

## ESA POLICY

### **National Anaesthesia Societies Committee (NASC)**

The national societies of anaesthesiologists within Europe form a *National Anaesthesia Societies Committee (NASC)* within the European Society of Anaesthesiology (ESA).

#### **1. Aims of the National Anaesthesia Societies Committee (NASC)**

NASC will seek to establish close relationships between the ESA, European National Societies of Anaesthesiology and the World Federation of Anaesthesiologists (WFSA). It will encourage and assist in the formation of new national societies of anaesthesiologists in Europe, and it will support education and conduct of anaesthesia in less affluent European countries with special needs.

#### **2. Society Membership**

##### 2.1. Society Membership

Society Membership is defined and governed by section 5 of the ESA By-Laws.

##### 2.2. Associate Membership

As per article 5.4.4. of the ESA By-Laws, Associate Membership of NASC may be granted to societies that are unable, by virtue of government restrictions to comply with their obligation to pay the annual subscription to the ESA. Societies who wish to be considered for Associate Membership status must present their case, in writing, to the NASC who will vote on the matter. Associate Membership may be granted to a National Society for a maximum of two consecutive years. Beyond the two-year period, approval of the ESA Board of Directors must be obtained by the NASC.

##### 2.3. Termination of Membership

2.3.1. Termination of Society Membership is defined and governed by section 5 of the ESA By-Laws.

2.3.2. The ESA and the WFSA shall inform each other in case of termination of Society Membership of any Member Society.

#### **3. National Anaesthesia Society Committee (NASC)**

##### 3.1. Composition

The NASC shall consist of a Chairman and eight additional members. The NASC may co-opt up to two additional persons according to special needs identified during the course of its work. They shall not have voting rights.

### 3.2. Duties

3.2.1. NASC shall carry out the resolutions of the NASC General Assembly. It shall act as an advisory committee to the ESA Board of Directors and ESA Council. NASC shall advise the ESA Board of Directors in matters concerning the relationship with the European National Societies of Anaesthesiology and the WFSA.

3.2.2. The Chairman with the support of the ESA Secretariat shall conduct the day-to-day business of NASC and keep a record of the minutes of the General Assembly and of meetings of NASC, and inform all Member Societies of interim decisions of NASC. The Chairman shall be a member of the ESA Board of Directors with full rights.

### 3.3. Election

The NASC General Assembly shall elect the members of the NASC as follows:

3.3.1. Election shall be by secret ballot.

3.3.2. Excluding the Chairman, only one member of NASC may be elected from any one Member Society.

3.3.3. All nominees for membership on NASC shall be or have been delegates to a NASC General Assembly and be members in good standing in their constituent Member Societies. They shall be nominated by their national society and shall be present at the General Assembly at which they stand for office.

3.3.4. Nominations for candidature for election to the NASC shall be proposed, seconded, accepted and signed by the nominee, nominator and second nominator. Nominations shall be received in writing by the ESA Secretariat no later than two months before the NASC General Assembly at which the election will occur. Each Member Society is entitled to nominate one candidate to participate in the election.

3.3.5. The Chairman of NASC shall be elected by the NASC General Assembly by a simple majority vote, allowing his official appointment by the ESA Board of Directors in accordance with article 10.2 of the By-Laws of the ESA. Candidacy for the Chairman shall be received by the ESA

Secretariat no later than two months in advance of the election and will be announced in the agenda of the NASC General Assembly. The Chairman will normally have served as NASC member at some time.

3.3.6. Eight members of the NASC shall be elected by the NASC General Assembly allowing their official appointment by the ESA Board of Directors in accordance with article 10.2 of the By-Laws of the ESA. Those eight candidates receiving most votes will be elected. In the event that two candidates are competing for the remaining eighth position, voting shall continue until one of the candidates receives the majority of votes.

3.3.7. The Chairman of NASC cannot simultaneously hold another position on the ESA Board of Directors other than that of NASC Chairman.

3.3.8. All NASC members shall hold personal ESA membership in good standing at the time of their nomination, election and throughout their mandate.

#### 3.4. Term of Office

##### 3.4.1. Chairman

The term of office shall be 2 successive 1-year terms of office. Term of office normally starts at January 1 and ends on December 31 of each year.

##### 3.4.2. Other NASC members

Other NASC members shall serve for a period of two years, normally for the period January to December, until succeeded by election at the next regular NASC General Assembly. Each NASC member is eligible for re-election for a second term.

3.4.3. When a vacancy on NASC occurs for any reason between elections, NASC itself shall co-opt a successor to fill the non-expired term until the next NASC General Assembly.

#### 3.5. Voting

The NASC shall make decisions by majority vote. In the case of equal vote, the vote of the Chairman shall prevail. A majority of elected members of NASC shall constitute a quorum for transaction of business by NASC.

#### 3.6. Meetings

3.6.1. NASC shall meet before each session of the Advisory Committee of Presidents and the NASC General Assembly.

### 3.6.2. Extraordinary meetings

Special meetings of NASC may be called by the Chairman, at a time and place determined by the Chairman or his designate, whenever he/she believes the interests of NASC so require and whenever he/she receives a request for the consideration of special business from not less than a majority of members of NASC.

### 3.7. Business by Correspondence

The Chairman of NASC shall decide what business may be conducted by correspondence, and he/she may request members of NASC to cast their vote on such business in writing, cablegram, facsimile or e-mail.

### 3.8. Minutes

The ESA Secretariat shall keep the minutes of each meeting of NASC in cooperation with the NASC Chairman and shall distribute the minutes to all members of NASC, the ESA Secretary and the WFSB Board within two months of a meeting. The minutes shall be approved by NASC at its next meeting.

## 4. NASC General Assembly

### 4.1. Composition

The NASC General Assembly will be composed of the Chairman and the Committee members of NASC, and the official and alternate delegates of the national Member Societies from within Europe. The Chairman of NASC shall serve as the Chairman of the NASC General Assembly.

### 4.2. Delegates

4.2.1. Each Member Society shall be entitled to representation by duly nominated official delegates. Such official delegates shall attend the sessions of the NASC General Assembly and each shall carry one vote.

4.2.2. Member Societies in good standing shall be entitled to send delegates to the NASC General Assembly according to the number of members for which it has paid membership fees on the following scale:

Number of members	Number of Delegates
250 or less	1
251-500	2
501-1000	3

1001-2000	4
2001-3000	5
each further 1000 or fraction	1

Once a list has been established of official delegates nominated to represent a Member Society at an NASC General Assembly or Extraordinary Meeting of the NASC General Assembly, the Member Society shall communicate the names and contact details of each official delegate to the ESA Secretariat no later than two months before a meeting of the Assembly. Invitations, agenda and voting ballots will be communicated to the official delegates or to the Secretary of a National Society as per the official list of participating delegates.

4.2.3. Each Member Society shall be entitled to representation by duly nominated official delegates. When an official delegate is unable to attend the General Assembly, an alternate delegate from the respective Member Society may be nominated to replace the official delegate. The alternate delegate then assumes the right to exercise the vote. The respective Member Society shall communicate in writing to the NASC Chairman and the ESA Secretariat the name of the alternate delegate. Such notification shall be received by the ESA Secretariat no later than 15 days before the General Assembly.

4.2.4. Observer delegates without voting power may be invited to attend the NASC General Assembly at the discretion of the Chairman of NASC. The Member Society who wishes to invite observer delegates shall communicate in writing to the NASC Chairman and the ESA Secretariat the name(s) and contact detail(s) of the observer delegate(s) no later than one month before a meeting of the General Assembly.

4.2.5. Term of participation

The term of participation in the NASC General Assembly for official and alternate delegates shall be two years, renewable once. Term of participation starts on January 1 and lasts until December 31 of the following year. The maximum consecutive duration of participation in the NASC General Assembly shall be four years.

#### 4.3. Powers and Duties

4.3.1. The NASC General Assembly shall determine and control the policies of the NASC.

4.3.2. The NASC General Assembly shall elect the members of NASC.

#### 4.4. Meetings of the NASC General Assembly

4.4.1. The NASC General Assembly will usually be held every two years (in the odd years), usually during a ESA annual meeting, and at such other times and places as may be determined by NASC.

##### 4.4.2. Extraordinary Meeting

An Extraordinary Meeting of the NASC General Assembly may be called by NASC on its own initiative, as and when deemed necessary and must be called by NASC within 3 months of a request by one third or more of its Member Societies of NASC. Usually, an Extraordinary Meeting of the NASC General Assembly shall be held during an ESA Annual Meeting.

4.4.3. Expenses for travel and accommodation for any meeting of the NASC General Assembly shall be the responsibility of each delegate.

4.4.4. The ESA Board of Directors and the WFSA Board representatives shall be invited to attend ordinary and extraordinary NASC General Assemblies.

#### 4.5. Voting

4.5.1. Each official delegate and each member of NASC shall have one vote. In case of equal vote, the vote of the Chairman of the NASC shall prevail.

4.5.2. All elections and other decisions of the NASC General Assembly shall be determined by the affirmative vote of the majority of those voting.

4.5.3. There are no proxy votes.

4.5.4. The presence of half of the delegates eligible to vote shall constitute a quorum for transacting business of the Assembly.

4.5.5. Any member of the ESA Board of Directors may exercise a vote only if he/she is also an official delegate of his/her Member Society within Europe.

#### 4.6. Order of Business

4.6.1. The NASC Chairman, in consultation with the members of NASC, the ESA Board of Directors and the Advisory Committee of Presidents shall prepare the agenda of the NASC General Assembly.

- 4.6.2. In deciding on matters to be placed on the agenda of the NASC General Assembly, the Chairman shall co-operate and consult with the Member Societies who may want some items to be considered for the agenda.
- 4.6.3. The ESA Secretariat in co-operation with the NASC Chairman shall forward the agenda by reliable means to the Member Societies with notice of the Assembly no later than two months prior to the Assembly.
- 4.6.4. Following the General Assembly, the minutes thereof shall be distributed to the Secretary of each Member Society of NASC, and be forwarded to their official and alternate delegates who attended the Assembly, to each member of NASC, to the ESA Board of Directors and to the WFSA Board.

## **5. Advisory Committee of Presidents**

### **5.1. Purpose**

The role of the Advisory Committee of Presidents will be to discuss matters of concern to individual National Societies, to discuss matters of concern to all anaesthesiologists in Europe, and to act as an advisory committee to NASC and to the ESA Board of Directors.

### **5.2. Membership**

All Presidents of Member Societies shall constitute the Advisory Committee of Presidents.

### **5.3. Meeting**

5.3.1. The Advisory Committee of Presidents will normally meet on an annual basis, usually at the time of the Annual Meeting of the ESA.

5.3.2. The Chairman of NASC will establish the agenda for meetings and forward it to the ESA Secretariat no later than 10 weeks in advance of the meeting. The ESA Secretariat will circulate this together with notification of the meeting to all participants 2-two months in advance of that meeting.

5.3.3. The Chairman of NASC or his/her nominated deputy will chair meetings of the Committee.

5.3.4. The NASC and the ESA Board of Directors will participate in the annual meeting of the Advisory Committee of Presidents.

5.3.5. A President not able to attend the meeting may send a delegate member of the National Society's Board of Directors. The NASC Chairman shall be notified of this in writing prior to the meeting.

5.3.6. Each President of a National Society assumes his/her own travel and accommodation expenses for this meeting.

#### 5.4. Minutes of the Meeting

The ESA Secretariat shall record and in co-operation with the NASC Chairman produce the minutes of the meetings. Within two months of a meeting, the minutes shall be circulated to the Advisory Committee of Presidents, the NASC members and the ESA Board of Directors and the WFSA Board.

## **6. Funds and Expenditure**

### 6.1. Funds

As set forth by the ESA by-laws, all National Member Societies of NASC shall pay a levy to the ESA. The levy shall be decided by the Board of Directors on the basis of agreements between the ESA and the WFSA, subject to approval by the NASC General Assembly and the ESA General Assembly.

### 6.2. Expenses

6.2.1. Under the terms and conditions of the ESA expense reimbursement policy, the ESA shall reimburse all reasonable travel, accommodation and subsistence expenses to enable the NASC to conduct its business.

6.2.2. Three months before the beginning of the calendar year, and in accordance with ESA budgeting policies, the NASC Chairman shall submit an annual budget proposal of expected income and expenses to the ESA Board of Directors for approval.

## **7. National Anaesthesia Societies Meetings**

The ESA, through NASC, and in conjunction with the ESA Education & Training Subcommittee may act as a co-sponsor of meetings of European National Societies, if requested by a National Society, and if deemed appropriate by the NASC and the ESA Board of Directors. A delegation proposed by NASC and approved by the ESA Board of Directors may attend such meetings. ESA co-sponsorship will not imply guaranteed financial or scientific involvement in that National Society meeting. Wherever possible co-sponsorship would involve scientific support of the meeting by the ESA.

Appropriate financial agreements regarding the net cost to the ESA of participation at such meetings, must be made in advance, and if not already reflected in the NASC annual operating budget be pre-approved by the ESA Board of Directors.

**8. Educational Programmes**

Educational programmes shall be encouraged in conjunction with the ESA Educational Committee.

**9. Liaison with Officers of the WFSA**

The President and Chairman of the Executive Committee of the WFSA may be invited in their official capacity to attend NASC meetings. The costs incurred for attendance at these meetings shall be borne by the WFSA representatives.