



STANDING ORDERS

MISSION STATEMENT

The CPHVA is a professional organisation and trade union which is committed to transparency and democracy within an environment which values the diversity of our membership and the communities we serve. We are also committed to leadership in the advancement of practice through education, research and innovation, improving the working lives of our members and the health and wellbeing of the public.

Last Review: AGM 2003

Next Review: AGM 2006

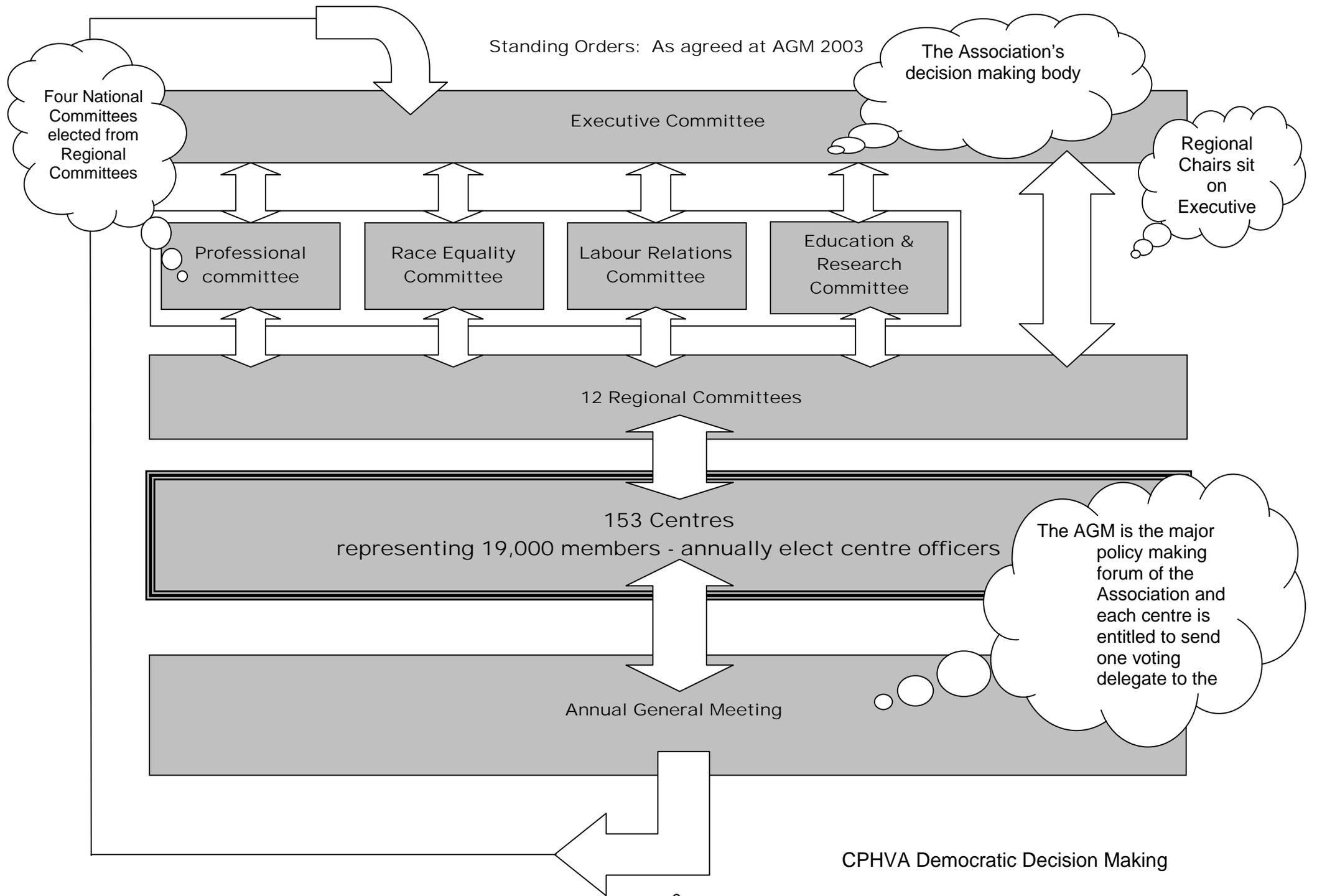
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As agreed by AGM October 2003

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Explanatory Note

EXPLANATION OF THE STANDING ORDERS

In 1995 the members of the Health Visitors' Association recognised the need to develop to meet the challenges of the future.

At the 1996 Salford Centenary AGM, the members of the HVA voted to change the name of the Association to 'The Community Practitioners' and Health Visitors' Association'. This change meant that nurses who worked or had an interest in community nursing and community services were welcome to join the Association.

The Community Practitioners' and Health Visitors' Association offers the opportunity of strengthening the unity of nurses working in community settings and in meeting the public health agenda.

With the election of a new Government in 1997, the development of the Association could not have been more timely.

The CPHVA had to take a radical look at how it offered existing and new members a service while, at the same time, looking to the future. It was essential to recruit and support a wider membership by ensuring unity through common purpose and valuing individual professional diversity.

The CPHVA Executive Committee supported the view that members should be included in discussions about all levels of business within the Association. To this end the CPHVA Executive Committee commissioned a working group to consult with the members of the CPHVA.

The outcome of the consultation process created a new model structure, which the CPHVA Executive Committee put before the CPHVA AGM in 1997 as a motion for consideration and debate. The delegation voted overwhelmingly in favour of "...The proposed new structures for the CPHVA be agreed and implementation commenced by 1 November 1998".

A group of CPHVA members, with the Director, have worked together using the information and learning gained from the 1996 working group and active consultation with the membership.

This has resulted in the Standing Orders, which were presented to and approved by the 1998 AGM. Minor amendments to the Standing Orders have been agreed at subsequent AGMs. In 2003, a full review was undertaken as stipulated as per rule, however, the opportunity was taken to update in line with the new Amicus Rule Book (2004).

Transition over the next few years will enable CPHVA Regional/Country Committees to develop in a way that best suits the characteristics of that CPHVA region/country.

It will be expected that all CPHVA Regional/Country Chairs will have a strong role, referred to as Senior Lay Officers, which will be similar to the former role of Honorary Officer.

The foundation for the CPHVA and the Standing Orders lies in the **values and beliefs** of the Association.

These are:

We are a professional association and trade union of Community Practitioners and Health Visitors, which exists to provide a forum for advancement of practice, together with the benefits of membership of a wider trade union organisation.

Our members ARE the CPHVA and the Association is as strong as the members wish it to be.

All members are valued for their contribution. Together we are influential in public health at local, regional and national level, through the work of members in communities, and in addressing health inequalities.

The structures of the CPHVA reflect the values and beliefs of the Association in relation to equity, democracy, openness and honesty.

To ensure true democracy and equity, the CPHVA actively encourages and supports the participation of all members regardless of location, specialism, age, gender, race, religion or disability.

The CPHVA strives for transparency of purpose. Roles and functions within the Association demonstrate clear mechanisms of accountability, which are open and honest.

The CPHVA integrates with Amicus and the wider trade union movement in actively promoting health issues and standards whilst maintaining professional autonomy.

The Structures

The Structures are a model for the CPHVA by which the members, with the professional officers, staff and the Director, can participate in both the business of the Association and the business in which the membership is employed.

The four pillars of the Association, which are interdependent within and throughout the new structure, are the perspectives from which all the business and activities of the Association are conducted. **These are Professional, Education and Research, Labour Relations, and Race Equality.**

In the event of difficulty or disagreement in applying the Standing Orders

The principles set out above are the basis on which the Standing Orders are to be interpreted. If resolution is not possible locally, the matter is to be referred to the Standing Orders Committee for resolution or a decision.

SECTION 1

CPHVA CENTRES (Including an Overseas Centre)

- 1.1** Individuals can become members of the CPHVA if they are registered with the NMC. Retired practitioners, those taking a career break, and lecturers in health studies can also be members if not registered with the NMC provided they satisfy the criteria for registration. Nursery Nurses who hold a recognised qualification (NNEB, NVQ3, BTEC Grade 3 or equivalent), can also become a member of the CPHVA.
- 1.2** A CPHVA centre will be constituted by the authority of the CPHVA Executive Committee and the Amicus National Executive Committee upon receipt of an application from 40 CPHVA members with reasons to support the application.
- 1.3** Under exceptional circumstances specifically agreed by the CPHVA Executive and the Amicus National Executive Committee, a Centre may be constituted with fewer than 40 CPHVA members.
- 1.4** No CPHVA Centre will continue in being with fewer than 25 members or less than half the membership agreed by the CPHVA Executive Committee and the Amicus National Executive Committee in exceptional circumstances.
- 1.5** **Membership of CPHVA Centres**
- 1.5.1 All members will be attached to a Centre of their choice.
- 1.6** **Membership of CPHVA Centre Committees**
- 1.6.1 Chair
 - 1.6.2 Vice Chair
 - 1.6.3 Secretary
 - 1.6.4 Treasurer
 - 1.6.5 Health and Safety Representatives
 - 1.6.6 Locally Accredited Representatives
 - 1.6.7 Learning Reps
 - 1.6.8 Delegate to Amicus Branch Conference
- In addition, and whenever possible, representatives to regional committee for:
- 1.6.8 Education & Research
 - 1.6.9 Labour Relations
 - 1.6.10 Professional Activities
 - 1.6.10.1 Uniprofessional committee: District Nursing
 - 1.6.10.2 Uniprofessional committee: Health Visiting
 - 1.6.10.3 Uniprofessional committee: Practice Nursing
 - 1.6.10.4 Uniprofessional committee: School Nursing
 - 1.6.10.5 Information Management Sub Committee
 - 1.6.11 Race Equality
- 1.7** **Election of the CPHVA Centre Committee Officers**
- 1.7.1 CPHVA Centre members will be eligible to stand for election to Centre Office if they are members of that Centre.
- 1.7.2 CPHVA Centre members standing for election must be nominated and seconded by other members of that Centre.

Standing Orders: As agreed at AGM 2003

- 1.7.3 CPHVA Centre Officers will be elected Bi-annually by secret ballot of the Centre members at the Centre Annual General Meeting.
- 1.7.4 CPHVA Centre Officers can serve in the same office for no more than two consecutive terms (4 years).
- 1.7.5 Representatives for **Professional, Education & Research, Race Equality, and Labour Relations** activities can serve for no more than two consecutive terms (4 years).
- 1.7.6 Following a one year break Centre members will be eligible for re-election to their former Office.
- 1.7.5 Members holding Centre Offices of Chair, Vice Chair, Secretary, Treasurer and Local Accredited Representative are eligible to stand for a Regional/Country Representative office.
- 1.7.8 In exceptional circumstances the Labour Relations Representative to Region, with specific permission from the CPHVA Executive Committee, may be exempted from the one year break after 2 consecutive terms in office.
- 1.7.9 LARs and Health & Safety and Learning Representatives will be elected bi-annually by the Centre Membership at Annual General Meetings.
- 1.7.10 LARs and Health & Safety and Learning Representatives can serve for an unlimited period without a break subject to bi-annual election by the CPHVA Centre members.
- 1.7.11 One LAR and one Health & Safety and Learning Representative from each area of employment within the centre will sit on the centre committee.
- 1.7.12 In the event of any post holder resigning prior to completion of that term than an election should take place at the next Centre Meeting.

1.8 Role of Officers of the CPHVA Centres

The Chair will:

- 1.8.1 Preside at all centre meetings from which s/he was elected, except in exceptional circumstances when the Vice Chair will preside in her/his absence.
- 1.8.2 Agree the agenda of centre meetings with the Secretary.
- 1.8.3 Conduct the centre meetings in a way, which completes the business within an agreed timetable.
- 1.8.4 Ensure that records are made of decisions taken and that all votes are recorded in the minutes.
- 1.8.5 The chair shall be entitled to vote on all matters to be decided by the centre but he/she shall not have a second or casting vote.

The Vice Chair will:

- 1.8.6 Attend all Centre meetings and deputise in the absence of the Chair.

The Secretary will:

- 1.8.7 Support the Centre by providing administrative and clerical assistance.
- 1.8.8 Receive and disseminate information.
- 1.8.9 Timetable meetings to precede CPHVA Regional/Country Committee meetings and CPHVA Executive Committee meetings and arrange venues.
- 1.8.10 Agree with the committee members an annual programme of Centre meetings to be circulated to all members prior to the first Centre meeting after the CPHVA Centre Annual General Meeting.
- 1.8.11 Agree the agenda of Centre meetings with the Chair.
- 1.8.12 Circulate agendas to members one week prior to meetings.
- 1.8.13 Ensure meetings are recorded and information distributed to Centre members.
- 1.8.14 Ensure that written reports are submitted to the CPHVA Regional/Country Committees.

The Treasurer will:

- 1.8.15 Be accountable for the funds provided to the Centre.
- 1.8.16 Be responsible for ensuring that a correct record is kept of all receipts and disbursements on behalf of the Centre.
- 1.8.17 Present financial reports to each meeting and a full written report at AGM.
- 1.8.18 Provide annual accounts to Amicus = by 31st December each year.

The Representatives for Professional, Education & Research, Race Equality, and Labour Relations Activities will:

- 1.8.19 Attend CPHVA Centre meetings.
- 1.8.20 Act as the Centre focus for their specific areas and ensure that issues relating to them are included on CPHVA Centre Committee meeting agendas.
- 1.8.21 Participate in the corporate work of the CPHVA Regional/Country Committee in accordance with Centre Officer Handbook.
- 1.8.22 Communicate the decisions and views of their Centres at CPHVA Regional/Country Committee submit written report.
- 1.8.23 Inform the Centre members of decisions taken at Regional/Country Committee by written report.

LARs and Health & Safety and Learning Representatives will:

- 1.8.25 Attend all meetings of Centres, the membership of which they represent.
- 1.8.26 Promote and protect the interest of CPHVA Centre membership.
- 1.8.27 Represent CPVHA at Amicus Regional/Health Sector and Women's Conference

Standing Orders: As agreed at AGM 2003

- 1.8.28 All female reps (LARs, Health and Safety or Learning Reps) will be eligible to attend the Regional Women's Conference.
- 1.8.29 Represent members' interests at local Joint Staff Side Meetings and any other meetings which require a Labour Relations and Health & Safety input.
- 1.8.30 Ensure that Centre members are aware of decisions and progress made in negotiations in each area of employment.
- 1.8.31 Disseminate information regarding Labour Relations and Health & Safety issues and their interface with Professional practice.
- 1.8.32 Ensure their accessibility to the Centre membership and that details of their availability are publicised.
- 1.8.33 Ensure representation of members as individuals or collectively, in accordance with Amicus Rules.
- 1.8.34 Support Centre members in campaigns.

1.9 CPHVA Centre Officer Training

- 1.9.1 Centre officers will be offered training within six months of coming into office.

1.10 The Functions of the CPHVA Centres

The Centre will:

- 1.10.1 Fund the CPHVA Regional/Country Committee according to a formula agreed with the CPHVA Regional/Country Committee.
- 1.10.2 Act as a communication link between members and the CPHVA Regional/Country Committees and Amicus.
- 1.10.3 Ensure the representatives are well briefed to put forward the centre views at CPHVA Regional/Country Committees.
- 1.10.4 Promote the interests of the CPHVA locally.
- 1.10.5 Ensure that all the members should have the opportunity to influence decisions and share information of the wider union at every level..
- 1.10.6 Call and hold a Annual General Meeting by the early September, before the CPHVA Annual General Meeting to ensure participation and representation at that meeting.
- 1.10.7 Ensure a Centre delegate is elected to attend the CPHVA Annual General Meeting.
- 1.10.8 Ensure Centre elects a delegate to Amicus Branch Regional Conference.
- 1.10.9 Offer help and support to other Centres where appropriate.
- 1.10.10 Ensure the CPHVA Centre agenda reflects the work of the four National Pillar Committees and the Executive Committee.
- 1.10.11 Create a focus for CPHVA Centre members that will stimulate and influence debate around the work of the four National Committees.

Standing Orders: As agreed at AGM 2003

- 1.10.12 Create opportunities for professional development of members by encouraging their involvement within the CPHVA.
- 1.10.13 Engage in local campaigns to promote the services that members provide.
- 1.10.14 Engage in campaigns to influence local health policy.
- 1.10.15 Organise local recruitment initiatives, which encompass all Community Practitioners and Health Visitors.
- 1.10.16 Provide support to LARs and Health & Safety and Learning Representatives in their work to promote and protect the interests of CPHVA members.
- 1.10.17 To encourage and support all workplace reps (LARs, Health and Safety and Learning Reps) attend Amicus Health Sector Regional Conferences
- 1.10.18 Formulate motions to send to CPHVA Regional Committees for consideration for submission to Executive Committee.
- 1.10.19 Formulate motions to send to AGM for consideration by the Standing Orders Committee

1.11 Frequency and Conduct of CPHVA Centre meetings

The CPHVA Centre meetings will:

- 1.11.1 Be held at least four times a year at dates prior to each CPHVA Regional/Country committee meeting.
- 1.11.2 Be quorate if five members of the Centre are present, the Chair or Vice Chair shall be present.
- 1.11.3 Be adjourned if not quorate, to be reconvened within a 14 day period when the agenda remains unchanged.
- 1.11.4 Be held at a venue and time suitable for and accessible to the CPHVA Centre members.
- 1.11.5 Include in the agenda the Executive Committee briefing papers, reports from CPHVA Regional/Country committees and reports from the four National Pillar Committees.
- 1.11.6 Include agenda items submitted by members prior to the date of the meeting.

NOTE: Centres may permit observers/non members to attend with the prior agreement of the Chair and Secretary.

SECTION 2

CPHVA REGIONAL/COUNTRY COMMITTEES

- 2.1 The number of CPHVA Regional/Country Committees will reflect the Amicus Regions.
- 2.2 CPHVA Regional/Country Committees will be funded by the CPHVA centres according to the agreed formula.

2.3 Membership of the CPHVA Regional/Country Committees

- 2.3.1 Will include up to four representatives from each Centre representing the Centre's interest in each of the following areas:

Education & Research
Labour Relations
Professional
Race Equality

- 2.3.2 From this membership there will be elections for:

Chair
Vice Chair
Secretary
Treasurer

Education & Research
Labour Relations
Professional
Race Equality

Uniprofessional committee: District Nursing
Uniprofessional committee: Health Visiting
Uniprofessional committee: Practice Nursing
Uniprofessional committee: School Nursing
Information Management Sub Committee

- 2.3.3 In Northern Ireland only:

Northern Ireland Committee of Irish Congress of Trade Unions Women's Committee

2.4 Election of the CPHVA Regional/Country Committee Members

The Centre representatives will:

- 2.4.1 Be elected and accountable to the CPHVA Centres

The Chair will:

- 2.4.2 Be eligible for Office if s/he either has served one year on the CPHVA Regional/Country Committee within the previous two years or has had a one year break following a maximum of two consecutive terms (4 years) in office of Chair/Vice chair of the Regional/Country Committee.

Standing Orders: As agreed at AGM 2003

- 2.4.3 Be nominated and seconded by serving members of the CPHVA Regional/Country Committee.
- 2.4.4 Be elected bi-annually by secret ballot of the CPHVA Regional/Country Committee members.
- 2.4.5 Be ineligible to hold another CPHVA National Office simultaneously.
- 2.4.6 Vacate her/his pillar seat from her/his Centre, to another elected representative from that Centre.
- 2.4.7 Serve in the same office for no more than two consecutive terms (4 years).
- 2.4.8 Be eligible for re-election to their former Office following a one year break.

The Vice-Chair will:

- 2.4.9 Be eligible for office if s/he has either served one year on the CPHVA Regional/Country committee within the previous two years, or has had a one year break following a maximum of four years in Office, in the Office of Chair/Vice Chair on the CPHVA Regional /country Committee.
- 2.4.10 Be nominated and seconded by serving members of the CPHVA Regional/Country Committee.
- 2.4.11 Be elected bi-annually by secret ballot of the CPHVA Regional/Country Committee members.
- 2.4.12 Serve for no more than two consecutive terms (4 years) in the same Office.
- 2.4.13 Be eligible for re-election to their former Office following a one year break.

The Treasurer and Secretary will:

- 2.4.14 Be any member of the CPHVA Regional Country Committee except Chair and Vice Chair.
- 2.4.15 Be nominated and seconded by serving members of the CPHVA Regional/Country Committee.
- 2.4.16 Be elected bi-annually by secret ballot of the CPHVA Regional/Country Committee.
- 2.4.17 The Northern Ireland Country Committee will elect a representative to each of the following:

Northern Ireland Committee of Irish Congress of Trade Unions Women's Committee

These representatives will:

- 2.4.18 Be eligible to stand if they have served one year on the CPHVA Regional/Country Committee within the previous two years.
- 2.4.19 Have had a one year break following a maximum of four years in office at the CPHVA Regional/Country Committee
- 2.4.20 Be nominated and seconded by serving members of the CPHVA Regional/Country committee.
- 2.4.21 Be elected bi-annually by secret ballot of the CPHVA Regional/Country Committee members.

2.5 Role of Officers of the CPHVA Regional/Country Committees

The Chair will:

- 2.5.1 Preside at all CPHVA Regional/Country Committee meetings from which s/he was elected, except in exceptional circumstances when the Vice Chair will preside in her/his absence.
- 2.5.2 Agree the agenda of the CPHVA Regional/Country Committee meetings with the secretary.
- 2.5.3 Conduct the CPHVA Regional/Country committee meetings in a way that completes the business within an agreed timetable.
- 2.5.4 Attend all the CPHVA Executive meetings except in exceptional circumstances when the Vice Chair will attend in her/his absence.
- 2.5.5 Ensure that records are made of decisions taken and that all votes are recorded in the minutes.
- 2.5.6 The Chair shall be entitled to vote on all matters to be decided by the committee but he/she shall not have a second or casting vote.

The Vice Chair will:

- 2.5.7 Attend all CPHVA Regional/Country Committee meetings and deputise in the absence of the Chair.

The Secretary will:

- 2.5.8 Support the CPHVA Regional/Country Committee by providing administrative and clerical assistance.
- 2.5.9 Receive and disseminate information.
- 2.5.10 Timetable meetings to precede CPHVA Executive Committee meetings and arrange venues.
- 2.5.11 Ensure that meetings are recorded and minutes distributed to CPHVA Regional/Country Committee members and Centre secretaries in the Region/Country.
- 2.5.12 Agree with committee members an annual programme of meetings to be circulated to all members.
- 2.5.13 Agree the agenda of Committee meetings with the Chair.
- 2.5.14 Circulate agendas to members one week prior to meetings.
- 2.5.15 Ensure that written reports are sent to Centre Secretaries in the Region/Country.

The Treasurer will:

- 2.5.16 Be accountable for the funds provided to the CPHVA Regional/Country Committee.
- 2.5.17 Receive and account for all donations or funds raised by the CPHVA Regional/Country Committee.
- 2.5.18 Present financial reports at each meeting.

Standing Orders: As agreed at AGM 2003

- 2.5.19 Provide written annual accounts to Centre Secretaries ~~Amicus~~ by the 31st December each year.
- 2.5.20 Send Annual invoice to Centres requesting payment of agreed sum to fund the CPVHA Region.

2.6 Function of the CPHVA Regional/Country Committees

The Committee will:

- 2.6.1 Act as the communication link between CPHVA Centres, CPHVA Executive Committee and the four National Pillar Committees.
- 2.6.2 Ensure the Chair is well briefed to represent the CPHVA Regional/Country views at CPHVA Executive Committee meetings.
- 2.6.3 Promote the interests of the members and the CPHVA within the Region/Country.
- 2.6.4 Co-opt the CPHVA representative on the Amicus Regional Health Sector Committee and the Amicus Women's Regional Committee.
- 2.6.5 Formulate and agree budget for Regional Committee functions and devise sum to be invoiced to centres.
- 2.6.6 Ensure in Northern Ireland representation to Amicus Women's Committee of ICTU.
- 2.6.7 Consider motions from Centres to the CPHVA Executive Committee for submission.
- 2.6.8 Offer help and support to any Centres which have been unable to elect a representative to CPHVA Regional/Country Committee.
- 2.6.9 Offer help and support to any Centres in the event that the elected representative has not attended the CPHVA Regional/Country Committee meetings on two consecutive occasions.
- 2.6.10 Elect by secret ballot of the CPHVA Regional/Country Committee representatives to the four National Committees.
- 2.6.11 Seek to elect CPHVA Regional/Country representatives on the Uni-Professional Committees, and information management sub committee.
- 2.6.12 Set up Sub-Committees as appropriate.

2.7 Frequency and Conduct of the CPHVA Regional/Country Committee meetings

CPHVA Regional/Country Committee Meetings will:

- 2.7.1 Meet at least four times but not more than six times a year at a date prior to each CPHVA Executive Committee meeting.
- 2.7.2 Be quorate if five of the elected members who represent three centres are present. In either event the Chair or Vice Chair shall be present.
- 2.7.3 Be adjourned if not quorate, to be reconvened with a 14 day period when the agenda remains unchanged.

Standing Orders: As agreed at AGM 2003

- 2.7.4 Be held at a venue and time suitable and accessible to the CPHVA Regional/Country representatives using if necessary teleconferencing/video conferencing.
- 2.7.5 Include in the agenda the CPHVA Executive Committee briefing papers and reports from Centres and the four Pillar Committees.
- 2.7.6 Include Agenda items submitted by Centres prior to the date of the meeting.

NOTE: CPHVA Regional/Country Committee meetings may permit observers/non members to attend with the prior agreement of the Chair and Secretary.

SECTION 3

THE FOUR CPHVA NATIONAL PILLAR COMMITTEES

3.1 There will be four CPHVA National Pillar Committees

Education and Research
Labour Relations
Professional
Race Equality

3.2 **Membership of the Four CPHVA Pillar Committees**

Membership of the four National Pillar Committees will be made up of:

3.2.1 A representative from each CPHVA Regional/Country Committee.

3.2.2 Four co-opted members.

3.2.3 Professional Committee will include the Chairs of the Uni-Professional Committees.

3.3 From this membership there will be elections for:

3.3.1 Chair

3.3.2 Vice Chair

3.4 **The Committee membership will:**

3.4.1 Serve on the same National Committee for no more than two consecutive terms (4 years).

3.4.2 Be eligible for re-election to the former National Committees following a one year break.

3.5 **The Committees will be serviced as follows:**

3.5.1 Professional Committee, the Director of the CPHVA.

3.5.2 Education & Research Committee, the CPHVA Professional Officer for Education.

3.5.3 Labour Relations Committee, the CPHVA Head of Labour Relations.

3.5.4 Race Equality Committee, the named Amicus Regional Officer or CPHVA Professional Officer.

NOTE: Servicing the National Committees includes those responsibilities which would normally be undertaken by the Secretary.

3.6 **Co-option of Members**

3.6.1 Individuals may be co-opted to provide specific professional expertise for either, a project or to achieve balance within the Committees. It is recommended that at least one of the co-opted members should be nominated from the Race Equality Committee.

3.6.2 Co-option will take place within the committees following formal proposal, seconding and open recorded ballot.

- 3.6.3 Co-opted members will not have a vote nor be eligible to stand as Chair or Vice Chair.
- 3.6.4 The period of co-option which in any event will not exceed four years will be agreed and recorded in the minutes.

3.7 Election of Chair and Vice Chair of the CPHVA National Pillar Committees

The Chair will:

- 3.7.1 Be a Committee member who has served a minimum of one year in the preceding two years on the National Committee.
- 3.7.2 Be nominated and seconded by serving members of the National Committee. In exceptional circumstances, when all avenues to identify an eligible Chair or Vice-Chair have been exhausted, nominations may be accepted from any current member of the relevant national committee with the agreement of the Executive Committee.
- 3.7.3 Be elected bi-annually by secret ballot of the National Committee members.
- 3.7.4 Be ineligible to hold another CPHVA National Office simultaneously.
- 3.7.5 Vacate her/his seat from he/his CPHVA Regional/Country Committee to another elected representative from that Region/Country.
- 3.7.6 Serve for no more than two consecutive terms (4 years) in the same office.
- 3.7.7 Be eligible for re-election to their former office following a one year break.
- 3.7.8 Agree agenda and relevant paperwork for national committee in collaboration with the relevant professional officer.

The Vice-Chair will:

- 3.7.9 Be a Committee member who has served a minimum of one year in the preceding two years on the National committee.
- 3.7.10 Be nominated and seconded by serving members of the National Committee. In exceptional circumstances, when all avenues to identify an eligible Chair or Vice-Chair have been exhausted, nominations may be accepted from any current member of the relevant national committee with the agreement of the Executive Committee.
- 3.7.11 Be elected bi-annually by secret ballot of the National Committee.
- 3.7.12 Serve for no more than two consecutive terms (4 years) in the same Office.
- 3.7.13 Be eligible for re-election to their former office following a one year break.

3.8 Role of Officers of National Committees

The Chair will:

- 3.8.1 Preside at all CPHVA National Committee meetings from which s/he was elected, except in exceptional circumstances when the Vice Chair will preside in her/his absence.
- 3.8.2 Conduct the National Committee meetings in a way that completes the business within an agreed timetable.

- 3.8.3 Attend all the CPHVA Executive Committee meetings except in exceptional circumstances when the Vice Chair will attend in her/his absence.
- 3.8.4 Ensure that written records are made of decisions taken and that all votes are recorded in the minutes.
- 3.8.5 The chair shall be entitled to vote on all matters to be decided by the committee but he/she shall not have a second or casting vote.
- 3.8.6 Agree Agenda and paperwork in collaboration with relevant Professional/Regional Officer.

The Vice Chair will:

- 3.8.6 Attend all National Committee Meetings and deputise in the absence of the Chair.

3.9 Function of the CPHVA National Pillar Committees

The CPHVA Pillar Committees will:

- 3.9.1 Reflect all the professional disciplines represented by the CPHVA in the business of the Committee.
- 3.9.2 Act as a link between the CPHVA Executive Committee and the CPHVA Regional/Country Committees.
- 3.9.3 Focus on the individual contribution of the National Committee to the business of the CPHVA.
- 3.9.4 Identify action required at CPHVA Regional/Country and CPHVA Executive Committee level
- 3.9.5 Carry out work delegated from the CPHVA Executive Committee and report back appropriately to the Executive Committee and request formulation of sub-committee and shortlife working of the group (Ref: 4.1).
- 3.9.6 Delegate work, as appropriate ensuring regular reporting and evaluation (Ref 4.1)
- 3.9.7 Agree, following consultation with the relevant staff, annual priorities for the Committee.
- 3.9.8 Maintain the Committees' page on the website through the CPHVA Information Resource Department.
- 3.9.9 Establish external links to expand and share the Committees' body of knowledge.
- 3.9.10 Establish appropriate links with Amicus Committees and working groups.
- 3.9.12 Seek to influence national policies.
- 3.9.13 Formulate policies and submit them to the CPHVA Executive Committee.
- 3.9.14 Submit an annual report to the CPHVA Executive Committee by 1 August for inclusion in the CPHVA Annual report to the AGM.
- 3.9.15 Ensure the Chair is well briefed to represent the National Committees' views at CPHVA Executive Committee meetings.

Standing Orders: As agreed at AGM 2003

- 3.9.16 The CPHVA Labour Relations Committee will co-opt Amicus Health Sector reps who are CPHVA members for dissemination of information.
- 3.9.17 The CPHVA Professional Committee will delegate work to the respective Uni-professional committee and information management sub committee and report that work to the CPHVA Executive Committee.
- 3.9.18 Review the work of the Special Interest Group (Ref 5.1)

3.10 Frequency and Conduct of the CPHVA National Committee meetings

The CPHVA National Pillar Committees

- 3.10.1 Meet at least four times but not more than six times a year at a date prior to each CPHVA Executive Committee meeting.
- 3.10.2 Be quorate if five of the elected members are present, whichever is the greater number. The Chair or Vice Chair shall be present.
- 3.10.3 Be adjourned if not quorate and will reconvene within a 14 day period when the agenda remains unchanged.
- 3.10.4 Be held at a venue and time suitable and accessible to the National Committee representatives.
- 3.10.5 Include in the agenda the CPHVA Executive Committee briefing papers and reports from CPHVA Regional/Country and the other three National Committees.
- 3.10.6 Include Agenda items submitted by CPHVA Regions/Countries prior to the date of the meeting.

NOTE: National Committee meetings may permit observers or non members to attend with the prior agreement of the Chair and Vice Chair.

SECTION 4

THE CPHVA UNI-PROFESSIONAL/SUB COMMITTEES

- 4.1** These Committees will take the name of the appropriate discipline and will be established by the CPHVA Executive Committee when required, to reflect the diversity of the membership and will act as sub-committees of the Professional Committee. Initially these will be for:

District Nursing
Health Visiting
Practice Nursing
School Nursing
Information Management Sub-Committee

- 4.2** CPHVA Uni-Professional/Sub Committee members will be required to submit regular written reports to their CPHVA Regional/Country Committees.

4.3 Membership of a CPHVA Uni-Professional/Sub Committee

Membership of the Uni-Professional/Sub Committees will be:

- 4.3.1 One member from each region.

- 4.3.2 Up to four Co-opted members.

From this membership there will be elections for:

- 4.3.3 Chair

- 4.3.4 Vice Chair

The Committee membership will:

- 4.3.5 Serve on the same Uni-Professional/Sub Committee for no more than two consecutive terms (4 years).

- 4.3.6 Be eligible for re-election to the former Uni-Professional/Sub Committee following a one year break.

4.4 Nomination for members of the CPHVA Uni-Professional/Sub Committee

Nominations for members of the CPHVA Uni-Professional Committee will:

- 4.4.1 Be made from Centres to the Regional/Country Committee following issue of nomination papers from CPHVA HQ by June.

- 4.4.2 Include a brief CV with the signatures of the Centre Chair and Secretary.

- 4.4.3 Be followed by a secret ballot of the CPHVA Regional/Country Committee in the event of more than one nomination being received.

The Committees will be serviced as follows:

4.4.4 Each Uni-Professional/Sub Committee will be serviced by the relevant appointed Professional Officer.

NOTE: Servicing the Uni-Professional/Sub Committee includes those responsibilities which would normally be undertaken by the Secretary.

4.5 Co-option of Members

4.5.1 Individuals may be co-opted to provide specific professional expertise for either a project or to achieve balance within the committees.

4.5.2 Co-option will take place within the committees following formal proposal, seconding and open recorded ballot.

4.5.3 Co-opted members will not have a vote nor be eligible to stand as Chair or Vice Chair.

4.5.4 The period of co-option, which in any event will not exceed four years, will be agreed and recorded in the minutes.

4.6 Election of Chair and Vice Chair of the Uni-Professional/Sub Committees

The Chair will:

4.6.1 Be a Committee member who has served a minimum of one year in the preceding two years on the Uni-Professional/Sub Committee.

4.6.2 Be nominated and seconded by serving members of the Uni-Professional/Sub Committee.

4.6.3 Be elected bi-annually by secret ballot of the Uni-Professional/Sub Committee members.

4.6.4 Serve for no more than two consecutive terms (four years) in the same office.

4.6.5 Be eligible for re-election to their former office following a one year break.

4.6.6 The chair shall be entitled to vote on all matters to be decided by the committee but he/she shall not have a second or casting vote.

The Vice-Chair will:

4.6.6 Be a committee member who has served a minimum of one year in the preceding two years on the Uni-Professional/Sub Committee.

4.6.7 Be nominated and seconded by serving members of the Uni-Professional/Sub Committee.

4.6.8 Be elected by secret ballot bi-annually of the Uni-Professional/Sub Committee.

4.6.9 Serve for no more than two consecutive terms (4 years) in the same Office.

4.6.10 Be eligible for re-election to their former office following a one year break.

4.7 Role of Officers of Uni-Professional/Sub Committees

The Chair will:

- 4.7.1 Preside at all CPHVA Uni-Professional/Sub Committee meetings from which s/he was elected, except in exceptional circumstances when the Vice Chair will preside in her/his absence.
- 4.7.2 Conduct the Uni-Professional Committee/Sub meetings in a way that completes the business within an agreed timetable.
- 4.7.3 Ensure that records are made of decisions taken and that all votes recorded.
- 4.7.4 Attend all CPHVA appropriate National Pillar Committee meetings except in exceptional circumstances when the Vice-Chair will attend in her/his absence.
- 4.7.5 Agree Agenda and paperwork in collaboration with relevant Professional/Regional Officer.

The Vice Chair will:

- 4.7.6 Attend all Uni-Professional /Sub committee meetings and deputise in the absence of the Chair.

4.8 Function of the Uni-Professional/Sub Committees

The Uni-Professional/Sub Committees will:

- 4.8.1 Focus on the individual disciplines contribution to the business of the CPHVA.
- 4.8.2 Be proactive in developing professional practice in their areas and influence the agenda of the relevant pillar committee
- 4.8.3 Identify action required by the CPHVA.
- 4.8.4 Carry out work delegated and report back through the appropriate pillar Committee.
- 4.8.5 Act as a source of expertise to members of the CPHVA and the CPHVA Executive Committee.
- 4.8.6 Agree following consultation with a named Professional Officer, the annual priorities for the Committee.
- 4.8.7 Ensure the CPHVA Information Resource Officer is informed of all significant developments in practice which can be added to the appropriate databases within the department.
- 4.8.8 Maintain the Committees' page on the website through the CPHVA Information Resource Department.
- 4.8.9 Network across and between CPHVA membership, statutory agencies and voluntary bodies.
- 4.8.10 Submit a written annual report to the relevant Pillar Committee by 1 August for inclusion in the CPHVA Annual Report to the AGM.
- 4.8.11 Ensure the Chair is well briefed to represent the Uni-Professional/Sub Committee views at relevant national pillar committees.

4.9 Frequency and Conduct of Meetings of the Uni-Professional/Sub Committees

- 4.9.1 Meet at least four times but not more than six times a year at a date prior to each relevant National Pillar Committee meeting.
- 4.9.2 Be quorate if five of the elected members are present. The Chair or Vice Chair shall be present.
- 4.9.3 Be adjourned if not quorate and reconvened within a 14 day period when the agenda remains unchanged.
- 4.9.4 Be held at a venue and time suitable and accessible to the Uni-Professional/Sub Committee Representatives.

NOTE: Uni-Professional/Sub Committee meetings may permit observers and non-members to attend with the prior agreement of the Chair and Vice Chair.

SECTION 5

CPHVA SPECIAL INTEREST GROUPS (SIGs)

5.1 Special Interest Groups will be established by the Executive Committee at the request of 40 members of the CPHVA engaged in a relevant field of professional activity. Initially such a group will have a life span of two years after which their function should be reassessed by the appropriate National Pillar Committee with recommendations then put forward to the Executive Committee for approval or otherwise.

5.2 Membership of a Special Interest Group

5.2.1 CPHVA members engaged in the specialist field of professional activity for which the group was established.

5.2.2 Non members of the CPHVA engaged in the same field of specialist practice will be non-voting members and not eligible to claim expenses.

5.3 Special Interest Group Committee

5.3.1 The members of the SIG will be:

Chair
Vice-Chair
Secretary
Treasurer

5.3.2 The SIG Committee will be elected at the Special Interest Group bi-annual AGM by secret ballot.

5.4 Funding and Resourcing of Special Interest Groups

Each Special Interest Group will:

5.4.1 Receive an annual allowance from the CPHVA. This will be a sum, agreed by the CPHVA Executive Committee, from each CPHVA Centre, the total of which will be allocated in proportion to the membership of the SIGs.

5.4.2 In exceptional circumstances and subject to the approval of the CPHVA Executive Committee, obtain extra funding.

5.4.3 Agree at their AGM, annual subscription rates for all members.

5.4.4 Be served collectively by an appropriately named Professional Officer.

5.4.5 Be entitled to use CPHVA/Amicus premises for meetings in negotiation with the named Professional Officer.

5.5 Functions of Special Interest Groups

Each Special Interest Group will:

5.5.1 Develop and submit to the CPHVA Executive Committee a constitution for the group which reflects the values and beliefs of the Association.

5.5.2 Provide information to their members and to the CPHVA membership.

Standing Orders: As agreed at AGM 2003

- 5.5.3 Facilitate the formation and updating of a database with the Information Resource Officer.
- 5.5.4 Maintain the SIG page on the CPHVA website through the Information Resource Department.
- 5.5.5 Contribute their expertise to CPHVA training and development programmes.
- 5.5.6 Provide CPHVA members for co-option to National and Uni-Professional/Sub Committees.
- 5.5.7 Provide CPHVA members to represent CPHVA at the request of the CPHVA Executive Committee or the Director and ensure appropriate written report to the Executive Committee.
- 5.5.8 Seek to influence national policies which affect their special area of interest and CPHVA policy, by submitting motions to the CPHVA AGM through Centres and the CPHVA Executive Committee.
- 5.5.9 Submit annual reports by 1st August for inclusion in the CPHVA Annual Report.
- 5.5.10 Provide annual accounts to CPVHA Executive Committee by 31st December each year.
- 5.5.11 In an emergency, submit motions to the CPHVA Executive Committee for consideration through the Director's office 28 days before the date of the CPHVA, Executive Committee meeting.

SECTION 6

THE CPHVA EXECUTIVE COMMITTEE

- 6.1 The prime responsibility for the autonomous functioning of the CPHVA section of Amicus is vested in the elected Executive Committee of the CPHVA.
- 6.2 It is the decision making body which sets policy, reviews policy and ensures the Resolutions carried at the CPHVA Annual or Special General Meeting are executed by the Director and staff.
- 6.3 The CPHVA Executive Committee will work within the CPHVA stated values and beliefs in ways which reflect the interests of all Community Practitioner and Health Visitor members.
- 6.4 The Director will attend meetings of, and service, the CPHVA Executive Committee.
- 6.5 Membership of the CPHVA Executive Committee.

Membership of the CPHVA Executive Committee will be:

- 6.5.1 Chair
- 6.5.2 Two Vice-Chairs
- 6.5.3 Twelve Regional/Country Chairs
- 6.5.4 Four Chairs of the National Committee

6.6 The CPHVA Executive Committee Officers will be:

- 6.6.1 The Chair
- 6.6.2 Two Vice Chairs

6.7 Election of the CPHVA Executive Committee Officers

The Chair will:

- 6.7.1 Be eligible for Office if s/he has either served one year on the CPHVA Executive Committee within the previous two years or has had a one year break following a maximum of four years in office, in the office of Chair on the Executive Committee.
- 6.7.2. Be self nominating and seconded by four voting members of the CPHVA Executive Committee.
- 6.7.3 Submit a manifesto, not exceeding 500 words, to accompany the ballot papers to CPHVA members during the first week in September.
- 6.7.4 Be elected bi-annually by national ballot of the members of the CPHVA.
- 6.7.5 Be ineligible to hold another National Lay Office within the CPHVA.

The Vice Chairs will:

- 6.7.6 Be eligible for Office if s/he has either served one year on the CPHVA Executive Committee within the previous two years or has had a one year break following a maximum of four years in office, in the office of Vice Chair on the CPHVA Executive Committee.

- 6.7.7 Be self nominating and seconded by four voting members of the CPHVA Executive Committee.
- 6.7.8 Submit a manifesto not exceeding 500 words, to accompany the ballot papers to CPHVA members during the first week in September.
- 6.7.9 Be elected bi-annually by national ballot of the members of the CPHVA.
- 6.7.10 Be ineligible to hold another National Lay Office within CPHVA.

6.8 Specific Responsibilities of the Serving CPHVA Executive Committee

All elected members of the CPHVA Executive Committee are considered to be Senior Lay Officers of the CPHVA, and as such are:

- 6.8.1 Accountable for their actions and decisions to the membership
- 6.8.2 Responsible for the corporate management of the CPHVA.
- 6.8.3 Provide Professional leadership in developing the aims of the Association.

6.9 Role and Responsibility of Officers of the CPHVA Executive Committee

- 6.9.1 All CPHVA Executive Committee members will be expected to attend all CPHVA Executive Committee meetings. In exceptional circumstances the Vice-Chairs of the Committees from which they were elected will attend in their place.

The Chair and Vice chairs will:

- 6.9.2 Be the Chair and Vice-Chairs of the Community Practitioners' and Health Visitors' Association.

The Chair will:

- 6.9.3 Work with the Director in taking forward the business of the CPHVA.
- 6.9.4 Attend to matters of urgency with the Director between meetings of the CPHVA Executive Committee subject to approval at the next CPHVA Executive Committee meeting.
- 6.9.5 Preside at all CPHVA Executive Committee meetings. In exceptional circumstances a Vice-Chair will preside in her/his absence
- 6.9.6 Agree the agenda of the CPHVA Executive Committee meetings with the Director.
- 6.9.7 Conduct the CPHVA Executive Committee meetings in a way that completes the business within an agreed timetable.
- 6.9.8 Ensure that records are made of decisions taken and that all votes are recorded in the minutes.
- 6.9.9 The chair shall be entitled to vote on all matters to be decided by the committee but he/she shall not have a second or casting vote.

The Vice Chairs will:

- 6.9.10 Attend all CPHVA Executive Committee meetings and either of the Vice Chairs will deputise in the absence of the Chair.
- 6.9.11 One Vice Chair will act as Chair of the Conference Planning Committee and the other will act as Chair of the Editorial Advisory Board.

CPHVA Regional/Country Committee Chairs will:

- 6.9.12 Ensure that the CPHVA Regional/Country views are considered in the decision making procedures of the Executive Committee.
- 6.9.13 Table written reports of the CPHVA Regional/Country Committee at the CPHVA Executive Committee.
- 6.9.14 Seek to ensure effective communication between the CPHVA Executive Committee and the CPHVA Regional/Country Committees.
- 6.9.15 Ensure communication of information to CPHVA Centres.

CPHVA National Committee Chairs will:

- 6.9.16 Ensure that the work of their committee is incorporated within the core business of the CPHVA through the CPHVA Executive Committee.
- 6.9.17 Accept on behalf of the National Committees delegated requests for action.
- 6.9.18 Seek to ensure effective communication between the CPHVA Executive Committee and the National Committees.
- 6.9.19 Ensure minutes of the National Committee meetings are sent to the Director's office 28 days before the CPHVA Executive Committee meeting for inclusion in the Committee papers.

6.10 Functions of the CPHVA Executive Committee

The Executive Committee will:

- 6.10.1 Following consultations with the Director and Professional Team, set the strategic direction of the CPHVA.
- 6.10.2 Ensure the servicing of the four National Committees, the Uni-Professional Committees and the Special Interest Groups.
- 6.10.3 Receive and consider motions from the CPHVA Regional/Country Committees and Special Interest Groups.
- 6.10.4 Respond to matters of urgency, accepting that these may take precedence over annual priorities.
- 6.10.5 Ensure the work of the four National Committees drives the business of the CPHVA Executive Committee.

Standing Orders: As agreed at AGM 2003

- 6.10.6 Receive tabled written reports and minutes from all CPHVA representatives on National Committees.
- 6.10.7 Approve CPHVA responses to major consultation documents.
- 6.10.8 Set and publish the dates for the CPHVA AGM and subsequent CPHVA Executive meetings.
- 6.10.9 Formulate CPHVA Policy by incorporating CPHVA AGM Resolutions into the business of the CPHVA.
- 6.10.10 Consider applications for approving and dissolving CPHVA Centres and Special Interest Groups.
- 6.10.11 Ensure a three yearly review of CPHVA structures.
- 6.10.12 Formulate Motions and submit to Standing Orders Committee for inclusion in the CPHVA AGM Agenda.
- 6.10.13 Set up Sub-Committees as appropriate.
- 6.10.14 Commission working groups and agree their terms of reference as appropriate.
- 6.10.15 Oversee the work of the Editorial Advisory Board and the Conference Planning Committee, ensuring that agreed terms of reference are in place.
- 6.10.16 Ensure representation to affiliated organisations and Amicus committees as required and subject to the rules of the appropriate bodies.

6.11 Frequency and conduct of CPHVA Executive Committee Meetings

The CPHVA Executive will:

- 6.11.1 Meet at a residential weekend by 31 January following the AGM.
- 6.11.2 Meet no less than four times and no more than 6 times a year.
- 6.11.3 Meet with intervals not exceeding three months.
- 6.11.4 Be quorate if five members are present, the Chair or a Vice Chair shall be present.
- 6.11.5 If necessary call a Special General Meeting. This decision will require those present and voting to achieve a total number of votes equal to or greater than two thirds of the voting membership of the committee.
- 6.11.6 Not meet unless the Director is present to service the meeting. In exceptional circumstances the Director will nominate a member of the Professional Team to deputise in her/his absence.
- 6.11.7 Be adjourned if not quorate, to be reconvened within a fourteen day period when the agenda remains unchanged.

SECTION 7

THE CPHVA STANDING ORDERS COMMITTEE

7.1 The Standing Orders Committee will be constituted by the Annual General Meeting of the Community Practitioners' and Health Visitors' Association.

7.2 The Standing Orders Committee will be serviced by the Director of the CPHVA.

7.3 Membership of the Committee

7.3.1 Six elected members

7.3.2 From this membership there will be elections for Chair and a Vice Chair

7.4 Election of CPHVA SOC Members

7.4.1 Nominations to the CPHVA SOC will be requested through the June ~~July~~ Community Practitioner Journal and in writing to each CPHVA Centre.

The SOC members will:

7.4.2 Be eligible to serve, if they do not hold another CPHVA National Lay Office.

7.4.3 Be self nominated, proposed and seconded by members of her/his Centre.

7.4.4 Accompany the nomination with a resume not exceeding 500 words to be published in the Community Practitioner Journal in September.

7.4.5 Be elected by secret ballot of Centre Delegates at the CPHVA AGM.

7.4.6 Be eligible to serve on the CPHVA SOC for no more than 2 consecutive terms (four years) or have had a one year break from that Committee.

7.5 Functions of the CPHVA Standing Orders Committee

The CPHVA SOC will:

7.5.1 Determine any question raised as to the interpretation and effect of Standing Orders.

7.5.2 Have recourse to legal advice through the Legal Department of Amicus if appropriate.

7.5.3 Agree the preliminary agenda of the CPHVA AGM.

7.5.4 Agree the Agenda and timetable of the CPHVA AGM.

7.5.5 Agree the order and wording of motions.

7.5.6 Agree amendments to the motions for inclusion in the final agenda.

7.5.7 Consider Motions of Urgency for inclusion in the final agenda.

7.5.8 Ensure that the CPHVA AGM is conducted within the rules of the CPHVA and advise the President of the CPHVA when necessary.

7.5.9 Ensure the revision of rules arising from the three yearly review are written as motions from the CPHVA Executive Committee to the CPHVA AGM.

7.6 Frequency and Conduct of CPHVA Standing Orders Committee

The CPHVA Standing Orders Committee will:

7.6.1 Meet according to the demands of the work relating to the preliminary and final agenda of the CPHVA AGM.

7.6.2 Be quorate if two-thirds of the Committee are present. If unable to be present the Chair will delegate this role to the Vice Chair.

7.6.3 Be adjourned if not quorate and reconvened within a 14 day period when the agenda remains unchanged.

SECTION 8

CPHVA ANNUAL GENERAL MEETING

The CPHVA AGM will:

8.1 Be held each year on a date not later than 1 December, the precise date being fixed by the CPHVA Executive Committee during the first meeting of that year.

8.2 Notice of the CPHVA AGM

Notice will be given by:

8.2.1 Publishing in the CPHVA Journal, Community Practitioner, the date, time and venue of the AGM.

8.2.2 Publishing in the CPHVA Journal, Community Practitioner, the Preliminary Agenda not later than three months before the date of the AGM.

8.2.3 Publishing in the CPHVA Journal, Community Practitioner, the Final Agenda not later than one month before the date of the AGM.

8.3 Preparation of the business of the CPHVA AGM

8.3.1 Motions and amendments to motions for the CPHVA AGM must be submitted and seconded by two CPHVA Centres, in writing, to the SOC through the Director of the CPHVA at a date no later than is published in the Journal of the CPHVA.

8.3.2 Motions of Urgency may be put to the CPHVA AGM at the discretion of the CPHVA SOC, subject to a majority vote of the AGM in favour of hearing the Motion. The urgent Motion will be given priority over other motions.

8.3.3 Amendments to Motions of Urgency may only be proposed and seconded at the AGM.

8.4 Conduct of the CPHVA AGM

8.4.1 Note the election of Association Chair, Vice Chairs and the Executive Committee

8.4.2 Elect President and Vice Presidents

8.4.3 To review the Annual Report

8.4.4 The Association Chair of the CPHVA will preside at the AGM. In exceptional circumstances a Vice Chair will deputise in the absence of the Chair.

8.4.5 The AGM will be quorate with not less than 65% of the CPHVA Centres being represented by elected delegates.

8.4.6 Each CPHVA Centre will be represented by one elected delegate and each delegate will have one vote.

8.4.7 Tellers will be appointed at the beginning of the CPHVA AGM with the approval of the elected delegates.

Standing Orders: As agreed at AGM 2003

- 8.4.8 Speakers moving, seconding, supporting or opposing Motions and amendments and exercising a right to reply will be subject to a time limit of five minutes or less as the Chair may decide.
- 8.4.9 CPHVA members present may speak but not vote.
- 8.4.10 All Motions will be decided by the votes of elected delegates.
- 8.4.11 If a majority vote is not cast in favour of a Motion it shall be declared lost.

8.5 Election of CPHVA President and Vice-Presidents

- 8.5.1 The President and Vice-Presidents will be nominated by the CPHVA Executive Committee annually.
- 8.5.2 The President may serve no longer than five years except in exceptional circumstances. At the discretion of the Executive Committee s/he may serve a further five years.
- 8.5.3 The Vice Presidents (unlimited in number) may serve no longer than ten years. In exceptional circumstances at the discretion of the CPHVA Executive Committee they may be invited to serve a further five years.
- 8.5.4 Invitation and acceptance of nominations for President will be submitted to the SOC with an election address of no more than 500 words to be published in the CPHVA Journal.
- 8.5.5 In the event of more than one nomination for the Office of President, election by postal ballot of CPHVA members will take place.
- 8.5.6 The Vice-Presidents will be elected by the CPHVA Centre delegates at the AGM.
- 8.5.7 The President and Vice-Presidents elected at the AGM will commence their term of Office from the date at which the first CPHVA Executive Committee is called following the AGM.

8.6 The Role of the President and Vice Presidents

The President will:

- 8.6.1 Act as a representative of and promote the interests of the CPHVA.
- 8.6.2 Provide advice, mediation and counselling as appropriate.
- 8.6.3 Be a working member of the Association and do nothing that would be against the interest of its members.

The Vice-President will:

- 8.6.4 Act as a representative of and support and promote the interests of the CPHVA.

8.7 CPHVA Ballot Voting

A ballot vote of the whole CPHVA Members will take place if:

- 8.7.1 A Motion demanding a ballot vote has been submitted for the preliminary agenda by a CPHVA Centre and seconded by nine centres covering a minimum of five Amicus Regions/Countries.

Standing Orders: As agreed at AGM 2003

8.7.2 A Motion mandating a ballot vote is carried at the CPHVA AGM.

8.7.3 Any delegate may move a Motion demanding a ballot vote on an amendment or Motion of Urgency included in the final agenda at the meeting.

Process of a Ballot Vote will be:

8.7.4 By a postal ballot of all members of the CPHVA.

Result of a Ballot Vote will be:

8.7.5 Decided by a majority of those voting, except where the Motion is proposing the dissolution or merger of the CPHVA when it will be decided by a majority of the total membership.

SECTION 9

CPHVA SPECIAL GENERAL MEETING

- 9.1** A Special General Meeting will be held either when considered necessary by the Executive Committee of the CPHVA or on a single written demand of ten centres covering a minimum of five Amicus regions/countries, following correctly convened and quorate centre meetings in accordance with standing order section 5. The notice calling each centre meeting must inform members that a demand for a SGM will be on the agenda.
- 9.2** Notice of a Special General Meeting including the Agenda will be given by the CPHVA Director to the CPHVA Centre Secretaries not less than fourteen days before the date of the meeting.
- 9.3** The Association Chair will preside at the Special General Meeting. In his/her absence a Vice Chair will preside (or in the case of a challenge to the Chair).
- 9.4** The Special General Meeting will be conducted in the same way as an Annual General Meeting.