

Authorising Committee:	Board
Responsible Committee:	Membership Engagement Committee
Document Code:	REG MOP Journals Committee

Background

The Journals Committee (JC) was previously known as the Publications Committee, which was formed in 1991. Following a review of the Membership Engagement Committee (MEC) in 2016, the Journals Committee was renamed and established as a formal sub-committee of the MEC

The regulations have been updated to reflect the changes in structure, role, responsibilities and name of the Committee.

1. ROLE

The Journals Committee will provide strategic oversight of the College's scientific journals. Responsible directly to the Membership Engagement Committee, the Committee will provide advice on publishing arrangements and policies, and develop initiatives to promote and support the ongoing presence of journals across the College.

2. RESPONSIBILITIES

The Committee shall be responsible for:

- a) Developing policy in relation to the College's journals.
- b) Monitoring commercial publishing arrangements for the College's journals.
- c) Providing advice to and supporting Editors of the College journals across a range of areas, including in relation to publishing criteria and College policy.
- d) Reviewing the progress and performance of the journals including through the review of regular reports from the publisher.
- e) Working with Editors and editorial committees to focus on strategic development of the College journals, as well as new initiatives.
- f) Undertaking such other activities in relation to College publications as directed by the Board
- g) Identifying and managing risks associated with the Committee, in accordance with the College Risk Management Policy, and for reporting high level risks to the Corporate Governance and Risk Committee.

3. REPORTING RELATIONSHIPS

- a) The Committee shall report on its activities to each meeting of the Membership Engagement Committee (MEC).
- b) The Chair will represent the Committee on the MEC.
- c) The Committee will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.

- d) Committee members representing another College committee shall represent the view of and report back to their respective committee.

4. COMPOSITION / MEMBERSHIP

Membership of the Committee may comprise a maximum of ten (10) members:

- Chair (Fellow)
- Two (2) Fellows (Independent)
- Editor, *Australian and New Zealand Journal of Psychiatry*
- Editor, *Australasian Psychiatry*
- A Fellow representing the Committee for Research (CFR)
- A Fellow representing the Committee for Continuing Medical Education (CCME)
- A Trainee representative

The Senior Department Manager (or nominee) responsible for this portfolio will be in attendance at the meetings.

The Committee shall include at least one (1) member from Australia and one (1) member from New Zealand and endeavour to achieve an appropriate gender balance.

5. ELECTIONS & APPOINTMENTS

5.1 Chair

- a) Nominations will be called for from amongst the Fellows of the College. The Chair shall be appointed by the Membership Engagement Committee and be noted by the Board.
- b) The term of office for the Chair shall be two (2) years from the conclusion of the Annual General Meeting in the election year in which they were elected or such later date when a successor is elected.
- c) The Chair will be eligible for re-appointment to this position to serve a maximum of three (3) consecutive terms, i.e. six (6) years.

5.2 Fellows (Independent) x 2

- a) Nominations will be called for from amongst the Fellows of the College. They will be appointed by the Membership Engagement Committee upon recommendation from the Committee. The appointments shall be noted by the Board.
- b) Their term of office shall be two (2) years from the conclusion of the Annual General Meeting in the election year in which they were elected or such later date when a successor is appointed.
- c) They will be eligible for re-appointment to this position to serve a maximum of three (3) consecutive terms, i.e. six (6) years.

5.3 Committee Representatives

- a) The CFR and CCME representative will be appointed the Committee upon recommendation from the respective committee.
- b) The term of office shall coincide with their term on the committee they are representing.

5.4 Trainee representative

- a) Nominations are called from amongst the trainees of the College, endorsed by the Trainee Representative Committee (TRC) and then appointed by the Membership Engagement Committee. To nominate, the trainee does not need to be a member of the TRC.
- b) The process for the TRC to endorse a trainee, will be in accordance with the Procedure for appointment of trainees to College committees.
- c) The term of office shall be in accordance with a TRC member's term, and shall commence from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date when a successor is appointed.
- d) The trainee representative will be eligible for re-appointment to this position to serve a maximum of five (5) consecutive years.
- e) In the event that the trainee representative is admitted to Fellowship during their term on the Committee, a casual vacancy shall arise for this position, and any appointment shall be recommended by the TRC.
- f) Upon appointment to the Committee, the trainee representative shall provide a written report (on the approved TRC report template) to the TRC in relation to their representation on the Committee.

5.5 Co-opted Members

- a) The Committee may co-opt additional members with particular specified knowledge and/or expertise from time to time.
- b) The number of co-opted members shall be a maximum of two (2). The need for co-opted members shall usually be reviewed by the Committee each two (2) years at the time of elections to the committee, but may be reviewed more frequently as considered necessary.
- c) Co-opted members of the Committee shall not have voting rights.

5.6 Casual Vacancies

- a) In the event of the resignation of the Chair, whose term is not due to finish for 12 months or more, a call for nominations from the College Fellowship shall take place. The interim Chair shall be appointed by the MEC and noted by the Board.
- b) In the event of the resignation of the Chair, whose term is due to finish within 12 months, the MEC shall appoint a casual vacancy.
- c) In the event of the resignation of a Fellow (Independent) whose term is due to finish within 12 months, the Committee shall appoint a casual vacancy for the remainder of the term in consultation with the MEC.
- d) In the event of the resignation of a Fellow (Independent), whose term is not due to finish for 12 months or more, a call for nominations from the Fellowship shall take place. Nominations will be considered by the Committee, with the preferred candidate approved by the MEC.
- e) In the event of the resignation of a member representing a committee, an appointment will be made in consultation with the respective committee, and in accordance with casual vacancy appointment processes and/or appointment procedures.
- f) Any casual vacancy appointment shall be for the remainder of the term.
- g) A person appointed as a casual vacancy shall be eligible for appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.

6. POWERS & DELEGATION

- a) The Committee shall observe any regulations or directions that may from time to time be imposed upon it by the Board.
- b) The Committee shall provide advice and recommendations to the Membership Engagement Committee and act within the Journals Committee's schedule of delegations

- c) Pursuant to Article 9.2 of the Constitution:
 - a) "The Board may delegate any of its powers (other than that of delegation) to any person or committee."
 - b) "The Board may revoke any delegation of its powers by ordinary resolution".
 - c) Any committee exercising the delegated power of the Board shall comply with all Regulations and any conditions or limitations that may be imposed by the Board.

7. LIMITATION ON POWERS

Pursuant to Article 15.1, 15.3, 15.4 and 15.5 of the Constitution -

- a) "The Board may establish committees comprising such persons as the Board determines or otherwise determined in accordance with the Regulations."
- b) "The Board shall determine the powers and duties of each Committee (its "Terms of Reference") and each Committee shall in the exercise of its powers comply with the Regulations and its' Terms of Reference".
- c) "Unless specifically provided for in the Regulations or its Terms of Reference, a Committee may not make any determination of policy for the College, but may provide advice to the Board on any area falling within its Terms of Reference to assist the Board".
- d) "Each Committee shall make such reports and recommendations to the Board as the Board reasonably requires".

8. COMMITTEE SUPPORT

The Committee shall be supported by the staff of the College. The Senior Department Manager (or nominee) responsible for the portfolio and Manager responsible for the Awards and Recognition Committee, will be in attendance at the meetings. Other staff members may be requested to attend on an as required basis

9. REVIEW

- a) Pursuant to Article 15.8 of the Constitution, "The Board shall review the need for each Committee and the members thereof at least every two years".
- b) These Regulations shall be reviewed two (2) years from commencement.

10. OPERATION OF THE COMMITTEE

10.1 Meetings

- a) The Committee may meet for the transaction of business and adjourn and otherwise regulate its meetings as it thinks fit, taking into account budget implications. The Committee shall only meet face-to- face up to two (2) times a year and within budget requirements. .
- b) Meetings of the Committee may be in person, by telephone or other telecommunications or electronic means at the discretion of the Chair.
- c) The Chair may convene a meeting of the Committee by written notice to members of the Committee. An agenda shall be circulated in advance of the meeting.

10.2 Meeting attendance

- a) It is expected that a Committee member will attend all meetings of the Committee. However, it is acknowledged by the College that an individual's work and family commitments/responsibilities may prevent a member from attending a meeting.
- b) If a Committee member is unable to attend a meeting, the Chair and/or relevant staff members should, where possible, be advised two (2) weeks in advance of the meeting (for quorum purposes).

- c) Non-attendance at three (3) consecutive meetings will be reviewed by the Chair in consultation with the individual member concerned. If it is agreed that the Committee member needs to step down from the Committee, a casual vacancy shall arise.

10.3 Notice of Meetings

- a) At least 24 hours' notice of a meeting of the Committee must be given to each Committee member specifying the place, time and date of the meeting.
- b) Notice may be given in writing, by email, by fax, by telephone or other electronic and appropriate means.

10.4 Chair

- a) The Chair shall preside at all meetings of the Committee.
- b) If the Chair is not present at any meeting of the Committee within fifteen minutes after the time appointed for holding the meeting the members present shall elect a Committee member present to be Chair of the meeting.

10.5 Quorum

- a) For items involving a change or establishment of a policy/procedure/process or matters of great complexity, as determined by the Chair, the quorum for a meeting shall be 50% whether held face-to-face, via teleconference or out-of-session by email vote. Decisions will be recorded in the minutes and circulated within the College's usual processes.
- b) For items which are deemed to apply an already approved policy/procedure/process to a set of facts or extending an established decision, the Chair in consultation with any other committee members present (face-to-face, teleconference or email), shall make the decision, in consultation with the Senior Department Manager or Chief Executive Officer. Decisions will be recorded in the minutes and circulated within the College's usual processes.
- c) The Committee may act notwithstanding any vacancy on the Committee.

10.6 Proxies

- a) Committee members are only able to appoint a proxy to attend a meeting on their behalf if the position held by the member of the Committee is a representative position. The appointed proxy must be a member of the Committee they are representing.
- b) The onus is on the Committee member to advise the Chair, in advance of the meeting, of their proxy's details.
- c) A proxy has the same voting rights as the person they are replacing.
- d) A proxy may only receive the meeting papers for the meeting they are attending.

10.7 Voting

- a) All Committee members, except co-opted members, observers and those without authority to vote, shall have full voting rights.
- b) Decisions arising at a meeting of the Committee shall be decided by a majority of votes of members present and voting.
- c) A decision by a majority of the members present and voting is for all purposes a decision of the Committee.
- d) The Chair of the meeting has a casting vote in addition to a deliberative vote where there is an equality of votes.

10.8 Written Resolution

A written resolution signed or approved by electronic mail by 50% of all members (other than any member on leave of absence) is taken to be a decision of the members passed at a meeting of the Committee duly convened and held.

10.9 Minutes of Meetings

- a) A written record of all proceedings of Committee meetings shall be kept by the College.
- b) Draft minutes of all meetings should be promptly circulated to all Committee members.
- c) The minutes of the Committee's meeting will be submitted to the Membership Engagement Committee meeting held immediately following the Committee's meeting.

10.10 Defects in Appointment or Qualification of a Committee Member

All acts done in good faith by a meeting of the Committee or by any person acting as a Committee member will be valid and effective notwithstanding that it is afterwards discovered that there was some defect in the appointment of that person or that the person was disqualified from acting for any reason.

10.11 Conflict of Interest and Confidentiality

- a) All people attending a meeting of the Committee must declare any conflicts of interest to the Chair. Once a conflict of interest has been declared, the individual concerned may be excluded from the discussion and/or voting at the discretion of the Chair. Conflicts of interest will be managed and declared in accordance with the College's Conflict of Interest Guideline.
- b) Each member of the Committee including co-opted members, proxies and observers must sign a Deed of Undertaking Relating to Confidentiality and Conflict of Interest.
- c) The Deed is valid for the period of time the member is part of the Committee and after they have finished on the Committee, particularly in relation to confidentiality.
- d) All signed Deeds must be forwarded to the College's Corporate Governance Officer.

10.12 Other Committees of the Awards Committee

The Committee may establish Subcommittees or Working Groups. . This must occur in consultation with the Senior Department Manager. Approval to establish a Subcommittee or Working Group must be sought from the Finance Committee (for budget purposes), the Corporate Governance and Risk Committee (CGRC) and the Board.

10.13 Financial Responsibility

- a) The Committee must develop an annual budget based on the budget process developed by the College in conjunction with the College's Finance Department.
- b) The Committee is required to operate in accordance with College Policy and within the budgetary constraints as determined by the Board. Any spending above and beyond the allocated budget requires explicit authorisation as per the College Delegation of Authority Policy.

11. MEDIA & AUTHORISED STATEMENTS

- a) With respect to making media or other external comment or representation, the College's Media Policy (available on the RANZCP website) should be consulted and adhered to.
- b) Pursuant to Articles 9.4.1 and 9.4.2 of the Constitution, "the President or the Board may authorise any Committee or individual to represent the College before any government or governmental body or committee or to make statements or express views on behalf of the College. The authority may be given generally or for a specific situation and may be given on such conditions as the President or the Board thinks fit. Unless duly authorised to do so under this Article, no Member may make any statement or express any view which purports to be a statement or view of the College or as having been made or expressed on behalf of or with the concurrence of the College".
- c) The Board is authorised to nominate RANZCP Members to comment to the media in accordance with their expertise. The Board may authorise Committee/ /Branch/Faculty or Section Chairs to comment on certain issues.

12. INTERPRETATION

The Regulation shall be known as the "Awards Committee".

- 'Article(s)' means an article or clause of the Constitution.

- 'Annual General Meeting' means the annual general meeting of the College held in accordance with the Constitution.
- 'Board' means the board of the College established under the Constitution.
- 'Casual Vacancy' means a position that becomes vacant before the expiration of the term for which the holder was elected. A successor shall, if the term has not then expired, be appointed to hold the place from the date of his/her appointment until the expiration of the original term or the next election/appointment period (whichever is first). The period of time served as a casual vacancy shall not be counted as a period of office. A Casual Vacancy has voting rights.
- 'Co-opted' means a person that has been co-opted for their area of expertise or knowledge of a particular area. A co-opted member is a nonvoting member.
- 'College' or RANZCP means The Royal Australian and New Zealand College of Psychiatrists.
- 'Constitution', means the Constitution of The Royal Australian and New Zealand College of Psychiatrists (August 2012).
- 'Committee' means the Journals Committee.
- 'Elected' means the formal election process undertaken to elect a person to a committee. Call for nominations must be undertaken and conducted in accordance with this Regulation. If a ballot is required, the process will be conducted in accordance with the Ballot Procedure
- 'Election Year' means the year the College Constitution came into effect and every second year thereafter.
- 'Fellow' means a Member who holds Fellowship of the College pursuant to Article 3.3 of the Constitution.
- 'Fellow Independent' means a Fellow from the general Fellowship, i.e. a Fellow who is not representing the Board, another College Committee, Faculty, Section etc.
- 'Financial year' shall be defined in the same manner as for the activities of the Board of the College.
- 'Member' means any person for the time being admitted to Membership of the College pursuant to the Constitution.
- 'member' means a person who is a member of a Committee.

REVISION RECORD

Contact:	Senior Department Manager, Membership and Events		
Date	Version	Approver	Description
20/05/2012	1.0	GC2012/2 R26	New document
27/10/13	1.1	B2013/6 R6	Updated to reflect new governance model
30/04/2017	2.0	B2017/3 R23	Updated to reflect changes from Membership Engagement Committee Review and restructure
05/2019			NEXT REVIEW