



## BRITISH MEDICAL ASSOCIATION

### MODEL RULES OF THE DIVISION

(Generally referred to in these rules as “the division”)

**NOTE:** The procedure of divisions and all rules of these bodies are governed by the memorandum and articles and bye-Laws of the Association. In the case of variance or conflict between these rules and the articles and bye-laws the provisions of the latter necessarily prevail.

Approved by the council of the Association (via recommendation from the organisation committee) and adopted at a general meeting of the division held on .....

#### AREA OF DIVISION

1. The area of the ..... division is as follows:

(here follows a paragraph to describe the area (eg. council/local authority boundaries) and main Trusts and CCGs etc.)

#### MEMBERSHIP

2. (a) ORDINARY MEMBERS

Every member of the Association whose address, as registered for the time being in the books of the Association, is at a place situate within the area of the division, is an ordinary member of the division and of no other unless he/she elects under the provisions of the articles and bye-Laws to become a member of another division.

(b) EXTRAORDINARY MEMBERS

Visiting Members:

Members of the Association who are not entitled to be ordinary members of the division.

Complimentary Members:

(i) Honorary

(ii) Members of the medical profession or persons distinguished in other sciences who are not eligible as ordinary members of the Association.

An extraordinary member shall cease to be such member *ipso facto* in the event of his or her becoming an ordinary member of the division or in the event of a resolution being passed by a general meeting of the division after seven days' notice to each member of the division terminating such extraordinary membership.

(c) **AFFILIATED MEMBERS**

Practitioners who are members of a medical association affiliated to the British Medical Association.

(d) **MEDICAL STUDENT MEMBERS**

Medical students, who are student members of the Association, whose address of study is within the area of the division, are student members of the division.

**OFFICERS**

3. (1) The officers of the division, who must be members of the division, shall include chair, honorary secretary, and treasurer, but may also include assistant honorary secretary and, press secretary. The officers shall be elected at the annual general meeting.

**Election of Officers**

(2) The chair shall be elected for a term of one year and shall be eligible for re-election.

(3) The honorary secretary shall be elected for a term of one year and shall be eligible for re-election.

**Casual Vacancies among Officers**

(4) In the event of the death or resignation of any officer of the division or of his/her ceasing to be a member of the division or in the event of a vacancy occurring in any other manner, the executive committee shall have power to appoint some member of the division to hold the office thereby vacated until the next meeting of the division.

**EXECUTIVE COMMITTEE**

4. The management of the affairs of the division shall be vested in an executive committee, which shall be so constituted that it represents adequately the various classes of members which comprise the division. It is important that all branches of medicine are adequately represented and special arrangements should be made where certain minority groups exist in large numbers, for example, where there are armed forces establishments or medical schools.

The size of the executive should be kept as small as is reasonable.

The recommendations for the executive are as follows:

(1) the officers named in rule 3(1);

(2) the division's representative(s) to the Representative Body;

(3) the division's representative to the regional council;

(4) any member of the UK council or the relevant national council of the Association who lives in the area of the division;

(5) branch of practice representatives (unrepresented by (1)-(4) above), who must be BMA members:

- (a) General practice
- (b) Consultants
- (c) Staff and associate specialists
- (d) Junior doctors
- (e) Public health medicine and community health
- (f) Academics (where appropriate, if the division includes a medical school)
- (g) Armed forces
- (h) Occupational health
- (i) Members in practice but not covered by (a) to (h) above
- (j) Retired members
- (k) Medical students from the medical school (where appropriate).

Where the division is unable to appoint a member from a particular branch of practice an invitation may be issued to the local or regional branch of practice committee to nominate candidates from whom the division can select.

- (6) other members to be elected at the annual general meeting.

In formulating the constitution of the executive committee and electing the other members it is important to make sure that there is a correct balance between the branch of practice groups (nominated and elected) and a balance between nominated and otherwise elected members.

- (7) In addition, the committee shall have power to co-opt representatives of relevant LNCs, LMCs, CCGs or regional branch of practice committees, if otherwise unrepresented by the aforementioned executive members.

Members shall be elected for a term of one year and may be eligible for re-election annually.

### **Duties and Powers of Executive Committee**

5. The executive committee shall have the following duties and powers:

- (a) to act as the executive of the division and to carry out instructions of general meetings;
- (b) to elect members of the Association in the manner prescribed in the articles and bye-Laws of the Association and these rules;
- (c) to manage the financial affairs of the division, and to furnish by a given date each year an annual report and financial statement to the council of the Association;
- (d) to maintain active liaison with regional and national branch of practice committees, local medical committees, local negotiating committees, regional councils and any local medical staff committee and equivalent;
- (e) to elect a member to serve on the regional council of the Association;
- (f) to bring before the general meetings of the division such matters as may seem desirable.

The executive committee shall meet regularly, and not less frequently than twice a year. Its quorum shall be five.

## **ELECTION OF REPRESENTATIVE(S)**

6. (1) The representative(s) or deputy representative(s) of the division in the Representative Body of the Association shall be elected at a general meeting in the manner prescribed in the articles and bye-laws of the Association.

(2) Any casual vacancy in the office of representative caused by death or resignation shall be filled by the division in the manner prescribed by the bye-laws.

## **MEETINGS OF DIVISION**

7. (1) General meetings of the division to which all members of the division must be summoned, shall be either ORDINARY, ANNUAL or SPECIAL.

(2) The quorum for a general meeting shall be a reasonable number to be decided by the division but not less than five.

### **Ordinary Meetings**

8. (1) A minimum of two ordinary meetings of the division shall be held each year.

(2) Not less than seven days' notice of each ordinary meeting shall be given to each member.

(3) The business of an ordinary meeting shall be set forth in the circular convening the meeting and shall come under one or more of the following heads:

(a) to consider such matters as may be referred by the central council of the Association to the division including reports by the council, the agenda for meetings of the Representative Body, and the election of the division's representative(s) to the Representative Body;

(b) to consider any report of the executive committee and matters arising therefrom;

(c) to consider matters pertaining to the medical and allied sciences;

(d) to consider questions affecting the honour or interests of the medical profession;

(e) to fill casual vacancies arising among the officers and other members of the executive committee;

(f) to consider matters raised by individual members of the division of which notice should ordinarily be given to the honorary secretary;

(g) to transact any other business of the division.

### **Annual General Meeting**

9. A meeting of the division, called the annual general meeting, shall be held in a given month, not less than seven days' notice thereof being given to each member. The business of the annual general meeting shall be:

(a) to elect the officers of the division and the other members of the executive committee who shall thereupon take office;

(b) to consider the annual report of the executive committee;

- (c) subject to the provisions of rule 12 to make new rules or alter or repeal existing rules;
- (d) to transact any business that may be dealt with at an ordinary meeting.

10. In the event of the annual general meeting of the division not being held in accordance with rule 9, a meeting having similar powers to the annual general meeting may be convened with similar notice either by a majority of the late executive committee, the chair / president or honorary secretary for the preceding year, any five members of the division or by the council of the Association.

### **Special General Meetings**

11. (1) A special general meeting of the division may be called at any time by the executive committee and shall be called within seven days from the receipt by the honorary secretary of a notice from the council of the Association or, provided the proposed business is, in the opinion of the executive committee, competent under the rules, within seven days from the receipt of a requisition signed by not less than ten members of the division. Not less than two clear days' notice of a special general meeting shall be given to each member.

(2) The business of a special general meeting shall be set forth in the circular calling the meeting, and no business shall be dealt with by such meeting except that which it may have been specifically called to consider.

### **NEW RULES, ALTERATION OR REPEAL OF EXISTING RULES**

12. No addition shall be made to these rules, no existing rule shall be altered or repealed except at an Annual or at a special general meeting of the division. In either case, at least ten days' notice of the proposed change must first have been given to every member of the division, specifying the exact words of the proposed alteration, addition or repeal. No such new or altered rule shall be effective or come into operation unless and until it has been approved by the council of the Association (via recommendation from the organisation committee).

### **MEMBER CONDUCT**

Articles 13 and 14 refer to members conduct and the grounds and processes for investigation.

October 2016