support each other in constructive and respectful discussion.

Participants will:

- Attentively listen to others, remain open to suggestions and comments and ensure respectful communications are maintained at all times.
- Be punctual, prepared and contribute to the meetings goals.
- Read and give due consideration to information presented to the Committee and in advance of all meetings.

- Make an active contribution to discussions, give the views of each member consideration and respect the outcomes supported by the Committee.
- Be respectful of the confidential and sensitive information afforded to members in their role.
- Accept all opinions and decisions graciously, even if individual views have not been collectively supported.
- Ensure all views are recorded in the minutes, particularly dissenting views.
- Take into consideration Australian and Aotearoa New Zealand perspectives as well as appropriateness to First Nations Peoples and the lived experience voice.

Where a participant of a committee is not upholding these standards, the Committee Chair will work with the participant to seek improvement and may determine next steps as required. Ongoing non-compliance will be managed at the discretion of the Chair.

6. Resignation or Removal from Committee Membership

Committee membership is appointed with the expectation of active engagement and ongoing contribution. Circumstances may arise where a member is no longer able or willing to participate effectively or appropriately in the committee's work. In such cases, removal may be necessary to ensure the committee operates efficiently, maintains integrity, and fulfils its objectives in accordance with the College's governance standards.

A committee member's removal may be considered where one or more of the following apply:

- **Non-attendance:** Repeated failure to attend meetings, as outlined in the attendance requirements of these Regulations.
- **Lack of participation:** Failure to contribute meaningfully or engage with the work and deliberations of the committee.
- **Breach of conduct:** Behaviour inconsistent with the College's Code of Conduct; Code of Ethics; Discrimination, Bullying and Harassment Policy; Privacy Policy; Undertaking in relation to Conflict of Interest; or any other relevant policy or procedure.
- **Unmanageable conflict of interest:** Existence of a conflict of interest that cannot be appropriately mitigated or managed.
- **Reputational impact:** Conduct that brings, or has the potential to bring, the committee or the College into disrepute.
- **Repeated non-compliance:** Ongoing breach of the Meeting Code of Conduct section of this Regulation or repeated failure to perform the responsibilities outlined in the member's position description.
- **Chair-specific concerns:** In the case of a Committee Chair, misuse of authority or position, failure to lead or facilitate the committee effectively, or loss of confidence by a majority of committee members.

6.1. Process for removal

Concerns regarding a member's conduct or performance should first be raised with the Committee Chair. Where the concern involves the Chair, it should be referred to the Chair of the parent committee in consultation with the relevant Executive. The Chair (or parent committee Chair) will communicate with the member to outline the concerns, provide an opportunity for the member to respond, and attempt to reach a constructive resolution. Where appropriate, agreed expectations for improvement and a review timeframe will be confirmed in writing.

If the issue continues, the Chair (or parent committee Chair) may issue a formal notice specifying the ongoing issues, the required improvements, and the timeframe for resolution. Should the matter remain unresolved, the Chair may determine that removal from the

committee is appropriate, or may refer the matter to the parent committee, the Corporate Governance Committee in consultation with the CEO, or relevant Executive for decision. Complex or sensitive matters may be escalated directly to the Board.

If removal is approved, the decision will be confirmed in writing, and the committee shall be advised of the outcome. A replacement will then be sought in line with the Casual Vacancy provisions.

7. Financial Responsibility

Where applicable, a committee must develop an annual budget in consultation with the relevant Executive or Senior Manager. Committees must operate in accordance with the *Delegation of Authority Guideline*.

All financial business cases, budgets or budget variations must be reviewed by the Chief Financial Officer (CFO) and CEO and approved in accordance with the *Delegation of Authority Guideline*.

8. Meetings

Committee meetings may be held in person, virtually, or in a hybrid format, depending on the committee's needs and available facilities. Each committee is budgeted for one in-person meeting per year, with up to four meetings supported annually. If additional meetings or a different schedule is needed, the committee may request approval and extra budget from the relevant Executive Manager and CEO.

Out-of-session meetings (such as by email) should only be used for urgent or non-controversial matters when it is not feasible to convene a full meeting. For significant or complex issues, every effort should be made to hold a formal meeting.

All committee business must be conducted within the Board-approved budget. Adequate notice will be provided for meetings; however, if urgent business arises, a meeting may be called with 48 hours' notice by the Board, Committee Chair, or CEO.

9. Attendance

To ensure effective operations and progress, Committee members are asked to attend all Committee meetings and participate in matters outside of meetings where practicable. At a minimum, members must attend at least 75% of total Committee meetings held each election year.

The Chair will be advised where a committee member:

- (a) fails to meet the minimum attendance requirement; or
- (b) fails to attend three (3) consecutive meetings (or less for Committees that meet less than 5 times per year) without reasonable excuse or prior written notice to the Chair; or
- (c) frequently does not respond to matters considered out-of-session.

If non-attendance or non-response persists, the Chair should contact the Committee member to confirm their continued interest in the position and/or remind them of the requirement to attend meetings and respond to out-of-session items.

Special circumstances will be considered on a case-by-case basis. When scheduling meetings, every effort should be made to accommodate members' personal or family/whānau commitments, religious and cultural needs, lived experience, diversity, bi-national time differences, and any other barriers that may prevent participation.

Committee member attendance will be recorded in the Committee's Attendance Register after each Committee meeting and out-of-session activity. A copy of the register will be provided to the Chair before the end of each election year, or upon request.

In the case of the Committee Chair not frequently attending meetings and/or non-responsive to matters outside of meetings, the Parent Committee Chair will be advised and will determine the next steps.

10. Leave of Absence

A leave of absence refers to an extended period away from a committee position. Acceptable reasons for leave may include, but are not limited to, parental leave, family/whānau or carer responsibilities, training and study commitments, medical needs, religious observances, workplace pressures or fatigue, cultural commitments, holidays, or overseas relocation.

Requests for leave of up to 12 months must be submitted to the Committee Chair. Requests for leave longer than 12 months may be considered at the Chair's discretion.

The Chair and the Committee will decide whether to fill the position as a casual vacancy during the leave period. While on leave, the member may remain listed in the committee's membership system (iMIS) and continue to receive emails and meeting papers, unless they request otherwise. Their leave status should be noted on the agenda and attendance register.

A member's term will not be extended to account for leave taken; any period of leave counts toward the current term and the maximum allowable time on the committee (the 12-year rule). If a term expires during a leave of absence, standard re-appointment or nomination processes apply, and members may consider these options before commencing leave if possible.

Leave of absence cannot be applied retroactively if a member has missed meetings without notifying the Chair.

11. Meeting Agenda

An agenda should be circulated one week in advance of the Committee meeting.

Refer to the *Committee Member* or the *Induction Manual, College Committee Operations – Guide to Chairing Meetings* for further information on agendas.

Agenda items must include:

- Acknowledgement of Country.
- Acknowledgement of Live Experience.
- Committee Members and their attendance or apologies
- Confirmation of quorum.
- Confirmation that the meeting is being recorded.
- Declaration of Conflicts of Interest (COI) and the COI Register of the Committee
- Minutes of the previous meeting(s) including out of session decisions
- Business arising from the minutes
- Action list
- Committee risks and/or register (whichever is relevant)
- Committee Work Plan (if developed)
- Items for discussion/approval
- Items for noting (if there are any)
- Other business
- Next meeting date
- Meeting close, i.e., the time the meeting concludes.

12. Meeting Minutes

Minutes of a meeting and any out of session decisions shall be recorded and kept by the College.

Minutes must be:

- drafted, provided to and reviewed by the meeting Chair within two weeks of the meeting taking place.
- following Chair review, circulated to the Committee and submitted in draft to the Parent Committee for noting.
- submitted to the Committee's next meeting for approval.

Refer to the *Committee Minute Taking Guidance* for further guidance on the operational processes and responsibilities associated with taking minutes of committee meetings.

13. Work Plan

Committees should develop and implement an annual Work Plan to support the College's priorities and objectives. The Committee's Parent Committee should have oversight of the workplan and its progress.

14. Chairing a Meeting

The Chair of the Committee will chair the Committee's meetings.

In the absence of the Chair, the Deputy Chair or Co-Chair (if applicable and present) shall act as the Chair for that meeting. In the absence of any identified Chair within 15 minutes of the meeting's commencement time, the Committee members present shall elect a committee member to chair the meeting.

Refer to the *College Committee Operations - Guide to Chairing Meetings*.

15. Conflict of Interest

Conflicts of interest will be managed and declared in accordance with the College's *Declaring and Managing Conflict of Interest Guideline*.

16. Risk Management

All Committees are responsible for identifying, recording and reporting risks in accordance with the College's *Risk Management Policy*.

Any risk that is thought to be a high or extreme risk must be elevated promptly to the Committee's Parent Committee via the Executive/Senior Manager.

17. Quorum/Voting

The quorum to hold a meeting is 50% of the Committee's total voting membership.

17.1. Who can vote / who constitutes voting membership

With the exception of Co-opted members and Observers, all committee members (including casual vacancy and Proxy positions) have voting rights. This means that non-voting positions are not considered when calculating quorum.

College staff are not permitted to vote.

17.2. Minimum % of Committee members required for a decision to be made

A decision of the Committee is valid where it is made by a minimum of 50% of its voting membership who are present. This means:

- 50% of committee members with voting rights in attendance at meetings, or
- 50% of the full committee membership with voting rights when an out-of-session decision has been circulated via email, unless a member has indicated that they will be absent or on leave of absence.

Where a conflict of interest has been declared and excludes a person from voting, the minimum 50% of voting membership is of those who are present excluding anyone who has declared a conflict of interest.

A member who is an apology, a vacant role on a committee, or non-voting positions such as Co-opted members and Observers, are not counted when considering the committee's total voting membership.

17.3. Decisions where a quorum is not present

If a quorum is not present, decisions can only be made on agenda items that relate to an already approved policy, procedure or process, to a set of facts, or extending to an established decision.

The Chair is required to seek guidance from the relevant College Executive or Senior Manager or the CEO to confirm where decisions can be made when a quorum is not present. This may include deferring the decision to the next meeting, or if the decision requires a timely outcome, convening a separate meeting, or circulating an out-of-session decision via email to the committee.

17.4. How to conduct a vote

The Committee may conduct votes either openly or through a blind vote.

Open voting can include methods such as a show of hands or voice vote, while blind voting is conducted confidentially, typically using written ballots or an electronic system and generally reserved for a committee appointment decision.

17.5. Where there is an equality of votes

The Chair of the meeting has an additional vote in instances where there is an equality of votes.

17.6. Minuting votes

Meeting decisions will be recorded in the meeting's minutes. Refer to the *Minute Taking Guidance* for further information on minuting.

A decision of the Committee is deemed to be a decision of all Committee members present and voting. A Committee member may request that their dissent be recorded in the minutes.

18. Proxies

Committee members are only able to appoint a Proxy to attend a meeting on their behalf if the position held by the member on the Committee is a Representative position as defined in this document.

The appointed Proxy must be a member of the Committee they are representing.

The onus is on the Committee member to advise the Committee Chair and the relevant College Executive or Senior Manager in advance of the meeting of their Proxy's details.

A Proxy has the same voting rights as the person they are replacing.

A Proxy may only receive the meeting papers for the meeting they are attending.

19. Observers

An Observer is a non-voting participant invited to attend a specific committee meeting, or portion of, for a particular purpose, typically to provide input, expertise, or perspective. Observers do not need to be a member of the College.

The Committee will identify the need and consider the operational requirement for an Observer before inviting them to attend some or parts of a committee meeting as an Observer.

It will be at the discretion of the Chair of the Committee if an Observer is to be provided with Committee meeting papers.

A committee will consider the need for Observers on an as required basis.

Observers who are not members of the College will be asked to sign a Non-Disclosure Agreement prior to their Committee participation.

20. Other Committees

Committees may not establish another committee without the approval from the Parent Committee and/or the Board.

Any request to establish a committee must be in writing to the Parent Committee or Board, and in accordance with the *Committee Creation, Extension, Conclusion Procedure*, taking into consideration resources, workload, available budget and the College's governance structure. The relevant Executive Manager and/or CEO will determine the need for additional resourcing or utilising existing resources to support and manage any newly established committee.

21. Media and Authorised Statements

The College's *Media and Communications Policy* must be consulted and adhered to. Media questions received by a committee or a committee member must be forwarded to the media and communications team for consideration.

22. Support

A Committee shall be supported by college staff. The Executive or Senior Manager responsible for the Committee (or their nominee) will attend committee meetings. Other staff members may attend, and this will be arranged by the relevant Executive or Senior Manager.

23. Review

The CGC will review the need for each College committee and its membership and/or composition every three years.

Regulations or Terms of Reference shall be reviewed every three years, or earlier if required.

Section B: Committee Elections Operations

Election processes for members to participate on College committees occur annually to ensure fair representation and support effective decision making with the College.

The Committee Elections Operations is intended to provide clarity of the processes on delivering the College's annual elections.

24. Operationalisation of Elections

The Governance Department manages the overarching operations of committee elections and college staff support the processes at a committee level.

The election process is ongoing throughout the year. It commences in quarter four of every year to ensure positions are finalised at the conclusion of the College's Annual General Meeting (AGM) the following year.

25. Committee Composition

Committees comprise generally five (5) to twelve (12) members. Consideration is given to the expertise and representation required for Committee's to meet its roles and responsibilities, which informs the composition needs.

Committees may comprise of a mix of College Fellows, Associates and Affiliates; member cohort delegates; representatives or ex-officio's of other College committees; and non-College members who have lived or living experience or care for someone who has had lived or living experience of a mental illness.

At all times, consideration should be given to representation of First Nations Peoples, lived or living experience, gender, diversity, geographical spread, bi-national representation, career stage, and specific expertise as required by the committees work plan.

26. Voting Member Term

Member positions on Committees have a term of three (3) years and Trainee Delegate positions on Committees have a term of one (1) year. Where a member is on a committee in the capacity as a Board Director or the position is related to employment, the terms for these positions are aligned to their Director term and employment.

Terms commence and conclude at the College's AGM.

27. Maximum Time Served on a Committee – The 12-Year Rule

Eligible committee members may serve on a committee in a voting capacity for a maximum of twelve (12) consecutive years, equating to four (4) three-year terms.

Members are elected or appointed to a committee for a single (first) term of three years, with the option for re-appointment to a second (2nd) three-year term. At the conclusion of the second term, the position will be open for election, and the individual will be able to re-nominate for the position should they be eligible to do so. If the member is re-appointed or re-elected to the Committee, they may serve a third (3rd) term of three years and offered reappointment for a fourth (4th) and final three-year term.

Once a member has reached the twelve (12) year limit, they must take a minimum of one (1) year break from serving in a voting capacity on that committee, before being eligible to return. After this time, they will start a new twelve (12) year term cycle.

If appointment to another term would result in exceeding the twelve (12) year limit, the member is not eligible for appointment.

The 12-year rule does not apply to Trainee Representative positions, Board Director positions, and positions related to employment.

28. Appointing Co-opted Members

The Co-opted position is a non-voting position that is available to all committees, typically to provide input, expertise, or perspective from outside of the committee's composition.

The Committee may co-opt a maximum of four (4) additional members to the composition for a specified period of time, where particular knowledge and/or expertise is required. The approval to co-opt is to be undertaken by the Committee.

The Co-opted position term is at the discretion of the Committee. If no term is specified at the time of appointment, the term will be until the conclusion of the Chair's term. Co-opted positions may be terminated at any time upon the Committee's determination that the role has fulfilled its intended purpose, is no longer required, or that the Committee's strategic focus necessitates a shift in required expertise.

Co-opted members do not have voting rights on the committee, and are not eligible to serve as committee representatives, Co-Chair or Deputy Chair.

29. Appointing a Casual Vacancy

Chair Positions:

- In the event of the resignation of a Chair on a committee, a casual vacancy arises.
- Expressions of Interest will be sought from within the committee to appoint the casual vacancy chair. If unable to fill the Chair position, a process for appointing a casual vacancy will be developed in consultation with the Governance Unit.
- The person appointed as a casual vacancy must be eligible for appointment in accordance with the position's selection criteria.
- The parent committee will confirm the appointment.
- The term of the casual vacancy shall be until the following College AGM.
- The time served as a casual vacancy shall not be counted towards the 12-year rule, the total period of membership on the committee.

All other voting positions:

- In the event of the resignation of a voting member on a committee, a casual vacancy arises.
- The committee chair will appoint a suitable alternative to fill the casual vacancy. If unable to fill the position, the committee shall determine whether to keep the position vacant until the next election cycle or make a further attempt at filling the position.
- The person appointed as a casual vacancy must be eligible for appointment in accordance with the committee's regulations for the relevant position.
- The term of the casual vacancy shall be until the following College AGM.
- The time served as a casual vacancy shall not be counted towards the 12-year rule, the total period of membership on the committee.
- In the event of a resignation from a representative position, the position will be filled by the representative committee.

Casual vacancies on time-limited committees will follow the above process, except the term of the casual vacancy shall be until the completion of the committee.

30. Nomination and Advertising Process

The Elections and Governance Officer is responsible for administering the nomination and advertising process for committee elections.

A timeline for the upcoming election cycle is developed at the end of each year and published on the Committee Openings page of the College website. This timeline outlines the election cycle and specific dates for each committee's nomination period.

The call for nominations will be open for three weeks. Nominations must be submitted via the prescribed nomination form and include a brief curriculum vitae, and, for chair positions, the names of a proposer and seconder.

All nominations are then progressed to the appointment process as outlined in this Regulation. Once an appointment has been made, nominees will be formally notified of the outcome - successful or unsuccessful - by the committee support staff.

31. Appointment Approval Processes

Positions that require appointment processes are either appointed by the membership via a ballot as outlined in the committee's Regulations, or appointed by the following processes:

31.1. Representative Positions

On recommendation of the representative committee, the position will be appointed by the parent committee.

31.2. All Other Positions

On recommendation of the subordinate committee, the position will be appointed by the parent committee.

Section C: Other

32. Definitions and Interpretation

Refer to the definitions in Article 1.1 of the Constitution, with additional definitions as follows:

‘Carer’ means a family/whānau member, friend or another whose life, because of their active caring and supporting role, has been affected by their close association with an individual who has, or who has had, experience of mental illness.

‘Casual Vacancy’ means a vacancy on the Committee caused otherwise than by the retirement of a member of the Committee at the end of his or her term.

‘Co-opted’ means a non-voting position that is available to all committees, typically to provide input, expertise, or perspective from outside of the committee’s composition.

‘Committee’ for the purpose of this Regulation means a group established by the Board (in accordance with approved College procedures) to assist it in discharging its duties (other than for those items that the Board cannot delegate). A Committee may be known as a Committee, Subcommittee, Council, Panel, Advisory Group, Working Group, Steering Group, Taskforce.

‘Delegate’ means a member that represents a member cohort on a committee.

‘Elected’ means the formal election process undertaken to elect a role as detailed in the Regulations/Terms of Reference.

‘Election Year’ means a period of twelve months between Annual General Meetings for which the College deems elections to be held and members appointed.

‘Electronic Ballot’ means a ballot (vote) undertaken by electronic methods.

‘Ex-officio’ means a person is a member of the Committee due to their membership on another committee or their position of office (as determined by the Regulations/Terms of Reference/Position/Role Description).

‘Member’ for the purpose of this Regulation means a person who is a member of a committee.

‘Observer’ means a person who is invited to observe at a meeting. An Observer does not have voting rights.

‘Parent Committee’ means the committee that a committee reports to..

‘Proxy’ is someone appointed to attend a committee meeting on behalf of a member, but only if the member holds a Representative position. The Proxy must also be a member of the same committee and has the same voting rights as the person they are replacing.

‘Re-appointment’ means the process of offering a further term to a committee member, following the completion of their existing term.

‘Regulations’ for the purpose of this Regulation, means a document outlining at a minimum a committee’s role(s), responsibilities, reporting relationships, composition/membership and election/appointment/casual vacancy processes. Regulations may also be referred to as Terms of Reference.

‘Re-nominate’ means the process of a committee member formally submitting a nomination as a candidate for the same position on a committee, following the completion of their existing term.

‘Representative’ means a person appointed to a committee from another College committee, or from an organisation external to the College.

‘Section’ means a Section of the College established pursuant to Article 15.3.

‘Subordinate Committee’ means a committee that reports up to the committee.

‘Terms of Reference’ means a document outlining at a minimum a committee’s role(s), responsibilities, reporting relationships, composition/membership and election/appointment/casual vacancy processes. Terms of Reference may also be referred to as Regulations.

‘Year’ for the purposes of Regulations/Terms of Reference means the period starting when a person takes office and ending at the Annual General Meeting when they retire from that office.

33. Associated RANZCP Documents

Available via [Governance documents | RANZCP](#)

- Code of Conduct
- Code of Ethics
- College Committee Operations – Guide to Chairing Meetings
- Committee Member Induction Manual
- Regulations or Terms of Reference of relevance to that committee (available on request)
- Constitution
- Declaring and Managing Conflict of Interest Guideline
- Delegation of Authority Guideline
- Discrimination, Bullying and Harassment Policy and Procedure
- Document Approval Pathway Procedure
- Governance Structure Chart
- Media and Communications Policy
- Position/Role Descriptions of relevance to that committee (available on request)
- Privacy Policy
- Procedure for the Appointment of Community Members to College Committees
- Risk Management Policy
- Strategic Plan
- Travel and Expense Guideline
- Undertaking in relation to Confidential Information and Management of Conflicts of Interest

Revision Record

Contact:	Governance Unit		
Authorising Body:	Board		
Responsible Committee:	Corporate Governance Committee		
Document Code:	Regs Committee Meeting Operations and Elections Regulations		
Date	Version	Approver	Description
November 2025	2.0	Corporate Governance Committee	Included Committee Election Operations section; changed tone/language; reference to relevant documents; and other minor edits.
13 July 2023	1.4	EGM, Education and Operations	Updated to apply to Advisory Groups, Steering Groups, Working Groups and Oversight Panels.
28 June 2023	1.3	B2023/5 R22	Included Meeting Code of Conduct.
31 January 2022	1.2	EGM, Education and Operations	Further minor edits.
17 January 2022	1.1	EGM Education and Operations	Minor edits and included 4 Co-opted Members, and absolute term on any committee is 12 years.
18 November 2018	1.0	B2018/7 R10	New document.
NEXT REVIEW: 2028			