

<b>Portfolio:</b>	<b>Office of the President and CEO</b>	<b>Ref. No.</b>	<b>REG-1008</b>
<b>Department:</b>	<b>President and Council Support</b>		
<b>Title:</b>	<b>Election Process for Council Office Holders and Other Key Positions</b>		

## 1. PURPOSE AND SCOPE

This regulation details the current organisational Office Holder needs and the process for nomination of and voting for the Office Holders of the Council and other key positions.

## 2. KEY WORDS

Elections, office bearers, nominations, voting process, term of office

## 3. BODY OF POLICY

### 3.1. Background

The College Constitution provides for Office Bearers of the Council and the process surrounding appointment and term for Office Bearers is contained in another regulation. Due to the limited number of Office Bearer positions specified by the Constitution, the Council has created a category of responsible officers from the ranks of the Councillors, calling these roles "Office Holders". These roles are the Council intermediary to substantial organisational portfolios and will often (but not always) be the Chair of a Council committee and/or other committees that do not report directly to Council.

### 3.2. Creation of Office Holder Roles

3.2.1. The Council may, from time to time, designate a role to be filled by a Councillor as an Office Holder position. The Council may take into account any factor it wishes in designating a role as an Office Holder role, but generally, this will be reserved for the roles that require a large time commitment by the incumbent, or that deal with matters of high importance to the College.

3.2.2. The list of current Office Holder roles is set out at the end of this regulation. Where Council passes any resolution that creates or removes any Office Holder role, the list in this regulation shall be updated accordingly. For the avoidance of doubt, any resolution by the Council to create or remove an Office Holder role shall be deemed to be a resolution to the relevant amendment to this Regulation giving effect to that role change (in the absence of a specific resolution approving an amendment to this regulation).

### 3.3. Term of Office for Office Holders

The terms of office for Office Holders shall mirror the terms of office for Office Bearers set out in clause 10.3.1 of the Constitution, being that the term is for one year with no limit on the number of times a Councillor may be re-elected to the same or any other Office Holder role.

### 3.4. Nomination

The rules and procedures around nomination of Office Bearers apply equally to Office Holders. The provisions of the regulation governing nomination of Office Bearers shall apply to Office Holders as though a reference in that regulation to Office Bearer was a reference to an Office Holder as far as is reasonably practicable.

Fellowship Elected and Specialty Elected Councillors may elect or be elected to Office Office Holder positions.

General Principles of Voting Process for Office Holders

The provisions of paragraph 3.4 of the Office Bearer regulation apply to the Office Holder voting process, save that clause 3.4.6 does not apply.

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### 3.5. Voting Timing and Sequence

- 3.5.1. The voting process for Office Holder roles takes place at the first Council meeting for the calendar year, usually held in February.
- 3.5.2. The first office holder to be elected is the Chair of the Court of Examiners. To be eligible for appointment to the role of Chair of the Court of Examiners, the candidate must be a Councillor who is or has been a member of the Court of Examiners. Should there be no Councillor who has been a member of the Court of Examiners, the President shall select a member or former member of the Court of Examiners to be appointed interim Chair and he or she shall be co-opted to Council until such time as a Councillor is elected who fulfills the prerequisite criteria.
- 3.5.3. The order of voting for the remaining office holder roles will be determined by lot, with the result being announced after each ballot.
- 3.5.4. If the number of positions exceeds the number of available candidates, the President shall call for a caretaker to fulfil the role from the Annual General Meeting until June Council when voting for the position will occur again and new Councillors are eligible for consideration.

## 4. BALLOT PROCESS

The ballot process applying to election to Office Bearer positions set out in the Office Bearer regulation at clause 3.4 applies equally to the Office Holder position process as though a reference to Office Bearer in that section is a reference to Office Holder.

## 5. LIST OF OFFICE HOLDER POSITIONS / ROLES

The current Office Holder roles specified by Council resolution are:

- Chair of the Court of Examiners
- Chair of the Committee of Surgical Education and Training
- Chair, SIMG Assessments
- Chair of the Prevocational and Skills Education Committee
- Chair of Professional Standards
- Chair of Professional Development
- Chair of Fellowship Services
- Chair of Research and Academic Surgery
- Chair Surgical Audit
- Chair of Global Health
- Chair ASC, Conference and Events
- Chair Health Policy and Advocacy Committee
- Deputy Treasurer

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**6. ASSOCIATED DOCUMENTS**

Election and Co-option to Council regulation, Governance Charter, Entitlements for Councillors in Key Positions policy; Councillors' and office holders' position descriptions, Election process for Council Office Bearers and Council Executive.

**Approver** Governance Committee  
**Authoriser** Council