



**MEMORANDUM  
AND  
ARTICLES OF ASSOCIATION**

**JOINT FACULTY OF INTENSIVE CARE MEDICINE of IRELAND**

of the

**COLLEGE OF ANAESTHESIOLOGISTS of IRELAND**

and the

**ROYAL COLLEGE OF PHYSICIANS of IRELAND**

and the

**ROYAL COLLEGE OF SURGEONS in IRELAND**

and the

**INTENSIVE CARE SOCIETY of IRELAND**

1. **OBJECTIVES OF THE JOINT FACULTY:**

The aims of the Faculty are to:

- 1.1 Promote the development of the specialty of Intensive Care Medicine in Ireland
- 1.2 Promote Fellowship of the Faculty
- 1.3 Promote education & training in ICM in collaboration with the Intensive Care Society of Ireland:
  - 1.3.1 Structure education and training in Intensive Care Medicine in Ireland in order to provide a specialist Intensive Care Medicine service of the highest standard for the health of the Irish population.
  - 1.3.2 Administer an accredited programme of higher specialist training through to certification of completion of specialist training in intensive care medicine for doctors who wish to specialise in Intensive Care Medicine.
  - 1.3.3 Conduct, develop and provide a specialty examination in Intensive Care Medicine, the FJFICMI, which will be a key component and qualification for doctors undergoing specialist training in Intensive Care Medicine in Ireland and which will entail validity, reliability and fairness processes to ensure its maintenance of the highest international standards
  - 1.3.4 Be responsible for continuing professional development programmes in Intensive Care Medicine and for a Professional Competency Scheme (PCS).
  - 1.3.5 Actively promote and develop undergraduate and postgraduate medical education in academic institutions and liaise with Intensive Care academic institutions nationally and internationally.
  - 1.3.6 Act as the reference faculty for the Irish Medical Council with regard inter alia to the credentialing of intensive care specialists
  - 1.3.7 Liaise with other similar international organisations.
- 1.4 Establish and maintain collaboration with the UEMS through the European Board of Intensive Care Medicine in progressing the specialty of Intensive Care Medicine.
- 1.5 Support research in Intensive Care Medicine.
- 1.6 Communicate effectively and professionally with medical colleagues and other professionals nationally and internationally concerned with the welfare of the critically ill patient
- 1.7 Liaise with the community, patient groups, government and government agencies.

## **2. GOVERNANCE:**

The Joint Faculty of Intensive Care Medicine of Ireland (JFICMI) is under the auspices of its parent bodies – the College of Anaesthesiologists of Ireland, the Royal College of Physicians of Ireland, the Royal College of Surgeons in Ireland and the Intensive Care Society of Ireland. It acts on behalf of and reports to each of these bodies via their respective Presidents (or nominated designates) who are ex officio members of the Board of the Joint Faculty – see Board composition below. It reports to its members via its AGM. Regarding specialist and professional matters e.g. standards, training and examination relating to Intensive Care Medicine, the JFICMI acts independently on behalf of its members, its parent bodies and the community.

The JFICMI is a Faculty of the College of Anaesthesiologists of Ireland (CAI) and is responsible to the CAI with regard to financial and legal matters, for which the CAI bears ultimate responsibility and authority. These articles of association include the detail of how the relationship with the CAI, the other parent bodies and with the JFICMI members operates.

The administration of the Joint Faculty is agreed to be housed at the College of Anaesthesiologists, Merrion Square, Dublin in accordance with a service level agreement between the Joint Faculty and the said college.

### **Principles of Governance**

The Joint Faculty is structured to adhere to the accepted principles of good governance (ie. The structure and policies for decision making), in keeping with the OECD Principles of Corporate Governance (2004). With these principles in mind, the Board of the Joint Faculty should:

- 2.1 Act in good faith, with due diligence and care, and in the best interest of the Joint Faculty and Fellows.
- 2.2 Protect, respect, and facilitate the exercise of the rights of all Fellows and Trainees of the Joint Faculty.
- 2.3 Review and guide corporate strategy.
- 2.4 Set clear performance targets and provide the appropriate supports for Joint Faculty officers and secretariat to achieve these goals.
- 2.5 Ensure that timely and accurate disclosure is made on all material matters regarding the Joint Faculty, not only with regard to financial and organisational matters, but also in relation to all programmes, courses, and examinations under the auspices of the Joint Faculty.
- 2.6 Establish appropriate financial and operational control, in compliance with the relevant requirements set in Irish and EU law and regulatory requirements.
- 2.7 Ensure that trainees are represented at all levels of the governance structure.

### 3 THE BOARD

The Board is the body that directs and manages the Joint Faculty , and shall apply the principles of good governance as described above. With regard to items 3.1 and 3.2 below, the Hon Secretary will write, at the commencement of each Deanship of the Faculty, to each College / Society President to request the nomination / re-nomination of a designate.

#### Membership of the Board:

- 3.1 The President of each of the three parent Colleges or a designated nominee of the president.
- 3.2 The President of the Intensive Care Society of Ireland, or a designated nominee of the president.
- 3.3 Eight Fellows of the Joint Faculty of Intensive Care Medicine of Ireland, elected by the Fellows in accordance with the regulations specified in Sections 3.7 to 3.15 below.
- 3.4 Patient / lay representative
- 3.5 A representative of the trainees in Intensive Care Medicine in Ireland to be elected from the complement of Intensive Care Trainees registered with the Joint Faculty.
- 3.6 Co-opted members as required. Representation from the Faculty of Paediatrics, Paediatric Intensive Care Medicine, European Board of Intensive Care Medicine, Critical Care Program, Committee of Anaesthesiology Trainees and other interested parties may be appropriate.

#### Summary of Board composition:

President of each College or designate	= 3
President ICSI or designate	= 1
Eight elected members	= 8
Lay representative	= 1
Representative elected by JFICMI Trainees	= 1
Co-Opted Members	
<b>Total</b>	<b>14 members</b>

(co-opted members are additional)

#### Honorary Officers of the board (see item 3.21 and 3.22 below)

- Dean
- Vice Dean
- Hon Treasurer
- Hon Secretary
- Past Dean (for one year)

Election to the Board:

- 3.7 All Fellows of the Faculty of not less than two years standing on the date fixed for the election and being in good standing, shall be eligible for election to the Board.
- 3.8 Elections to the Board will be held annually
- 3.9 The time appointed for every election of Members of the Board shall be announced in such manner as the Board shall determine not less than thirty days before the date of election, in such manner as the Board shall determine.
- 3.10 Every eligible Fellow desirous of a seat on the Board shall, within twenty-one days of the announcement of the election, transmit or deliver to the Honorary Secretary of the Faculty a notice signed by him / herself in the following terms.
- “I A.B. of C..., Fellow of The Joint Faculty of Intensive Care Medicine of Ireland, do hereby declare that I am a candidate for a seat on the Board of the Joint Faculty of Intensive Care Medicine”.
- together with a nomination signed by two Fellows of The Joint Faculty in the following terms:
- “We, the undersigned Fellows of the Joint Faculty of Intensive Care Medicine of Ireland, do hereby certify that A.B. of C..., is in our estimation, a fit person to be elected to the Board of the Joint Faculty and we do hereby nominate him / her as a candidate for a seat on the said Board”.
- 3.11 Not less than thirty days prior to the date set for such election, the Honorary Secretary shall deliver by email or post to every Fellow of the Faculty whose last known address is in Ireland or overseas, a voting paper in such form as the Board may from time to time direct. Fellows who have not paid their Faculty Subscription shall not be entitled to receive a voting paper.
- 3.12 Every such Fellow, if desirous to vote at the election, shall return the voting paper marked, authenticated and attested in such manner as the Board shall from time to time direct and require, so that it be received by the Honorary Secretary or person acting for him / her, not later than the time appointed for the receipt of such voting papers.
- 3.13 At the time appointed for any election the Dean or his / her Deputy shall attend together with a Fellow of the Faculty whom s/he shall have appointed as Scrutineer. The voting papers having been removed from the sealed envelopes in their presence, or the electronic votes having been appropriately scrutinised, the Dean shall with the concurrence and assistance of the Scrutineer, ascertain the result of the voting, and shall forthwith declare the names of the Fellows elected into the vacancies and thereupon the election of such Fellows to the Membership of the Board shall be deemed to be complete.
- 3.14 If at any election, two or more candidates for one or more vacancies shall obtain an equal number of votes, the right of such candidates to be elected shall be determined by seniority of fellowship (see section 7). In the event of their seniorities being equal, the Board shall decide between them by drawing lots.

- 3.15 The candidates who are declared elected shall become Members of the Board following the next Annual General Meeting of the Faculty. Those due to retire from the Board shall stand down at this same moment and shall cease to be members of the Board.

**Tenure of Office:**

- 3.16 Save as hereinafter provided, each Member of the Board shall serve for a term of five years, at the end of which period, he / she shall retire and shall be eligible for re-election to the Board for one further term.
- 3.17 A Board member who has served for two consecutive five year terms shall not be eligible for re-election until after a lapse of one year.
- 3.18 Co-opted members shall normally hold office for a term of 2 years and thereafter shall be eligible for reappointment for one further year.
- 3.19 The Dean shall be appointed for a period of three years and thereafter shall not ordinarily be eligible for re-election as Dean. The Vice-Dean shall be appointed for a period of one year and thereafter shall be eligible for re-election provided s/he shall not already have served as Vice-Dean for each of three previous years.
- 3.20 On the expiry of his / her term of office as Dean, the Dean shall continue as a Member of the Board for one year. He / she shall then retire and shall not be eligible for re-election to the Board until after the lapse of one year.

**Officers of the Board**

- 3.21 The mode of election of Dean and Vice-Dean shall be as follows:

The election shall be made by the Board from the Members of the Board and shall take place at the Board Meeting immediately prior to the Annual General Meeting of the Faculty, unless otherwise ordered

Any Member of the Board who has been a Member of the Board for the preceding two years or who has served as a Member of the Board for three years at some previous time, and is a Fellow of the Joint Faculty ICMI shall be eligible for election as Dean or as Vice-Dean.

Co-opted members of the Board shall not be eligible to stand for the offices of Dean and Vice Dean or be appointed Honorary Secretary or Honorary Treasurer and shall not be eligible to vote in such elections and appointments.

Those eligible to vote in the election for Dean and Vice-Dean shall be those who are Members of the Board for the electoral year, which is at that time terminating.

Every Member of the Board present at the Meeting for such election having been furnished with a list of such qualified persons who are willing to act as Dean or Vice-Dean shall (if desirous of voting), vote for one candidate only on such list by placing a vote against his/her name and putting the list into the ballot box. The papers shall be examined by the Dean or the presiding Member and every name against which a vote shall have been put, read aloud by the Honorary

Secretary or the person acting for him/her. The person, if any, against whose name shall have been affixed a number of votes representing an absolute majority of the members of the Board then present at the Meeting, whether voting or not, shall be declared to be duly elected Dean.

The candidate attaining the number of votes representing an absolute majority shall be elected Dean. In this paragraph the expression “an absolute majority” shall mean a number of votes greater than half the number of Members of the Board present at such meeting, whether voting for a candidate or not.

If no candidate obtains an absolute majority (as defined above), a second Ballot shall be taken, omitting the name of any candidate who obtained no votes as well as the name of the candidate who received the smallest number of votes in the first ballot, and so on with subsequent ballots until some candidate obtains such absolute majority when that candidate shall be declared to be duly elected as Dean.

If on any ballot the fewest number of votes shall be shared by two or more candidates, seniority of Membership of the Board shall decide and the name or names of the other or others of them shall be omitted from the next ballot. If the seniorities of such candidates are equal, the name of the Member to be placed on the list for the next ballot shall be decided by lot.

The newly elected Dean shall take office at the end of the next Annual General Meeting.

The appointment to the office of Dean shall be concurrent with the period of election of that member to the Board of the Joint Faculty. The duration of elected membership is not suspended pending completion of that office.

If the Dean is elected during his/her last year as a member of the Board, he/she shall stay on as voting member of the Board until completion of his/her term of office as Dean.

The Dean shall serve for a period of three years and immediately thereafter shall not ordinarily be eligible for re-election as Dean. The Dean shall be eligible to remain ex officio on the Council for a period of one year immediately after such term of office. During that period of one year s/he shall be entitled to attend all meetings of the Board and Committees and to participate in all discussions thereat but shall not be entitled to vote on any resolutions, elections or decisions.

The same procedure shall be adopted with regard to the election of Vice-Dean.

If the Dean shall die or resign office during the period of office, the Vice-Dean shall automatically become the Dean of the Faculty for the remainder of the current term of that office. A new Vice-Dean shall be elected as provided in this article, 3.21. If the Vice-Dean shall die or resigns during his / her period of office, a new Vice Dean shall be similarly elected and shall hold office until the next election.

3.22 The Board shall appoint from amongst its members

3.22.1 An Honorary Secretary and a Treasurer, who will ordinarily hold office on a yearly basis up to a maximum of three years. It is recommended that these appointments overlap with the outgoing Dean.

3.22.2 The appointment or re-appointment of these officers shall normally be done at the first meeting of the Board following the AGM.

- 3.22.3 The Honorary Secretary and Treasurer shall be subject to the same retirement rule as are ordinary Members of the Board.
- 3.22.4 In the event that the Member of the Board holding the office of Honorary Secretary is due to retire from the Board at the next AGM then it shall be the duty of the Dean and failing him / her, of the Vice-Dean to draw the Board's attention to the matter six months before the retirement becomes operative.

**ABSENCE OF MEMBERS OF THE BOARD:**

- 3.23 Should any Member of the Board be absent from more than four consecutive meetings, without leave of the Board, he / she shall, *ipso facto*, cease to be a Member of the Board unless a reason satisfactory to the Board be assigned.
- 3.24 If the Dean or Vice-Dean ceases to be a Member of the Board by virtue of the preceding clause, he / she shall also cease to hold the office of Dean or Vice Dean.

**4 COMMITTEES of the BOARD:**

4.1 The Board shall set up the following Standing Committees:

- i. Credentials Committee
- ii. Training Committee
- iii. Examinations Committee
- iv. Finance and General Committee

and such further Committees or Sub-Committees as the Board from time to time may deem necessary. The various committees will be governed by their respective terms of reference.

- 4.2 The Dean and Honorary Secretary shall be ex-officio Members of every Committee.
- 4.3 The Board shall appoint annually, a Chairman of each Committee who shall be responsible for arranging meetings of that Committee. The Chairman shall also be responsible for ensuring that the Board shall receive a Report of the proceedings of the committee at its next Ordinary Meeting for consideration.
- No Member of the Board may hold the position of Chairman of one committee for more than three consecutive years.
- 4.4 Every casual vacancy in any Standing Committee shall be filled at the next meeting of the Board for the remainder of the current year.
- 4.5 The Dean of the Faculty may direct any Committee to be convened.
- 4.6 At the pre-AGM Meeting of the Board, the Honorary Secretary shall report the names of the Members of each Standing Committee, the number of meetings each Committee held in the past year and the number of meetings of such Committees which each Member shall have respectively attended. The number of attendances of each Member shall be published in the Annual Report.



## 5 MEETINGS OF THE BOARD:

- 5.1 Unless otherwise ordered by the Board, meetings shall be held quarterly.
- 5.1.1 The Dean may call a Meeting of the Board whenever s/he shall judge this be necessary.
- 5.1.2 The Dean shall call a meeting upon a resolution signed by four or more Board members.
- 5.1.3 Upon the demand of two Members, any questions under consideration by the Board shall be decided by ballot.
- 5.1.4 Meetings of the Board shall be convened by the Honorary Secretary, by summons to each member seven clear days before the Meeting. Copies of the Agenda and Reports of Committees and other documentation, to be considered, shall be posted /emailed where possible to each Member not less than seven clear days before the Meeting.
- 5.1.5 The quorum for meetings of the Board shall be five. If no quorum is present half an hour after the time for which the meeting was summoned, the meeting will be adjourned.
- 5.1.6 No business other than that specified in the Agenda shall be transacted at the Meeting, except at the discretion of the Chairman.
- 5.1.7 The Board may adjourn a Meeting to any day or hour but no business shall be transacted at an adjourned Meeting which was not on the Agenda at the original Meeting. Notice of the adjourned Meeting shall be sent to every Member of the Board.
- 5.1.8 Unless otherwise ordered, all decisions of the Board shall be made by a show of hands by the majority of such members as are present (including the Chairman) and vote. The names of the votes for or against a motion put from the Chair shall be entered in the Minutes when a desire to that effect shall be expressed by two Members of the Board after the vote is taken, except in the case of questions decided by ballot.
- 5.1.9 In the event that votes cast for and against a motion are equal, the Chairman shall have a double or casting vote, except in the case of a ballot for the election to the office of Dean or Vice Dean .
- 5.1.10 The order of business of the Meetings of the Board shall be as follows, unless varied by the Chairman with the consent of the Members present.
- i. Apologies for absence
  - ii. Minutes
  - iii. Resolution of condolences
  - iv. Matters arising from the Minutes
  - v. Reports on Faculty affairs (Dean) and reports from the committee Chairpersons
  - vi. Reports from the parent / constituent bodies by their designates on the Board.
  - vii. Motions of which notice has been given
  - viii. Communications received
  - ix. Any other business

- 5.1.11 The Minutes of the last Meeting shall be submitted to the Board for confirmation as to their accuracy, and when agreed shall be signed by the Chairman.
- 5.1.12 The Chairman or Senior Member of the Committee present, when the report of the Committee is approved, shall submit it to the Board by moving 'that the report be received', and in doing so shall speak on the whole report. S/He may withdraw any of the proposals with the consent of the Board before it is finally approved.
- 5.1.13 After the disposal of the recommendation in any report, the Member of the Board submitting it shall move 'that the reports (or report as amended) be adopted'.
- 5.1.14 Every notice of motion shall be in writing, signed by the Member giving the notice, and shall either be given at the preceding Board Meeting or be received by the Honorary Secretary at least 21 clear days before the Meeting at which it has be considered. It shall be specified in the Summons for the Meeting.
- 5.1.15 The ruling of the Chairman on a point of order shall be final.
- 5.1.16 A motion which has been stated from the Chair, or which has been postponed may be withdrawn by the mover with the assent of the Meeting and an amendment may be withdrawn by the mover and seconder with the assent of the Meeting.
- 5.1.17 When a motion is under discussion no further motion shall be received except a proposal for amendment.
- 5.1.18 When an amendment on an original motion has been moved and seconded, no other amendment shall be moved until the first amendment shall have been disposed of. If an amendment be carried, the motion as amended shall become the substantive motion in place of the original motion and shall be the question upon which any further amendment shall be moved.
- 5.1.19 In the case of a question relating to a Member on the Board being discussed, such Member may be asked by the Chairman to retire and remain absent until such question be determined, or have ceased to be under consideration provided always that such Member shall not retire until s/he shall have had an opportunity of replying thereto.

- 5.2 At the ordinary Meeting of the Board prior to the election, the Honorary Secretary shall present a report on the number of Meetings of the Board held in the past year and the number of such meetings which each Member of the Board shall have respectively attended. This record of attendance shall appear on voting papers and the Annual Report.

## **6. MEMBERSHIP OF THE JOINT FACULTY OF INTENSIVE CARE MEDICINE OF IRELAND**

### **6.1 Fellows by Examination**

Fellows by Examination shall be those who have fulfilled the prescribed regulations and passed the examinations of the Joint Faculty of Intensive Care Medicine of Ireland and have been admitted to Fellowship in accordance with the Memorandum and Articles of Association. The Fellowship of the Joint Faculty of Intensive Care Medicine of Ireland is the prescribed examination.

### **6.2 Fellows admitted *Ad Eundem***

Fellowship of the JFICMI *Ad Eundem* requires the applicant to demonstrate that a level of specialist training in Intensive Care Medicine, which is comparable to a year of supervised supraspecialist JFICMI training and success at the JFICMI exam, has been attained by an alternative pathway (see options specified in Appx 1 of the JFICMI's Credentials Committee Terms of Reference).

In this situation, the JFICMI is willing, after due consideration and recommendation by its Credentials Committee, to recognise (by a majority vote of its Board) and welcome such a candidate as an *Ad Eundem* Fellow with the same privileges and responsibilities as that of a Fellow by examination.

Nothing in this MaAA shall be read or construed to oblige the Joint Faculty of Intensive Care Medicine of Ireland to admit a candidate to Fellowship *Ad Eundem*, should the Board of the Joint Faculty decide at any time to suspend this method of admission to Fellowship.

### **6.3 Honorary Fellows**

- 6.3.1 Those recommended for Honorary Fellowship shall be persons outstanding in Intensive Care Medicine or an allied science, or shall have been of signal service to that science or to the Faculty.
- 6.3.2 The number of Honorary Fellows shall be limited.
- 6.3.3 Proposal shall be made only by members or ex-members of the Board and the candidate shall be known professionally by the proposer.
- 6.3.4 Proposal shall be considered and decided by the Board of the Faculty, which shall inform the Council of the CAI and the parent bodies..
- 6.3.5 The Dean shall be the first to inform the candidate. The Honorary Secretary will then issue the written invitation to the candidate in the name of the Joint Faculty.
- 6.3.6 Honorary Fellowship shall not confer any corporate privileges.
- 6.3.7 The acronym for an Honorary Fellow of the Joint Faculty of Intensive Care Medicine of Ireland shall be JFICMI (Hon).

## **6.4 Trainees**

Trainee doctors, pursuing ICM as a career interest in Ireland, may apply for registration as Trainees of the JFICMI provided they are already admitted to a programme of post graduate medical training with one of the recognised ‘parent’ specialty training bodies i.e. CAI, RCPI or RCSI / Emergency Medicine and are working / training in a JFICMI-recognised hospital.

Doctors who are registered JFICMI trainees are members of the JFICMI and are entitled to participate in JFICMI activities including an entitlement to vote at the AGM and in the election for a Trainee representative to the JFICMI Board.

## **7. ADMISSION TO FELLOWSHIP**

Every Fellow shall make the following declaration to the Dean in the presence of the Presidents of the parent Colleges or their designated representatives as shall be present:

“ I,..... declare solemnly that I will, while participating in a professional competency scheme, maintain and promote the highest standard of patient-centered practice in Intensive Care Medicine. I am pleased to be welcomed into the Faculty and I will honour the reputation of Intensive Care Medicine and the Joint Faculty.”

The Dean shall admit the Fellow or Member in the following terms:

“By virtue of my Office as Dean, I admit you a Fellow of the Joint Faculty of Intensive Care Medicine of Ireland.”

The Fellow shall then sign the Roll of Fellows

Fellows other than Honorary Fellows may be admitted in absentia, with the consent of the Dean and on complying with the conditions laid down from time to time.

## **SENIORITY OF FELLOWS / MEMBERS**

The names of all Fellows shall be entered upon the Register of Fellows of the Faculty and they shall take precedence according to the date of their admission to the Fellowship of the Faculty.

When more than one Fellow is admitted on the same day, the Fellows shall take precedence from the priority of their primary medical qualification.

## **DESCRIPTION OF FELLOWS:**

The description of a Fellow of the Faculty other than an Honorary Fellow, shall be ***FJFICMI***

No candidate may describe himself as a Fellow of the Faculty or use the above Mentioned letters until he has made the declaration and been admitted a Fellow

A Fellow must maintain continuing medical education (CME) and satisfactory professional development consistent with the Medical Practitioners Act 2007 and subsequent amendments thereof.

The academic robes of the Joint Faculty shall be the Joint Faculty gown.

**8. FEES:**

- 8.1 All Fellows shall pay such examination, admission and annual retention fees as shall be determined by the Board of the Faculty.
- 8.2 Fellows other than Honorary Fellows are required to pay an annual subscription to the Faculty. The amount of the subscription shall be determined by the Board.
- 8.3 No fees or other expenses shall be charged to Honorary Fellows.

**9 The AGM and other MEETINGS OF THE FACULTY:**

- 9.1 An Annual General Meeting of all members of the Joint Faculty (Fellows and Trainees) shall be summoned annually at such time as the Board may determine

A minimum of 21 days notice of the AGM shall be given to members.

The membership should receive the following items at least 10 days before the AGM

- i. AGM agenda
- ii. Minutes of the last General Meeting (AGM, EGM or SGM)
- iii. Annual report of the Board
- iv. Draft Financial Statement of the JFICMI

- 9.2 The Chairman shall be the Dean of the Faculty or in his / her absence the Vice-Dean or the senior Board Member who shall preside at the Annual General Meeting.
- 9.3 The Annual Report of the Faculty shall be presented by the Honorary Secretary or his / her deputy for the approval of the AGM.
- 9.4 The draft financial statement for the previous year will be presented by the treasurer (or designate) – for the approval of the AGM
- 9.5 The officers and Board members, whose terms are complete, step down at the AGM (usually at the end) and are replaced at that time by the incoming officers and newly elected members.
- 9.6 A special General Meeting of the Faculty may be convened if requested by a requisition signed by not less than eight Fellows and shall contain a statement of the object or objects for which the meeting is requested.
- 9.7 Motions introduced by Fellows:

9.7.1 Shall have direct reference to the object or objects for which the meeting has been convened.

9.7.2 Shall be signed by the proposer, and

9.7.3 Shall be received by the Secretary not less than thirty days before the meeting.

9.8 The Dean shall determine what Motions are in order and direct the arrangement of the Agenda.

9.9 Adequate notice of each Meeting shall be given.

9.10 A record of proceedings shall be kept.

## **10 ANNUAL REPORT OF THE BOARD**

10.1 The Report shall be made annually by the Board and presented to the Annual Meeting of the Faculty.

10.2 The Report shall be drawn up by the Honorary Secretary and Dean and shall be submitted to the Board before presentation to the Faculty at the AGM.

10.3 The Report shall be made available to all Fellows and Members of the Faculty for their approval at the AGM

10.4 The report will be presented to the Council of the CAI by the JFICMI's representative on Council, the Dean. It will also be submitted to the President / council of each of the parent bodies ideally by their respective, current representatives on the Board of the JFICMI.

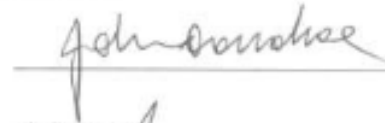
This Memorandum and Articles of Association are signed into being and thus establishing the Joint Faculty of Intensive Care Medicine of Ireland this day, the 16<sup>th</sup> December 2008:

President of the College of Anaesthetists of Ireland



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President of the Royal College of Physicians of Ireland



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President of the Royal College of Surgeons in Ireland



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President Intensive Care Society of Ireland



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Chairperson Irish Board of Intensive Care Medicine



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