

Regulations of the Royal College of Psychiatrists

January 2017

Regulations of the Royal College of Psychiatrists made by the Board of Trustees on 27 January 2017

The Board of Trustees of the College by virtue of all powers conferred upon it whether by the Supplemental Charter or by the Bye-Laws or otherwise howsoever hereby makes the following Regulations. These Regulations shall take effect on the date they are made by the Board of Trustees and shall supersede the regulations of the College adopted by the Council 10th February 2010, a copy of which are set out in the College's occasional paper OP73 February 2010.

As at the date these Regulations are made, the other regulations of the College made under the authority of the Bye-Laws by the Board of Trustees, the Council or the Education and Training Committee include:

- (a) the Regulations in relation to the examination made by the Education and Training Committee (as referred to in paragraph 2 of Section III and paragraph 3 of Section XX) and the Regulations made by the Education and Training Committee setting out the related appeals procedure, in each case as for the time being in force;
- (b) the Regulations as to the remit and procedures of the Disciplinary and Complaints Committee for the time being in force;
- (c) the Regulations setting out the policy for members of the Board of Trustees on conflicts of interest and conflicts of loyalties which are made by the Board of Trustees on 26th September 2014 on; and
- (d) the Regulations referred to in paragraph 5 of Section III.

Section I. Preliminary

Save where otherwise stated or where the context otherwise requires expressions defined in the Supplemental Charter and in the Bye-Laws shall have the same meaning when used in these Regulations. In addition, the following definitions and rules of interpretation apply in these Regulations.

1. Definitions

'The Bye-Laws' means the Bye-Laws of the College for the time being and from time to time in force made, revoked or amended in accordance with the terms of the Supplemental Charter;

'Carers' Forum' means the Carers' Forum referred to in paragraphs 28 and 30 of Section XX;

'Chief Executive' means the chief executive employed by the College and who shall be appointed by the Board of Trustees;

'College Website' means the website operated by the College from time to time;

‘Disciplinary and Complaints Regulations’ means the Regulations as to the remit and procedures of the Disciplinary and Complaints Committee and references to the ‘Disciplinary and Complaints Regulations’ include references to those Regulations as from time to time made, revoked or amended in accordance with the terms of the Supplemental Charter and the Bye-Laws and for the time being in force;

‘Examination Regulations’ has the meaning given in paragraph 3 of Section XX and references to the ‘Examination Regulations’ include references to those Regulations as from time to time made, revoked or amended in accordance with the terms of the Supplemental Charter and the Bye-Laws and for the time being in force;

‘FPTP ballot’ and **‘STV ballot’** have the meaning given in paragraph 11 of Section XXVI;

‘Post-Membership Psychiatric Trainee’ and **‘Pre-Membership Psychiatric Trainee’** have the meaning given in paragraph 32 of Section XX; and

‘Service Users’ Forum’ means the Service Users’ Forum referred to in paragraphs 28 and 29 of Section XX;

‘These Regulations’ means these Regulations as from time to time in force made, revoked or amended in accordance with the terms of the Supplemental Charter and the Bye-Laws and for the time being in force.

2. ***Rules of Interpretation***

(a) References in these Regulations to a ‘ballot’ shall mean a ballot held by post, by email or online.

(b) The singular includes the plural, and the plural the singular.

(c) Headings in these Regulations are used for convenience only and shall not affect the construction or interpretation of these Regulations.

(d) A reference in these Regulations to a statute or statutory provision is a reference to it as it is in force for the time being, taking account of any amendment, extension or re-enactment and includes any subordinate legislation for the time being in force made under it.

(e) A reference in these Regulations to **‘writing’** or **‘written’** includes references to any method of representing or reproducing such words in a legible or non-transitory form whether sent or supplied in electronic form or otherwise.

(f) A reference in these Regulations to a person being present at a meeting of the Board of Trustees, the Council or Committees (as the case may be) shall include such person being present by suitable electronic means (in which a participant or participants may communicate with all the other participants) where these Regulations, the Board of Trustees or the Council (as the case may be) permit that meeting to be held by suitable electronic means.

(g) 'electronic form' and 'electronic means' have the meanings respectively given in section 1168 of the Companies Act 2006.

(h) Any phrase introduced by the term 'including', 'include', 'in particular' or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

(i) Where these Regulations confer a power, or impose a duty it is implied, unless the context otherwise requires, that the power may be exercised, or the duty is to be performed, from time to time as occasion requires. Where these Regulations confer a power, or impose a duty on the holder of an office it is implied, unless the context otherwise requires, that the power may be exercised, or the duty is to be performed, by the holder for the time being of the office.

(j) A reference in these Regulations to the Board of Trustees, the Council, the Committees or the Sub-Committees passing a resolution or making a determination by a majority vote (whether by a simple majority or a greater majority) shall, unless the context expressly requires otherwise, be construed as a reference to a vote of the required majority of those members of the Board of Trustees, the Council, the Committees or the Sub-Committees (as the case may be) who, being present and entitled to vote, vote on the resolution or determination.

(k) The numbered sections of these Regulations correspond to the Sections of the Bye-Laws. References in these Regulations to numbered Sections and paragraphs will expressly refer to those Sections and paragraphs as being of the Bye-Laws. A reference in these Regulations to a numbered Section or paragraph (without the qualifying phrase "of the Bye-Laws") is a reference to the Section of these Regulations with that number unless expressly provided otherwise.

(l) If there is any conflict or inconsistency between these Regulations and the Bye-Laws, the Bye-Laws shall prevail.

Section II. The College

No regulation.

Section III. Members

1. The Examination Regulations (and not these Regulations) comprise the Regulations referred to in Paragraphs 1-5 inclusive of Section III of the Bye-Laws which, among other things, prescribe for:

(a) applications for Membership to be made in writing and to be subject to the taking of an examination in accordance with and subject to such conditions; and

(b) for the examination to consist of such part or parts,

in each case as the Education and Training Committee may by Regulations prescribe.

2. For the purposes of paragraph 6 of Section III of the Bye-Laws applications for registration as a Member shall be made in the College's standard form (as prescribed for the time being by the College) and shall be submitted:

(a) by sending the completed registration application form by post or delivering it by hand to the headquarters of the College (addressed to the Registration Officer stipulated on the form); or

(b) by scanning the completed registration application form in pdf format and attaching it to an e-mail sent by the applicant to the e-mail address stipulated on the form,

In each case, together with a declaration (in the form as required under paragraph 2 of Section II of the Bye-Laws) signed by the applicant and the prescribed registration fee and membership subscription fee.

3. The current Examination Regulations shall be available free of charge from the Examinations Unit of the College together with notices of any pending changes.

4. The fees for taking each part in the examination shall be reviewed and prescribed annually by the Board of Trustees it being the intention that such fees shall, as a minimum, cover all the costs incurred by the College in connection with each part of the examination.

5. While in the normal course of events success in the examination will lead to Membership, the Education and Training Committee (acting under powers delegated by the Council) reserves the right (as provided in the Examination Regulations) to make the final decision in each case as to whether an individual is to be accepted as a Member having regard to the factors stated in the Examination Regulations.

6. The reports on the examination (as such reports are referred to in paragraph 5 of Section III of the Bye-Laws) are the subject of separate Regulations made by the Education and Training Committee.

7. With regard to paragraph 7 of Section III of the Bye-Laws, these Regulations do not currently prescribe any privileges of Membership in addition to those prescribed by the Bye-Laws.

8. With regard to paragraph 8 of Section III of the Bye-Laws, these Regulations do not currently prescribe any requirements in relation to use of Registered Trademark 'MRCPsych' in addition to those prescribed by the Bye-Laws.

Section IV Fellows

1. Each Division and International Division shall in each calendar year issue written invitations (including by e-mail) to those Members within their constituency who have not less than ten years of seniority (as required by paragraph 1 of Section IV of the Bye-Laws) to apply for Fellowship. The application for Fellowship shall be made in the College's standard form (as prescribed for the time being by the College and published on the College Website). Each candidate for Fellowship shall be nominated by two Members or Fellows of the College with requisite knowledge of the candidate's

professional work. If neither of the two nominators is a Chair of a Faculty, a Division or a College International Division (as the case may be), the nomination must also be supported by such a Chair who will be invited by the College to review and support the nomination. Nominations must be made in the College's prescribed form (as published on the College Website). The nominators will indicate in the written nominations the nature of the relationship which gives rise to such relevant knowledge. The application and nomination forms shall be submitted by:

- (a) posting or delivering the forms by hand to the headquarters of the College (addressed to the Officer specified on the College's nomination form); or
- (b) scanning and attaching the forms to an e-mail and sending the e-mail to the e-mail address stipulated on the nomination form,

in each case with such supporting evidence as is stipulated in the College's nomination form (which can be scanned copies if subparagraph (b) above applies). The applicant must submit the application form but the nomination forms may be submitted separately by the nominators.

The application for Fellowship and the nominations must be submitted (either separately or together) to the Nominations Committee but in each case by close of business on 31 July in that calendar year or, if a Chair of a Faculty, a Division or an International Division is required to support the nomination, by close of business on 30 June in that calendar year.

2. For the purposes of paragraph 3 of Section IV of the Bye-Laws, a Member who is elected to Fellowship shall be registered as a Fellow in the College Register of Fellows on paying the prescribed registration fee and Fellowship subscription fee to the headquarters of the College as specified in the College's communication confirming election to Fellowship.

3. With regard to paragraph 4 of Section IV of the Bye-Laws, these Regulations do not currently prescribe any privileges of Fellowship in addition to those prescribed by the Bye-Laws.

4. With regard to paragraph 5 of Section IV of the Bye-Laws, these Regulations do not currently prescribe any requirements in relation to use of Registered Trademark 'FRCPsych' in addition to those prescribed by the Bye-Laws.

Section V. Honorary Fellows

1. Honorary Fellows may be elected at, and only at, Annual General Meetings, provided that they have been:

- (a) recommended in writing by not fewer than six Members of the College (personal acquaintance not being requisite); and
- (b) their nomination has been approved by a simple majority of those present and voting at a meeting of the of the Nominations Committee of the Council.

2. Honorary Fellows of the Royal College of Psychiatrists, not otherwise entitled to the Registered Trademark “FRCPsych”, will be granted a non-exclusive licence to use after their names the Registered Trademark ‘FRCPsych Hon’ for so long as they remain an Honorary Fellow.
3. The Disciplinary and Complaints Regulations shall prescribe:
 - (a) The grounds for and circumstances in which a person shall cease to be an Honorary Fellow and his or her name shall be removed from the College Register of Honorary Fellows; and
 - (b) the procedures applicable to such removal.

Section VI. Pre-Membership Psychiatric Trainees

1. An applicant for registration as a Pre-Membership Psychiatric Trainee shall make a formal application to the College (in the College’s prescribed form for the time being as published on the College Website), together with evidence that the applicant is a qualified medical practitioner in psychiatric training as required by paragraph 2 of Section VI of the Bye-Laws.

Section VII. Foundation Date Affiliates,—Affiliates, Mental Health Associates, Specialist Associates and International Associates and Student Associates

1. With regard to paragraph 4 (b) of Section VII of the Bye-Laws, the terms on which the Council may approve applications by any two Members of the College or Specialist Associates for registration of:
 - (a) a qualified medical practitioner as an Affiliate or Specialist Associate;
 - (b) a non-medically qualified member of a profession closely allied to psychiatry as a Mental Health Associate; or
 - (c) a registered medical practitioner, working as a psychiatrist outside the United Kingdom, as an International Associate,

are as set out in the following paragraphs of this Section. The Council has for the time being delegated its power to approve all of such applications to the Chief Executive (with power for the Chief Executive to sub delegate such power to such College staff at his or her discretion).The Chief Executive shall arrange for details of any such applications received and approvals for registration granted to be circulated with any agenda before each meeting of Council. The Council shall note such applications at each meeting and any approvals for registrations approved prior to that meeting.

Affiliates

2. A person nominated to be an Affiliate must be a Qualified medical practitioner who meets the criteria prescribed by paragraph 4 of Section VII of the Bye-Laws.

Mental Health Associates

3. A person nominated to be a Mental Health Associate must be a non-medically qualified member of a profession closely allied to psychiatry.

Specialist Associates

4. A person nominated to be a Specialist Associate must be a qualified medical practitioner who has:

(a) at least five years' experience in psychiatry; and

(b) had specialist training which has been assessed by the College as being at least equivalent to training in the United Kingdom, which would lead to the award of a Certificate in Completion of Training, as is prescribed by the Bye-Laws.

5. Nominations for Specialist Associates should be supported by two sponsors who are Members of the College or Specialist Associates. The names of successful candidates shall be reported to the Council.

International Associates

6. A person nominated for registration as an International Associate must be a qualified medical practitioner who is working outside the United Kingdom and who has spent five years working full time in psychiatry (or its part-time equivalent).

Foundation Doctor Associates

7. A Foundation Doctor Associateship is open to a Qualified medical practitioner training within the UK Foundation Programme for doctor training. Any such Qualified medical practitioner wishing to register as a Foundation Doctor Associate may apply to register, on a self-certification basis, by completing the College's prescribed application form (as published on the College Website) and submitting the completed application form on line. No registration fee or subscription fee is currently charged for registration, which shall be approved in the discretion of the College. Such registration shall cease automatically on the date when that Qualified medical practitioner has completed the UK Foundation Programme.

Student Associates

8. Student Associateship is open to medical students studying towards a medical degree from a UK medical school recognised by the General Medical Council. Any such medical student wishing to register as a Student Associate may apply to register, on a self-certification basis, by completing the College's prescribed application form (as published on the College Website) and submitting the completed application form on line. No registration fee or subscription fee is currently charged for registration, which shall be approved in the discretion of the College. Such registration shall cease automatically on the date when that medical student has completed his or her study for such medical degree.

Section VIII. Fees and subscriptions

1. The registration fees and annual subscription fees payable from time to time (as prescribed by the Annual General Meeting pursuant to paragraphs 1, 2 and 3 of Section VIII of the Bye-Laws) shall be published on the College Website.
2. Anyone elected as a Member of the College or approved for registration as an Associate of the College shall be registered as such as soon as practicable after the quarter day immediately following the date of their election or approval, provided, however, that Foundation Doctor Associates and Student Associates may be registered within such shorter timeframe as shall be determined from time to time. For this purpose, the quarter days are 1st of January, 1 April, 1 July and 1 October in any calendar year. Members of the College and Associates of the College shall for the calendar year in which they are registered pay the proportion of the annual subscription which is equivalent (expressed in percentage terms) to the proportion that their period of Membership or (as the case may be) associateship during that calendar year (calculated by reference to the number of whole quarters during which they were registered) bears to the full calendar year. The financial year of the College shall be the calendar year.
3. The payment methods which are accepted by the College for paying registration fees and subscription fees (and any administration charges payable in relation to particular payment methods) shall be as published for the time being on the College Website.
4. With regard to paragraph 2 (b) of Section VIII of the Bye-Laws, if subscriptions for any class of Membership or Association are paid by direct debit, the College offers the facility of payment by 2 equal direct instalments to be made on the relevant payment dates as published on the College Website for the time being. In case of hardship, a Member of the College or Associate can apply to the Treasurer for an instalment payment facility on a discretionary basis while the hardship lasts.

Section IX. Termination of Membership of, or Association with, the College, Termination of Office, disciplinary action, Reinstatement, Complaints Procedures and Appeals Procedures

1. All references to the 'Regulations' in paragraphs 2, 4, 5, 7, 8, 9 and 10 of Section IX of the Bye-Laws are to the Disciplinary and Complaints Regulations. Accordingly:
 - (a) any appeal under paragraph 8 of Section IX of the Bye-Laws shall be made in accordance with the Disciplinary and Complaints Regulations;
 - (b) applications under paragraph 9 of Section IX of the Bye-Laws by persons who have ceased to be a Member of the College or Associate of the College by reason only of the provisions of Article 1(a) of Section IX of the Bye-Laws) shall be in accordance with the Disciplinary and Complaints Regulations.
 - (c) applications under paragraph 10 of Section IX of the Bye-Laws by persons who have ceased to be Members of the College or Associates of the College by reason of the provisions of paragraph 1(b) of Section IX of the Bye-Laws shall be made in accordance with the Disciplinary and Complaints Regulations.

2. Any matters concerning the remit and procedures of the Disciplinary and Complaints Committee (including the issue of an Appearance Notice under paragraph 2 of Section IX of the Bye-Laws, the rights of representation and to call witnesses at the appearance before the Disciplinary and Complaints Committee, the evidence to be admitted and any investigatory processes prior to the issue of an Appearance Notice or prior to the appearance) shall be prescribed (if at all) in the Disciplinary and Complaints Regulations.

3. The complaints procedure referred to in paragraph 11 of Section IX of the Bye-Laws shall be prescribed by the Disciplinary and Complaints Regulations.

Section X. Honorary Officers

1. Except as otherwise provided in the Bye-Laws and save that no Member of the College may at the same time hold more than one of the Honorary Offices (being the offices of President, Treasurer, Registrar and Dean), two or more Offices may at any time be held by the same Member of the College.

2. With regard to paragraph 3 of Section X of the Bye-Laws, these Regulations do not currently prescribe any procedures for filling vacancies during the course of a College Year in any of the Honorary Offices.

Section XI. The President and Presidential Leads

1. A person cannot be elected as the President unless he or she is a Member of the College or a Specialist Associate. The procedure for electing the President shall be as follows:

(a) As soon as practicable after the first day of June in any calendar year the Council shall hold a nomination meeting and shall at such meeting nominate not less than one candidate and not more than three candidates. Candidates shall at such meeting be proposed and seconded and such proposal shall not be valid unless the candidate's written consent to stand for election is available. If more than three candidates are proposed and seconded, an eliminating vote shall be taken whereby the number of nominees of the Council shall be reduced to not more than three. If not more than three candidates are proposed and seconded, they shall be the nominees of the Council unless a motion be made and carried to eliminate any one or more of them.

(b) Between the first day of June in any year and the date which is four clear weeks after the nomination meeting of the Council, written nominations for nominees by Members of the College and/or Specialist Associates (in addition to the nominees of the Council determined under sub-paragraph (a) above) accompanied in each case by the nominee's written consent to stand for election, may be lodged with the Chief Executive, provided that each such nomination is supported in writing by not fewer than twelve Members of the College or Specialist Associates (taken together) who are not members of the Council. In addition to participating in any nomination of the Council, a Member of the College or Specialist Associate may not support more than one nomination pursuant to this sub-paragraph 1 (b).

(c) As soon as practicable after the closing date for receipt of nominations by the Chief Executive (as referred to in sub-paragraph (b) above) an election of the nominees (nominated pursuant to sub-paragraphs (a) and (b) above) shall be held by STV ballot of the Members of the College and Specialist Associates in accordance with the applicable provisions of paragraphs 11 to 18 inclusive of Section XXVI.

(d) Presidential Leads shall be appointed by the President and their appointment shall be notified to the Council and their respective extraordinary roles to which they are specifically appointed by the President shall be ratified by the Council. Presidential Leads must be Members of the College or Specialist Associates. Presidential Leads can act as such pending the ratification of their appointment by the Council.

2. At each Annual General Meeting, after the business thereof has been completed or adjourned, and after the presentations and the prizes have been awarded, the President shall assume office.

3. These Regulations currently make no provision for anyone apart from the Registrar to act as deputy for the President (as referred to in paragraph 6 of Section XI of the Bye-Laws).

Section XII. The other Honorary Officers

1. A person cannot be elected as the Dean, Registrar or Treasurer unless he or she is a Member of the College or a Specialist Associate. The method of electing the Dean, Registrar, and Treasurer shall be the same as that for electing the President (including an eliminating vote by the Council so as to reduce the number of nominees of the Council for each such Office to not more than three), save that the written nominations from Members of the College or Specialist Associates (who are not members of the Council) for nominees (in addition to the nominees of the Council) shall be lodged with the Registrar between the first day of June in any calendar year and the date which is four clear weeks after that meeting of the Council which is the first held after the name of the President for the next ensuing College year has become known. In addition to participating in any nomination of the Council, a Member of the College or Specialist Associate may not support more than one nomination for each such Office.

Section XIII. The Dean and the Associate Deans

1. The Dean shall (as provided in paragraph 1 of Section XIII of the Bye-Laws) be the officer of the College principally responsible for education and training and shall chair the Education and Training Committee.

2. No fewer than two and no more than seven Associate Deans shall be appointed by the Dean following advertisement in such media as the Dean considers appropriate and interview by the Dean. The Dean shall involve such College Staff or Members as he or she thinks fit in the interview process. Any appointment of the Associate Deans shall be notified to the Council but Associate Deans can act as such pending the notification of their appointment to the Council.

Section XIV. The Registrar and the Associate Registrars

1. In addition to any duties specified in the Bye-Laws the Registrar shall:
 - (a) be responsible for giving notice of Annual General and Special meetings;
 - (b) be responsible for policy, communications and membership support;
 - (c) chair the Disciplinary and Complaints Committee; and
 - (d) perform such other administrative acts and duties as the Board of Trustees or the Council direct.
2. No fewer than two and no more than seven Associate Registrars shall be appointed by the Registrar following advertisement (in such media as the Registrar considers appropriate) and interview by the Registrar. The Registrar shall involve such College Staff or Members of the College as he or she thinks fit in the interview process. Any appointment of the Associate Registrars shall be notified to the Council but Associate Registrars can act as such pending notification of their appointment to the Council.

Section XV. The Treasurer and the authorisation of payments

1. The Treasurer shall, in the name of the College, invest in securities of such nature as trustees are for the time being by law authorised to invest in, such sums of money as the Board of Trustees may from time to time direct.
2. The Treasurer shall be responsible at the proper time for informing all Members of the College or Associates of the College who may be liable for subscriptions that payment is due from them. The Treasurer shall send a reminder to those who have failed to pay them. The Treasurer shall also make a special application (as prescribed by paragraph 6 of Section VIII of the Bye-Laws) to those who have not made prescribed payments for at least twelve months and shall, if they still neglect to pay, report to the Board of Trustees as required by that paragraph.
3. There shall be the following categories of signatories who may authorise payments:
 - (a) the first category of signatory shall consist of the Honorary Treasurer;
 - (b) the second category of signatories shall consist of members of the Board of Trustees, excepting the Lay Trustees;
 - (c) the third category of signatory shall consist of the Chief Executive; and
 - (d) the fourth category of signatories shall consist of those staff members specifically so authorised by the Board of Trustees, and these will usually be Directors of the College.

Payment amount (or equivalent in another currency)	Authorised signatories required
Payments of up to £15,000	any two signatories from any of the four categories stated above
Payments of between £15,001 and £25,000	any one signatory from any of the four categories stated above in addition to any one other signatory from the first, second or third category
Payments of between £25,001 and £100,000	any one signatory from the second, third and fourth categories stated above in addition to the signatory from the first category In the absence of the signatory from the first category, any alternative two from the second and third categories only, to provide a total of three signatures
Payments in excess of £100,000	Any one signatory from the second, third and fourth categories stated above in addition to any one other signatory from the first category. In the absence of the signatory from the first category, and in the case of urgent payments only, any alternative two signatories from the second, third or fourth categories, to provide a total of three signatures

The above table applies to payment authorisation only. Cheques may be signed by any two different signatories from any of the categories regardless of the amount because the payment will have been authorised at the appropriate level, provided that a signatory is not a staff member who has authorised the creation of a payment batch. BACS, CHAPS and bank transfer payments, other than transfers between bank accounts maintained by the College whether at the same or different banks, shall be actioned as follows: Using the banking software employed within the College Finance Department at the relevant time, the creation of a payment batch shall be actioned by any one of the following: The Financial Services Manager, the Financial Reporting Manager or the Finance Executive. Following creation of a payment batch its transmission shall be authorised by any one of (excluding any staff member who has actioned the creation of a payment batch) the Director of Finance and Operations, the Head of Facilities, the Financial Service Manager or the Financial Reporting Manager.

Transfers between the College’s own bank accounts, of whatever value, shall be authorised by any two of the signatories of whatever category and shall be actioned by any two of the following: The

Director of Finance and Operations, the Head of Facilities, the Financial Services Manager and the Finance Executive.

4. No cheques shall be signed by the same person more than once.
5. The Treasurer shall chair the Finance Management Committee.

Section XVI. The Editor

1. The Editor shall be appointed by the President following advertisement and interview. These Regulations do not currently prescribe any conditions for the purposes of paragraph 1 of Section XVI of the Bye-Laws. The Editor's term of office shall be 5 years. Any appointment of the Editor shall be notified to the Council but the Editor can act as such pending the notification of his or her appointment to the Council.
2. Up to twenty-five Associate Editors shall be appointed by the Council for periods of office not exceeding four years and shall perform such editorial duties as may be delegated to them by the Editor.

Section XVII. The Board of Trustees

1. As prescribed by paragraph 2 of Section XVII of the Bye-Laws, the Board of Trustees shall consist of:
 - (a) The President (who shall chair the Board of Trustees);
 - (b) The Registrar;
 - (c) The Dean;
 - (d) The Treasurer;
 - (e) One Faculty Chair;
 - (f) One Division Chair;
 - (g) One Fellow, Member or Specialist Associate; and
 - (h) Up to 3 Lay Trustees.

The Chief Executive and the Director of Finance and Operations shall normally have the right to attend and speak (but not vote at) meetings of the Board of Trustees but may be excluded from all or part of a meeting at the direction of the chair of the meeting if he or she decides that is appropriate to do so.

2. The prescribed manner for selection of the one Faculty Chair, the one Chair of Division and the election of the one Member of College or Specialist Associate (as respectively referred to in

paragraphs 2(e), 2 (f) and 2 (g) of Section XVII of the Bye-Laws), and the prescribed qualifications for and manner of appointment of the Lay Trustees (as referred to in paragraph 2(h) of Section XVII of the Bye-Laws) shall be as follows:

(a) The one Faculty Chair shall be selected by the Faculty Chairs and, if there is more than one candidate for this post, an email FPTP ballot shall be conducted (in accordance with the applicable provisions of paragraphs 11 to 18 inclusive of Section XXVI) amongst the Faculty Chairs to determine the chosen representative;

(b) The one Division Chair who shall be nominated by the Division Chairs and, if there is more than one candidate for this post, an email FPTP ballot will be conducted (in accordance with the applicable provisions of paragraphs 11 to 18 inclusive of Section XXVI) amongst the Division Chairs to determine the chosen representative;

(c) The one Member of the College or Specialist Associate (who need not be a member of the Council) shall be selected by means of an election by STV ballot of the Members of the College and Specialist Associates conducted in accordance with the applicable provisions of paragraphs 11 to 18 inclusive of Section XXVI; and

(d) The relevant qualifications and expertise for the Lay Trustees include, but are not limited to, the fields of finance, business management, mental health strategy and development, work with patients and carers, charity law and organisation. Potential Lay Trustees shall be sought by advertisement or otherwise and shall be interviewed and appointed by a panel consisting of the President, Registrar, Dean and Treasurer or, as may be the case, of any one or more of them.

3. Ordinary meetings of the Board of Trustees shall take place at least four times each calendar year, with a period of not more than sixteen weeks between any two meetings. At least five clear days' advance notice in writing of each such ordinary meeting shall be given to each Member of the Board of Trustees. A list of such fixed dates shall be circulated to each member of the Board of Trustees at the start of each College Year and, in addition a separate notice of each meeting shall be given in writing to each member of the Board of Trustees not less than five clear days before the date of that meeting. Notice of any meeting of the Board of Trustees must be accompanied by:

(a) an agenda specifying in reasonable detail the matters to be raised at the meeting; and

(b) copies of any papers to be discussed at the meeting.

Matters not on the agenda, or business conducted in relation to those matters, may not be raised at a meeting of the Board of Trustees unless the chair of the meeting determines otherwise. As provided in paragraph 4 of Section XXVI of the Bye-Laws no failure to send a notice or agenda of any meeting shall invalidate the business transacted at that meeting.

4. The number of members of the Board of Trustees required to request the calling of a Special Meeting of the Board of Trustees shall be not less than five (of whom at least three shall not be Lay Trustees).

5. Notice of a meeting of the Board of Trustees shall be deemed to be duly given to a member of the Board of Trustees if it is in writing and sent by post or personal delivery to him or her or by

electronic means in accordance with paragraph 7 of Section XXVI of the Bye-Laws. It shall not be necessary to give notice of a meeting of the Board of Trustees to any member of the Board of Trustees:

(a) who has waived the requirement that notice be given to him or her of any meeting of the Board of Trustees, either prospectively or retrospectively and any retrospective waiver shall not affect the validity of the meeting or of any business conducted at the meeting;

(b) who is absent from the United Kingdom unless he or she has asked the Board of Trustees in writing that notices of meetings of the Board of Trustees shall during his or her absence be given to his or her address in the United Kingdom notified to the College for this purpose, but he or she shall not, in such event, be entitled to a longer period of notice than if he or she had been present in the United Kingdom at that address.

6. With regard to paragraph 6 of the Bye-Laws, these Regulations do not currently prescribe (in addition to the Bye-Laws) any matter which has to be decided by the Board of Trustees by a higher majority than a simple majority of votes. In the case of an equality of votes the Chair of that meeting shall have a casting vote unless, in accordance with the Bye-Laws or these Regulations, he or she is not to be counted as participating in the decision-making process for quorum or voting purposes when such meeting is held.

7. Subject to the prior approval of the Chair of the meeting, unless otherwise specifically provided in the notice convening the relevant meeting, any members of the Board of Trustees may validly participate in a meeting of the Board of Trustees or a meeting of the committee of the Board through the medium of conference telephone or any other form of communications equipment (whether in use when these Regulations are adopted or developed subsequently (collectively "**Remote Communication**")), provided that all persons participating in the meeting are able to hear and speak to each other throughout such meeting.

A person so participating by Remote Communication shall be deemed to be present in person at the meeting and shall be counted in a quorum and entitled to vote. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no group which is larger than any other group, where the Chair of the meeting then is.

8. The proceedings and resolutions of meetings of the Board of Trustees, including:

(a) the names of those present and in attendance;

(b) the decisions made at the meeting (including resolutions passed); and

(c) where appropriate, the reasons for the decisions,

shall be minuted. Draft minutes of each meeting will be reviewed first by the chair of that meeting and then circulated to all members of the Board of Trustees and to the Chief Executive for approval at the next meeting of the Board of Trustees. Any such minutes, if purporting to be signed by the Chair of the meeting at which the proceedings were held or by the Chair of the next meeting, shall be evidence of the matters stated in such minutes without any further proof.

9. The College shall employ a chief executive ("**Chief Executive** ") who shall be appointed by the Board of Trustees. Pursuant to paragraph 13 of Section XVII of the Bye-Laws, the Board of Trustees delegates to the Chief Executive (with power to sub-delegate) the day to day managerial control of the operations and affairs of the College generally together with such powers of the Board of Trustees (with power to sub delegate) as are necessary for the effective performance of such managerial control, in each case subject to such directions and restrictions as the Board of Trustees may from time to time impose. For such purpose the Chief Executive shall have power to:

- (a) make and sign all contracts with employees, staff or agencies and all trade or other contracts he or she may consider necessary or expedient for the College;
- (b) delegate such of his or her powers and responsibilities to the senior executive management team of the College for the time being ('**Senior Management Team**'); and
- (c) do all other acts and things he or she may consider likely to further the College's affairs or interests.

10. The Chief Executive Officer's responsibilities include:

- (a) Implementing and ensuring that the Senior Management Team implement the decisions of the Council and the Board of Trustees;
- (b) supervising the Senior Management Team and chairing a regular meeting of the Senior Management Team;
- (c) preparing and reviewing the annual budget for the College (except for Faculties, Divisions and Special Interest Groups) and managing the annual budget for the College;
- (d) monitoring College income and expenditure and ensuring that the relevant members of the Senior Management Team (to whom this responsibility is delegated) do so;
- (e) producing the first draft of the Strategic Plan for review by the Council and adoption by the Board of Trustees and ensuring the Strategic Plan (as adopted by the Board of Trustees) is delivered;
- (f) ensuring that risk assessment in respect of the College's buildings, operations and affairs is carried out for the Board of Trustees regularly and at least annually;
- (g) reviewing business continuity plans on an annual basis;
- (h) reviewing employment policies and procedures;
- (i) ensuring that the College is appropriately staffed to carry out its activities and agreeing and implementing staff training plans;
- (j) communicating about new College developments;
- (k) consulting with the College's Staff Consultative Committee and making the Board of Trustees aware of any views expressed by the College's Staff Consultative Committee on relevant issues;

- (l) ensuring that the Board of Trustees knows the Senior Management Team's views on the affairs of the College and explaining any divergence of view in the Senior Management Team before a final decision on an issue is taken;
- (m) communicating to the College's staff the Board of Trustees' and the Council's expectations on the College's culture, values and behaviours;
- (n) supporting the President to ensure that appropriate governance standards spread through the organisation of the College; and
- (o) reporting to the Board of Trustees or to the Council if requested upon the exercise of his or her powers of delegation.

Section XVIII. The committees of the Board of Trustees

The Disciplinary and Complaints Committee

1. These Regulations do not currently prescribe, with regard to paragraphs 1 and 5 of Section XVIII of the Bye-Laws, any further terms and conditions for the delegation by the Board of Trustees of the functions and powers referred to in that paragraph.
2. As prescribed by paragraph 1 (b) of Section XVIII of the Bye-Laws, the Disciplinary and Complaints Committee shall be charged with the duty of advising the Board of Trustees upon all matters relating to removal from Membership of or Association with the College and upon all matters relating to complaints received under the College's complaints procedures.
3. The Disciplinary and Complaints Committee shall be chaired by the Registrar and membership shall consist of the Registrar, the Dean and two members of the Board of Trustees or the Council to be appointed by the Registrar and one representative. The one representative shall be selected by the Registrar and ratified by the Board of Trustees, from among:
 - (a) Honorary Fellows of the College who are not psychiatrists
 - (b) senior colleagues in other medical specialties or otherwise
 - (c) Lay Trustees of the College.

In the event that the Registrar or the Dean were subject to the proceedings of the Disciplinary and Complaints Committee the Treasurer would substitute as a member thereof. The Chief Executive will have the right to attend and speak (but not vote) at meetings of the Committee but may be excluded from all or part of a meeting at the direction of the chair of the meeting if he or she decides that is appropriate to do so. At any meeting of the Disciplinary and Complaints Committee, three members of that Committee shall be a quorum.

The Finance Management Committee

4. Membership of the Finance Management Committee shall consist of:

- (a) The Treasurer, who will chair the Finance Management Committee;
- (b) One Lay Trustee, who shall be appointed from amongst the Lay Trustees on the basis of relevant knowledge, experience or expertise; and
- (c) Three members of the Council who are not also members of the Board of Trustees, being one member from among the Divisional representatives on the Council, one member from among the Faculty representatives on Council and one other member nominated by the Council (from among the elected Fellows, Members or Specialist Associates). These representatives shall be selected by discussion and nomination within their respective groups on the Council. Should there be more than one candidate from any one group, an email FPTP ballot will be conducted in accordance with the applicable provisions of paragraphs 11 to 18 inclusive of Section XXVI amongst that group to determine the chosen representative.

The Chief Executive and the Director of Finance and Operations shall normally have the right to attend and speak (but not vote at) all meetings of the Finance Management committee but may be excluded from all or part of a meeting at the direction of the chair of the meeting if he or she decides that is appropriate to do so.

5. The Board of Trustees have not at the date of adoption of these Regulations constituted any other Committees, pursuant to paragraph 2 of Section XXVIII of the Bye-Laws, in addition to the Finance Management Committee and the Disciplinary and Complaints Committee.

General provisions relating to Committees of the Board of Trustees

6. These Regulations do not currently prescribe (with regard to paragraphs 1 and 5 of Section XVIII of the Bye-Laws) any rules of procedure, which apply to meetings of committees of the Board of Trustees in place of any rules of procedure set out in the Bye-Laws which regulate the proceedings of the Board of Trustees, other than the rules of procedure set out in this Section. The rules of procedure specific to particular committees are set out in the paragraphs of this Section which specifically relate to that committee. The following paragraphs of this Section set out rules of procedure which apply to the proceedings of committees generally except to the extent that they conflict with the specific rules of procedure set out above.

7. Except as expressly provided in this Section in the case of committees specified in this Section or in the terms of reference in the case of any committees of the Board of Trustees constituted after the date of adoption of these Regulations, a committee of the Board of Trustees shall not appoint any sub-committees without the prior approval of the Board of Trustees.

8. The members of each committee of the Board of Trustees can decide when and where to have meetings and how they will be conducted except as otherwise provided below or in the Bye-Laws. They may also adjourn meetings.

9. A meeting of any committee of the Board of Trustees can be called by the Chair of that committee or by any two members of that committee on not less than five clear days' notice.

10. Notice of a meeting of any committee of the Board of Trustees shall be deemed to be duly given to a member of that committee if it is in writing and sent by post or delivered to him or her or sent by electronic in accordance with paragraph 7 of Section XXVI of the Bye-Laws. It shall not be necessary to give notice of a meeting of any committee of the Board of Trustees to any member of the committee:

(a) who has waived the requirement that notice be given to him or her of any meeting of that committee, either prospectively or retrospectively and any retrospective waiver shall not affect the validity of the meeting or of any business conducted at the meeting;

(b) who is absent from the United Kingdom unless he or she has asked the Chair of that committee in writing that notices of meetings of that committee shall during his or her absence be given to his or her address in the United Kingdom notified to the College for this purpose, but he or she shall not, in such event, be entitled to a longer period of notice than if he or she had been present in the United Kingdom at that address.

11. With regard to paragraph 6 of Section XVII of the Bye-Laws, these Regulations do not currently prescribe (in addition to the Bye-Laws) any matter which has to be decided by any committee of the Board of Trustees by a higher majority than a simple majority of votes. In the case of an equality of votes the Chair of that meeting shall have a casting vote unless, in accordance with the Bye-Laws or these Regulations, he or she is not to be counted as participating in the decision-making process for quorum or voting purposes when such meeting is held.

12. No business shall be transacted at any meeting of a committee of the Board of Trustees unless a quorum is present at the commencement of the meeting and also when that business is voted on, provided that no quorum shall be necessary for the purposes of adjourning a meeting. The quorum necessary for the transaction of business of any committee of the Board of Trustees shall be:

(a) the number nearest to one third of the total number of the members of that committee (who are entitled to vote at meetings of that committee), whichever is the greater; or

(b) such larger number as may otherwise be determined from time to time by that committee to be the quorum.

13. The proceedings and resolutions of meetings of each committee of the Board of Trustees, including:

(a) the names of those present and in attendance;

(b) the decisions made at the meeting (including resolutions passed); and

(c) where appropriate, the reasons for the decisions,

shall be minuted. Draft minutes of each meeting will be reviewed first by the chair of that meeting and then shall be circulated to all members of the Committee for approval at the next meeting of that Committee. Once approved, the minutes of each meeting will be circulated to all members of the Board of Trustees and to the Chief Executive unless it would be inappropriate to do so in the opinion of the Committee chair. In addition to circulation of the minutes of meetings, the Chair of each

committee of the Board of Trustees shall take any other steps reasonably required to ensure that all acts and proceedings of that committee are fully and promptly reported to the Board of Trustees. Any such minutes, if purporting to be signed by the Chair of the meeting at which the proceedings were held or by the Chair of the next meeting, shall be evidence of the matters stated in such minutes without any further proof.

14. Any person elected to serve on any one or more committees of the Board of Trustees shall cease to be a member of all such committees:

(a) if he or she ceases to be a member of the Board of Trustees as provided in Section XXI of the Bye-Laws; or

(c) if an interim receiver is appointed in respect of that person's property or he or she makes any arrangement or composition with his or her creditors and the Board of Trustees (on the advice of the Disciplinary and Complaints Committee) by simple majority vote directs that he or she be removed from all such committees.

15. Any person elected to serve on any committee of the Board of Trustees shall cease to be a member of that committee:

(a) if, by notice in writing to the President he or she resigns office as a member of that committee; or

(b) if he or she shall fail to attend more than two consecutive meetings of that committee without providing an explanation which that committee shall consider satisfactory and resolves by simple majority vote that he or she is removed from that committee; or

(c) If he or she, in the reasonable opinion of that committee, has seriously or persistently neglected or been incompetent in the performance of his or her duties as a member of that committee and that committee resolves by simple majority vote that he or she is removed from that committee; or

(e) on such other grounds, as may be specified in the Disciplinary and Complaints Regulations,

and provided that in any such case (apart from paragraph (a) above) the Disciplinary and Complaints Committee makes a determination, in accordance with the Disciplinary and Complaints Regulations, that the he or she shall cease to be a member of that committee. Any such resolution as is referred to in sub-paragraphs (b) and (c) above shall not be implemented unless and until so determined by the Disciplinary and Complaints Committee. The procedures governing such removal shall be prescribed in the Disciplinary and Complaints Regulations.

Section XIX. The Council

1. With regard to paragraph 1 of Section XIV of the Bye-Laws, these Regulations do not currently prescribe further terms and conditions on which the power to make, amend or rescind Regulations in relation to the examination are delegated by the Council to the Education and Training Committee.

2. With regard to the procedure for co-opting up to five co-opted members of Council (as referred to in paragraph 3 (g) of Section XIX of the Bye-Laws), any Member of the College or Specialist Associate who is recommended by the President may be co-opted as such member of Council by resolution of the Council. If a Member or Specialist Associate is recommended for co-option by virtue of a College role being performed by him or her, the period of office shall be co-terminous with that role. In other cases, the period of co-option shall be 2 years unless otherwise provided in the resolution of Council approving the co-option. Any such co-opted member of Council shall only become eligible for further co-option after an interval of one year since his or her most recent period of co-option.

3. Ordinary meetings of the Council shall normally take place four times a year (with a period of not more than sixteen weeks between any two meetings), at such times as shall be fixed by the Council and at such places as the President or the Council shall appoint. A list of such fixed dates shall be circulated to each member of the Council at the start of each College Year and, in addition a separate notice of each meeting shall be given in writing to each member of the Council not less than five clear days before the date of that meeting. Notice of any meeting of the Council must be accompanied by:

- (a) an agenda specifying in reasonable detail the matters to be raised at the meeting; and
- (b) copies of any papers to be discussed at the meeting.

Matters not on the agenda, or business conducted in relation to those matters, may not be raised at a meeting of the Council unless the chair of the meeting determines otherwise. As provided in paragraph 4 of Section XXVI of the Bye-Laws no failure to send a notice or agenda of any meeting shall invalidate the business transacted at that meeting.

4. Notice of a meeting of the Council shall be deemed to be duly given to a member of the Council if it is in writing and sent by post or personal delivery to him or her or by electronic means in accordance with paragraph 7 of Section XXVI of the Bye-Laws. It shall not be necessary to give notice of a meeting of the Board of Trustees to any member of the Council:

- (a) who has waived the requirement that notice be given to him or her of any meeting of the Council, either prospectively or retrospectively and any retrospective waiver shall not affect the validity of the meeting or of any business conducted at the meeting;
- (b) who is absent from the United Kingdom unless he or she has asked the Council in writing that notices of meetings of the Council shall during his or her absence be given to his or her address in the United Kingdom notified to the College for this purpose, but he or she shall not, in such event, be entitled to a longer period of notice than if he or she had been present in the United Kingdom at that address.

5. With regard to paragraph 1 of Section XIX of the Bye-Laws no additional affairs are currently designated as the responsibility of the Council under these Regulations.

6. With regard to the election of the four elected members of Council (as referred to in paragraph 3(d) of Section XIX of the Bye-Laws) elections shall be held to ensure that there are not less than four such elected members at any one time, of whom not more than two are Fellows subject to

the overall condition that no such elected Member, Specialist Associate or Fellow shall serve on the Council for more than five years in that capacity without a break of at least one year.

The election procedure is as follows:

- (a) Any nominee who is proposed and seconded by members of the Council and gives his or her consent in writing to serve shall be validly nominated by the Council;
- (b) Any twelve Members of the College and/or Specialist Associates (taken together) may nominate candidates (in addition to those nominated by Council) in writing;
- (c) Any Member of the College or Specialist Associate may only participate in nominating one candidate pursuant to sub-paragraph (b) above; and
- (d) Nominations pursuant to sub-paragraph (b) above shall be lodged with the Chief Executive at any time between the first day of January and the date which is four clear weeks after the meeting of the Council at which the Council's nominations were made and shall be accompanied by the written consent of the candidate to serve if elected.

Should there be more nominations than vacancies, an election shall be held by STV ballot of the Members of the College in accordance with the applicable provisions of paragraphs 11 to 18 inclusive of Section XXVI. The ballot paper shall not indicate the method of nomination or the names of those nominating. If the number of nominees does not exceed the number of vacancies and those nominees do not include more than two Fellows, these nominees shall be declared elected at the first meeting of the Council, after the expiry of the period of four clear weeks in this paragraph referred to.

7. With regard to paragraph 3 (f) of Section XIX of the Bye-Laws, the patient and carer co-Chairs of the Patients and Carers Committee will be appointed to the Council as the patient representative and the carer representative respectively.

8. In the event of the death, incapacity or inability to serve for any reason of any Honorary Officer or College office holder an election or appointment process will be held as soon as practicable.

9. With regard to paragraph 8 of Section XIX of the Bye-Laws, these Regulations do not prescribe (in addition to the Bye-Laws) any matter which has to be decided by the Council by a higher majority than a simple majority of votes. In the case of an equality of votes the Chair of the meeting of Council shall have a casting vote unless, in accordance with the Bye-Laws or these Regulations, he or she is not to be counted as participating in the decision-making process for quorum or voting purposes when such meeting is held.

10. The following provisions of this paragraph 10 only apply if the Council, with the approval of the Board of Trustees, resolves to permit remote attendance at meetings of the Council and/or at meetings of the committees of Council. Subject to the prior approval of the Chair of the meeting, unless otherwise specifically provided in the notice convening the relevant meeting, any members of the Council may validly participate in a meeting of the Council or a meeting of the committee of the Council through the medium of conference telephone or any other form of communications equipment (whether in use when these Regulations are adopted or developed subsequently

(collectively "**Remote Communication**"), provided that all persons participating in the meeting are able to hear and speak to each other throughout such meeting. A person so participating by Remote Communication shall be deemed to be present in person at the meeting and shall be counted in a quorum and entitled to vote. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no group which is larger than any other group, where the Chair of the meeting then is.

11. The proceedings and resolutions of meetings of the Council, including:
 - (a) the names of those present and in attendance;
 - (b) the decisions made at the meeting (including resolutions passed); and
 - (c) where appropriate, the reasons for the decisions,

shall be minuted. Draft minutes of each meeting will be reviewed first by the chair of that meeting and then circulated to all members of the Council and to the Chief Executive for approval at the next meeting of the Council. Any such minutes, if purporting to be signed by the Chair of the meeting at which the proceedings were held or by the Chair of the next meeting, shall be evidence of the matters stated in such minutes without any further proof.

12. Pursuant to paragraph 12 of Section XIX of the Bye-Laws, the Council delegates to the Chief Executive (with power to sub delegate) the day to day managerial control of those affairs of the College which are referred to in paragraph 1 (a) of Section XIX of the Bye-Laws together with such powers of the Council (with power to sub delegate) as are necessary for the effective performance of such managerial control subject in each case to such directions and restrictions as the Council may from time to time impose.

Section XX. The committees of the Council

The Conferences and Advanced Learning Committee

1. The Conferences and Advanced Learning Committee shall coordinate all College meetings, including those of Faculties and Special Interest Groups. It shall be responsible for:
 - (a) arranging the scientific meetings and other meetings, including papers, discussions, seminars, scientific visits and similar matters, except at meetings of Faculties, Special Interest Groups and Divisions;
 - (b) making recommendations about College Lectureships and the places at which General Meetings shall be held;
 - (c) taking the necessary action to ensure that the social and other aspects of General Meetings are properly arranged; and
 - (d) developing a suitable programme of training courses and other learning events and resources.

A Chair of Conferences and Advanced Learning appointed by the Dean following advertisement and interview, shall chair the Conferences and Advanced Learning Committee. The term of office shall not exceed five years.

2. The Conferences and Advanced Learning Committee shall consist of:
 - (a) The Chair of the Conferences and Advanced Learning (Chair);
 - (b) The President, Registrar and Dean (*ex-officio*);
 - (c) The Specialist Advisor for Continuing Professional Development;
 - (d) The Academic Secretaries of each Faculty;
 - (e) One representative of the Psychiatric Trainees' Committee, nominated by that Committee; and
 - (f) Members with a specialist interest or expertise in developing training programmes for the College, to be appointed according to need following advertisement and interview by the Chair of the Conferences and Advanced Learning Committee with appropriate staff support.

The Education and Training Committee

3. The Education and Training Committee (constituted as a Committee of the Council under paragraph 1 (a) of Section XX of the Bye-Laws) shall, in accordance with powers delegated to it by the Council under paragraph 2 of Section XIX of the Bye-Laws, make Regulations (which shall be separate from these Regulations) for the conduct of the examination for Membership, and for ensuring that candidates have undergone training of an approved standard (the '**Examination Regulations**').

4. The Education and Training Committee shall be composed of:
 - (a) the President, Dean, Registrar, Associate Deans, Chief Examiner, Specialist Advisor for Continuing Professional Development and the Chair of the Conferences and Advanced Learning Committee, all of whom shall be *ex officio* members of the Education and Training Committee;
 - (b) one Member of the College or Specialist Associate elected by each Division to serve a five-year term of office;
 - (c) one representative from each Faculty who will normally be the Chair of the Faculty or Section;
 - (d) two Post-Membership Psychiatric Trainees elected by the Psychiatric Trainees' Committee; and
 - (e) up to five Members of the College and Specialist Associates co-opted pursuant to paragraph 5 of this Section.

5. The Education and Training Committee may co-opt at its discretion appropriate Members of the College or Specialist Associates to offer specific expertise and shall review such co-options

annually. Co-opted members of the Education and Training Committee may not vote upon decisions of that Committee.

6. The period of office of a Member of the College or Specialist Associate elected by the Division to serve on the Education and Training Committee shall, save as hereinafter provided, be for a term of four consecutive College years.

7. The President or the Dean may direct that a meeting of the Education and Training Committee be convened. The Dean shall chair the Education and Training Committee.

8. The Education and Training Committee shall appoint Examiners from its own number or otherwise at its discretion. An Examiner shall be a Member of the College. Subject to the provisions of the Charter, the Bye-Laws and of these Regulations, Examiners may be remunerated as determined by the Board of Trustees and at such rates as the Board of Trustees may decide. No Examiners shall hold office for more than eight consecutive College years, but former Examiners shall again be eligible for appointment as such after an interval of not less than two College years between the termination of the former period of office and the commencement of the new period of office.

9. The Chief Examiner shall be appointed by the President after interview and nomination by the Dean. The Chief Examiner need not be appointed from the Examiners but must be a Member of the College. The Education and Training Committee shall approve the appointment of the Chief Examiner who shall serve a five-year term of office.

10. The Education and Training Committee shall approve the appointment of Regional Advisors nominated by the Divisions. Regional Advisors shall have responsibility for the organisation of educational activities of the College on a regional basis. No Regional Advisor shall hold office for more than five years without a break of at least one year.

11. The Education and Training Committee shall be responsible for:

(a) ensuring that candidates for admission to the examination for Membership have the prescribed qualifications;

(b) ensuring that the examination is of a standard which requires successful candidates;

(i) to have a thorough and specialised knowledge and understanding of the subject of psychiatry; and

(ii) to be so equipped academically that adequate additional practical experience should enable them successfully to fill senior posts in the specialty;

(c) setting the standards and assessment methods for the purposes of specialist revalidation; and

(d) ensuring that College conferences and training events are of appropriate standard and are aligned to the strategic objectives of the College.

12. The Education and Training Committee may delegate to the Dean or to the Associate Deans the duty of ensuring that candidates for Membership shall have complied with the requirements of

the Bye-Laws and the Examination Regulations. Should any doubt arise, the matter shall be considered by the Education and Training Committee, whose decision by simple majority shall be final.

13. (a) The Examination Regulations shall be reviewed from time to time by the Education and Training Committee and changes therein approved by the Council shall be published on the College Website.

(b) The Examination Regulations shall include regulations regarding the required experience and training to enter the various components or parts of the examination.

14. The Education and Training Committee may appoint such Sub-Committees to carry out such functions of the Education and Training Committee as the Education and Training Committee may direct.

The Electroconvulsive Therapy and Related Treatments Committee (ECT Committee)

15. The ECT Committee shall consist of:

(a) A Chair appointed by the Registrar following advertisement and interview for a period not exceeding five years;

(b) Six members appointed by the Chair following advertisement and interview for periods not exceeding four years;

(c) The Registrar (*ex-officio*); and

(d) A patient representative and/or a carer representative appointed to the Committee by its Chair

16. Under paragraph 1(m) of Section XX of the Bye-Laws, the ECT Committee is charged with the duty of considering, developing and promoting best practice in ECT and related treatments. As part of this remit it will concern itself with ensuring that the College's policy and guidance in the field of ECT remains up to date and reflects best practice, highlighting the benefits of ECT as a safe and effective evidence-based treatment to all psychiatrists and to the wider public, allaying misplaced concerns about its ongoing use and giving advice about emerging related treatments.

The International Advisory Committee

17. These Regulations do not currently prescribe any functions for the International Advisory Committee in addition to those set out in paragraph 1 (d) of Section XX of the Bye-Laws. The International Advisory Committee shall consist of:

(a) The President, or should the President so decide, a representative of the President to be appointed by the President following advertisement and interview for a period not exceeding three years (chair):

(b) The Registrar, Dean and Treasurer (*ex-officio*):

- (c) Two Deputy Directors of International Affairs to be appointed by the President following advertisement and interview for periods not exceeding five years:
- (d) One Associate Dean nominated by the Education and Training Committee from among the Associate Deans;
- (e) One representative of the Psychiatric Trainees' Committee to be nominated by that committee;
- (f) One representative of International Divisions to be nominated by the Chairs of International Divisions for a period not exceeding five years (should there be more than one candidate an email FPTP ballot of International Division Chairs will be conducted in accordance with the applicable provisions of paragraphs 11 to 18 inclusive of Section XXVI);
- (g) One representative of Faculties, nominated by the Chairs of Faculties (should there be more than one candidate an email FPTP ballot of Faculty Chairs will be conducted in accordance with the applicable provisions of paragraphs 11 to 18 inclusive of Section XXVI);
- (h) One representative of the Divisions in the United Kingdom, nominated by the Chairs of these Divisions (should there be more than one candidate an email FPTP ballot of Division Chairs will be conducted in accordance with the applicable provisions of paragraphs 11 to 18 inclusive of Section XXVI);
- (i) The Specialist Advisor for the Medical Training Initiative (*ex-officio*);
- (j) One patient and one carer representative nominated by the Service User's Forum and the Carers' Forum respectively; and
- (k) Other members by co-option to fill particular roles or lend particular expertise, for periods not exceeding five years.

The Leadership and Management Committee

18. The Leadership and Management Committee shall consist of:
- (a) The Associate Registrar for Leadership and Management (Chair);
 - (b) The President, Registrar, Dean and Treasurer (*ex-officio*);
 - (c) The Associate Dean for Training and Curricula;
 - (d) One representative from each Division, nominated by each relevant Division;
 - (e) One representative from the Psychiatric Trainees' Committee, nominated by that Committee; and
 - (f) Other members by co-option to fill particular roles or lend particular expertise, for periods not exceeding five years.

19. Under paragraph 1 (k) of Section XX of the Bye-Laws the Leadership and Management Committee is charged with the duty of promoting high standards of leadership and management in psychiatry.

The Nominations Committee

20. These Regulations do not currently prescribe any functions for the Nominations Committee in addition to those set out in paragraph 1 (c) of Section XX of the Bye-Laws. The Nominations Committee shall consist of:

- (a) The President (chair);
- (b) The Registrar, Dean and Treasurer (*ex-officio*);
- (c) Two members of the Council who shall be nominated by the Council. If there are more candidates than places, an email FPTP ballot of the Council shall be conducted in accordance with the applicable provisions of paragraphs 11 to 18 inclusive of Section XXVI.

21. At a meeting of the Nominations Committee in each College year the Nominations Committee shall determine which candidates for Honorary Fellowship shall be elected in the following year and shall report the decisions to the Council.

The Patients and Carers Committee

22. The Patients and Carers Committee is an advisory committee and shall act as a channel of communication between the College and psychiatric patients and carers. It will ensure that the College is informed of the views of patients and carers and that patients' and carers' organisations are kept informed of College policy.

23. The Patients and Carers Committee shall consist of:

- a) Four co-Chairs who will be:
 - i. the Associate Registrar for Public Engagement (*ex-officio*);
 - ii. a Member appointed to assist the Associate Registrar, who will be appointed for a period not exceeding three years following advertisement and a thorough selection process including one or more interviews;
 - iii. a patient representative and a carer representative, each of which shall be appointed for a period not exceeding three years following advertisement and a thorough selection process including one or more interviews;
- b) The Registrar (*ex-officio*); and
- c) Any patient and/or carer representative that is a member of another College Committee (including the Faculty and Division Executive Committees); for each of these members, membership of the Patients and Carers Committee will end at the same time as the end of the term of office on these Committees.

24. The Patients and Carers Committee will meet up to three times a calendar year. A provisional list of the Patients and Carers Committee meeting dates for each calendar year shall be circulated to each member of the Patients and Carers Committee at the start of the calendar year.

25. Notice of any meeting of the Patients and Carers Committee must be given in writing, not less than 5 clear days before the date of the meeting, accompanied by:

- (a) An agenda specifying in reasonable detail the matters to be raised at the meeting; and
- (b) Copies of any papers to be discussed at the meeting.

A draft meeting notice shall be provided to the Registrar not less than [5] clear days prior to notice of the meeting being given to the members of the Patients and Carers Committee. If the Registrar considers, within [3] clear days of receipt of the notice, following consultation with the Committee Manager and acting in his absolute discretion, that there are no substantive items on the agenda for the meeting, the Registrar may cancel such meeting by giving notice to the members of the Patients and Carers Committee.

26. The Patients' Forum (also known as the Service Users' Forum) and the Carers' Forum are the working titles of the two groups constituting the Patients and Carers Committee.

27. The Patients' Forum shall consist of:

- a) Three co-Chairs who will be:
 - i. The Associate Registrar for Public Engagement (co-Chair);
 - ii. The Member appointed to assist the Associate Registrar under paragraph 23(a)(ii) of this Section (co-Chair);
 - iii. The patient representative appointed to be co-Chair of the Patients and Carers Committee under paragraph 23(a)(ii) of this Section and who will represent the Patients Forum on Council (co-Chair);
- b) The Registrar (*ex-officio*); and
- c) The other patient representatives who are members of the Patients and Carers Committee.

28. The Carers' Forum shall consist of:

- a) Three Co-Chairs who will be:
 - i. The Associate Registrar for Public Engagement (co-Chair);
 - ii. The Member appointed to assist the Associate Registrar under paragraph 23(a)(ii) of this Section (co-Chair);
 - iii. The carer representative appointed to be co-Chair of the Patients and Carers Committee under paragraph 23(a)(ii) of this Section and who will represent the Carers' Forum on Council (co-Chair); and
- b) The Registrar (*ex-officio*); and
- c) The other carer representatives who are members of the Patients and Carers Committee.

The Policy and Public Affairs Committee

29. The Policy and Public Affairs Committee shall take note of and consider legislation and policy, existing and prospective, and departmental, regional and local administrative practice with a view to commenting on matters touching upon the affairs of the College. The Policy and Public Affairs Committee will seek advice from Faculties as necessary.

30. The Policy and Public Affairs Committee shall consist of:

- (a) the Registrar, who will chair the Policy and Public Affairs Committee;
- (b) the President, Dean and Treasurer (all *ex-officio*);
- (c) the Chairs, or the other nominated representatives, of each of the Faculties and each of the Divisions;
- (d) the Chairs, or the other nominated representatives, of the Parliamentary Committee, the Committee on Professional Practice and Ethics, the Psychiatric Trainees' Committee, the Informatics Committee, the Leadership and Management Committee and the Specialty Doctors Committee;
- (e) the Presidential Leads, the Specialist Advisors, the Associate Registrar for Public Engagement; and
- (f) A patient representative and/or a carer representative appointed to the Committee by its Chair.

The Professional Practice and Ethics Committee

31. The Professional Practice and Ethics Committee shall consist of:

- (a) Chair of the Committee, to be appointed by the Registrar following advertisement and interview for a period not exceeding five years;
- (b) The President, Registrar, Dean and Treasurer (*ex-officio*);
- (c) One representative of the Psychiatric Trainees' Committee, to be nominated by that Committee;
- (d) A patient representative and/or a carer representative appointed to the Committee by its Chair: and
- (e) Other members by co-option to fill particular roles or lend particular expertise, for periods not exceeding five years.

32. The functions delegated under paragraph 1 (j) of Section XX of the Bye-Laws to the Professional Practice and Ethics Committee (considering and developing good practice guidance relating to professional practice and ethics) shall include issues of confidentiality, probity and conflict of interest.

Psychiatric Trainees Committee

33. The Psychiatric Trainees' Committee shall advise the Council on all matters affecting training and trainees in psychiatry and shall elect representatives to serve on other Committees as prescribed in the preceding paragraphs of this Section or as the Council may otherwise prescribe.

34. The Psychiatric Trainees' Committee shall comprise:

(a) representatives of the Pre-Membership Psychiatric Trainees and Post-Membership Psychiatric Trainees in each Division elected in accordance with paragraph 29 of this Section; and

(b) the Dean and Associate Deans (*ex officio*).

35. For the purpose of elections to membership of the Psychiatric Trainees' Committee, there shall be eight Divisions for England and one each for Wales and Northern Ireland.

Scotland will be divided into three geographical areas: Glasgow, Edinburgh, Dundee/Aberdeen and psychiatric trainees working in Scotland but outside these areas will choose to be associated with one area by notifying the College in writing.

Psychiatric trainees in each Division in England and in Northern Ireland and Wales will elect three trainees, of whom at least one will be a Post-Membership Psychiatric Trainee and one will be a Pre-Membership Psychiatric Trainee. Two of the elected trainees shall serve on the relevant Divisional Executive Committee, being one Pre-Membership Psychiatric Trainee and one Post-Membership Psychiatric Trainee.

Psychiatric Trainees in each of the three Scottish areas will elect one Post-Membership Psychiatric Trainee and one Pre-Membership Psychiatric Trainee (i.e. three Post-Membership Psychiatric Trainees and three Pre-Membership Psychiatric Trainees), a total of six Psychiatric Trainee representatives for Scotland. Members of the Psychiatric Trainees' Committee who move to a different geographical area may continue in office for the remainder of their term.

36. Each year elections will be held for half of the Divisions. Elections shall be held for the North West, Scottish, South East, Trent, Welsh and West Midlands Divisions in one year followed by elections for Eastern, Northern and Yorkshire, London, South West, and Northern Ireland in the following year.

37. Psychiatric Trainees elected to the Psychiatric Trainees' Committee may serve their term of office although their grade may change during that time. The Psychiatric Trainees' Committee shall elect from amongst its elected members a Chair, a Vice-Chair and a Secretary, each of whom may only hold office for not more than two periods of two years and one at least of whom shall be a Post-Membership Psychiatric Trainee. The Chair shall be a member of the Council. The Vice-Chair and Secretary may act as alternates. No Psychiatric Trainee may serve on the Psychiatric Trainees' Committee for more than two periods of two years (whether or not consecutive).

38. **'Post-Membership Psychiatric Trainee'** means a doctor who has passed all parts of the examination, is in specialty psychiatric training and is a registered Member of the College. **"Pre-Membership Psychiatric Trainee"** has the meaning given in paragraph 1 of Section VI of the Bye-Laws.

The Psychopharmacology Committee

39. The Psychopharmacology Committee shall consist of:

- (a) A Chair appointed by the Registrar following advertisement and interview for a period not exceeding five years;
- (b) Six members of the Committee to be appointed by the Chair following advertisement and interview for a period not exceeding four years;
- (c) The President, Registrar, Dean and Treasurer (*ex-officio*); and
- (d) A patient representative and/or a carer representative appointed to the Committee by its Chair.

40. Under paragraph 1 (I) of Section XX of the Bye-Laws, the Psychopharmacology Committee is charged with the duty of considering and developing best practice in psychopharmacology and other physical treatments. As part of this remit it will concern itself with ensuring that the College's policy and guidance in the field of psychopharmacology remains up to date and reflects best practice- acting as a focus for relevant expertise within the College and making relevant contributions to the work of other areas of the College.

The Public Engagement Committee

41. In addition to its functions prescribed under paragraph 1 (i) of Section XX of the Bye-Laws, the Public Engagement Committee shall advise the Council upon all public education and public engagement activities of the College. The Public Engagement Committee shall be chaired by the Associate Registrar for Public Engagement who shall be appointed following advertisement and interview to serve a five-year term of office.

42. The Public Engagement Committee shall consist of:

- (a) The Associate Registrar for Public Engagement (Chair);
- (b) The President, Registrar and Dean (*ex-officio*);
- (c) The Public Education Officer for each Division and for each Faculty;
- (d) The Editor of the College e-newsletter;
- (e) One representative of the Psychiatric Trainees' Committee, nominated by that Committee;
- (f) Two patient and two carer representatives nominated by the Service User's Forum and the Carers' Forum respectively;
- (g) A representative of the Public Education Editorial Board nominated by that Board; and
- (h) One representative of the Child and Family Public Education Editorial Board, nominated by that Board.

The Publications Management Board

43. In addition to its functions prescribed under paragraph (h) of Section XX of the Bye-Laws, the Publications Management Board shall discuss all matters of financial policy relating to the Journal and other publications of the College. It shall report to the Board of Trustees and to the Council as appropriate any measures which it recommends. The Publications Management Board Committee shall be chaired by the Editor.

44. The Publications Management Board shall consist of:

(a) The Editor (chair);

(b) The President, Registrar, Dean and Treasurer (*ex-officio*);

(c) The Editors respectively of the Journals, CPD Online and the College Website for the terms of their respective offices; and

(d) Additional members may be co-opted to serve on the Board for periods of no more than four years or for the period of the office by reason of which they are co-opted.

General provisions relating to committees of the Council

45. The Council have not at the date of adoption of these Regulations constituted, pursuant to paragraph 2 of Section XX of the Bye-Laws, any other committees apart from the committees listed in the preceding paragraphs of this Section.

46. Except as expressly provided in this Section in the case of committees specified in this Section or in the terms of reference in the case of any committees of the Council constituted after the date of adoption of these Regulations, committee of the Council shall not appoint any sub-committees without the prior approval of the Council.

47. Save as set out in the following paragraphs of this Section, these Regulations do not currently prescribe, with regard to paragraph 5 of Section XX of the Bye-Laws, any rules of procedure which apply to meetings of committees of the Council in place of any rules of procedure set out in the Bye-Laws which regulate the proceedings of the Council.

48. The members of each committee of the Council can decide when and where to have meetings and how they will be conducted except as provided below or in the Bye-Laws. They may also adjourn meetings.

49. A meeting of any committee of the Council can be called by the Chair of that committee or by any two members of that committee on not less than five days' notice in writing.

50. Notice of a meeting of any committee of the Council shall be deemed to be duly given to a member of that committee if it is in writing and sent by post or delivered to him or her or sent by electronic means in accordance with paragraph 7 of Section XXVI of the Bye-Laws. It shall not be necessary to give notice of a meeting of any committee of the Council to any member of the committee:

(a) who has waived the requirement that notice be given to him of any meeting of that committee, either prospectively or retrospectively and any retrospective waiver shall not affect the validity of the meeting or of any business conducted at the meeting;

(b) who is absent from the United Kingdom unless he has or she asked the Chair of that committee in writing that notices of meetings of that committee shall during his or her absence be given to his or her address in the United Kingdom notified to the College for this purpose, but he or she shall not, in such event, be entitled to a longer period of notice than if he or she had been present in the United Kingdom at that address.

51. With regard to paragraph 6 of the Bye-Laws, these Regulations do not prescribe (in addition to the Bye-Laws) any matter which has to be decided by any committee of the Council by a higher majority than a simple majority of votes. In the case of an equality of votes the Chair of that meeting shall have a casting vote unless, in accordance with the Bye-Laws or these Regulations, he or she is not to be counted as participating in the decision-making process for quorum or voting purposes when such meeting is held.

52. No business shall be transacted at any meeting of a committee of the Council unless a quorum is present at the commencement of the meeting and also when that business is voted on, provided that no quorum shall be necessary for the purposes of adjourning a meeting. The quorum necessary for the transaction of business of any committee of the Council shall be:

(a) the number nearest to one third of the total number of the members of that committee (who are entitled to vote at meetings of that committee), whichever is the greater; or

(b) such larger number as may otherwise be determined from time to time by that committee to be the quorum.

53. The proceedings and resolutions of meetings of each Committee of the Council, including the names of those present and in attendance, shall be minuted. Draft minutes of each meeting will be reviewed first by the chair of that meeting and then circulated to all members of the Committee for approval at the next meeting of the committee. Once approved, the minutes of each meeting will be circulated to all members of the Council and to the Chief Executive. In addition to circulation of the minutes of meetings, the Chair of each committee of the Council shall take any other steps reasonably required to ensure that all acts and proceedings of that committee are fully and promptly reported to Council. Any such minutes, if purporting to be signed by the Chair of the meeting at which the proceedings were held or by the Chair of the next meeting, shall be evidence of the matters stated in such minutes without any further proof.

54. Any member of the Council may attend any meeting of a committee of the Council of which he or she is not a member but shall not be entitled to vote and shall not be counted as part of the quorum.

55. Any person elected to serve on any one or more committees of the Council shall cease to be a member of all such committees:

(a) if he or she ceases to be a member of the Council as provided in Section XXI of the Bye-Laws;
or

(b) if an interim receiver is appointed in respect of that person's property or he or she makes any arrangement or composition with his or her creditors and the Board of Trustees (on the advice of the Disciplinary and Complaints Committee) by simple majority vote directs that he or she be removed from all such committees.

56. Any person elected to serve on any committee of the Council shall cease to be a member of that committee:

(a) if, by notice in writing to the President, he or she resigns office as a member of that committee; or

(b) if he or she shall fail to attend two consecutive meetings of that committee without providing an explanation which that committee shall consider satisfactory and that committee resolves by simple majority vote that he or she is removed from that committee; or

(c) If he or she, in the reasonable opinion of that committee, has seriously or persistently neglected or been incompetent in the performance of his or her duties as a member of that committee and that committee resolves by simple majority vote that he or she is removed from that committee;
or

(d) on such other grounds, as may be specified in the Disciplinary and Complaints Regulations, and provided that in any such case (apart from paragraph (a) above) the Disciplinary and Complaints Committee makes a determination, in accordance with the Disciplinary and Complaints Regulations, that he or she ceases to be a member of that committee. Any such resolution as is referred to in subparagraphs (b) and (c) above shall not be implemented unless and until so determined by the Disciplinary and Complaints Committee. The procedures governing such removal shall be prescribed in the Disciplinary and Complaints Regulations.

57. With regard to paragraph 7 of Section XX of the Bye-Laws, no resolution of the committees of the Council shall be valid unless confirmed by resolution of the Council.

Section XXI. Termination of membership of the Board of Trustees and of Council

1. All references to the 'Regulations' in paragraphs 2, 4, 5, and 7 of Section XXI of the Bye-Laws are to the Disciplinary and Complaints Regulations. Accordingly, any appeal under paragraph 7 of Section XXI of the Bye-Laws shall be made in accordance with the Disciplinary and Complaints Regulations.

2. Any matters concerning the procedures of the Disciplinary and Complaints Committee (including the issue of an Appearance Notice under paragraph 2 of Section XXI of the Bye-Laws, the rights of representation and calling witnesses at the appearance before the Disciplinary and Complaints Committee, the evidence to be admitted and any investigatory processes prior to the issue

of an Appearance Notice or prior to the appearance) shall be prescribed (if at all) in the Disciplinary and Complaints Regulations.

Section XXII. Faculties

1. A Faculty will normally only be established where a specific branch of psychiatry can be identified with a cadre of practising specialists who will have acquired higher training in that recognised specialty and where, in the Council's opinion, there exists a substantial body of experience which the College needs to consult.

2. There are currently the following Faculties which have been established for the following specific branches of psychiatry:

(a) The Faculty of Academic Psychiatry which shall concern itself with issues specific to academic psychiatry;

(b) The Faculty of Addictions which shall concern itself with all matters relating to substance misuse and addictions;

(c) The Faculty of Child and Adolescent Psychiatry which shall concern itself with the study of the psychiatric and allied problems of childhood and adolescence;

(d) The Faculty of Eating Disorders which shall concern itself with matters relating to eating disorders;

(e) The Faculty of Forensic Psychiatry which shall concern itself with all matters related to forensic psychiatry;

(f) The Faculty of General Adult Psychiatry which shall concern itself with all matters relating to general adult psychiatry;

(g) The Faculty of Liaison Psychiatry which shall concern itself with the interface between physical and psychological health;

(h) The Faculty of Medical Psychotherapy which shall have as its object the special study of psychopathology and psychotherapy in all their aspects and applications;

(i) The Faculty of the Psychiatry of Intellectual Disability which shall concern itself with the study of clinical, psychiatric and allied problems seen in intellectual disability;

(j) The Faculty of Neuropsychiatry which shall concern itself with matters relating to neuropsychiatry;

(k) The Faculty of Old Age Psychiatry which shall concern itself with all matters relating to old age psychiatry;

(l) The Faculty of Perinatal Psychiatry which shall concern itself with matters relating to perinatal psychiatry; and

(m) The Faculty of Rehabilitation and Social Psychiatry which shall concern itself with matters relating to social psychiatry and with rehabilitation and enduring psychiatric disability.

3. The Executive Committee of each Faculty shall comprise no more than twelve elected Members of the College or Specialist Associates and eight co-opted members. Only Members of the College or Specialist Associates shall be eligible to become the Chair, Vice-Chair or Financial Officer of a Faculty. Those elected shall assume office at the next Annual General Meeting. The Chair shall represent the Faculty at the Council. The Vice-Chair will act as alternate representative. The eight co-opted members shall include a Pre-Membership or Post-Membership Psychiatric Trainee representative elected by, and from the membership of, the Psychiatric Trainees' Committee.

4. The Chief Executive shall give to all the Members of the College and Specialist Associates who are members of the Faculty at least twenty-eight days' clear notice of elections to be held both for office in the Faculty and for elected membership of the Executive Committee. All nominations by two Members of the College or Specialist Associates shall be sent (together with the signed written consent to serve of the nominee) by post or email to the Chief Executive so as to be received by the Chief Executive no later than the final date for receipt of nominations specified in the notice of election. An STV ballot shall be held in accordance with the applicable provisions of paragraphs 11 to 18 inclusive of Section XXVI. The names of the nominees shall appear on any ballot papers, which shall be sent to all Members of the College and Specialist Associates who are members of the Faculty. All members of the Executive Committee must be members of the Faculty. If any member of the Executive Committee ceases to be a member of the relevant Faculty, he or she will demit office at that point. Elected members of the Executive Committee will serve a term of office of four years and will not be eligible for re-election except after a minimum interval of one year. Co-opted members should serve for the duration of the specific term of the office by reason of which they are co-opted. A list of the Executive Committee showing *ex officio*, elected and co-opted members shall be submitted to the Council annually.

Each Faculty shall in each alternate year elect, a Chair who will act as representative member of the Council, a Vice-Chair who will act as alternate Representative Member, and a Financial Officer who will be responsible for keeping account of Faculty expenditure. They shall assume office at the next Annual General Meeting. Only Members of the College or Specialist Associates who are members of that Faculty (as determined in accordance with paragraph 9 of this Section) may participate in the election of Chair, Vice-Chair and Financial Officer. Only Members of the College or Specialist Associates who are members of that Faculty (as determined in accordance with paragraph 9 of this Section) shall be eligible to become Chair, Vice-Chair or Financial Officer of a Faculty.

5. All Members of the College or Associates of the College shall be entitled to join any Faculties. There is currently no fee payable for joining a Faculty. Only Members of the College or Specialist Associates may stand for election to the Faculty Executive Committee and vote in Faculty elections.

6. The Financial Officer will be responsible for keeping account of Faculty expenditure and will submit to the Treasurer a business plan in advance of each financial year outlining anticipated income and expenditure. No expenses shall be incurred without the approval of the Treasurer.

7. Each Faculty will have an Education Curriculum Committee which will report to the Faculty's Executive Committee. The Faculty's Executive Committee will provide specialist input to the Dean on all aspects of postgraduate medical education within its specific branch of psychiatry, including the development of curricula, relevant assessment schedules, and contribution to quality assurance. The Faculty Education Curriculum Committees will usually include five members including the Faculty Executive Chair. The Faculty Education Curriculum Committee may be chaired by the Faculty Executive Chair or another member of the Committee. The Chair of each Faculty Education Curriculum Committee will normally be a member of the Education and Training Committee. Membership will usually include a trainee representative.

8. Faculties may establish Working Groups and may appoint a Chair and a Secretary of the Working Group to serve a term of office not exceeding four years. If a Working Group involves College staff attending meetings to take minutes then the advice of the Chief Executive should be sought.

9. The Vice-Chair of each Faculty shall report to the Registrar prior to each Annual General Meeting:

- (a) the number of members belonging to the Faculty;
- (b) the number of meetings held by the Faculty since the last Report; and
- (c) the names of the Chair, Vice-Chair and Financial Officer elected by the Faculty.

Section XXIII. Special Interest Groups

1. The main objects of a Special Interest Group are to facilitate the exchange of information, to promote discussion and to generate interest in a particular field of psychiatry.

2. Any Member of the College or Specialist Associate wishing to establish a Special Interest Group shall write to the Registrar with relevant details regarding the proposal. The Registrar shall forward the proposal to the Council for approval in principle, which, if granted, shall be followed by the placing of a notice on the College Website, in a College publication or elsewhere. This notice shall invite Members of the College and Specialist Associates to write in support of the proposed Group, and to signify willingness to participate in its activities if established. If one hundred and twenty or more written communications of support from Members of the College and Specialist Associates (taken together) are received within four months of publication of this notice, the Council shall approve formally the establishment of the Special Interest Group.

3. All Members of the College or Associates of the College may participate in meetings of a Special Interest Group.

4. A Chair shall be elected by Members and Specialist Associates of the College present at the initial Special Interest Group meeting to chair the Special Interest Group and to arrange subsequent meetings. A Financial Officer shall also be elected to keep account of Special Interest Group expenditure. The Chair and Financial Officer may serve in this capacity for a maximum period of four years, and shall not again be eligible for re-election except after an interval of one year.

5. The Chief Executive shall give to all Members of the College and Specialist Associates who are members of the Special Interest Group at least twenty-eight days' clear notice of elections to be held both for office in the Special Interest Group and for elected Membership of the Executive Committee. All nominations by two Members of the College or Specialist Associates shall be sent (together with the signed written consent to serve of the nominee) by post or e-mail to the Chief Executive so as to be received by the Chief Executive no later than the final date for receipt of nominations specified in the notice of election. An STV ballot shall be held in accordance with the applicable provisions of paragraphs 11 – 18 inclusive of Section XXVI. The names of the nominees shall appear on any ballot papers, which shall be sent to all Members of the College and Specialist Associates who are members of the Special Interest Group.

6. The Chair shall make a Report annually to the Council, including therein details of the number of members belonging to the Special Interest Group, the number of meetings held since the last Report, and the attendance thereat.

7. The Financial Officer shall submit to the Treasurer a business plan in advance of each financial year outlining anticipated income and expenditure. No expenses shall be incurred without the approval of the Treasurer.

8. The Council shall regularly review the activities of Special Interest Groups. If a Special Interest Group has carried out no activity for a period of more than twelve months, the Council may determine that the Special Interest Group be disbanded.

9. The number of Special Interest Groups is limited to fifteen at any one time.

Section XXIV. Divisions

1. There shall be the following Divisions in respect of the areas specified below:

(a) Northern Ireland (known operationally as The Royal College of Psychiatrists (RCPsych) in Northern Ireland)

(b) Scotland (known operationally as The Royal College of Psychiatrists (RCPsych) in Scotland)

(c) Wales; (known operationally as The Royal College of Psychiatrists (RCPsych) in Wales)

(d) Eastern;

(e) London;

(f) North West;

- (g) Northern and Yorkshire;
- (h) South East;
- (i) South West;
- (j) Trent; and
- (k) West Midlands.

The Board of Trustees shall (on the advice of Council) determine the precise extent of the geographical area covered by each Division (other than Northern Ireland, Scotland and Wales), whether by reference to postal codes, narrative description or identification on a map or by a combination of any such methods. The geographical areas of the Divisions (as so determined for the time being) shall be published on the College Website.

2. Each Division will have an executive committee (The '**Executive Committee**') which will normally consist of:

- (a) the Chair;
- (b) Vice-Chair;
- (c) Financial Officer;
- (d) four elected Members, Fellows or Specialist Associates;
- (e) representatives of the Faculties and Sections;
- (f) Regional Advisors who shall be *ex officio* members of the Executive Committee for the duration of their specific term of office;
- (g) the Public Education Officer;
- (h) the CPD Coordinator;
- (i) a member of the Education and Training Committee;
- (j) a Specialty Doctor;
- (k) One Post-Membership Psychiatric Trainee and one Pre-Membership Psychiatric Trainee (being the trainee representatives elected in that Division to sit on the Psychiatric Trainees' Committee); and
- (l) patient and carer representatives nominated by the Service User's Forum and the Carers' Forum respectively.

All members of the Executive Committee must be members of the Division (as determined in accordance with paragraph 9 of this Section). If any member of the Executive Committee ceases to be a member of the relevant Division, he or she will demit office at that point. Elected members of

the Executive Committee will serve a term of office of four years and will not be eligible for re-election except after a minimum interval of one year. Co-opted members should serve for the duration of the specific term of the office by reason of which they are co-opted.. A list of the Executive Committee showing *ex officio*, elected and co-opted members shall be submitted to the Council annually.

3. Each Division shall in each alternate year elect, a Chair who will act as representative member of the Council, a Vice-Chair who will act as alternate Representative Member, and a Financial Officer who will be responsible for keeping account of Division expenditure. They shall assume office at the next Annual General Meeting. Only Members of the College or Specialist Associates who are members of that Division (as determined in accordance with paragraph 9 of this Section) may participate in the election of Chair, Vice-Chair and Financial Officer. Only Members of the College or Specialist Associates who are members of that Division (as determined in accordance with paragraph 9 of this Section) shall be eligible to become Chair, Vice-Chair or Financial Officer of a Division.

4. Each Division shall elect four Members of the College or Specialist Associates to serve on the Executive Committee to manage its affairs and to represent the College within the Division.

5. The Chief Executive shall give to all Members of the College and Specialist Associates who are members of the Division at least twenty-eight days' clear notice of elections to be held both for office in the Division and for elected membership of the Executive Committee. All nominations by two Members of the College or Specialist Associates shall be sent (together with the signed written consent to serve of the nominee) by post or e-mail to the Chief Executive so as to be received by the Chief Executive no later than the final date for receipt of nominations specified in the notice of election. An STV ballot shall be held in accordance with the applicable provisions of paragraphs 11 to 18 inclusive of Section XXVI. The names of the nominees shall appear on any ballot papers, which shall be sent to all Members of the College and Specialist Associates who are members of the Division.

6. Divisions shall, through their Executive Committees, keep the Council informed of training and service issues arising in the Division. They shall inform members of the Division of the activities and requirements of the College. Divisions shall represent the College locally and provide professional advice where required.

7. Each Division shall be responsible for:

(a) the election of a Member of the College or Specialist Associate to serve on the Education and Training Committee;

(b) the nomination of Regional Advisors whose appointments shall be approved by the Education and Training Committee;

(c) inviting applications for Fellowship from Members of the Division of sufficient seniority according to these Regulations;

(d) the nomination of assessors to serve on advisory appointments committees;

(e) the nomination of examiners for consideration by the Education and Training Committee and/or any subcommittee of that Committee with specific responsibility for the examination; and

(f) submitting nominations for Clinical Excellence Awards.

8. Each Division shall:

(a) identify a policy lead to join the Policy and Public Affairs Committee (the policy lead may be the Division Chair);

(b) establish links with the Professional Practice and Ethics Committee; and

(c) establish links with local patient and carer groups.

9. Members of the College and Associates may elect (by giving written notification to that effect to the Chief Executive of the College from time to time) either to be members of the Division in which they reside or members of the Division in which the greater part of their working time is spent, or in the case of retired Members, was formerly spent. No person may belong to more than one Division. In the absence of such an election by a Member or an Associate of the College, he or she will be deemed to be a member of the Division in which he or she resides which shall prima facie be his or her address as shown in the relevant College Register.

10. The Financial Officer will be responsible for keeping account of Division expenditure and will submit to the Treasurer a business plan in advance of each financial year outlining anticipated income and expenditure. No expenses shall be incurred without the approval of the Treasurer.

11. The Vice-Chair of each Division shall report to the Registrar prior to each Annual General Meeting:

(a) the number of members belonging to the Division;

(b) the number of meetings held by the Division since the last Report;

(c) the names of the Chair, Vice-Chair and Financial Officer elected by the Division.

12. Faculties within Divisions will be established for specific branches of psychiatry according to local need and with the approval of the Council. A Faculty within a Division will only be established if a Faculty has been established under paragraph 2 of Section XXII in the same specific branch of psychiatry.

13. Each Faculty within a Division will elect an Executive Committee consisting of a Chair, Vice-Chair, Regional Representatives and other members as required for the work of that Faculty within a Division. One member of the Executive Committee will undertake the role of meetings organiser. Elections will be conducted by local ballot using FPTP in accordance with the applicable provisions of paragraphs 11 to 18 inclusive of Section XXVI. Only Members of the College or Specialist Associates shall be able to stand for election or to vote in local ballots. The term of office of all Executive Committee members shall be four years.

14. Faculties within Divisions may nominate Regional Representatives, whose nomination shall be subject to the approval of the Education and Training Committee.

15. Faculties within Divisions shall provide policy, workforce and educational advice and undertake other activities relevant to particular sub-specialties of psychiatry and according to local need.

Section XXV. International Divisions

1. The main objects of International Divisions shall be to facilitate the exchange of information and to promote discussion about psychiatry within a specified geographical area outside the United Kingdom.

2. There shall be the following International Divisions in respect of the following specified areas:

- (a) African;
- (b) Pan-American;
- (c) Middle-Eastern;
- (d) European;
- (e) South Asian;
- (f) West Pacific.

3. The International Divisions are based largely on the World Health Organization (WHO) regions. Countries are banded as follows:

(a) ***African International Division:***

Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, South Africa, Swaziland, Togo, Uganda, United Republic of Tanzania, Zambia, Zimbabwe.

(b) ***Pan-American International Division:***

Antigua and Barbuda, Argentina, Bahamas, Barbados, Belize, Bermuda, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and Grenadines, Suriname, Trinidad and Tobago, United States of America, Uruguay, Venezuela.

(c) ***Middle-Eastern International Division:***

Afghanistan, Bahrain, Djibouti, Egypt, Islamic Republic of Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libyan Arab Jamahiriya, Morocco, Oman, Qatar, Saudi Arabia, Somalia, Sudan, Syrian Arab Republic, Tunisia, United Arab Emirates, Yemen.

(d) ***European International Division:***

Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Gibraltar, Greece, Hungary, Iceland, Ireland, Italy, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Norway, Poland, Portugal, Republic of Moldova, Romania, Russian Federation, San Marino, Slovakia, Slovenia, Spain, Sweden, Switzerland, Tajikistan, The former Yugoslav Republic of Macedonia, Turkey, Turkmenistan, Ukraine, Uzbekistan, Yugoslavia.

(e) ***South Asian International Division:***

Bangladesh, Bhutan, Democratic Republic of Korea, India, Indonesia, Maldives, Myanmar, Nepal, Pakistan, Sri Lanka, Thailand.

(f) ***West Pacific International Division:***

Australia, Brunei Darussalam, Cambodia, China, Cook Islands, Fiji, Hong Kong, Japan, Kiribati, Lao People's Democratic Republic, Malaysia, Marshall Islands, Micronesia, Mongolia, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Philippines, Republic of Korea, Samoa, Singapore, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, Vietnam.

4. Membership of International Divisions shall be open to Members of the College and Associates who reside or for the greater part of their time work in or, in the case of retired persons, formerly worked in the geographical area covered by the International Division. No person may belong to more than one International Division.

5. Each International Division shall elect a Chair, a Vice-Chair, and a Financial Officer. Only Members of the College shall be eligible to stand for election as Chair, Vice-Chair or Financial Officer. The term of office shall be four years. The Chair, Vice-Chair or Financial Officer who have completed a four-year term of office shall not be eligible for re-election except after a minimum interval of one year.

6. The procedure for the election of the Executive Committee shall be as follows:

(a) Elections shall be organised by the Chief Executive.

(b) All Members and International Associates in each International Division shall receive the notice of election inviting them to submit nominations for the Chair, Vice-Chair and Financial Officer.

All nominations shall be received by the Chief Executive. If the number of nominations exceeds the number of vacancies an FPTP ballot will be held in accordance with the applicable provisions of

paragraphs 11 to 18 inclusive of Section XXVI. Members of the College and International Associates who are members of the International Division shall be eligible to vote.

(c) The Chair, the Vice-Chair and the Financial Officer of an International Division must each reside in a different country. The Chair of an International Division shall be elected in the first round of elections. The Vice-Chair and the Financial Officer shall be elected in the second round of elections. Nominations for the office of Vice-Chair and Financial Officer shall be accepted only from countries other than the country of residence of the elected Chair. Nominations shall be accepted on the basis of the date of receipt. If nominations for the Vice-Chair and the Financial Officer are received from the same country on the same day, the nomination for the Secretary shall be accepted. If it is the case that nominations for the office of Vice-Chair or Secretary are not received from countries other than the country of residence of the elected Chair then, at the discretion of the Council, nominations may be accepted from that same country.

(d) The names of nominees shall appear on the ballot paper, together with supporting statements of the nominees, which shall be circulated by e-mail to all the Members of the College and International Associates in each International Division who shall be asked to return the ballot paper appropriately marked (in pdf or other appropriate form) by e-mail by the specified deadline.

(e) The ballot shall be a STV ballot conducted by the Electoral Reform Society in accordance with the applicable provisions of paragraphs 11 to 18 inclusive of Section XXVI and the results shall be announced to all Members of the College and Associates in each International Division.

7. The Executive Committee shall be responsible for organising and running scientific, educational and social activities of the International Division as they find appropriate to the academic, training and service needs in their region. The College may, if it considers it appropriate to do so, assist in advertising an event (e.g. on the College website), circulating advertising literature and in any other relevant activities.

8. The Officers of each International Division (i.e. Chair, Vice-Chair and Financial Officer) may co-opt, as appropriate, other members of the Executive Committee to ensure the appropriate national, training and public educational advice. A list of the Executive Committee showing elected and co-opted members shall be submitted to the Council after each election or as and when co-opted members are replaced.

9. The Chair of each International Division shall submit an annual report to the International Advisory Committee each November to be presented to the Council at the first meeting in the following year. The Chair of the International Advisory Committee shall represent all International Divisions at the Council.

10. ***Financial issues:***

(a) The Financial Officer shall prepare a budget for all activities planned by the International Division for the forthcoming year and keep the accounts of the International Division. In addition, the budget shall include proposed fundraising/sponsoring and other methods of funding the activities of the International Division. The budget shall be submitted to the Finance Management Committee and then to the Board of Trustees by the end of September each year for approval by the Board of Trustees.

The Board of Trustees shall decide whether any activities specified in the budget shall be funded by the College. The accounts shall be submitted to the College by the end of January each year for the Board of Trustees' consideration.

(b) In the event of the dissolution of an International Division, any surplus assets after discharge of liabilities shall pass to the College.

11. International Divisions are not authorised to bind the College contractually and may not represent themselves as being so authorised.

12. International Divisions and their members shall use their utmost endeavours to prevent any act or omission which may prejudice the good name of the College.

Section XXVI. Meetings, Notices and Miscellaneous Provisions

1. The following Standing Orders shall govern the proceedings at Meetings of the College:

(a) (i) In the absence of the President from an Annual General or Special Meeting the Chair shall be taken by the Registrar; failing the Registrar the meeting shall elect a Chair. Such Chair, whilst acting in this capacity, shall have the same powers as the President.

(ii) In the absence of the Chair from a meeting of a Division, Faculty or Special Interest Group the immediate past Chair shall act in this capacity, or failing the immediate past Chair, a Chair shall be elected by the meeting. Such Chair, whilst acting in this capacity, shall have the same powers as the Chair.

(b) No Motion shall be discussed until it has been proposed and seconded.

(c) When a Motion has been proposed, and seconded it shall be put from the Chair, and discussion thereon invited by the Chair.

(d) No Member of the College or Specialist Associate shall speak to the same question more than once, except as provided in paragraph (i) of this Regulation.

(e) At any time after discussion has been invited, and before the Motion has been put to the vote, any Member of the College or Specialist Associate who has not previously spoken in the debate may propose an Amendment.

(f) No Amendment shall be entertained until it has been proposed and seconded.

(g) When an Amendment has been proposed, and seconded it shall be put from the Chair, and then the debate may proceed on the Amendment and the original Motion together.

(h) No second Amendment may be moved whilst an Amendment is before the Meeting.

(i) A Member of the College or Specialist Associate who has spoken to the original Motion may speak again to the Amendment.

(j) When the debate on an Amendment is concluded, the Chair shall put the Amendment to the vote. If the Amendment is negated the original Motion shall again be put and another Amendment may be moved.

(k) If the Amendment is carried, the Motion as amended shall be put from the Chair and further Amendments may be moved.

(l) Votes shall be taken by a show of hands, the hands being counted by the Chair and Registrar or Chief Executive, unless a majority of those present request a secret vote.

(m) In case the voting is equal the Chair shall have a second or casting vote.

(n) Upon the demand, made before the count, of any two Members of the College or Specialist Associates present, unless the meeting has requested a secret vote, the names of the Members of the College or Specialist Associates voting and their votes shall be taken down and entered in the Minutes.

(o) Any of these Standing Orders in any case of urgency, or upon any Motion proposed upon notice duly given, may be suspended at any Meeting so far as regards any business at such Meeting, provided that not less than three-fourths of the Members of the College and Specialist Associates present shall so decide.

2. Members of the College and Specialist Associates may give notice of a matter which they wish to present for discussion at an Annual General Meeting by sending the substance thereof in writing to the Registrar not less than five weeks beforehand.

3. Every Member of the College or Associate of the College who desires to bring forward any matter for discussion at a General Meeting shall give notice thereof in writing to the Registrar not less than four weeks before the day fixed for the Meeting.

4.(a) Not less than twenty-one days before each such Meeting the Registrar shall send to each Member of the College and Associate of the College who is entitled to attend a notice of the time and place of the Meeting together with an agenda of the business to be transacted.

4(b) With regard to paragraph 7(c) of the Bye-Laws, the College may serve any notice (including any document or other written information) upon a Member of the College or Associate of the College by making that notice, document or other written information available on the College Website provided that:

- (i) any notice specifying the date and time of a Meeting of the College must be sent or delivered in accordance with paragraph 7(a) or paragraph 7(b) of Section XXVI of the Bye-Laws;
- (ii) if the agenda of the business to be transacted at a Meeting of the College ("agenda") and any documents referred to in such agenda are made available on the College Website, the notice specifying the time and place of that Meeting of the College must inform the recipient that the agenda (and any documents referred to in the agenda) are available on the College Website and specify either a link to the relevant page of the College Website or details of the page on which it is available;

- (iii) In the case of any notice (other than a notice of a Meeting of the College) or any documents or written information (other than an agenda or documents to be considered at a Meeting of the College) written notification specifying that such notice, document or written information is available on the College Website (and providing either a link to the relevant page of the College Website or details of the page on which it is available) must be sent or delivered in accordance with paragraph 7(a) or paragraph 7(b) of Section XXVI of the Bye-Laws;
- (iv) any agenda (and other documents or written information referred to in it) must be available on the College Website from the date of issue of the relevant notice of the Meeting of the College until after that Meeting of the College has ended and any other notice, document or information must be available on the College Website for a period of not less than 28 days from the date of issue of the written notification referred to in subparagraph (iii) above (but in each case any unavailability on the College Website of such notice, document or information on the College Website during such period shall be disregarded where such unavailability is wholly attributable to circumstances that it would not have been reasonable to expect the College to prevent or avoid); and
- (v) the notice, document or other written information available on the College Website must be capable of being read with the naked eye and capable of being downloaded in pdf or other format so that it can be read with the naked eye.
- (vi) A Member of the College or Associate may request, in writing, the College to send him or her a hard copy of any notice, document or written information made available on the College Website in accordance with this paragraph 4(a) and the College will comply with such request within 14 days after receiving it

5. With regard to paragraph 2 of Section XXVI of the Bye-Laws, these Regulations do not currently provide for General Meetings to be held more frequently than once every calendar year but, unless provided otherwise, the following provisions of this paragraph 5 and the provisions of paragraph 6 below shall apply to all General Meetings. No business shall be transacted at any Annual General Meeting notice of which has not appeared in the notice convening the Meeting unless the transaction thereof has been approved by the Board of Trustees or by the Council as may be appropriate.

6. No Resolution shall be put to the vote at an Annual General Meeting unless it has first been submitted to the President or to the Council or the Board of Trustees as appropriate, who may in his, her or their respective discretion declare that a vote thereon shall be taken only at an Annual General Meeting or at a Special Meeting called for that purpose. Any written request under paragraph 5 (b) or paragraph 5 (c) of Section XXVI of the Bye-Laws must:

- (a) be a single document signed by the required number of members of the Board of Trustees or of members of Council or, as the case may be, by the required number of Members of the College or Specialist Associates;
- (b) state the general nature of the business to be dealt with at the meeting; and
- (c) include the text of a resolution intended to be moved at the meeting.

7. On resolving to call a Special Meeting, or on receiving a request as provided for in Article 5(b) from not less than five members of the Board of Trustees (of whom at least three shall not be Lay Trustees) or fourteen members of Council or 5(c) of Section XXVII of the Bye-Laws, the President shall give notice to the Registrar of the object and date of the Meeting to be called. The Registrar shall thereupon send to every Member and Associate of the College who is entitled to attend a notice convening the Meeting and specifying the time, place and object thereof. A Special Meeting convened pursuant to a request under 5(c) of Section XXVI of the Bye-Laws shall be held no later than three months after the request is received. With regard to paragraph 5(c) of Section XXVI of the Bye-Laws these Regulations do not currently prescribe a lower number.

8. The Council or the Board of Trustees may refer any Motion proposed at an Annual General Meeting or at any Special Meeting to a vote by ballot of Members of the College and Specialist Associates. Any action taken by the Council Board of Trustees after such referral and ballot shall be valid if the Motion received a simple majority of the votes cast in such ballot.

9. The President and the Council or the Board of Trustees may, in the name of the College, invite strangers to be present at any meeting and such strangers may speak at the invitation of the President but may not vote.

10. Any Member of the College or Associate of the College, may introduce a stranger to any Scientific Meeting of the College and the stranger so introduced may join in the discussion of papers read at the Meeting, at the invitation of the Chair, but may not vote or otherwise take part in business relating to the affairs of the College.

11. Any election by ballot under these Regulations will use either of the following voting systems:

(a) 'first past the post' whereby voters vote for their favoured candidate and the candidate with the most votes in the constituency wins (all other votes counting for nothing) and any ballot using this voting system is referred to in these Regulations as a '**FPTP Ballot**';

(b) 'single transferable vote' (as described in paragraph 18 of this Section) and any ballot using this voting system is referred to in these Regulations as a '**STV Ballot**'.

12. Unless otherwise expressly provided in these Regulations, the following provisions apply to in any election by FPTP ballot required under these Regulations:

(a) the person conducting the ballot shall at least fourteen days before the election date send a ballot paper to all members entitled to vote in the constituency.

(b) the College Scrutineers will be two Fellows appointed by the President for an initial term of four years, with the provision to re-appoint for a further four years. The names of the College Scrutineers will be reported to the Board of Trustees.

(c) The ballot paper shall:

(i) contain the names of all nominees and number of vacancies;

(ii) specify the date on which the ballot paper must be received by the Chief Executive;

- (iii) contain instructions on how to vote, whether by post and/or e-mail; and
- (iv) specify the e-mail address to which the ballot paper should be returned;
- (d) All ballot papers shall be sent to the Chief Executive as appropriate to be received by the date referred to in paragraph 11 (c)(i) above.

13. In any ballot (whether a FPTP ballot or a STV ballot), the ballot paper may, if any nominee so requests, be accompanied by a short supporting statement by that nominee. In the case of elections for Honorary Officers of the College, Chairs and Vice-Chairs of Faculties, Sections and Divisions, the supporting statement shall not exceed five hundred words and in the case of other elections, two hundred words.

14. When a vote by ballot is held for an office or position to be held by a single individual and is required under these Regulations to be an STV ballot, the election will be conducted by the use of the single transferable vote (in accordance with the procedures for the single transferable vote published by the Electoral Reform Society). Votes will be transferred (in accordance with the order of preferences expressed in the ballot papers) until one candidate has achieved the necessary quota of votes to be elected. All ballot papers shall be sent to the Electoral Reform Society.

15. When a vote by ballot is held to elect to a number of positions, such as for the election of the Education and Training Committee or ordinary members of the Council, and is required under these Regulations to be an STV ballot the election will be conducted by use of the single transferable vote. Votes will be transferred until the necessary number of candidates have achieved the necessary quota of votes to be elected. A ballot papers signed or (if applicable) submitted by e-mail or online will be valid, even if no subsequent preferences are expressed, if a first preference is clearly expressed. Subsequent preferences are contingency choices only which may or may not be expressed and, if expressed, may not be considered.

16. Unless the Board of Trustees determine otherwise, any election required under these Regulations to be held by STV ballot shall be conducted by the Electoral Reform Society in accordance with their guidelines and procedures for elections by the single transferrable vote. In the case of any conflict between these Regulations and the guidelines and procedures of the Electoral Reform Society, the Electoral Reform Society shall have discretion as to how resolve any such conflict and may determine that their guidelines and procedures take precedence.

17. A report on an election by ballot (whether by FPTP ballot or STV ballot) shall be published on the College Website as soon as practicable after the election date and shall contain:

- (a) the total number of ballot papers received by post and by e-mail;
- (b) the number of ballot papers rejected on the basis of improper completion;
- (c) information as to the preference votes received and how these have been transferred where there are more than 2 candidates in an election; and
- (d) the name of the candidates elected. Subject to no challenge being received under this paragraph, the report shall be conclusive despite any irregularity in the ballot. In the absence of

challenge, the ballot papers and electronic records may, in the absence of such challenge be destroyed or deleted no earlier than 4 weeks after the election date. An election by ballot shall be valid notwithstanding any failure of a Member of the College or Specialist Associate to receive a ballot paper or any failure of the Registrar to receive a completed ballot paper, save that any twelve Members of the College and/or Specialist Associates (taken together) may within two weeks of the result of the election becoming known make a written request to the Registrar to investigate the election and in such case the Board of Trustees shall refer the matter to the Disciplinary and Complaints Committee which may take whatever action in the light of such report it may consider to be appropriate including ordering a new election or elections; provided that, unless the Disciplinary and Complaints Committee otherwise decides, the persons elected by the original election shall assume and hold their positions until the result of any new election is known, whereupon they shall (if the result thereof so requires) give place to the persons elected by the new election.

18. References in these Regulations to 'the single transferable vote' shall mean a vote (a) capable of being given so as to indicate the voter's order of preference for the nominees; and (b) capable of being transferred to the voter's next choice when the vote is not required to give a prior choice the necessary quota of votes, or which, owing to the deficiency in the number of the votes given for a prior choice, that choice is eliminated from the list of nominees. Under this voting system nominees do not require a majority of votes to be elected, just a known 'quota', or share of the votes, determined by the size of the electorate and the number of positions to be filled.

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