

The International Standing Committee Terms of Reference and Scheme of Delegation

1. Remit

- 1.1 The standing committee will take delegated responsibility on behalf of the RTPI Board of Trustees to lead work on developing the relationship between all aspects of Institute activity and the practices of planning outside the British Isles; and the Institute's relations with bodies in other countries and international bodies relevant to planning.
- 1.2 The standing committee receives its duties and responsibilities from the board. Responsibilities can be delegated to subordinate bodies but the committee is ultimately responsible for how these duties are discharged.

2. Composition and support

- 2.1 The standing committee shall be appointed by the Board of Trustees.
- 2.2. The standing committee's composition shall be determined by the Board of Trustees in accordance with the regulations.
- 2.3 Composition of the standing committee is outlined in the regulations
- 2.4 The chair and vice chair of the committee shall be appointed by the board on the recommendation of the chair of the board in consultation with the chief executive.
- 2.5 Either the chair or vice chair will be a board member.
- 2.6 The chair of a standing committee is appointed for a two-year term.
- 2.7 The maximum term on a standing committee is 6 years, after which there must be a break of at least one year.
- 2.8 Casual vacancies to the standing committee shall be filled by the RTPI Nomination Sub-Committee.

3. Quorum

- 3.1 The quorum necessary for the transaction of business shall be one third of the composition of the standing committee.
- 3.2 In the event of a tied vote, the chair of the committee shall exercise a casting vote as well as a first vote.

4. Conduct of Business

- 4.1 The standing committee shall meet three times a year. The chair 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.
- 4.3 Meetings of the standing committee shall be called by the secretary of the standing committee, at the request of the standing committee chair who shall determine the date.

- 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 standing committee and any other person required to attend no later than 5 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.
- 4.5 Dates of meetings will be decided prior to 1st January of each year. Dates can only be varied upon agreement of the chair of the committee and the Chair of the Board of Trustees.

5. Minutes

- 5.1 The minutes secretary will ascertain, at the beginning of each meeting, the existence of any conflicts of interest and ensure that these are minuted.
- 5.2 The secretary shall minute the proceedings and resolutions of all standing committee meetings, including the names of those present and in attendance.
- 5.3. Minutes of the standing committee meetings shall be circulated promptly to all members of the standing committee.
- 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.
- 5.5 Minutes and papers for the standing committee shall be in accordance with the Institute's service standards.

6. Reporting responsibilities

- 6.1. The standing committee chair shall report formally to the board on its proceedings after each meeting on all matters within its duties and responsibilities.
- 6.2. The standing committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.