

Irish Planning Institute

Extraordinary General Meeting

Wednesday 5th November 2025

Explanatory Note

At the 2024 AGM, Members voted to adopt a new [Constitution](#) for the Institute. This Constitution will come into effect following the AGM scheduled for 4th December 2025.

To ensure efficiency and transparency, it is proposed that a series of Bye-Laws - designed to operationalise the new Constitution - which have been adopted by the Council, be formally approved at an Extraordinary General Meeting (EGM), with these Bye-Laws taking effect following the subsequent AGM. This approach is considered preferable to including the Bye-Laws on the AGM agenda, as it will allow the AGM to focus on its routine business, along with the final celebrations of our 50th Anniversary.

Each proposed Bye-Law has been carefully considered and adopted by the Institute's Council, in accordance with the provisions of Articles 4.10.1 and 4.10.2 of the Constitution. These Bye-Laws incorporate expert Corporate Governance advice from our adviser Senan Turnbull. In the case of Bye-Law No. 3, the current Membership Committee has also contributed to its development.

Bye-Law 1 and Bye-Law 2 of the Institute, which were approved at the AGM of 7th December 2023, relate to the code of conduct and accompanying procedures, and it is not proposed to change these Bye-Laws.

Summary of Proposed Bye-Laws

The proposed Bye-Law No. 3 (Membership Bye-Laws) updates the criteria for membership which are currently included in the present Constitution, but are not covered by the new Constitution. These proposed Bye-Laws set out the application process and the criteria for entry to various membership categories. A number of changes are proposed. It is proposed to rename the current Corporate Membership category to 'Registered Membership' which is considered more appropriate and accurate. Those holding Corporate membership will therefore automatically become Registered members.

Summary of Membership Categories:

- **Student Membership:** For those studying towards an accredited planning qualification.
- **Graduate & Qualifying Membership:** Multiple pathways to Registered Membership, including for graduates, EU/EEA (including Northern Ireland), international applicants, and long-standing practitioners. Each has specific requirements for qualifications, CPD credits, and post-qualification experience.
- **Registered Membership:** Requires a relevant degree, post-qualification experience, and CPD credits. Several routes are available, including mutual recognition with other planning institutes.
- **Fellowship:** For long-standing members with significant experience and service to the Institute (no change).

- **Affiliate Membership:** For those with related qualifications and experience in planning (no change).
- **Honorary Membership:** For individuals who have made a significant contribution to planning, proposed by at least five members and approved by the Board (no change).

The proposed Bye-Law No. 4 (Standing Orders Bye-Laws for Board and Committees) outlines meeting and decision making procedures and recording keeping requirements. This updates and expands detail contained in the current Constitution, but not included in the new Constitution.

The proposed Bye-Law No. 5 (Board Directors and their Roles and Responsibilities Bye-Laws) deals with Board composition and the roles of the Directors. These are specified in detail and may be summarised as follows:

- **President:** Chairs meetings, represents the Institute, oversees Board and Committees.
- **Vice-President:** Acts in the President's absence and supports the President's duties.
- **Governance and Risk Director:** Company Secretary, ensures compliance, manages records, and oversees risk.
- **Finance and Audit Director:** Oversees financial health, budgeting, audit, and insurance.
- **Communications and Marketing Director:** Leads on communications, marketing, and sponsorship.
- **Policy and Practice Director:** Guides policy responses, submissions, and best practice.
- **Membership Director:** Oversees member relations, recruitment, and professional development.
- **Technical and Education Director:** Advises on education, accreditation, and training.
- **Branches Director:** Develops and supports Institute branches.
- **Other Directors:** May be appointed with specific or supporting responsibilities.

The proposed Bye-Law No. 6 (Committees Bye-Laws) sets out a number of committee types and roles. It specifies the requirements for Committee membership, meeting frequency, quorum, reporting, and resource arrangements for committees. It updates the current committee structure set out in the present Constitution. The following Committees are proposed – this is alongside greater scope for sub committees on other areas.

- **Governance and Risk Committee:** Oversees compliance, risk management, and governance policies.
- **Finance and Audit Committee:** Advises on budgeting, financial procedures, and audits.
- **Policy and Practice Committee:** Prepares policy submissions, best practice notes, and manages the Institute's journal Pleanáil.
- **Membership Committee:** Reviews membership applications, supports member engagement, and recommends improvements.
- **Technical and Education Committee:** Advises on course accreditation and education policy.
- **Branches Committee:** Coordinates branch activities and supports professional development.

The proposed Bye-Law No. 7 (Electoral and Appointment of Directors Bye-Laws) sets out the procedures for election of Board Members, the appointment of independent Directors, and establishes a Nominations Committee, whose role will be to advise the Board on the required qualifications for the independent Directors, for co-options, and for membership of Committees.