

UKCP College of Outcome Oriented and Hypno-Psychotherapies

1. Membership of College

Membership of the College is open to:

- UKCP Member Organisations (OMs) providing training in outcome oriented and hypno-psychotherapies
- UKCP OMs that are professional registering associations for outcome oriented and hypno-psychotherapists
- trainees of COOHP OMs who are UKCP Trainee Members
- students of COOHP OMs who are UKCP Student Members
- individual registered and accredited members of COOHP OMs who are UKCP registrants
- direct members of UKCP who have either been previous members of a COOHP OM or who have completed another agreed process of moving their membership to COOHP from another UKCP College.

There is no limit on the number of members in any category of membership.

Members gain eligibility for the College when they have fulfilled both UKCP and College criteria and have undergone the necessary application, assessment and inspection procedures for the relevant level of membership.

Ongoing membership of the College requires:

- upholding the current UKCP criteria for the level of membership
- upholding the current College criteria for the level of membership.

2. College officers and committees

The College has a College Executive Committee that performs or delegates the duties and business of the College.

There are three kinds of members of the College Executive Committee:

- delegates of OMs

- ordinary members
- co-opted members.

Each OM has two delegates who are entitled to attend all meetings of the College Executive Committee. OMs are expected to send at least a single delegate to College Executive Committee meetings to work on the OM's and the College's behalf.

Ordinary members are elected individual members of College; are not officers, directors or employees of any College OM; and are re-elected every three years. The number of individual seats for ordinary members will depend on the current number of College OMs. This is to maintain the Committee's democratic balance. For example, if there are currently four OMs of College then there are four seats for ordinary members on the College Executive Committee. If there is a change in the number of OMs in the College, then the number of seats for individual members will change accordingly.

The College Executive Committee may also co-opt onto the Committee additional officers from the College membership by a process of a proposal and vote by the members of the College Executive Committee. Co-opted Committee members will be given a specific brief based on the needs of the College at the time and in accordance with the knowledge and competencies of the co-opted member.

2.1 Elected committee posts

The following posts are positions elected from, and by, the College Executive Committee and are normally held for three years.

- Chair (automatic representative to the UKCP Colleges Committee or its equivalent and the UKCP Members Forum)
- Vice Chair
- Secretary
- Treasurer
- Representative to the Education, Training and Practice Committee

Holders of these posts may be re-elected by the College Executive Committee if they are willing to stand and provided they continue to hold their seat on the Committee as an OM delegate, as a re-elected ordinary member or as a co-opted member (see 3. Election procedures below).

2.2 Other posts

Representatives to other committees, panels and workgroups within UKCP will be appointed by the College Executive Committee from the membership of the College Executive Committee or by being co-opted onto the College Executive Committee from the College membership. These may include but are not limited to:

- Reaccreditation officer
- Trainee Representative
- Equality, Diversity and Inclusion Representative
- Ethics Representative
- Communications Officer
- Child Psychotherapy Representative.

OMs may be asked to field additional persons to serve on College subcommittees as and when appropriate.

3. Election procedures

Elections schedules for the upcoming year will be decided at the final College Executive Committee meeting of the preceding year.

3.1 Ordinary members of the College Executive Committee

As previously stated, (see 2. College officers and committees), the number of individual seats for ordinary members corresponds with the number of OMs in College, so that there is a democratic balance between the number of Committee members who are ordinary members and the number of Committee members who are OM delegates.

- Every three years, on 15 January, current College Executive Committee members, (with the exception of the Chair, see 3.2 Chair below) are offered the opportunity to stand for re-election.
- In the year preceding an election year, the intentions of ordinary members of the Committee are communicated to the rest of the Committee.
- OMs and current holders of the individual seats for ordinary members on the College Executive Committee are offered the opportunity to field a candidate for both vacant and non-vacant posts.
- Nominees will be individual members of the College who are not officers, directors or employees of any College OM.
- The deadline for nomination is 15 February.
- If an election is needed, that is for seats that are contested, the College and its Executive Committee will collaborate with UKCP officers to administer this process.

Success in the elections will be by a simple majority. In the event of a tie, the current Chair will have the casting vote, and that vote will normally be to maintain the status quo, where applicable.

3.2 Chair

The term of election for the Chair is three years. As far as is possible, the election of the Chair will not occur in the same year as the election of ordinary members. This is to support stability and continuity of College business and to ensure that ordinary members have had time on the Committee to sufficiently familiarise themselves with College business to confidently stand for election as Chair.

All members of the College Executive Committee are asked for nominations for the role of Chair from the current membership of the College Executive Committee. In the event that more than one candidate is nominated, an election will be held amongst the College Executive Committee members.

4. Meetings

The College Executive Committee will meet no less than three times a year. Meeting schedules for the following year will be decided at the final College meeting of the year.

Unless prevented by other circumstances, two meetings per year will be online and one meeting will be in person at an appropriate venue, normally the UKCP offices.

The Secretary shall book the venue for in-person meetings. The Chair will send out relevant joining instructions when meetings are online.

The Secretary agrees the agenda with the Chair and sends out the agenda to all delegates a week before the meeting.

Item(s) for discussion may be submitted as an agenda item to the Chair at least two weeks before a meeting or can be added as an item for discussion under any other business (AOB) if requested at the start of the meeting.

Apologies for absence are made in advance to the Secretary or Chair.

The Secretary takes minutes at the meeting.

5. Minutes procedures

Minutes of College meetings, including those of sub-committees, will be distributed to College Executive Committee Members via email by the Secretary normally within one week of the meeting.

Committee members may make additions and amendments for up to two weeks after distribution. A final draft of the minutes will be circulated and agreed at the following College Executive Committee meeting.

In order to reduce the time spent approving minutes at meetings, the following stages are completed where necessary: the Secretary types up the minutes and circulates them to all delegates in good time for the next meeting (i.e. normally not less than one week prior to the meeting).

Minutes relating to College Governance will be sent to UKCP via the Registrar to keep on file in central office.

6. College communication

College reports will be sent to the Chair within one week of the relevant meeting. The Chair either distributes them to the College Executive Committee members via email or gets clarification from the delegate or Chair of Committee where there is any question of confidentiality or anything that precludes immediate distribution.

Communication of a personal, sensitive or commercial nature will not normally be permitted through College communication. In this event, OMs or delegates will be advised by the Chair or Secretary as to the proper procedure or channels to address these issues.

College newsletters will be designed and edited by the Secretary of COOHP and the Chair. When time permits, draft newsletters will be sent to the College Executive Committee for comment.

Newsletters will be sent to OMs who will circulate these to their UKCP registered trainee and student members. Newsletters will also be sent to the UKCP Communications Team for circulation to COOHP direct members and individual members.

7. Correspondence

Members of the College Executive Committee may correspond with the Chair via email.

Members of the College Executive Committee may correspond with the whole Committee membership via email.

Correspondence going out from College is normally circulated to the College Executive Committee at the time of writing. Wherever helpful to College business, drafts of such correspondence will be sent to College Executive Committee members for comment before sending the final correspondence.

Correspondence to the College Chair from outside the College that requires processing at College Executive Committee level is normally copied and circulated to delegates when received.

8. Debate and voting procedures

Substantive issues which the College Executive Committee needs to either vote on, agree to, or discuss, will be sent via the Chair with a two-week period of discussion/revision. If it is to be a voting issue, the will of College will be served by a simple majority of the College Executive Committee, with dissenting views noted for the record.

Votes may be conducted online if the outcome impacts urgent matters or if the matter is simple enough to not require discussion at a College Executive Committee meeting. Sometimes online discussion is favoured where the subject involves documentation or drafting of documentation.

Matters which cannot or have not been agreed online can also be brought to the College Executive Committee meeting by being placed on the meeting agenda.

Each agenda item is discussed freely. When an item is agreed by consensus, a formal motion proposal is unnecessary. When a vote is taken, the following is observed:

- each OM shall have one vote
- each of the elected individual members of the College Executive Committee shall have one vote
- co-opted members of the College Executive Committee may engage in discussion on an issue but do not have a vote.

In the event of an equal count, the Chair has the casting vote.

9. College subcommittees

The College representative to the Education, Training and Practice Committee will Chair the College subcommittee which covers these responsibilities.

Chairs of subcommittees covering other issues such as ethics, diversity and inclusion, and supervision, will be appointed to address issues and tasks as they arise, if the College Executive Committee feels there is a need for a separate subcommittee at the time. Membership of these subcommittees will normally comprise a representative from each OM (the Chair of the subcommittee will represent their OM).

OMs will be responsible for nominating members of subcommittees and covering reasonable expenses for these individuals for travel and sustenance.

10. Committee expenses

Expenses incurred by College Executive Committee members will be approved and aligned to the College annual budget.

Claims for personal expenses, such as travel to meetings, will be made by completing the expenses form and submitting this to the College Treasurer and Chair who will approve and forward it to the UKCP Finances Team.