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## **RTPI Nations Executive Committees (NEC) Scheme of Delegation and Terms of Reference covering RTPI Cymru, RTPI Ireland, RTPI Northern Ireland and RTPI Scotland**

**As agreed by Board of Trustees on 19 September 2018 and reviewed on 13 May 2020**

This scheme of delegation replaces all rules and regulations issued hitherto and comes into effect from 1 October 2018.

### **1. Remit**

- 1.1 The National Executive Committee (NEC) will take delegated responsibility on behalf of the RTPI Board of Trustees (the Board) for managing the affairs of the Nation in accordance with the RTPI Regulations
- 1.2 The NEC receives its duties and responsibilities from the Board. Responsibilities can be delegated to subordinate bodies but the NEC is ultimately responsible for how these duties are discharged.
- 1.3 The remit of the National Executive Committee is to:
  - supervise, promote and direct the Institute's relations in that nation on planning issues (other than education and membership) whether with central and local government, other professional bodies, pressure groups or the general public
  - implement and monitor within that nation the NEC's policies for the development of planning thought, to review those policies from time to time; to recommend any modifications or changes; and to develop related policies within that nation
  - support and assist the National Director in undertaking their duties
  - supervise and sustain Chapters where appropriate
  - inform the Board of Trustees of issues that the Committee considers that it should be made aware of
  - support members in their professional activities

### **2. Composition and support**

- 2.1 The NEC shall be elected annually by members registered in the RTPI Nations.
- 2.2 The NEC positions are elected through the elections process. The NEC's composition shall be determined as per the provisions mentioned under subsequent section 2.3.
- 2.3 The NEC composition shall include to a maximum of 16 before co-option:
  - Chair / Convenor
  - Vice Chair / Convenor
  - Junior Vice Chair / Convenor. *Note once elected as junior no subsequent election for that individual will be required to ascend to Vice and Chair.*
  - Immediate past Chair / Convenor
  - Up to 6 chartered or legal members or legal associates, half of whom are elected in alternate years.
  - Up to 2 student and / or licentiate members
  - 1 associate member

- The Nation's GA representative(s) if not otherwise on the committee (*NB this role can be held conterminously by any of the above or the Nation can select an alternative*)
- The Nation's representative on Nations and Regions Panel if not otherwise on the NEC (*NB this role can be held conterminously by any of the above or the Nation can select an alternative*)

Of which the following roles are mandatory:

- Chair / Convenor (chartered member)
- Vice Chair / Vice Convenor (chartered member)
- General Assembly (GA) Regional Representative and deputy
- Nations and Regions Panel Representative (stand-alone role, or delegated to another post holder)

There is the power to co-opt up to a maximum of 17.

In addition the following could be entitled to attend the national executive meetings:

- The Chair of the Young Planners group for the Nation or their nominee
- The Chair / Convenor of any Chapters or their nominee
- The Chair of any other body (or their nominee) the NEC feels would add value provided the attendee is an RTPI member.

2.4 The Chair / Convenor of the NEC is appointed for a one or two-year term.

2.6 The maximum term for sitting on an NEC is six years, after which there must be a break of at least one year.

2.7 Casual vacancies to the NEC can be co-opted and remain in term until such point as an election takes place.

### **3. Quorum**

3.1 The quorum is one third of those entitled to attend and vote. This should apply to any sub committees created but a quorum should never be less than 3.

3.2 In the event of a tied vote, the Chair / Convenor of the NEC shall exercise a casting vote as well as a first vote.

### **4. Conduct of Business**

4.1 The NEC shall meet a minimum of four times a year and a maximum of six times. The Chair / Convenor shall determine whether business should be conducted face to face, electronically or by telephone.

4.2 Members can be present via electronic means with the prior approval from the Chair / Convenor.

4.3 Meetings of the NEC shall be called by the Director, and in agreement with the NEC Chair / Convenor.

4.4 Unless otherwise agreed, notice of each meeting confirming the type of meeting venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the NEC and any other person required to attend no later than five working days before the date of the meeting. Supporting papers shall be sent to standing committee members and to other attendees as appropriate, at the same time.

4.6 Dates of meetings will be decided prior to 1<sup>st</sup> January of each year.

## **5. Minutes**

- 5.1 The Chair / Convenor will ascertain, at the beginning of each meeting, the existence of any conflicts of interest and ensure that these are minuted.
- 5.2 A designated minute taker shall minute the proceedings and resolutions of all meetings, including the names of those present and in attendance.
- 5.3. Minutes of NEC meetings shall be circulated promptly to all members of the Committee, and the Board of Trustees in accordance with the Institute's service standards.
- 5.4 Items or minutes which contain commercially sensitive information, contractual issues, issues relating to employment, legal proceedings, information provided in confidence or which identify an individual shall be marked as confidential. These items shall not be published online.
- 5.5 Minutes and papers for the NEC shall be prepared and circulated in accordance with the Institute's service standards.

## **6. Reporting responsibilities**

- 6.1 The NEC's delegated representative shall report informally to the Nations and Regions Panel on matters within its duties and responsibilities.
- 6.3 The General Assembly (GA) representative is responsible for reporting to the NEC from GA meetings and to represent and report the NEC's views to the GA.

## **7. Sub-Committees**

- 7.1 The NEC is able to establish sub-committees with proper schemes of delegation. The NEC will co-ordinate any sub-committees, panels or working parties and determine their work priorities and targets. The NEC will also review any sub-committees, panels or working parties annually in the light of their contribution to the NEC's work and to determine their continuance or discontinuance.

## **8. Elections**

- 8.1 The Board shall adopt an approved menu of options for elections to National Executive Committees. RTPI Nations shall choose the approved process that they each wish to use.
- 8.2 AGMs are not required to be held by nations to discharge any legal responsibilities of the Institute however nations can, if they so wish, hold an annual meeting of the nations' members. Notification of any such meeting should be conducted electronically.

## **9. Decisions delegated to the EC by the Board of Trustees**

### **9.1 For determination**

- Undertaking of membership activities and services in line with approved service plan and budget and the Institute's identified corporate objectives
- Determination of election / nomination procedures in accordance with RTPI's elections guidance
- The establishment or disestablishment of subordinate bodies, (in accordance with approved Scheme of Delegation or Terms of Reference)
- Filling casual vacancies among the NEC and Nations' Representative(s) on the General Assembly and appointing a Nations and Regions Panel Representative
- Policy and practice affecting the particular Nation, including development and submission of responses to consultations and invitations for evidence on planning matters concerning the particular Nation

- Election policy for the particular Nation

## **9.2 For consideration and recommendation back to the Board of Trustees for decision**

Comments on Board decisions, which are likely to impact on Nation's activities

## **10. Decisions delegated to subordinate bodies by the NEC**

### **10.1 For determination**

- The NEC may delegate any of its responsibilities to any sub-committee it may establish, except that it must carry out items addressed in 9.1 and 9.2.
- In delegating responsibilities to a sub-committee, the NEC shall :
  - Shall seek approval of the Board of Trustees for the establishment of anybody upon which non RTPI members are to be invited to serve. Such body shall not be able to make decisions or consider the formulation of RTPI policy.
  - Have an agreed terms of reference, replaced in due course by a Scheme of Delegation
  - Share details of membership of the body on an annual basis;
  - Where the body addresses issues within the remit of an RTPI standing committee to report their activities to that committee no less than annually.

## **11. Decisions delegated to the EC by the Policy, Practice and Research Committee (PPRC)**

### **11.1 For determination**

Appointment of a representative to the PPRC.

### **11.2 For consideration and recommendation back to PPRC**

- Nation research projects identified as part of the business planning process and supporting wider RTPI corporate objectives in research
- Input to responses to consultations that have implications for other nations, as well as the Nation in question.