

AMA Queensland Council Terms of Reference



AMA Queensland Council has been established by the Board to provide considered and expert advice to the Board as representatives of Ordinary Members¹.

1. Purpose

1.1 The purpose of AMA Queensland Council is to:

- a) determine questions and matters of policy for AMA Queensland.
- b) make recommendations to the Board about representing AMA Queensland on all matters of policy with government or other bodies or persons.
- c) review AMA Queensland's existing health policies to ensure that they remain relevant.
- d) assist to ensure that AMA Queensland's health policies represent the views of Members.

2. Membership

2.1 Council consists of:

- a) The President, Immediate Past President, Chair of the Board and the Vice-President who is also the Chair of Council.
- b) Representatives elected under the AMA Queensland By-Laws:
 - Six (6) representatives from the Greater Brisbane Area
 - One (1) representative from each of the Gold Coast Area, Downs and West Area, North Coast Area, Capricorn Area, North Area and Far North Area
 - Three (3) representatives from the General Practitioner Specialist Craft Group
 - Three (3) representatives from the Other Specialist Craft Group
 - One (1) representative from the Full-time Salaried Medical Practitioner Group
 - One (1) representative from the Part-time Medical Practitioner Group
 - One (1) representative from the Doctors in Training Group
 - One (1) representative from the Senior Doctors Group
 - One (1) representative from the International Medical Graduate Group and
 - One (1) representative from the Medical Student Group.
- c) The Chairs of Committees of Council (ex officio)

2.2 All Councillors must be:

- a) Ordinary Members or Honorary Members except the member elected as a Medical Student Group representative who must be a Medical Student member.
- b) at least 18 years of age

2.3 Subject to clause 4, each Councillor must retire from office as a Councillor:

- a) (except the President, Vice-President, Immediate Past President and Chair of the Board)
 - at the close of the 2nd General Meeting of the Association held after the General Meeting at which Councillor was appointed to that category on Council or as directed by Board or Council.
- b) in the case of the President, Vice-President, Immediate Past President and Chair of the Board
 - at the end of their respective terms on the Board.
 - in the case of Immediate Past President, when the current serving President retires regardless of whether they complete a one- or two-year term in office.

¹ Constitution of Australian Medical Association Queensland 14.12 (b) The Directors must appoint the AMA Queensland Council having representation of Ordinary Members and governed by the terms of reference approved by the Directors.

- 2.4 A Councillor required to retire under clause 2.3 is eligible to be re-elected or elected to another position if the Councillor otherwise meets all applicable eligibility requirements and is nominated for re-election.
- 2.5 A Councillor who is retiring is taken to have retired at the close of the relevant General Meeting and a Councillor elected to commence a position is taken to have commenced from the close of the relevant General Meeting.
- 2.6 Councillors may serve up to a maximum of six (6) consecutive years.

3. Chair

- 3.1 The Chair of AMA Queensland Council is the current Vice-President.
- 3.2 The Chair will facilitate the conduct of the business of the meeting.
- 3.3 If the Chair is absent, the Chair will nominate the President or a member of the Council to chair the meeting. Otherwise, those members in attendance will select one of their number to chair that meeting

4. Vacation or termination of office of Councillor

- 4.1 A Councillor ceases to hold office if the Councillor:
 - a) becomes physically or mentally incapable of performing the functions of Council.
 - b) ceases to be a member of AMA Queensland.
 - c) ceases to be a member of the category which they were elected to represent on Council.
 - d) fails to attend three (3) consecutive Council meetings without valid reason or apology.
 - e) resigns by notice in writing to AMA Queensland.
 - f) if the Medical Student Group representative ceases to be a Medical Student, they will cease to hold office as at the next General Meeting.
 - g) otherwise ceases to be eligible to be a member of Council under any law, the Constitution or the By-Laws.
- 4.2 Following removal from or vacation of position on Council or there being no nominees for a position on Council, the Board may decide not to fill the vacancy or may appoint a member to fill the vacancy at any time except during a General Meeting.
- 4.3 Any Councillor who fills the casual vacancy retains office until such time when the Council position they have filled would have ended as if the position had run its full term. The time served during a casual vacancy is not counted for the purposes of Clause 2.6.

5. Alternates of Council

- 5.1 Any member of Council who is unable to attend a meeting of Council can appoint as an alternate, to attend in his or her place at the meeting, another member who is registered in the same category as that in which the appointer represents on Council.
- 5.2 If any of the President, Vice-President and Immediate Past President is unable to attend a meeting of Council, they can appoint as their alternate, to attend in their place at the meeting, another member of the Board.
- 5.3 The appointment or termination of an alternate must be in writing, signed by the appointer and produced at the meeting which the alternate attends. The appointment can contain voting restrictions required by the appointer.
- 5.4 If the appointer is also an officer, then the alternate is the alternate in the appointer's capacity as a member of Council and as that officer.

- 5.6 When an alternate exercises the appointer's powers, the exercise of the powers is just as effective as if the powers were exercised by the appointer, but the alternate does not have power to appoint an alternate.

6. Accountability

- 6.1 AMA Queensland Council is a committee which reports to the Board.
- 6.2 The Secretariat will minute the proceedings and resolutions of all meetings of the Council, including recording the names of those present. Draft minutes of Council meetings will be circulated to all members of Council and once agreed, to all members of the Board unless it would be inappropriate to do so.
- 6.3 The Chair of Council will report to the Board on Council proceedings after each meeting and will send out a communique to all members within a reasonable timeframe outlining the key health policy issues being considered by Council.
- 6.4 The Committee will make whatever recommendations to the Board that it deems appropriate on an area within its remit where action or improvement is needed.

7. Working Methods

- 7.1 The Council will meet at least 4 times a year and at such other times as the Chair of Council thinks fit. At least seven (7) days' notice of these meetings must be given to all Council members except in extraordinary circumstances.
- 7.2 If the Secretariat or Chair receives a request for a meeting of Council which:
- a) Sets out the business to be discussed at that meeting; and
 - b) Is signed by the Chair or at least three (3) members of Council
- Then the Secretariat or Chair must call a meeting of Council. Only the business set out in the request is to be discussed at that meeting.
- 7.3 Each member of Council present in person has one (1) vote and any proxy vote/s they may hold.
- 7.4 Decisions of the Committee will be made by majority vote. In the event of an equality of votes the Chair will not have a second or casting vote and the resolution will be taken to be rejected.
- 7.5 Council may pass a resolution without a Council meeting being held if the resolution is sent to all members of Council entitled to vote on the resolution and the majority of those members of Council are in favour of the resolution. The resolution and vote may be done by electronic means.
- 7.6 The quorum necessary for the transaction of business will be a simple majority of Council members.
- 7.7 The CEO or nominee will act as the Secretariat of the Committee.
- 7.8 Meetings of the committee may be held face to face or using any technology which enables members to participate in a discussion.

8. Review

- The Council will review its Terms of Reference and will evaluate its performance every year at its last meeting prior to the next AMA Queensland Annual General Meeting. It will include its conclusions and recommendations in the papers of the next Board meeting (as is practical).

Related documents

- AMA Queensland Council Induction Handbook located in BoardEffect
- By-Laws Australian Medical Association Queensland Ltd.
- Committees of Council Policy
- Committees of Board Policy