



ARTP

Association for
Respiratory Technology
& Physiology

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ARTP Committee Membership and Voting Policy

1. Introduction

The purpose of this policy is to establish clear and consistent principles governing membership of ARTP committees and the participation of individuals who are not full voting members of ARTP.

ARTP committees form an important part of the organisation's governance and delivery structure. They contribute to the development and implementation of ARTP's strategy, professional standards, education, guidance, policy and other activities on behalf of the membership

2. Committee Membership

All formal members of an ARTP committee must be full voting members of ARTP.

This requirement reflects the principle that individuals who formally participate in the governance and decision-making structures of the professional body should have a direct relationship with, and accountability to, the organisation.

Full ARTP membership provides:

- a formal commitment to the objectives and values of ARTP;
- accountability to the professional body and its membership;
- eligibility to participate in the organisation's democratic processes;
- an appropriate framework for managing professional conduct, confidentiality and conflicts of interest; and
- a clear link between the responsibilities of committee membership and the rights and responsibilities of ARTP membership.

Committee members are therefore representatives of ARTP and contribute to the work of the organisation on behalf of its wider membership.

3. Co-opted and Advisory Participants

ARTP recognises that committees may require expertise, experience or perspectives that are not available within the current membership.

A committee may therefore invite individuals who are not full ARTP members to participate in a defined co-opted, advisory or expert capacity, subject to approval in accordance with the committee's Terms of Reference.

Such individuals may include, for example:

- subject matter experts;
- patient or public representatives;



- representatives from relevant professional organisations;
- individuals with specialist skills or experience; or
- other external contributors whose involvement would support the committee's objectives.

Unless specifically authorised within the committee's Terms of Reference, co-opted or advisory participants will not have voting rights and will not be considered formal members of the committee.

Where appropriate, ARTP may encourage such individuals to become members of the organisation.

4. Voting Rights

Voting rights within ARTP committees are normally restricted to full voting members of both ARTP and the relevant committee.

Where a committee has co-opted or advisory participants, these individuals may contribute fully to discussions and provide expert advice but will not vote on committee decisions unless expressly permitted by the relevant Terms of Reference.

The Chair will be responsible for ensuring that the distinction between formal committee membership and advisory participation is clear.

5. Conflicts of Interest and Accountability

All committee members and co-opted/advisory participants must comply with ARTP's requirements relating to confidentiality, conflicts of interest, professional conduct and declarations of interest.

The committee Chair should ensure that any potential conflict is appropriately declared and managed.

6. Exceptions

In exceptional circumstances, the ARTP Board may approve an alternative arrangement where there is a clear organisational benefit to doing so.

Any exception should:

- have a clearly documented rationale;
- specify the individual's role and voting status;
- be time limited where appropriate; and
- be reviewed by the relevant committee and/or Board.

7. Review

This policy should be reviewed periodically by the ARTP Board to ensure that it remains appropriate to the organisation's governance structure, membership arrangements and strategic objectives.



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