

**Regulation of the Thai Traditional Medical Council
Pertaining to Meetings of the Committee, Subcommittees, and Advisors
B.E. 2559 (2016)**

By virtue of Section 24 Paragraph 1 (4) (jor), Section 28 and Section 30 Paragraph 1 (1) of the Thai Traditional Medical Professions Act B.E.2556 (2013), the Committee of the Thai Traditional Medical Council with the approval of the Honorary President of the Thai Traditional Medical Council hereby issues this regulation as follows:

Section 1. This regulation is called “The Regulation of the Thai Traditional Medical Council Pertaining to Meetings of the Committee, Subcommittees, and Advisor B.E. 2559 (2016).”

Section 2. This regulation shall enter into effect as of the day after its publication in the Government Gazette.

**Title 1
Meetings of the Committee**

**Part 1
Meeting Chairperson and Secretary**

Section 3. The President of the Thai Traditional Medical Council shall serve as meeting Chairperson.

Section 4. If, at any meeting, the President of the Thai Traditional Medical Council is absent or unable to fulfill his/her duties as meeting chairperson, the First or Second Vice President of the Thai Traditional Medical Council in attendance shall serve as meeting Chairperson in his/her place, respectively.

If the Vice Presidents of the Thai Traditional Medical Council are absent and the President of the Thai Traditional Medical Council has not appointed a replacement, the Committee shall select one of the members in attendance to serve as meeting Chairperson.

Section 5. The Secretary General of the Thai Traditional Medical Council shall serve as meeting Secretary.

Section 6. If, at any meeting, the Secretary General of the Thai Traditional Medical Council is absent or unable to fulfill his/her duties as meeting Secretary, the Deputy Secretary General of the Thai Traditional Medical Council shall serve as meeting secretary in his/her place.

If both the Secretary General and Deputy Secretary General of the Thai Traditional Medical Council are both absent or unable to fulfill their duties, the meeting Chairperson shall select one of the Committee members in attendance to serve as meeting Secretary.

Part 2**Powers and Responsibilities of the Meeting Chairperson and Secretary**

Section 7. The meeting Chairperson has the following powers and responsibilities:

- (1) control and conduct meetings in accordance with the agenda;
- (2) maintain order at meetings;
- (3) allow or not allow other individuals to attend meetings;
- (4) exercise the powers and responsibilities given him/her by law or as stipulated in

this regulation.

Section 8. The meeting Secretary has the following powers and responsibilities:

- (1) prepare agendas and other documents for meetings;
- (2) send notification to call for meetings;
- (3) inform the meeting of rules or documents or confirm resolutions taken at meetings;
- (4) prepare reports of meetings;
- (5) keep all documents relating or relevant to meetings;
- (6) carry out other duties as assigned by the Chairperson or the meeting.

Part 3
Meetings

Section 9. Meetings must be attended by not fewer than one-half of the current members to constitute a quorum, and no outsiders may attend a meeting without the permission of the meeting Chairperson.

Section 10. No audio, video or other electronic recordings of meeting proceedings may be made, released or distributed outside the meeting without prior consent, unless such recordings are made by the Thai Traditional Medical Council.

Section 11. No outsider may attend a confidential meeting unless he/she receives permission from the meeting Chairman or the Committee for the purpose of making a statement or providing information to the meeting, and once this individual has made a statement or provided information to the meeting, he/she must leave the meeting immediately.

Section 12. Meetings of the Thai Traditional Medical Council shall comply with meeting resolutions or as the President of the Thai Traditional Medical Council deems appropriate, but the President of the Thai Traditional Medical Council may choose to cancel any meeting if he/she deems that there are no issues requiring a meeting of the Committee members.

Section 13. Calls for meetings must be made in written form unless an announcement has been made at a meeting and absent members have been notified.

Calls for meetings shall be made not less than seven days in advance, but if the President of the Thai Traditional Medical Council deems it appropriate to call a meeting less than seven days in advance or to call a meeting by some other means, he/she may do so in the case of an urgent matter.

Section 14. Notification of a meeting shall be accompanied by the agenda and other relevant documents except in the case of an emergency meeting, in which case Committee members shall be informed of the agenda and given any other relevant documents at the time the meeting is convened.

Section 15. A Committee member wishing to propose an issue for discussion at a meeting shall submit the issue to the meeting Secretary not less than ten days in advance, accompanied by any relevant documents.

Section 16. Meeting agendas shall be arranged in the following order:

- (1) items for the Committee's acknowledgement;
- (2) approval of minutes from previous meeting;
- (3) unfinished business;
- (4) items for consideration;
- (5) other matters.

Section 17. Prior to the day of the meeting, the meeting Secretary shall determine whether a quorum of members will be in attendance and inform the meeting Chairperson of such; if fewer than the required number of members will be in attendance, the meeting Chairman may decide to postpone the date of the meeting.

Section 18. The meeting shall be conducted as per the agenda unless the members in attendance vote to do otherwise.

Section 19. Anyone wishing to address the meeting shall raise his/her hand and may speak only when he/she has been recognized by the meeting Chairman.

Section 20. The meeting Chairman may seek the advice of the members in attendance on any issue, suspend, postpone, or adjourn the meeting as he/she deems appropriate.

Section 21. Reports of meetings shall include a summary of opinions and resolutions, reserved opinions, and a record of dissenting opinions of those opposed.

The report of each meeting must include a list of members in attendance, those who have requested leave, and those who are absent.

Section 22. Members of the Thai Traditional Medical Council may decide not to include all or any part of confidential matters in the report of a meeting, but such decisions shall be recorded in the minutes.

Section 23. Meeting agendas, accompanying documents, resolutions of the meeting, and approved minutes of previous meetings shall be made available to the public except when the meeting decides to deny disclosure or in matters impacting on an individual's personal rights.

It is expressly forbidden to make public any pictures, sounds, words, discussions, or other behaviors of a similar nature while the meeting is in session, unless the meeting makes a resolution otherwise.

Section 24. When, in a meeting, members are in the process of considering an item, no other item may be put forward for consideration except in the following cases:

- (1) a request to consider the item together with other identical or similar items on the agenda;

- (2) a request to forward the item to a subcommittee for consideration or to summon an individual to provide facts or an opinion on the item under consideration;
- (3) a request to combine or separate key points for consideration or for a vote;
- (4) a request to postpone consideration;
- (5) a request to adjourn the meeting.

Part 4

Voting

Section 25. In making a resolution, the meeting Chairperson shall propose the resolution to be voted on.

Section 26. Voting on proposed resolutions may be done in two ways:

- (1) by open voting;
- (2) by secret ballot.

Voting on resolutions shall be open unless not less than one-half of the members in attendance propose that voting be secret, in which case the voting shall be done by secret ballot.

Section 27. In the case of open voting, members shall raise their hands above their heads; in the case of secret voting, members shall write their vote on the piece of paper provided for this purpose.

Section 28. Motions shall be carried by a simple majority of votes, with each member casting one vote. In the event of a tie, the meeting Chairperson shall cast an additional vote which shall be the deciding vote; except in the case of a motion to terminate a Thai Traditional Medical Council member's membership under Section 14 (4) or a vote to confirm a resolution under Article 30 final paragraph of the Thai Traditional Medical Professions Act B.E. 2556 (2013), when a vote of not less than two-thirds of the Committee members in attendance is required.

Title 2

Meetings of Sub-committees and Advisors

Section 29. The Chairperson of the sub-committee or board of advisors shall serve as meeting chairperson.

Section 30. Title 1 shall apply to meetings of sub-committees and boards of advisors *mutatis mutandis*.

Given on 25th April B.E. 2559 (2016)

Pichet Banyat

First Vice President of the Thai Traditional Medical Council

Acting on behalf of the President of the Thai Traditional Medical Council