

## **College of Paramedics Bylaws**

These bylaws should be read in conjunction with The College of Paramedics Memorandum and Articles of Association.

### **Introduction**

These Bylaws have been adopted by the Members of the College of Paramedics (“the College”) under the provision of the Articles of Association.

The purpose of these Bylaws are to set out a more detailed framework under which the College of Paramedics is governed and managed and in particular:

The Election process of the Elected Office holding members of the Council

The Election of the Constituency Members

The Trustees may suggest amendments to the Bylaws which must be adopted by an Ordinary Resolution of the Members before taking effect. Any change must be consistent with the provisions of the College of Paramedics Memorandum and Articles of Association.

For the avoidance of doubt, any reference to a Statute or Statutory Instrument includes any amendment or re-enactment of that Statute or Statutory Instrument or regulation made under it or any other superseding legislation.

Words in the masculine include the feminine and vice versa; words in the singular include the plural and vice versa; headings are for ease of reading.

### **The College of Paramedics**

The College of Paramedics is a charitable company limited by guarantee. Its constitution is the Memorandum and Articles of Association. The Objects of the College of Paramedics are:

FOR THE PUBLIC BENEFIT THE ADVANCEMENT OF HEALTH AND SAVING OF LIVES AND THE ADVANCEMENT OF EDUCATION, TRAINING AND EFFICIENCY WITHIN THE PARAMEDIC PROFESSION INCLUDING BY:

1.1 DEVELOPING THE SCOPE AND PRACTICE OF PARAMEDIC SCIENCE AND RELATED SUBJECTS IN THE AMBULANCE PROFESSION FOR THE BENEFIT OF ITS PRACTITIONERS AND GENERAL PUBLIC;

1.2 MANAGING A CONTINUING PROFESSIONAL DEVELOPMENT PROCESS FOR THE PROFESSION;

1.3 PROMOTING EDUCATION AND TRAINING IN PARAMEDIC SCIENCES AND RELATED AREAS WITHIN THE PROFESSION AND;

1.4 ENCOURAGING AND SHARING GOOD CLINICAL PRACTICE AND HIGH STANDARDS OF CARE.

## **1 The Election process of the Elected Office holding members of the Board of Trustees**

1.1 The Head of Administrative Services will act as Secretary within the election processes described in Article 52;

1.2 Members eligible to vote under Article 52 are members of the Board of Trustees only;

1.3 Where any Office-holding member reaches the end of their first or second period of tenure and does not wish to retire, that person will seek a proposer and seconder for their second or third tenure among the Board of Trustees. The Board will then vote by a show of hands, with a majority in agreement needed. If a majority in agreement is not reached, then that post holder will retire and the position will follow the process detailed in 1.5 or 1.7 as appropriate;

1.4 The senior Vice-Chair shall be referred to as the Deputy Chair.

1.5 In the event of a retiring Chair, Deputy Chair or Vice Chair, the following will apply:

- There will be automatic succession from Deputy Chair to Chair and from Vice-chair to Deputy Chair with agreement of the Trustee Official involved and subject to ratification by the Board of Trustees. Nominations will then be invited from among Trustees for the position of the vacated Vice-chair;
- The process of ratification will require a proposer, a seconder and to gain a majority in a show of hands from the Trustees;
- Where a majority is not achieved the candidate will retire, however, if the candidate had been called to the position at the end of their first or second term that candidate will be able to follow the end of term process to pass to their second or third term of their existing position;
- Under normal business the Deputy Chair or Vice-chair will have completed at least one full term in post before standing for Chair or Deputy Chair;
- Should the Deputy Chair decline succession to the Chair, the most senior Vice-chair, with his/her agreement will be offered succession to Chair subject to ratification by the Board of Trustees;
- Any position left vacant within the auto-succession process will result in an invitation for nominations amongst the Trustees for that position;
- All nominees will be members of the Board of Trustees, each with a proposer and a seconder from amongst the Trustees. Trustees that are not full members of the College will not be eligible for nomination to Chair, Deputy Chair or Vice-chair;
- Where there is more than one nominee, the election process will be as described in Articles 52.2 – 52.9;
- Where more than one Vice-chair (including Deputy) position is vacant at the same time, the Board of Trustees will decide which of the successful candidates will be classed as Deputy Chair or have seniority

among Vice-chairs. Candidates may be asked to express a preference regarding their role;

- A Trustee Official, whose position as Trustee of the Board has not yet been affirmed by the membership [see bylaw 2], cannot be nominated unless, with majority Board support, the nomination is ratified by the membership at AGM.

1.6 The immediate past Chair will be invited to continue to be in attendance at Board of Trustee meetings as a valued expert should they so wish, until such time as there is a new immediate past Chair;

1.7 In the event of a retiring Trustee Official which is not Chair, Deputy or Vice-chair, the process for succession will be through advertisement, recruitment and ratification by the Board of Trustees:

- The advertisement process will follow the policy agreed by the Board of Trustees;
- Advertisement to non-members due to the need for specific expertise will be discussed and agreed by the Board of Trustees for each specific post and should come after failure to find the expertise within the membership;
- The recruitment process will follow the policy agreed by the Board of Trustees, which will include the shortlisting and interviewing panels being made up of at least three appointed representatives of the College (a combination of Trustee Official, Representative Trustee and senior employee of the College) plus relevant others. The two panels will have at least two members in common;
- The candidate agreed by the interview team will first be co-opted onto the Board of Trustees for the period leading up to the AGM. Information for the Board will include application documents and interview notes from the interview panel;
- A condition of appointment will be that the successful candidate, if not a member of the College of Paramedics already, be willing to join as a member before co-opting onto the Board of Trustees can take place;
- Ratification of the new recruit should take place at the Board of Trustees meeting that precedes the AGM and announced at the AGM;
- The process of ratification will be to acquire a proposer, a seconder and gain a majority in a show of hands from the Board of Trustees. The proposer and seconder may have been on the Interview team;

1.8 All proposer and seconders will be found amongst the Trustees;

1.9 All Office-holding members' succession will be addressed at a Board of Trustees meeting at least 70 days before the AGM so that the election or advertisement process can be undertaken prior to the AGM as appropriate;

- On the 1st of the month prior to said Board of Trustees meeting the Secretary will inform those post-holders reaching the end of tenure of their position within the process;
- Post-holders will inform the Secretary of their intentions by the end of the same month;

1.10 The distribution of electoral addresses will be to all Trustees, the Chief Executive and Head of Administrative Services

## **2 Trustee Affirmation**

Over and above the succession process, each Office-holding member will seek affirmation as Trustees from the membership, on a rotational basis every four years. This will take place at an Annual General Meeting (AGM).

- Not later than forty-two days before the AGM members will be informed of the trustees who will present at the AGM for affirmation.
- Not later than twenty-eight days before the AGM members will receive the trustees' statement of desire to continue as a trustee.
- Affirmation will be achieved through a majority show of hands from members at the AGM in favour of the trustee continuing as a trustee.
- If affirmation is not achieved the trustee/s in question will retire at the close of the AGM. The succession process for the office held by the trustee/s will then be followed to replace the retired trustee/s.
- The trustees up for affirmation will leave the room for the duration of the vote.

## **3 Election of Constituency Members**

3.1 The Head of Administrative Services will stand as Secretary within the election processes described in Articles 53;

3.2 The persons so elected shall assume office on the 1st July following the AGM in order to provide a period of mentoring and induction between the outgoing and the incoming members.

Adopted by the Board of Trustees of the College of Paramedics, July 1<sup>st</sup> 2016

Amended by the Board of Trustees of the College of Paramedics October 2017