A meeting may be conducted wholly or partially by electronic means, whereby some or all participants can be heard and can hear, but are not necessarily in the same location. All other requirements of these Terms of Reference apply to the meeting.

14. BUSINESS RULES
- See Appendix 1: The Queensland Maternal and Perinatal Quality Council Business Rules, and
- See Appendix 2: Queensland Maternal and Perinatal Quality Council Annual Self-Assessment

15. MODUS OPERANDI OF COUNCIL RECOMMENDATION DEVELOPMENT
The Council will seek expert clinical input to proposed recommendations prior to their promulgation and reporting (see item 6), from:
- SMNCN
- PHMLG
APPENDIX 1: Queensland Maternal and Perinatal Quality Council Business Rules

1. Agenda and Records

- Members wishing to place items on the agenda must notify the Secretariat at least 10 working days prior to the scheduled meeting.
- Papers, submissions and reports are to be received by the Secretariat no later than 10 working days prior to the meeting via email.
- Agenda and relevant papers will be sent out to all members five (5) working days prior to the meeting in accordance with the QMPQC Privacy Policy.
- Late agenda items and papers will be tabled at the discretion of the Chair. Requests or urgent / late items should be submitted to the Secretariat in the first instance.
- Minutes will be distributed to members within 10 working days of the meeting.
- Minutes of meetings shall be submitted to Council members for ratification at the next subsequent meeting of the Council.
- When confirmed, minutes shall be signed by the Chair and will be taken as evidence of the meeting.
- Minutes will be stored for at least 10 years.

2. Role of Secretariat

- Prepare an agenda and supporting papers.
- Distribute agenda and supporting papers as per section 1.
- Arrange meetings and venues and advise Members of same.
- Prepare and distribute minutes as per section 1.
- Maintain a record of all the Council minutes, action items, correspondence and other documentation in regard to the Council's deliberations.
- Notify relevant stakeholders of actions arising which require their attention.
- Maintain records of attendance.

3. Special Meetings and Out-of-Session Papers

- Special meetings may be called at the discretion of the Chair.
- Urgent issues may arise which require Members to consider papers Out-of-Session.
- In these instances, the Member putting forward the urgent matter will be required to liaise with the Secretariat and ensure that all Members are appropriately briefed to enable informed deliberations to be made.
- Any urgent matters unable to be deferred until the next Council meeting can be managed as an Out-of-Session paper. The Out-of-Session paper and cover sheet will be sent to Members via email with a requested response date.
- For a resolution to be approved, the majority of Members must indicate their endorsement by the response date.
- If approved, the resolution will be entered into the minutes of the next meeting.
- If not endorsed by a majority of Members, the item is deferred until the next Council meeting.

4. Induction & Development

The following information is to be provided to new Members prior to their first Council meeting:
• Terms of Reference
• Business Rules and guidelines for meeting conduct
• Queensland Health Governance Committees Structure
• Contact details of the Council Members
• Advance schedule of meetings
• Copies of significant policy or other documents that relate to issues discussed by the Council, as relevant at the time of induction
• The Council Annual Work Plan

Members may be requested to attend nominated training relevant to the level of responsibilities discharged as a Council Member.

5. Recruitment of members

• A call for nominations to serve on the Council will be promulgated every two years or in the event of a mid-term resignation of a Council member via relevant professional and consumer bodies. These will include but are not limited to:
  o SMNCN
  o PHMLG
  o Royal Australian and New Zealand College of Obstetrics and Gynaecology
  o Australian College of Midwives
  o Perinatal Society of Australia and New Zealand
  o Australian College of Neonatal Nurses
  o Division of General Practice
  o Stillbirth And Neonatal Death Support Group (SANDS)
  o Maternity Coalition
  o Consumer Representative

• Membership is determined by a selection panel which includes a representative group of three district CEOs, a representative of the PSQEC and a representative of the PHMLG, and the Chair of the QMPQC

6. Termination of Membership

• The Council may terminate the membership of a Member if they are no longer eligible for the position to which they were nominated (e.g. no longer registered as a medical practitioner).
• The Council may, by two thirds majority, determine that a Member is no longer a Member of the Council.
• Circumstances where this would occur may include, but are not limited to, persistent non-attendance without reasonable excuse (3 consecutive meetings).
• The Council will formally discuss and recommended actions regarding termination of Council members.

7. Specified Information to be given to the Director-General of Queensland Health

The Council must, as soon as practicable after an individual becomes, or ceases to be, a member of the Council, give CPIC a written notice containing the following information:
• When an individual becomes a member:
  o the individual's full name and qualifications
  o the individual's office or position
  o a summary of the individual's experience that is relevant to the Council's functions
  o the date the individual became a member

• When an individual ceases to be a member:
  o the individual's full name
  o the date the individual ceased to be a member.

8. Interpretation of Terms of Reference

Any dispute or difference which may arise as to meaning or interpretation of these Terms of Reference and as to the conduct of a meeting shall be resolved by the Chair.
APPENDIX 2: Queensland Maternal and Perinatal Quality Council Annual Self-Assessment

The Council is to undertake an annual self-assessment of its performance against the Terms of Reference and work plan.

The self-assessment is to cover the following, as a minimum:

- Has the Council achieved the objectives of the work plan?
- Has the Council adequately discharged its responsibility under its approved Terms of Reference?
- How effective has the Council been in meeting the Council’s identified purpose and functions?
- Do the Council Terms of Reference remain relevant? If not, why not, and what changes are required?
- Does the Council meet and report with sufficient frequency to discharge its delegated responsibility?
- Does the Council possess an appropriate mix of skills and knowledge?
- Are quorums achieved at all meetings?
- Is the attendance of individual the Council members satisfactory (i.e. 75%)?
- Are matters requiring the Council deliberation submitted in writing and adequately explained?
- Are agendas and meeting papers circulated in sufficient time to allow proper consideration by the Council members prior to meetings?
- Is the Council able to obtain all the information it requires?
- Are resolutions of the Council documented and communicated to appropriate bodies in a timely manner?
- Are minutes and meeting papers appropriately documented and stored?
- Are the Council’s endorsed recommendations regularly reviewed and followed up to ensure the required action has been taken?