

5. Management and Coordination

Management of the day-to-day operations of the RANZCOG Women's Health Foundation will be undertaken by RANZCOG through a nominated staff member.

6. Chair

The Chair and Deputy Chair shall be appointed for a period of two (2) years by the RANZCOG President. Where possible, the Chair shall be an existing member of the Committee. The Chair can serve the maximum of two (2) two-year terms subject to any additional provisions specified in the Tenure of Appointment to RANZCOG Committees and External Bodies Policy, as well as clause 11.4 of the RANZCOG Constitution, which governs the term of office of RANZCOG Board members.

The Chair shall have delegated authority to deal with Committee matters of a routine and administrative nature. Matters dealt with by the Chair will be tabled at the next meeting of the Committee.

The following matters will be considered by the full Committee: matters on which no precedent has been established; matters of Policy; new issues; specific referral matters; and matters that require the benefit of the full Committee discussion.

Where the Chair is unable to act due to conflict of interest or otherwise, the Deputy Chair shall assume the role of Acting Chair, with the full powers of the Chair, until the Chair is able to return to the position or the RANZCOG Board appoints a new Chair.

7. Quorum

The number of members required for a formal meeting to proceed is half of those members eligible to vote plus one. Ex-officio members can be included in the quorum if in attendance at a meeting. If ex-officio voting members are not in attendance, then they do not need to be included in the number required for a quorum.

If a quorum is not present, a meeting may still go ahead, with written notes recorded. Should a recommendation arise under these circumstances, the recommendation and notes must be disseminated (**flying recommendation**) to all RANZCOG Women's Health Foundation members, requesting them to indicate their support or objection to the recommendation. For the recommendation to be effective, a quorum must have voted on it. At the subsequent meeting, all 'flying recommendations' and their outcome must be formally minuted.

Any questions arising from meetings shall be decided by a majority of votes of the members present and voting on that question. In the event of a motion with equal votes '**for**' and '**against**', the Chair will have a second or casting vote in addition to their deliberative vote as a member of the RANZCOG Women's Health Foundation.

8. Observers and Visitors

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the ~~meeting if any matters are to be considered 'in camera'~~.

9. Meeting Papers – Agenda and Minutes

Requests for agenda items/reports may be sent to the RANZCOG Women's Health Foundation members 21 working days prior to the meeting date.

