

# **Scottish Non Malignant Palliative Care Forum**

## **(SNMPCF)**

### **CONSTITUTION**

#### **1 GENERAL**

This document shall be called the constitution of the Scottish Non Malignant Palliative Care Forum and any member can have a copy.

Any member disregarding the conditions set out in this constitution shall be subject to action by the committee.

#### **2 TITLE**

The group shall be called the Scottish Non Malignant Palliative Care Forum

#### **3 FUNCTIONS**

- a) To share information regarding good evidence based practice for supportive palliative care for people who have a non malignant life limiting condition, and promote person centred care for those who are deteriorating and at risk of dying.
- b) To agree priorities and identify a work plan.
- c) To act as an advisory group to any affiliated bodies.
- d) To contribute to national initiatives such as the development of standards, guidelines and guidance, both in practice and education.
- e) To encourage the cross fertilisation of learning as a two way process between specialist palliative care and disease-specific areas of practice.

#### **4 MEMBERSHIP**

The membership of the group is for health professionals working with people who have a palliative life limiting condition who may deteriorate and be at risk of dying. The group's members shall be representative of the professions providing direct or indirect palliative care to patients with non-malignant conditions in all Scottish health board areas. Group members shall be included on an expression of interest.

#### **5 METHOD OF APPOINTMENT OF GROUP MEMBERS**

In any year where the term of office of group members is either due to expire, or becomes vacant, the group administrator/s shall seek nominations of any individual who meets the criteria for membership.

All members will be advised by the group administrator/s of the opportunity to self nominate or nominate an appropriate individual, with the consent of the individual nominated. To aid information, notices on group membership arrangements shall be circulated to members no later than 21 days before appointments are due to take effect.

#### **6 TERMS OF OFFICE**

The term of office of group members, including Chair and Vice-Chair shall be 3 years

(commencing from the annual general meeting in the relevant year). One third of the membership of the committee shall be considered for re-election every 3 years in a staggered membership cohort. Group members shall be eligible for re-appointment.

## **7 ELECTION OF OFFICERS BEARERS**

At its first regular meeting (following the annual general meeting), the committee shall elect from its members to any vacant office bearer positions (Chair and Vice-Chair, group administrator and treasurer) to serve an agreed term of office.

## **8 CASUAL VACANCIES**

Where a member of the committee has been absent from 3 consecutive meetings of the committee, of which appropriate notice has been given, the committee may, unless they are satisfied that the member's absence was due to illness or other reasonable cause, declare that his or her seat has been vacated, and a casual vacancy shall be declared. Members of the committee may, at any time, by notice to the group administrator of the committee, resign their seat.

A casual vacancy shall be filled at the discretion of the committee. New members shall hold office for the remainder of the term of office of the member in whose place they are appointed.

## **9 VOTING**

Each member of the group shall possess one vote. Where there is an equality of votes, the Chair shall, as well as having a deliberate vote, also have the power to use a casting vote.

Where a decision is put to a vote, the group administrator should ensure that the minutes of the meeting record the decision fully, including dissenting views, and the result of the vote.

## **10 MEETINGS**

The group shall meet at least four times yearly, and in addition hold an annual general meeting.

## **11 NOTICE OF MEETING**

The group administrator shall send an agenda, minutes and notices of meetings to every member of the group seven clear days before the day of the meeting. Failure by one or more members to receive papers will not invalidate the proceedings. A calendar of meetings will be prepared annually.

## **12 QUORUM**

Six members plus two office bearers of the committee shall be deemed a quorum.

## **13 MINUTES**

Minutes of all meetings shall be prepared, where possible by the group administrator/s and circulated to the group. Group members can circulate minutes for information to

interested colleagues if requested.

#### **14 REQUESTING MEETINGS**

Two group members may, by contacting both the Chair and the group administrator, request an extraordinary meeting of the committee, and should specify the business to be discussed at such a meeting. The Chair's decision on whether to accede to the request will be final, and must be reported to the next ordinary meeting of the group.

#### **15 APPOINTMENT OF DEPUTIES**

The group administrator may accept the nomination of a deputy from a group member, when the group member cannot be in attendance. The deputy should be a current member of the group.

#### **16 ACTION TEAMS**

Ad hoc action teams of members maybe appointed to consider specific issues, with a representative chairperson to action and report back. Action teams will have delegated to them such powers as agreed by the committee.

#### **17 ALTERATION TO CONSTITUTION**

The constitution shall be altered only by a majority of votes passed at a meeting of the group, or at the annual general meeting of which at least 21 days notice shall be given, setting out the proposed alteration or amendment. Such alterations or amendments so approved shall be intimated to each member of the group. Group members unable to attend the meeting or group members unable to attend the annual general meeting, where there is a proposed alteration or amendment to the constitution, shall be given the facility of a remote vote.

#### **18 CONFIDENTIALITY**

The Chair shall rule, where necessary, on the confidentiality of documents.

#### **19 FINANCES**

The Treasurer will produce a financial statement for the annual general meeting, and an examiner who is not a member of the group will check this financial statement prior to the meeting.

In the event of the group winding up and there are surplus assets, these will be used for charitable purposes.

There will be no charge for membership. However, there may be a charge for attending some events/conferences.

#### **20 CONFLICT OF INTEREST**

Committee members are appointed to act objectively, and shall declare any possible conflicts of interests.

#### **21 PARTNERSHIPS AND AFFILIATIONS**

The group acknowledges the value that partnerships offer and supports the principle of partnership working. The partnership with Chest Heart & Stroke Scotland, Marie Curie and The British Heart Foundation shall be deemed informal affiliation.

The group recognises and values the contribution of Chest Heart & Stroke Scotland, Marie Curie and The British Heart Foundation to the group.

## **22 INFORMAL GUESTS**

The group supports the attendance of invited guests, observers and representation from Chest Heart & Stroke Scotland, Marie Curie and The British Heart Foundation at meetings.

### **DATE**