ACADEMY OF MEDICAL SCIENCES
REGULATIONS

(As amended by the Council on 18 June 2020)

CONTENTS

1. Background 3

ORDINARY FELLOWSHIP 6

2. Eligibility 6

3. Criteria for Election 6

4. Procedure for nomination of Candidates 7

5. The Principal Nominator 8

6. Candidate withdrawals 8

7. Number of Ordinary Fellows to be elected 8

8. Sectional Committees 9

9. Classification, First Round Scoring and Shortlisting Candidates 10

10. Peer Review, Final Round Scoring and Recommendation of Candidates for Election 11

11. Consideration of Floating Candidates and Meeting of Sectional Committee Chairs 12

12. Election and Admission of New Fellows 12

13. The Fellowship Committee 12

14. Annual subscriptions payable by Ordinary Fellows 13

HONORARY FELLOWSHIP 14

15. Nomination and election 14

16. Honorary Fellows - rights and obligations 14

ROYAL FELLOWSHIP 14

17. Nomination and election 14

18. Royal Fellows - rights and obligations 15

FELLOWSHIP – GENERAL 15

19. Rights and obligations of Fellows 15

20. Honorary Fellows and Royal Fellows 15

NOMINATIONS COMMITTEE 16

21. Nominations Committee 16

HONORARY OFFICERS 17

22. Election and Eligibility 17

23. Nomination of candidates 17

24. Election of Honorary Officers 18

ELECTION OF ORDINARY COUNCIL MEMBERS 19

25. Election and Eligibility 19
26. Nomination of candidates 19
27. Election of Ordinary Council Members 20
APPOINTMENT OF CO-OPTED COUNCIL MEMBERS 21
28. Eligibility for appointment as a Co-opted Council Member 21
29. Appointment of Co-opted Council Members 21
30. Retirement of Co-opted Council Members 22
31. Transitional Arrangements – period prior to the transfer 22

ACADEMY OF MEDICAL SCIENCES

REGULATIONS

(as amended by the Council on 18 June 2020)

1. Background

1.1 These Regulations are made by the Council pursuant to Bye-law 15 and may be altered by the Council.

1.2 These Regulations should be read in conjunction with the Charter and Bye-laws and shall be construed so as not to conflict with the Charter and Bye-laws.

1.3 In these Regulations the following words and expressions have the meanings shown beside them:-

'Academy'	the Academy of Medical Sciences incorporated by the Charter;
'Admission Ceremony'	the annual meeting of the Academy at which new Ordinary Fellows are admitted to the fellowship;
'Bye-laws'	the Bye-laws of the Academy, as amended from time to time in accordance with the Charter;
'Candidate'	a person who is being considered for election as an Ordinary Fellow and in respect of whom the Nomination Details have been completed;
'Charter'	the Royal Charter of the Academy, together with any supplemental Charter that may be granted, as amended, added to or revoked from time to time;
'Co-opted Council Members'	Council Members who have been co-opted in accordance with Bye-Law 13;
'Committee'	any committee formed by the Council in accordance with Bye-law 18;
'Constitution'	the body of rules and regulations according to which the Academy is governed and being comprised of the Charter, the Bye-laws and the Regulations;
'Council'	the Council of trustees of the Academy from time to time established in accordance with the Constitution;
'Council Member'	a member of the Council and a trustee of the Academy which, for the avoidance of doubt, includes Ordinary Council Members, Co-opted Council Members and Honorary Officers;

'Council Minutes'	the minutes of the meeting of the Council;
'Designated Committee Members'	the Sectional Committee Members assigned to consider each Candidate's nomination and who suggest appropriate referees;
'Disciplinary Regulations'	the Regulations made by the Council from time to time pursuant to Bye-law 15.2 to provide appropriate procedures to investigate any allegations of misconduct by Fellows;
'Electronic Form and Electronic Means'	have the respective meanings given to them in s.1168 Companies Act 2006, as amended from time to time;
'Eligible Council Members'	those Council Members who are able to count in a quorum and vote on a matter at a Council meeting;
'Executed'	includes any mode of execution;
'Executive Director'	the person employed as the executive director of the Academy, including any person temporarily carrying out the duties of that post, or in such similar role as shall be renamed by the Council from time to time;
'Fellows'	the Ordinary Fellows, Honorary Fellows and Royal Fellows of the Academy and such other classes of fellowship as may be created from time to time pursuant to Clause 6(b) of the Charter;
'Fellowship Committee'	the Committee formed by the Council relating to the oversight of process for the election of Fellows;
'Fellowship Officer'	the member of staff of the Academy who is responsible for supporting the fellowship election process;
'Floating Candidate'	a Candidate who is scored highly by a Sectional Committee but who is not amongst the Candidates recommended for election according to their allocation of places; such Candidate is then considered for election at a meeting of the Sectional Committee Chairs;
'General Meeting'	a general meeting of the Academy convened and held in accordance with the Constitution;
'Honorary Fellows'	non-voting members of the Academy who are elected as honorary fellows in accordance with the Constitution;
'Honorary Officers'	those Council Members elected to hold the honorary offices of the Academy listed in Bye-law 9;
'in writing'	written or produced by any substitute for handwriting, wholly or partly, including in Electronic Form or if sent

	by Electronic Means;
'month'	a calendar month;
'Nominations Committee'	the Committee appointed by the Council pursuant to Regulation 21 to oversee the nomination process for Honorary Fellows, Honorary Officers, Ordinary Council Members and Co-opted Council Members;
'Nomination Deadline'	the closing date for nomination of Ordinary Fellows in accordance with Regulation 4.6;
'Nomination Details'	the details relating to a Candidate which have been uploaded on to the Academy's online election system;
'Office'	the registered office of the Academy;
'Ordinary Council Members'	those Council Members who are not Honorary Officers and who are not Co-opted Council Members;
'Ordinary Fellows	the voting members of the Academy who are elected as ordinary fellows in accordance with the Constitution;
'Ordinary Resolution'	a resolution passed at a duly convened and held General Meeting by not less than 50 percent of the Ordinary Fellows present and voting at the General Meeting;
'Principal Nominator'	the Ordinary Fellow who has nominated a Candidate and has agreed with the Candidate's other nominators, to fulfil the responsibilities of the Principal Nominator set out in the Regulations;
'Register'	the register of Fellows;
'Registrar'	the person elected by Council from amongst the Ordinary Fellows to be the Registrar of the Academy pursuant to Bye-Law 9;
'Regulations'	these regulations as amended from time to time in accordance with the Bye-Laws;
'Royal Fellows'	non-voting members of the Academy who are elected as royal fellows in accordance with the Constitution;
'Sectional Committee'	a Committee formed by the Council relating to a particular discipline within the medical sciences, for the purpose of considering candidates for fellowship;
'Sectional Committee Chair'	the chair of a Sectional Committee appointed in accordance with Regulation 8.4;
'Sectional Committee Member'	a member of a Sectional Committee appointed in accordance with Regulation 8.6;

'Special Resolution'	a resolution passed at a duly convened and held General Meeting by not less than 75 percent of the Ordinary Fellows present and voting at the General Meeting;
'Treasurer'	the person elected by Council from amongst the Ordinary Fellows to be the Treasurer of the Academy pursuant to Bye-Law 9;
'United Kingdom'	Great Britain and Northern Ireland; and
'year'	twelve calendar months.

1.4 Words importing the singular number only shall include the plural number and vice versa, words importing a reference to one gender shall include a reference to the other genders and words importing persons shall include both incorporated and unincorporated organisations.

1.5 References to any legislation shall be deemed to include any amending or subsequent legislation.

1.6 Any definition used in any part of the Constitution shall have the same meaning in any other part thereof, unless a different meaning is clearly indicated.

ORDINARY FELLOWSHIP

2. Eligibility

2.1 A candidate for election as an Ordinary Fellow is generally required to be UK resident.

2.2 A candidate for election as an Ordinary Fellow who is not UK resident will be considered for election provided that:-

2.2.1 the Candidate can demonstrate strong and enduring links with the UK medical science community;

2.2.2 the Candidate can demonstrate that they have made a personal and ongoing contribution to contemporary UK medical science; and

2.2.3 the Candidate can demonstrate how they will be able to actively contribute to the life and work of the Academy if they are elected.

2.3 The Registrar will consider all cases of candidates who are not UK resident in the first instance to determine whether the additional criteria can be met, and will bring any contentious cases to the attention of Council as appropriate.

3. Criteria for Election

3.1 Election to the fellowship will be restricted to persons who have:-

3.1.1 made an outstanding contribution to the advancement of medical science, or for the application of existing scientific knowledge or understanding in an innovative way, so as to bring about advances in human health and welfare; or

3.1.2 made an outstanding contribution in the following other ways:-

(a) those who have made a contribution to medical science by leadership, inspiration or the advancement of medical science in a senior management capacity;

(b) those who have raised the public understanding or appreciation of medical science; or

(c) those who in other ways have rendered a conspicuous service to medical science.

3.2 Other factors to be given consideration in the nomination and election of all candidates are:-

3.2.1 the contribution that the candidate may be able to make to the work of the Academy; and

3.2.2 the commitment of the Academy to encouraging diversity and equality of opportunity in its organisation, practices and work. The Academy will strive to ensure that no individual or group is treated more or less favourably than others on grounds of ethnicity, nationality, age, disability, gender, marital status, national origin, sexual orientation, race, colour, religion or belief.

3.3 Candidates nominated for the first time are automatically eligible for election for five consecutive years following their first nomination. After the fifth election in which a candidate is not elected, the candidature will lapse for a period of two years.

3.4 In order to nominate a lapsed candidate, a new proposal must be submitted. Candidates proposed for the second time, and on subsequent occasions, are only eligible to be considered for election for three consecutive years following their nomination.

4. Procedure for nomination of Candidates

4.1 The election process will be overseen by the Registrar, who will report to the Council.

4.2 Only Ordinary Fellows may make a nomination. Candidates must be nominated by three Ordinary Fellows. The nominating Ordinary Fellows will determine which of them will be the Principal Nominator, and which the second and third nominator.

4.3 No Ordinary Fellow may nominate more than four new Candidates in any one year as Principal Nominator.

4.4 The Principal Nominator must use the Academy's online election system (or such other system as the Council may prescribe) and complete the required information for any Candidate they are proposing. This information includes:-

4.4.1 a citation;

4.4.2 details of the nominators;

4.4.3 summary of achievements;

4.4.4 top 10 contributions list;

4.4.5 Curriculum Vitae;

4.4.6 full list of publications; and

4.4.7 letter of contribution (for overseas candidates only).

4.5 The Principal Nominator will also ensure that the Candidate completes an acknowledgement of nomination (in such manner as the Registrar shall determine).

4.6 The Nomination Deadline for new Candidates will be the last working day of September or such other date as the Council may determine.

4.7 A full list of all Candidates, including those held over from the previous year, will be drawn up following the Nomination Deadline. This list will be available to Ordinary Fellows on the online election system.

4.8 Corrections of fact may be accepted at the discretion of the Registrar, after the Nomination Deadline if supported by the Principal Nominator.

4.9 Submissions which are incomplete by the Nomination Deadline will not be considered and cannot be updated until the election cycle opens the following year.

5. The Principal Nominator

5.1 The Principal Nominator is responsible for confirming the Candidate's consent and continuing eligibility (including residency criteria) on nomination and in each subsequent year.

5.2 The Principal Nominator shall be the primary contact regarding all aspects of a Candidate's nomination. The Academy will not have any direct contact with Candidates, save in exceptional circumstances.

5.3 The Principal Nominator is responsible for updating the details of each Candidate they have nominated. Principal Nominators will be invited to update a Candidate's Nomination Details in each year throughout the period in which the nomination is valid and failure to do so could seriously hinder the progress of individual candidates.

5.4 If the Principal Nominator dies during the period in which a Candidate remains eligible in accordance with Regulation 3.3, or the Principal Nominator decides to withdraw for any other reason, the secondary nominator will assume responsibility for the Candidate in place of the Principal Nominator.

5.5 Candidates may only change their Principal Nominator if the Registrar receives written confirmation from both the previous and the new Principal Nominator of the change.

6. Candidate withdrawals

6.1 Candidates may ask their Principal Nominator to withdraw their name from the list of Candidates at any time. It is the Principal Nominator's role to inform the other nominators, and the Office, of any such decision.

6.2 If a Candidate withdraws, they will not be eligible for nomination for two years.

7. Number of Ordinary Fellows to be elected

7.1 The number of Ordinary Fellows to be elected each year should not exceed 50: up to 43 may be assigned to the Sectional Committees and up to seven may be reserved as Floating Candidates.

7.2 The number of places allocated to each Sectional Committee is not fixed and may vary from year to year in proportion to the number of candidates under consideration by that Committee, and is decided by the Council on the advice of the Registrar each October. Excellence must remain the primary criterion to be elected as an Ordinary Fellow.

8. Sectional Committees

8.1 Council will establish eight Sectional Committees representing the principal disciplines within the medical sciences, as follows:-

8.1.1 Sectional Committee 1: Physics, chemistry, biochemistry, structural biology, mathematical sciences including statistics, informatics, imaging and engineering applied to biomedicine;

8.1.2 Sectional Committee 2: Cellular and developmental biology, immunology and infection, genetics;

8.1.3 Sectional Committee 3: Neuroscience (including neurology and neurosurgery), physiology and pharmacological sciences;

8.1.4 Sectional Committee 4: Medical and veterinary specialties (excluding oncology, neurology) and paediatrics;

8.1.5 Sectional Committee 5: Surgery, anaesthesia, oncology, clinical pathologies, radiology, oral health, ophthalmology, reproductive health;

8.1.6 Sectional Committee 6: Psychiatry, psychology and mental health, behavioural science, genomics, epidemiology, clinical trials, population health sciences and global health;

8.1.7 Sectional Committee 7: Primary care, health services research, health informatics, health improvement, social sciences, humanities, law, policy, communication or leadership as applied to health or biomedical science; and

8.1.8 Sectional Committee 8: Individuals primarily based in the commercial sector including, but not limited to, pharmaceuticals, biotechnology, devices, diagnostics and digital technology industries.

8.2 The members of each Sectional Committee must be Ordinary Fellows. Consideration will be given to ensuring that the Sectional Committees are as diverse as possible with regard to discipline, age, gender, ethnicity and geography whilst ensuring appropriate coverage of disciplines.

8.3 Each Sectional Committee will advise Council on any matters relating to the election process in accordance with the terms of reference provided to the Sectional Committees by the Council from time to time.

8.4 Each June, the Council will appoint the Chair of each Sectional Committee.

8.5 The number of members of each Sectional Committee shall be determined by the Council.

8.6 The members of each Sectional Committee shall be selected jointly by the Registrar and the Sectional Committee Chair, in accordance with these Regulations. The names of those Ordinary Fellows appointed to each Sectional Committee shall be reported to the Council by the Registrar in October.

8.7 Each Sectional Committee member will normally serve for a term of no more than three years.

8.8 Four members of a Sectional Committee shall form a quorum.

8.9 Should a vacancy occur on any Sectional Committee between October and June in any year, the Registrar may appoint an Ordinary Fellow to fill the vacancy for such period as the Registrar may determine (but for no longer than three years).

8.10 The Registrar, in consultation with a Sectional Committee Chair, may co-opt an additional Ordinary Fellow to assist that Sectional Committee in exceptional circumstances (but subject to Regulation 8.7).

8.11 The Registrar normally attends all Sectional Committee Meetings and Sectional Committee Chairs meetings. Council Members (who are also Ordinary Fellows), including Honorary Officers, may attend meetings of the Sectional Committees as observers. They may not express opinions about the merits of candidates and they do not have the power to score candidates or vote at Sectional Committee meetings. Council Members should notify the Fellowship Officer of those meetings they wish to attend so that they can be provided with access to the relevant information.

8.12 At the first meeting of each Sectional Committee in each election cycle, the Registrar will ask each Sectional Committee Member to disclose any connection which they may have with any Candidate to be considered by the Sectional Committee. The disclosure will be recorded by the Registrar.

8.13 Sectional Committee Chairs and Sectional Committee Members shall be debarred from discussing or scoring a Candidate if they are deemed to have a conflict of interest. A Sectional Committee Chair or Member will be considered to have a conflict of interest if they:-

8.13.1 are the Principal Nominator or second and third nominators for the Candidate under discussion; or

8.13.2 they are employed by or undertake work for the same institution or company as the Candidate (or have been in the last twelve months). For these purposes, "institution" and "company" refer to the overall organisation (e.g. University of Oxford, King's College, GlaxoSmithKline etc).

Sectional Committee Chairs or Sectional Committee Members may declare themselves to have a conflict of interest on other grounds additional to those named above. The Registrar's decision regarding the existence of any conflict of interest is final.

8.14 A Sectional Committee Member who has a conflict of interest must leave the room while the Candidate in relation to whom they have a conflict is discussed and scored, unless the Sectional Committee Chair exercises their discretion to invite the conflicted member to remain in the room during discussion (but not scoring), on the basis that the loss of that individual's expertise would handicap the Sectional Committee's ability to assess a Candidate.

8.15 If the Sectional Committee Chair has a conflict of interest, they must nominate another Sectional Committee Member to chair the discussion in their absence.

9. Classification, First Round Scoring and Shortlisting Candidates

9.1 When submitting a nomination for a Candidate (or updating a nomination), the Principal Nominator shall assign each Candidate to the appropriate Sectional Committee. Any Candidate not so assigned will be assigned by the Registrar.

9.2 Sectional Committee Chairs review all Candidates assigned to their Sectional Committee immediately following the Nomination Deadline and may recommend to the Registrar that a Candidate be moved to a Sectional Committee that would afford more expert consideration of

their merits. The Registrar's decision on the assignment of Candidates to a Sectional Committee is final.

9.3 Candidates in the field of veterinary medicine will be assigned to the Sectional Committee that most closely represents their specialty: e.g. immunology, microbiology, genetics or pathology.

9.4 Each November, the Sectional Committees shall score the Candidates allocated to their Sectional Committee. When scoring Candidates, Sectional Committee Members are reminded of the Academy's commitment to encouraging diversity and equality of opportunity.

9.5 The Sectional Committee Chairs and Sectional Committee Members shall score each Candidate as follows:-

9.5.1 strong – high likelihood of success in the final round (4 points);

9.5.2 moderate - possibility of success in the final round (2 points); and

9.5.3 weak – little likelihood of success in the final round (1 point).

9.6 Once the Sectional Committees have scored each Candidate, the Registrar and Sectional Committee Chairs will meet to consider the scores and the ranking of Candidates and from this will draw up a shortlist that will be considered by the Sectional Committee in the final round. The Sectional Committee Chair will appoint two Designated Committee Members for each shortlisted Candidate to be considered by their Sectional Committee.

10. Peer Review, Final Round Scoring and Recommendation of Candidates for Election

10.1 By the end of November, the Sectional Committee Members will receive the shortlist of Candidates and suggested Designated Committee Members.

10.2 The Designated Committee Members for each Candidate will be asked to suggest appropriate referees.

10.3 A process of peer review will aid the assessment of Candidates. References will be sought primarily from the Ordinary Fellows but also from external experts as necessary, as suggested by the Designated Committee Members. Principal Nominators may not provide references for their Candidates. At least three references should be sought for each Candidate.

10.4 In February or March, each Sectional Committee shall meet to consider the Shortlisted Candidates allocated to their Committee. Designated Committee Members will present information on their allocated Candidates, including references.

10.5 At the meeting, the Sectional Committee Chair and Sectional Committee Members shall score each Candidate from 1 (lowest) to 5 (highest).

10.6 Candidates shall be ranked according to the combined scores of the Sectional Committee Chair and Sectional Committee Members. The Sectional Committee shall then agree the Candidates to be recommended to the Council for election, in accordance with the number of places allocated to their Committee described in Regulation 7. The Sectional Committee shall also agree the Candidates to be proposed for consideration as Floating Candidates as described in Regulation 11.

11. Consideration of Floating Candidates and Meeting of Sectional Committee Chairs

11.1 The Sectional Committee Chairs will meet in advance of the April Council meeting to consider the Floating Candidates put forward by the Sectional Committees and to agree recommendations to Council for election. The Registrar will chair the meeting.

11.2 Each Sectional Committee Chair will present information on the Floating Candidates proposed by their Committee, including references. Primary consideration will be given to balancing the strength and quality of candidates amongst the Sectional Committees. At the meeting, the Sectional Committee Chairs shall score each Floating Candidate from 1 (lowest) to 5 (highest). The Registrar shall not score the Floating Candidates.

11.3 Floating Candidates shall be ranked according to the combined scores of the Sectional Committee Chairs. The Sectional Committee Chairs shall then agree the 7 Floating Candidates to be recommended to Council for election.

12. Election and Admission of New Fellows

12.1 The Council will meet in April to consider the Candidates and Floating Candidates recommended for election by the Sectional Committees and Sectional Committee Chairs, and agree the 50 new Ordinary Fellows to be elected.

12.2 Every Candidate who is elected as an Ordinary Fellow shall present themselves for admission at an annual Admission Ceremony on a date determined by the Council, or on such other date as shall be approved by the Council. A newly elected Ordinary Fellow shall normally attend the Admission Ceremony within three years of their election by the Council, failing which the Council may determine that the election of that Ordinary Fellow shall be void.

12.3 Once elected as an Ordinary Fellow, a person is entitled to use the post nominal FMedSci for so long as they remain an Ordinary Fellow. Any Ordinary Fellow who is expelled or suspended from the Academy shall lose all rights to use the post nominal FMedSci.

13. The Fellowship Committee

13.1 The role of the Fellowship Committee is to:-

13.1.1 ensure that the pool of Candidates proposed for election to the Academy is drawn from the breadth of medical science, and is as diverse as possible with regard to age, gender, ethnicity and geography. Specifically, the Fellowship Committee will aim to increase the number of:-

(a) women Candidates;

(b) Candidates from ethnic minorities;

(c) Candidates from industry; and

(d) Candidates in under-represented and strategically important areas.

The Fellowship Committee will evaluate the list of Ordinary Fellows elected against these objectives and report to the Council in June;

13.1.2 review the effectiveness of each election cycle overall and report to the Council in June; and

13.1.3 provide the Council with ongoing strategic advice on how the Ordinary Fellows' election can best adapt to changes in research fields, emerging technologies and the evolving biomedical research environment, including the composition and definitions of the Sectional Committees.

13.2 The number of members on the Fellowship Committee shall be determined by the Council from time to time and, subject to Regulation 13.4, the Council shall approve the appointment of the Fellowship Committee's members from among the Ordinary Fellows.

13.3 The normal term of membership of the Fellowship Committee shall be three years. However members may serve additional terms on the mutual agreement of the Council and the members concerned.

13.4 Members of the Fellowship Committee shall not concurrently be members of any Sectional Committee. Ordinary Fellows who are not members of a Sectional Committee may be co-opted onto the Committee for limited periods of time to work on finding suitable candidates for election as Ordinary Fellows in particular sectors.

13.5 The Fellowship Committee shall be chaired by the Registrar.

13.6 Four members of the Fellowship Committee shall form a quorum.

13.7 The Fellowship Committee shall meet in May each year to review the previous year's election cycle and to consider future nominations of Candidates. Further meetings shall be arranged as appropriate.

13.8 The activities of the Fellowship Committee will include:-

13.8.1 identification and tracking of potential Candidates;

13.8.2 engaging existing Ordinary Fellows in the election process to identify and nominate potential Candidates as appropriate;

13.8.3 facilitating the generation of nominations as appropriate; and

13.8.4 horizon-scanning new areas of medical science to ensure that potential Candidates from these fields are not overlooked.

14. Annual subscriptions payable by Ordinary Fellows

14.1 Every Ordinary Fellow shall pay an annual subscription; the sum being reviewed annually by the Finance Committee, agreed by Council and approved by the Ordinary Fellows at each Annual General Meeting.

14.2 For the avoidance of doubt, Honorary Fellows and Royal Fellows shall not be required to pay an annual subscription.

14.3 After the Academy has dispatched the usual reminders, it is the role of the Treasurer to consider non-payment of annual subscriptions.

14.4 If an Ordinary Fellow has not paid their annual subscription within 12 months of the due date, and provides no satisfactory reason, then, at the discretion of Council, they shall be sent a final notice in accordance with Bye-law 2.6.3, stating that if the subscription remains unpaid one calendar month after the final notice has been served, they will be removed as an Ordinary Fellow.

14.5 Council may consider an application for readmission as an Ordinary Fellow from any such person, within one year of cessation of the fellowship, and may readmit that person on payment of the arrears of the subscription in accordance with Bye-law 2.6.3.

HONORARY FELLOWSHIP

15. Nomination and election

15.1 The status of Honorary Fellow may be offered to exceptional individuals whose fellowship would bring distinction to the Academy. Such individuals will have given distinguished service to the cause of medical science and its applications, or brought great benefits to science and healthcare, but will not have the achievements of the kind required from candidates elected as Ordinary Fellows, or in other ways do not fulfil the eligibility criteria to be elected as an Ordinary Fellow.

15.2 Nominations for Honorary Fellowship:-

15.2.1 may be made by Ordinary Fellows and shall be submitted to the Nominations Committee, in writing, at any time during the year; and

15.2.2 by the Council.

15.3 Nominations of candidates for Honorary Fellowship should state:-

15.3.1 the name, title, profession, qualifications, nationality, date of birth and usual place of residence of the candidate; and

15.3.2 the principal grounds on which the nomination is made.

15.4 Once submitted, nominations shall remain valid for a period of five years, after which a candidate may be re-nominated.

15.5 All nominations of candidates for Honorary Fellowship will be considered by the Nominations Committee, who will prepare a shortlist to be considered by the Council at the October Council meeting. The Council will agree a final list for submission to the fellowship at the Annual General Meeting, at which the election will be held. No more than three persons shall be elected as Honorary Fellows at any Annual General Meeting.

15.6 Honorary Fellows are elected by the Ordinary Fellows passing an Ordinary Resolution approving the election of the proposed Honorary Fellows at an Annual General Meeting or at such other meeting of Ordinary Fellows which the Council shall determine.

16. Honorary Fellows - rights and obligations

16.1 Honorary Fellows may use the post nominal FMedSci for so long as they remain Honorary Fellows.

16.2 Honorary Fellows shall have the rights and be subject to the obligations as set out in the Charter, Bye-laws and these Regulations.

ROYAL FELLOWSHIP

17. Nomination and election

17.1 Council may recommend any member of the Royal Family of the United Kingdom to the Academy for election as a Royal Fellow, in accordance with Bye-law 4.

17.2 Royal Fellows are elected by the Ordinary Fellows passing an Ordinary Resolution approving the election of the proposed Royal Fellows at an Annual General Meeting.

18. Royal Fellows - rights and obligations

18.1 Royal Fellows may not use the post nominal FMedSci.

18.2 Royal Fellows shall have the rights and be subject to the obligations as set out in the Charter, Bye-laws and these Regulations.

FELLOWSHIP – GENERAL

19. Rights and obligations of Fellows

19.1 In addition to the specific rights and obligations conferred on Ordinary Fellows, Honorary Fellows and Royal Fellows, respectively, in the Charter and Bye-laws, every Fellow shall have the right to:-

19.1.1 participate in the activities of the Academy that are open to all Fellows;

19.1.2 receive information about the Academy and its activities;

19.1.3 have access at reasonable times to the Council Minutes; and

19.1.4 benefit from such other privileges as may be determined by the Council from time to time.

19.2 Unless explicitly stated otherwise, Fellows participate in Academy activities in a personal capacity, and not as representatives of their affiliated institutions.

19.3 The Academy shall not pay, in money or in kind, any Fellow, except in reimbursement of reasonable out-of-pocket expenses incurred on Academy business.

19.4 The death or resignation of any Fellow shall be reported to the Council, noted in the minutes of the Council meeting, and announced to the fellowship at the Annual General Meeting and/or via the Fellows' Directory.

20. Honorary Fellows and Royal Fellows

20.1 Honorary Fellows and Royal Fellows shall not:-

20.1.1 pay any annual contributions or subscriptions to the Academy;

20.1.2 be eligible to nominate, second or support candidates for election as Ordinary Fellows or Honorary Fellows;

20.1.3 serve on the Sectional Committees or participate in the consideration or election of Ordinary Fellows;

20.1.4 vote at any General Meeting of the Academy; or

20.1.5 vote in any elections of the Academy (other than as a Co-opted Council Member).

NOMINATIONS COMMITTEE

21. Nominations Committee

21.1 Each November/December the Council shall appoint the Nominations Committee as a Committee of the Council, who shall hold office for one year.

21.2 The Nominations Committee shall be chaired by the President or one of the Vice-Presidents, as the Council may decide.

21.3 The members of the Nominations Committee shall be:

21.3.1 up to three Honorary Officers (other than those who are retiring at the next Annual General Meeting);

21.3.2 up to four Council Members or former Council Members;

21.3.3 up to two Fellows (from amongst the regional champions) or such other Fellows as the Council may decide;

21.3.4 such other Fellows as the Council may decide provided that the number of members of the Nominations Committee shall not normally exceed twelve.

21.4 The role of the Nominations Committee is:

21.4.1 To review the composition (including the skills, knowledge, experience and diversity) of the Council and to make recommendations to Council as to any particular gaps;

21.4.2 To ensure plans are in place for an orderly succession to the Council;

In relation to the Honorary Officers:

21.4.3 To oversee the nomination process for that year's Honorary Officer election cycle;

21.4.4 To receive suggestions and to draw up a list of potential candidates for Honorary Office;

21.4.5 To brief potential candidates about the role and responsibilities of each Honorary Office;

21.4.6 To interview all candidates for Honorary Officer for whom a valid nomination is received;

21.4.7 To advise the Council on the strength of support for each candidate for Honorary Office;

In relation to the Ordinary Council Members and Co-opted Council Members:

21.4.8 To oversee the nomination process for that year's Ordinary Council Members, including the notice sent to Ordinary Fellows pursuant to Regulation 26.2 identifying particular skills and experience being sought by the Council;

21.4.9 To brief potential candidates about the role and responsibility of Council Members;

21.4.10 To conduct interviews with potential candidates, if the Council so determines;

21.4.11 To advise on the process for the recruitment and selection of Co-opted Council Members and to assist with such process as may be required;

21.4.12 To undertake any such further action in relation to the election of Council Members as the Council may from time to time decide, and advise the Nominations Committee in writing;

In relation to the election of Honorary Fellows:

21.4.13 To consider the nominations for Honorary Fellowship received by the President during the year (and the valid nominations from the previous five years);

21.4.14 To consider whether the nominated candidates meet the criteria for election as Honorary Fellows and to prepare a shortlist of candidates to be elected as Honorary Fellows which will be considered at the October Council meeting.

21.5 The Nominations Committee shall seek to identify suitable candidates who:-

21.5.1 are of high academic standing and can demonstrate a significant track record of achievement;

21.5.2 have the ability to represent the different constituencies within the Academy; and

21.5.3 have the ability to commit sufficient time and energy to the role,

and will have regard to the Academy's commitment to equality, diversity and inclusion.

HONORARY OFFICERS

22. Election and Eligibility

22.1 The Honorary Officers shall be elected by the Council from among the Ordinary Fellows in accordance with Bye-law 9 and these Regulations. Ordinary Fellows elected to hold office as Honorary Officers shall serve the Academy in a personal capacity, and not as representatives of their affiliated institutions.

22.2 An Ordinary Fellow may not be nominated for election to an Honorary Officer post which they previously held, unless they held that post as a co-opted Honorary Officer pursuant to Bye-law 9.4. For the avoidance of doubt an Ordinary Fellow may be nominated for election to an Honorary Officer post which they have not previously held as an elected Honorary Officer.

22.3 No Ordinary Fellow may be nominated for election as an Honorary Officer in circumstances such that, had they already been an Honorary Officer, they would have been disqualified under the provisions of Bye-law 14 or these Regulations.

23. Nomination of candidates

23.1 The Chair of the Nominations Committee shall inform the Ordinary Fellows of the anticipated retirement of one or more Honorary Officers and seek nominations for candidates for election to replace the retiring Honorary Officer(s). The notice to the Ordinary Fellows shall include statements about the role, duties and time commitments of the Honorary Officer post(s) which will become vacant as well as the closing date for nominations.

23.2 Only Ordinary Fellows may nominate another Ordinary Fellow for election as an Honorary Officer, providing that they have agreed to be nominated. Each nomination must be signed by three Ordinary Fellows (electronic signatures will be accepted).

23.3 Candidates must countersign the nomination (in such form as the Council may determine) to indicate their willingness to serve in the role if elected.

23.4 A nomination must include the following elements in order to be a valid Honorary Officer nomination:-

23.4.1 a completed nomination signed by three nominating Ordinary Fellows and countersigned by the nominated candidate;

23.4.2 the candidate's statement (maximum length 300 words) outlining their background and their vision/plans for the Academy if elected;

23.4.3 a copy of the candidate's Curriculum Vitae; and

23.4.4 it must be received by the Office, marked for the attention of Chair of the Nominations Committee by the closing date.

24. Election of Honorary Officers

24.1 Each November/December the Council shall be informed of the anticipated vacancy amongst the Honorary Officers.

24.2 In January, the Academy shall remind the Ordinary Fellows of the anticipated retirement of one or more Honorary Officers and seek nominations for candidates for election to replace the retiring Honorary Officer(s) in accordance with Regulation 23.1.

24.3 The Closing Date for the receipt of nominations is 30 April or such other date as shall be fixed by the Council.

24.4 The Nominations Committee shall interview all candidates for whom valid nominations have been received. The list of nominated candidates shall be sent to the Council for consideration at the June Council Meeting.

24.5 At the June Council meeting, the Nominations Committee shall advise the Council on the strength of and support for each candidate.

24.6 If the election is uncontested, those Council Members who are eligible to vote in accordance with Regulation 24.7 will be invited to approve the proposed candidate at the June Council meeting. Voting will be by a show of hands and the result will be confirmed at the Council Meeting. If the election is contested, Council Members will be balloted in accordance with this Regulation.

24.7 The following Council Members are not eligible to vote in an election for Honorary Officers:-

24.7.1 if they are candidates on the shortlist being elected for the Honorary Officer post; or

24.7.2 if they are the retiring Honorary Officer being replaced.

For the avoidance of doubt, Council Members who have nominated candidates for election are entitled to vote.

24.8 If there is a contested election for an Honorary Officer post, the Academy shall send out the ballot papers or an online voting access code to those Council Members who are eligible to vote in the election in accordance with Regulation 24.7, accompanied by the personal statements of each candidate and a copy of their CVs.

24.9 Council Members shall indicate their votes for the candidates in accordance with directions set out on the ballot papers or on the online voting system. If ballot papers are used, in order to be counted as a valid ballot paper, completed ballot papers must be returned to the Office in sealed envelopes by the date stated on the ballot papers, which shall be not more than four weeks from the date on which the ballot papers were sent out by the Academy. If an online voting system is used, Council Members must follow the online instructions and cast their votes accordingly.

24.10 Within one week of the closing date of the ballot, the Academy shall count the votes cast in the presence of an Ordinary Fellow appointed as scrutineer. The scrutineer may not be an existing Council Member, or candidate for the post of Honorary Officer being elected. If an online system is used, the Council shall ensure that the votes cast are verified in such manner as the Council considers appropriate.

24.11 Where there are more than two candidates for one vacancy, the candidate with the most votes will be deemed elected. If the vote is tied, the Chair of the Nominations Committee will have a casting vote.

24.12 If a ballot is held in accordance with this Regulation, the Council shall be informed of the election result within one week of the ballot being counted and the result ascertained.

24.13 The Academy shall inform the Fellows of the result of the election by publishing the result on its website within four weeks of the Council being notified of the result.

24.14 The incoming Honorary Officers will take up the post with effect from the next Annual General Meeting following the election, or on a date the Council shall determine.

24.15 If the process for election of Honorary Officers is run at any other time in the year, the Council will specify the timetable by which each element of the process must be completed.

ELECTION OF ORDINARY COUNCIL MEMBERS

25. Election and Eligibility

25.1 The Ordinary Council Members shall be elected by the Ordinary Fellows from among the Ordinary Fellows in accordance with Bye-law 11 and these Regulations. Ordinary Fellows elected to hold office as Ordinary Council Members shall serve the Academy in a personal capacity and not as representatives of their affiliated institutions.

25.2 No Ordinary Fellow may be nominated for election as an Ordinary Council Member in circumstances such that, had they already been an Ordinary Council Member, they would have been disqualified under the provisions of Bye-law 14 or these Regulations.

25.3 Retiring Ordinary Council Members are not eligible for re-election as Ordinary Council Members unless at least one calendar year has passed since they ceased to hold office as an Ordinary Council Member.

26. Nomination of candidates

26.1 In August or September each year, the Academy shall inform the Ordinary Fellows of the anticipated retirement of the Ordinary Council Members at the next Annual General Meeting and seek nominations for candidates for election to replace the retiring Ordinary Council Members.

26.2 The notice to the Ordinary Fellows:-

26.2.1 shall include the full list of the Honorary Officers, the Ordinary Council Members and the Co-opted Council Members, along with guidance notes on the election process and dates for the following year's Council meetings, if known; and

26.2.2 may identify preferences with regard to discipline, geography, and other areas of diversity, in order to maintain an appropriate balance of skills and experience on the Council.

26.3 Subject to Regulation 26.4, only Ordinary Fellows may nominate another Ordinary Fellow for election as an Ordinary Council Member, providing that they have agreed to be nominated. Each nomination must be signed by three Ordinary Fellows in such form as the Council may determine and candidates must countersign the nomination to indicate their willingness to serve in the role if elected. Electronic signatures will be accepted.

26.4 Retiring Ordinary Council Members and the Honorary Officers are not permitted to nominate candidates, or be nominated as candidates, for election as Ordinary Council Members.

26.5 A nomination must include the following elements in order to be a valid Ordinary Council Member nomination:-

26.5.1 a completed nomination signed by three nominating Ordinary Fellows and countersigned by the nominated candidate;

26.5.2 the candidate's supporting statement (maximum length 300 words); and

26.5.3 it must be received by the Office, marked for the attention of Executive Director by the closing date.

27. Election of Ordinary Council Members

27.1 In October, the Academy shall send out ballot papers to all Ordinary Fellows, accompanied by:-

27.1.1 the personal statements of each eligible candidate for whom a valid nomination has been received; and

27.1.2 the names of the nominators for each candidate.

27.2 Ordinary Fellows shall indicate their rankings of the candidates in accordance with directions set out on the ballot papers or electronic voting system. In order to be counted as a valid ballot paper, completed ballot papers must be returned to the Office in sealed envelopes by the date stated on the ballot papers. In order to cast a valid electronic vote, the Ordinary Fellow must comply in full with any instructions provided online.

27.3 Within one week of the closing date, the Academy shall count the ballots cast in the presence of an Ordinary Fellow acting as scrutineer. The scrutineer may not be a candidate for election. The votes shall be counted using the single transferable voting system and the candidates receiving the most votes will be deemed elected. If the ballot is conducted electronically, the votes cast will be verified in such manner as the Council may determine.

27.4 The candidates and all Council Members will be notified of the election result not more than seven days following the result of the ballot being agreed by the scrutineer and the Fellows shall be informed at the Annual General Meeting.

APPOINTMENT OF CO-OPTED COUNCIL MEMBERS

28. Eligibility for appointment as a Co-opted Council Member

28.1 The Council may co-opt up to five Co-opted Council Members in accordance with Bye-law 13. A person need not be a Fellow in order to be eligible for appointment as a Co-opted Council Member but at any one time no more than two Co-opted Council Members shall not also be Fellows.

28.2 Any person appointed as a Co-opted Council Member shall serve the Academy in a personal capacity, and not as representatives of their affiliated institutions.

28.3 No person may be appointed as a Co-opted Council Member in circumstances such that, had they already been a Co-opted Council Member, they would have been disqualified under the provisions of Bye-law 14 or these Regulations.

29. Appointment of Co-opted Council Members

29.1 Following the announcement of the results of the election of Ordinary Council Members, the Honorary Officers will consider the balance and composition of the Council, consult with the Nominations Committee, and prepare recommendations to the Council for appointing Co-opted Council Members, if considered necessary.

29.2 When considering appropriate candidates for co-option and preparing recommendations to the Council, the Honorary Officers will take into account factors including:-

29.2.1 balance of clinical and non-clinical Fellows;

29.2.2 subject balance (as reflected in the Sectional Committees);

29.2.3 geographical distribution;

29.2.4 gender balance;

29.2.5 balance of academic and industrial experience; and

29.2.6 any other skills set which the Council may require as trustees of the Academy.

29.3 Recommendations to the Council may include the re-appointment of existing Co-opted Council Members (subject to Bye-law 13.4).

29.4 The Council shall consider the recommendations of the Honorary Officers at the next Council meeting and shall vote on the appointment of any persons as Co-opted Council Members by show of hands. Any such appointment will take effect from the date on which the proposed Co-opted Council Member indicates that they are willing to act.

29.5 Candidates will be notified whether they have been appointed as Co-opted Council Members not more than seven days following the Council meeting at which the appointments were made.

29.6 The Academy shall inform the Fellows of the appointment of any Co-opted Council Members by publishing the appointments on its website.

30. Retirement of Co-opted Council Members

Co-opted Council Members shall automatically retire at the next following Annual General Meeting. However, they may be re-appointed as a Co-opted Council Member, subject to the restrictions in Bye-law 13.4.

31. Transitional Arrangements – period prior to the transfer

31.1 The first Council Members on the date of the Charter will be the persons who were members of the Council of the former Company at the date of the Charter. If prior to the date of transfer of the assets and undertakings of the former Company to the Academy, the members of the Council of the former Company shall change, the Council of the Academy shall appoint or remove such persons such that the composition of the Council of the Academy reflects the composition of the Council of the former Company. Any person so appointed shall hold office until the end of their respective terms of office.

31.2 Thereafter the Council Members shall be elected or appointed in accordance with the Constitution.

Date of Council's adoption of these Regulations: 18 June 2020