Organisation Committee
Standing Orders
Committee Standing Orders Part 2

1. TERMS OF REFERENCE to include remit

SO1.1 The terms of reference of the Organisation Committee are;

1. To advise on matters affecting the structure, function and representativeness of the Association and to liaise with other Association bodies undertaking similar activities.

2. To advise on the constitutions, duties and powers of the Association’s meetings, councils, boards, forums and committees, including responsibility for approval of standing orders and to recommend consequential amendments to the articles and bye-laws where appropriate.

3. To advise on the establishment of new committees, their duties and powers and constitutions, and on the disbanding and merging of committees and to recommend consequential amendments to the articles and bye-laws where appropriate.

4. To advise on the interpretation or alteration of the existing, or the adoption of new, articles and bye-laws.

5. To consider and act on matters relating to divisions and regional councils, including the allocation of grants.

6. To make recommendations on the conferring of the Association’s awards and honours.

7. To advise council annually on the allocation and distribution of seats on the RB including those minority groups to be invited to appoint representatives to the ARM.

8. The Award of the Association’s Gold Medal for Distinguished Merit.

2. MEMBERSHIP OF THE COMMITTEE

SO2.1 Ex-officio members (without voting rights)
Council Chair
Representative Body Chair
Treasurer
Deputy Chair of Council
Conference of honorary secretaries Chair

Elected by the representative body
6, of whom 1 shall be a junior member, as defined in article 1, and not more than 2 shall be in the same branch of medical practice. The Chair shall be elected for a term of three sessions. In the years with no chair election five will be elected applying the same branch of practice constraints across the six members.

Elected by council
2, including 1 with special interest in overseas members or in members who qualified overseas if not already elected by the representative body.
5. **ELECTION OF OFFICERS**

SO 5.3 Candidates shall be nominated by submitting a name.

SO 5.14 The Chair will be elected triennially for a maximum, of six sessions.

After an aggregate term of office of six sessions, inclusive of past service, shall cease to be eligible for re-election.

10. **SUBCOMMITTEES AND WORKING GROUPS**

SO 10.4 **Awards and Honours subcommittee;**

The constitution of the subcommittee will be;

- The president
- The four chief officers
- The chair and deputy chair of the organisation committee
- Two voting members of the committee elected by the committee

14. **PROCEDURES OF MEETINGS**

SO 14.8 **Ordinary meetings**

The committee shall meet at least thrice per session, with additional meetings as required.

14.11 In replace of 14.11

No business shall be transacted at any meeting of the committee unless at least two-thirds of the voting members are present, either in person or virtually.

18. **ADDITIONAL STANDING ORDERS**

SO 18.1 The committee shall allow the deputy chair of the conference of honorary secretaries as an observer at the request of the honorary secretaries’ conference.
ORGANOGRAMS

In addition, please provide organograms to show the following:

O1. how an individual is elected/appointed to your committee.

O2. detail the route of election/appointments of officers, executives, subcommittees policy leads etc

O3. detail the committee’s election/appointments to internal BMA committees or external bodies.

O1

Elected by the Representative Body
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Organisation Committee

Elected by council
2, including 1 with special interest in overseas members or in members who qualified overseas if not already elected by the representative body.

O2

8 voting members

Chair

Deputy Chair