

# KINGDOM OF CAMBODIA

**Nation Religion King**



*(Informal Translation)*

**Cambodian Midwives Council**

## CMC INTERNAL REGULATION

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### Chapter 1

#### Section 1: Mission

Article 1:

Cambodian Midwives Council has a mission in compliance with Royal Decree N° NS/RKT/0906/389 on the establishment of Cambodian Midwives Council dated on September 18, 2006.

#### Section 2: Headquarter

Article 2:

NMC Head Office is located in the Ministry of Health, 151-153, Kampuchea Kraom Avenue, Sangkat Mittapheap, Khan 7 Makara, Phnom Penh.

#### Section 3: Secretariat

Article 3:

Secretariat is situated in NMC Head Office, comprising of one Secretary General, one Deputy Secretary General, one Financier, one Deputy Financier and some secretaries as assistants.

Article 4:

The Secretary General has a duty to govern and take the lead with all the activities of NMC.

## **Section 4: The Role of NMC**

Article 5:

Detailed roles and duties of NMC members are defined by separate appendix stipulated the duties and responsibilities.

## **Section 5: Delegation**

Article 6:

- When the president is absent, delegation must be made in writing or by telephone in case of emergency, and letter of delegation must be made later to serve as records.
- In case the president is absent eventually encountered accident and unable to make delegation, the vice president in sequence shall be automatically delegated.

## **Chapter 2**

### **CMC Meetings**

Article 7:

- NMC Executive has two meetings a month, at 14:30 every Friday of the first and third week.
- If necessary, extraordinary meetings shall be held at the invitation of the NMC president or delegated vice president. The invitation with a clear agenda of the meetings enclosed is made by writing or telephone at least one day before the meetings.
- At the end of each meeting, the chairman must conclude the result of the meeting and set up new agenda for the next meeting.

## **Chapter 3**

### **Meetings of CMC**

#### **Section 1: Meetings**

Article 8:

- NMC ordinary meetings shall be held two times a year except for a of 2-year and 6-year mandate that shall be defined by the Council.
- If necessary and urgent, extraordinary meeting shall be held at the invitation of NMC president or delegated vice president.

Article 9:

- The NMC's meeting can be held only if the members of 50% + 1 of the total members are able to attend.
- In case the meeting does not constitute the 50% +1 quorum the meeting of NMC shall be automatically delayed to the next time. NMC shall reproduce the invitation for the 2<sup>nd</sup> meeting.
- The 2<sup>nd</sup> meeting shall be held 15 days after the 1<sup>st</sup> meeting. During that time, the meeting shall be held without any condition even if it does not constitute the quorum.

Article 10:

- Agenda of ordinary meetings shall be prepared by the Secretary General with the approval of the NMC meetings.
- Any agenda which NMC members want to include in the program of ordinary meetings shall be referred to the Secretary General one month before the meetings so that she can prioritize them and send to the president for decision.
- When necessary in the meetings, the chair of the meetings has the rights to include any other agendas, and members are also allowed to do that if there is an approval from the chair.

Article 11:

- Every decision of the meetings which is considered reliable shall be voted by attended members at least 50% + 1 through voting or election.
- In case an equal number of votes, the vote of the chair is considered to be preponderant.

Article 12:

Every absence of the NMC members from the meetings shall be clarified the reason(s) through a written letter or by telephone.

## **Section 2: Annual Meeting**

Article 13:

NMC shall hold the annual meeting at the end of every 2-year mandate. The meeting is attended by NMC members and the presence of some Chairmen and honorary guests which NMC considers it important. The meeting is chaired by the NMC President.

Article 14:

Report on activities in the 2-year mandate, financial report and objectives as well as NMC Executive election for new mandate shall be made in the meeting.

Article 15:

- In the Executive election for the new mandate, the old Executive shall be terminated after a 3-member election committee is formed and approved by the meeting.
- The committee leads the election process until the declaration of the final result and then transfers the job to the Chief Executive to dissolve. The NMC's new Chief Executive shall make her commitment to the conference on behalf of the executive team.

### **Section 3: The NMC General Meeting**

Article 16:

NMC shall prepare a general meeting when completing its mandate. Owing to most of NMC members are not able to attend the general meeting, RMC and P&MMC shall assign their representatives at any specific amount defined by the NMC to attend the meeting chaired by the NMC President.

Article 17:

The purpose of the meeting is to provide discussion and approve important principles, report the activities for the last 6 years and set new objectives to carry out in the next 6 years as well as prepare the provincial and municipal representative election in order to form the new Executive team.

Article 18:

- The general meeting can be held only if members of 50% + 1 of all invited members are able to attend.
- Procedures and process of the election shall be carried out in accordance with the contents stipulated in Article 15 of the regulation.

## **Chapter 4**

### **RMC Meetings**

Article 19:

- RMC shall hold a meeting every 6 month chaired by the president or delegated vice president to control and deal with the regional tasks.
- If necessary, the president may call an emergency meeting to deal with problems such as complaints from other provinces and municipalities in the region. In case it deals with complaints or disciplinary action, the meeting shall be complied with the contents

stipulated in Articles 22, 23, 24, 25, 26, 27, 28 and 29 of the Royal Decree on the establishment of CMC.

## **Chapter 5**

### **Meeting, Annual Meeting and General Meeting**

#### **Section 1: The Meeting**

Article 20:

RMC may attend the meetings held by P&MMC in its region if the RMC president thinks that it is necessary.

#### **Section 2: 2-year mandate Annual Meeting**

Article 21:

RMC shall hold its annual meeting every 2 years with the participation by all of its full and reserve members and other members when necessary. The meeting is held under the chairmanship of RMC president and NMC representative.

Article 22:

Report on activities of the mandate, financial report and RMC's new objectives as well as the Executive election shall be raised in the meeting.

Article 23:

- RMC Annual Meeting can be held only if full members of 50% + 1 and reserve members of 50% + 1 are able to attend.
- Procedures and process of the election shall be complied with the contents stated in Article 15 of the Royal Decree.

#### **Section 3: General Meeting**

Article 24:

- When the 6-year mandate is finished, RMC shall have a general meeting to do annual report and the achievements in the past 6 years for its members, set new objectives to implement in the next 6 years and select the full Executive and reserve members for the next mandate throughout election.
- The general meeting shall be chaired by the RMC President concerned with the participation by honorary representatives from NMC, P&MMC, provincial authority representatives and key representatives from other relevant provincial and municipal organizations.

- All full and reserve members of RMC, representatives from P&MMC who will be selected as RMC members shall be invited to attend the general meeting as full members.

Article 25:

- The general meeting can be held only if the invited members of 50% + 1 are able to attend.
- The process and procedures of the election shall be carried out in compliance with the contents stipulated in Article 15 of the regulation.

## **Chapter 6**

### **P&MMC Executive Meeting**

Article 26:

- P&MMC Executive shall have a monthly meeting in order to regularly follow up the registration of midwives with CMC as well as the contribution fee of individuals, especially Medical and Para-medical business.
- In special cases, if necessary, an extraordinary meeting may be held at the invitation of the president or delegated vice president. The invitation which enclosed a clear agenda of the meeting shall be issued at least a day before the meeting by writing or telephone.
- Every meeting shall be led by the president and delegated vice president.
- When the meeting is finished, the Chairman shall review and set up new agenda for the next meeting. Every meeting shall have written reports to make records, with sending a copy to RMC and NMC.

## **Chapter 7**

### **Meeting, Annual meeting and General Meeting of P&MMC**

#### **Section 1: The Meeting of P&MMC**

Article 27:

- P&MMC ordinary meeting shall be held twice a year, except 2-year and 6-year mandate annual meeting which will be determined by P&MMC.
- In case of necessity and emergency, extraordinary shall be held at the invitation of the P&MMC President or delegated vice president.
- The meeting is held with the aim of propagating decision on regulations and vital information of NMC, and discussing some key issues of P&MMC.

#### **Section 2: 2-year Annual Meeting of P&MMC**

Article 28:

- P&MMC shall have annual meeting every 2-year mandate. The meeting is attended by all P&MMC full and reserve members.
- P&MMC annual meeting shall be chaired by PMC President, RMC and NMC representatives, and some other members if PMC considers it necessary.

Article 29:

2-year mandate report, financial report and P&MMC objectives for the next two years shall be raised in the meeting, and the election to select P&MMC Executive team for the next 2 years shall be held during the meeting.

Article 30:

- P&MMC Annual Meeting can be held only if full members of 50% + 1 and reserve members of 50% + 1 are able to attend.
- The process and procedures of the election shall be complied with the contents stated in Article 15 of the regulation.

### **Section 3: P&MMC General Meeting**

Article 31:

- When completing its 6-year mandate, P&MMC shall hold a general meeting to report to its members on previous activities and achievements during the past 6 years and to set up new objectives as well as to select full and reserve members for the next 6 years through election.
- The general meeting shall be chaired by the P&MMC President concerned with the participation by honorary representatives from NMC, RMC, provincial/municipal authority representatives and key representatives from other relevant provincial and municipal organizations.

Article 32:

- All CMC members who are in municipalities and provinces concerned shall be invited to be full members of the general meeting. If the municipalities and provinces with majority of members attending the meeting, the participation shall be determined by P&MMC.
- The general meeting can be held only if members of 50% +1 out of the selected members to be invited are able to attend.
- The process and procedures of the election shall be complied with the contents stated in Article 15 of the regulation.

## **Chapter 8**

### **Disciplinary Unit**

Article 33:

- Disciplinary unit is an executive team selected from NMC in accordance with Article 33 of the Royal Decree on the establishment of Cambodia Midwives Council to control, assess and impose sanctions against CMC members who are found guilty of professional misconduct against midwifery code of ethics.
- Disciplinary unit shall attend the meeting with RMC to control and assess the professional misconduct of CMC members at the invitation of or informed by RMC.
- Disciplinary unit does not lead the meeting but has the rights to give advice or make rejection.

Article 34:

- RMC meeting with the participation by the NMC's disciplinary unit may impose sanctions against any member who is found guilty of misconduct in compliance with Article 27 of the Royal Decree on the establishment of CMC.
- All decisions of the meeting about the punishment shall do report to NMC.
- Before imposing sanctions related to professional misconduct of a midwife, RMC shall inform the employer of the midwife.

## **Chapter 9**

### **Financial and Internal Audit Committee**

Article 35:

- Financial and Internal Audit Committee is established in NMC in compliance with Article 37 of the Royal Decree on the establishment of CMC. The committee is comprised of one president and two members.
- Financial and Internal Audit Committee's duty is to control the account and allocate the CMC's budget at all levels (national level, regional level and provincial/municipal level).
- After being allowed by the president of NMC, Financial and Internal Audit Committee shall control each organization at least once a year without information about the account and budget allocation of NMC, RMC and P&MMC in advance.
- At the end of the year, Financial and Internal Audit Committee shall do report on its activities to NMC.



## **Chapter 10**

### **Membership Fee**

Article 36:

- Referring to Article 36 of the Royal Decree on the establishment of CMC, a midwife shall pay membership fee of 20.000R for registration to PMC in the province or municipality where she lives in.
- When becoming a member of CMC, each member has to pay annual contribution fee of 20.000R.
- Foreign midwives shall be determined separately.

Article 37:

Members who fail to pay the annual contribution fee 3 months without reasons, shall be given the first warning letter and the final warning letter a month later by P&MMC.

Article 38:

- Any member involved in Article 37, after 6 months of the warning and still fails to pay the fee, P&MMC concerned shall write a letter to RMC to see and deal with.
- If it fails, RMC shall send a letter enclosed a meeting note and clear request to NMC to see and make decision.

Article 39:

- Once a year P&MMC shall pay the fee of 20% to RMC and 30% to NMC of the total amount collected from members.
- Another 50% shall be kept by P&MMC for their admin expenses (Article 6 of the Royal Decree on the establishment of CMC).

## **Chapter 11**

### **Registration**

Article 40:

- When registering with CMC, midwives shall clarify before P&MMC that they understand and comply with the Royal Decree on the establishment of CMC.

- Any midwife who registered with CMC but does not work as a professional midwife is not required to continue applying for midwife certificate. The midwife shall inform the Council about her intention not to do the job.
- Any midwife who provides false documents to the Council shall be punished or the registration with the Council shall be abrogated.

Article 41:

- Decisions made by P&MMC shall be reviewed by relevant RMC.
- Decisions made by RMC shall be reviewed by NMC.

Article 42:

- NMC put this internal regulation on agenda of the extra plenary meeting on November 5, 2010 for discussion.
- This internal regulation was passed in unanimity by NMC's annual meeting on November 4, 2011.
- This internal regulation is in effect from the date signed hereupon.

*Phnom Penh, June 25, 2012*

CMC President

Ing Rada

**Receivers:**

- MOH
- CMA
- All NMC members
- NMC secretariat
- RMC
- P&MMC
- Record-Archive