

## By-law 2

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### Committees and functions of the Board

#### 2.1 The committees of Board are:

2.1.1 Executive Committee

2.1.2 Training and Assessment Executive Committee (TAEC)

2.1.2.1 The Learning and Development Committee

2.1.2.2 Training Unit Accreditation Committee

2.1.2.3 Examination Committee

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2.1.3 Professional Affairs Executive Committee (PAEC)

2.1.3.1 Scientific Meetings Committee

2.1.3.2 Faculty of Pain Medicine Research Committee

2.1.3.3 Procedures in Pain Medicine Committee

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#### 2.2 Reporting structure

2.2.1 The Executive Committee, Training and Assessment Executive Committee and Professional Affairs Executive Committee report directly to board.

2.2.2 The Learning and Development Committee, Training Unit Accreditation Committee and Examination Committee report to Training and Assessment Executive Committee.

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2.2.3 The Scientific Meetings Committee, FPM Research Committee and Procedures in Pain Medicine Committee report to the Professional Affairs Executive Committee.

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#### 2.3 Appointment

2.3.1 Following the annual business meeting in each odd-numbered year, FPM Board will appoint the chairs of committees and other role holders for two-year terms to fulfil faculty functions. Following appointment of the chair, members of committees are appointed by PAEC and TAEC. (Hereafter “committees”). Exceptions are outlined in this by-law.

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2.3.2 Other FPM Board appointments, elected on an annual basis, include:

2.3.2.1 The dean

2.3.2.2 The vice dean

2.3.3 The dean is an ex officio voting member of all faculty committees and contributes to each quorum. The dean may, at their discretion, delegate their role on any committee to the vice dean.

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2.3.4 Interim appointments to committees are made as vacancies arise and in line with board process.

2.3.5 Ex officio chairs and members will change when the position-holder officially changes.

2.3.6 Apart from ex officio appointments and other exceptions outlined in this by-law, the maximum duration which may be served by any individual on a specific committee is 12 years, unless otherwise approved by the FPM Board. Ex officio appointments do not contribute to the 12-year maximum.

2.3.7 All Committees, except 2.1.1 Executive Committee and 2.1.2.3 Examination Committee, shall have a trainee representative. This representative must be a registered trainee at appointment and may serve for up to two (2) years and will have full voting rights.

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2.3.8 The membership of each committee is defined in the respective terms of reference.

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## **2.4 Roles of committees**

2.4 FPM Board develops and periodically reviews terms of reference, including delegations, for all committees and role holders. These should be consulted for purpose, delegations and process. Where the terms of reference are in conflict with the ANZCA constitution or FPM by-laws, the constitution and then the by-laws take precedence.

## **2.5 Quorum and decision-making**

2.5.1 A quorum for each committee is a majority of voting members. For committees with an even number of voting members, this is half plus one. If at any time the number of members is less than a quorum, a committee may meet only for discussion purposes.

2.5.2 Questions arising at meetings of committees (either in person, by teleconference or webinar) are decided by a majority of votes of voting members present and voting, with abstentions not being counted in the total number of votes. The chair has a casting vote in addition to a deliberative vote where there is an equality of votes. For an electronic vote, questions are decided in the affirmative if at least 75 per cent of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour.

2.5.3 Unless otherwise specified, all committee members are voting members. Committee chairs may invite fellows, trainees or members of staff to committee meetings to contribute information that supports committee roles, provided there is budgetary provision (which should be checked with the relevant committee support officer). Invited participants are non-voting.

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## **2.6 Confidentiality**

2.6.1 All proceedings and reports of FPM Board and its committees, subcommittees and working groups are confidential and privileged.

2.6.2 Reports of the business of FPM Board and its committee, subcommittee and working groups are published at the discretion of FPM Board led by the dean.

## **2.7 Conduct of members**

2.7.1 Committee chairs and members are expected to declare relevant interests which are handled in accordance with FPM policies on conflicts of interest.

2.7.2 Committee chairs and members are expected to act in accordance with ANZCA/FPM policies on bullying and harassment.

2.7.3 Committee chairs and members who are FPM fellows or trainees are expected to act in accordance with the ANZCA code of conduct.

## **2.8 Removal of committee chairs and members**

2.8.1 The process for suspending and removing office holders and committee representatives is pursuant to the ANZCA constitution and regulation 28.

*Note: Dates in italics flag the dates of recent changes to the by-laws, for example, 10/21 indicates a change made to the above paragraph in October 2021.*