

Commercial Agency Professional Group Terms of Reference
Last updated February 2014

1.	<p>Purpose</p> <p>The purpose of the Commercial Agency Professional Group Committee is to:</p> <ul style="list-style-type: none"> (i) define and seek to maintain high standards of practice and competence in commercial agency practice (ii) recommend routes to attaining professional competence; (iii) publish the requirements for competency in commercial agency, including any necessary qualification or experience, once approved by the Standing Committee on Education; (iv) provide and promote training and development opportunities, and publishing information relevant to commercial agency; (v) take action with regards to and be responsible for matters which solely affect the Commercial Agency Professional Group; (vi) delegate work to sub committees or working parties of members and non-members as it considers appropriate; (vii) nominate members to represent the Professional Group on both national and international bodies/organisations, as appropriate, where relevant to commercial agency; <p>and shall act in accordance with Society of Chartered Surveyors Ireland strategy and any relevant decisions of the Council.</p>
2.	<p>Duties and responsibilities</p> <p>2.1 The Commercial Agency Professional Group Committee shall be responsible for the management and direction of the affairs of the Commercial Agency Professional Group</p> <p>2.2 The Commercial Agency Professional Group Committee shall be responsible to the Council and shall provide quarterly updates to the Society of Chartered Surveyors Ireland Council, or more often as the Council may desire</p> <p>2.3 The Commercial Agency Professional Group Committee shall contribute to the ongoing development of Society of Chartered Surveyors Ireland from the perspective of the Commercial Agency Professional Group</p> <p>2.4 The Commercial Agency Professional Group Committee shall, with the assistance and support of the executive staff, develop and ensure successful implementation of a 2 year rolling business plan that takes account of Society of Chartered Surveyors Ireland Council's strategic direction and agreed objectives.</p> <p>2.5 The Commercial Agency Professional Group Committee shall produce an annual report on the work of the Group during each session which shall be submitted to each GM</p> <p>2.6 No financial commitments may be entered into without the prior sanction of the Board of Directors except where expressly provided for in the agreed business plan.</p>
3.	<p>Membership of the Professional Group Committee</p> <p>3.1 The Commercial Agency Professional Group Committee will be comprised of:</p>

- Chairman
 - Vice Chairman
 - Immediate Past Chairman
 - Elected Members to include:
 - (a) 4 Fellows
 - (b) 4 Professional Members
 - (c) 2 Associate Members
 - Nominated Members to include:
 - (a) 1 nominee from each region
 - (b) 1 nominee from the Young Members Group
 - Up to 3 additional co-opted members, of whom at least one shall be a member in public service, if none is otherwise elected.
- 3.2 Others may be invited by the Chairman to attend all or part of any meeting but will not have any voting rights.
- 3.3 A pre-requisite for membership of the committee shall be the need for demonstrable expertise in Commercial Agency.

- 4. Elections to Commercial Agency Professional Group Committee**
- 4.1 Notice shall be given to members in the Commercial Agency Professional Group who specialise in the Commercial Agency Practice Area no later than the notice convening the General Meeting inviting nominations for election to the Professional Group Committee.
- 4.2 The said notice shall specify:
- The number of vacancies for elected members of the committee;
 - The qualifications for election to such vacancies as set out in paragraph 3.3;
 - The attendance record of all members of the committee at meetings of the Professional Group Committee during the session;
 - The requirement that all nominations for election to be valid shall require a proposer and a seconder and state that the nominee has agreed to serve if elected.
 - The requirement that the Chairman shall have been a member of the out-going Committee
- 4.3 Nominations for election to the Committee shall be in writing and received by the Society within 7 days of the date of issuing the notice to convene the GM.
- 4.4 If the number of nominees exceeds the number of vacancies for any class of membership of the committee, the election for these vacancies shall be by ballot.
- 4.5 Whenever a ballot is necessary, the ballot sheet shall be sent by email at least 9 days before the GM to the members as set out in 4.1.
- 4.6 A vote by ballot shall be invalid unless:
- It is received by the Society at least 5 days before the GM; and
 - The voter has indicated his name and membership number on the said ballot sheet

	<p>4.7 Scrutinisers for an election shall be appointed by the Council.</p> <p>4.8 If the number of nominees is less than the number of vacancies in a class of members of the Committee, the Committee shall nominate candidates for the remaining vacancies and such nominees shall be deemed to have been elected.</p> <p>4.9 Members of the Committee shall be elected at each GM.</p>
5.	<p>Secretary The Secretary to the Commercial Agency Professional Group will normally be a member of the executive staff who shall take responsibility, in conjunction with the Chairman, for the taking and preparation of minutes and the distribution of agendas, minutes and other appropriate documentation in advance of each meeting.</p>
6.	<p>Professional Group Representatives to Council The Committee shall nominate 1 member of the Committee, who shall normally be the Chairman, to sit on the Council of the Society. This nomination shall be made at the first meeting after the Professional Group GM.</p>
7.	<p>Delegation of duties The Commercial Agency Professional Group Committee may delegate any of its duties to sub-committees and working groups established by it.</p>
8.	<p>Tenure of Committee All members of the Committee shall retire at the end of each session and shall be re-eligible for re-election, re-nomination or co-option, subject to the following:</p> <ul style="list-style-type: none"> - No person may hold office as chairman for more than two sessions in succession - No person may hold office as vice-chairman for more than four sessions in succession - No person may hold office in any other capacity for more than six sessions in succession
9.	<p>Vacancies on Committee Any vacancies that arise on the Committee may be filled by co-option of a member belonging to the same class of membership of the Society as the member of the Committee whom he/she replaces.</p>
10.	<p>Quorum The quorum necessary for the transaction of business shall be one third of the members of the Commercial Agency Professional Group Committee.</p>
11.	<p>Frequency of Meetings The Commercial Agency Professional Group Committee will meet up to 10 times per annum or as required by the Chairman. The schedule of meeting dates for the session ahead will normally be agreed at the first meeting of the Committee following the GM.</p>
12.	<p>Notice of Meeting Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each member of the Commercial Agency Professional Group Committee, any other person required to attend, no later than 7 working days before the date of the meeting.</p>

<p>13.</p>	<p>Conduct of Meetings</p> <p>13.1 Meetings of the Commercial Agency Professional Group Committee will be conducted in accordance with the provisions of the Society of Chartered Surveyors Ireland Memorandum, Articles, Bye-Laws and Regulations.</p> <p>13.2 An approval or resolution of the Commercial Agency Professional Group Committee may be passed by a simple majority of those present and entitled to vote at the meeting.</p> <p>13.3 The Chairman shall have a second or casting vote.</p> <p>13.4 The Commercial Agency Professional Group Committee may make arrangements to pass resolutions between meetings either in writing or by electronic communications, subject to a simple majority vote. Any decision made by the Commercial Agency Professional Group Committee outside a meeting must be notified to the Professional Group Committee at its next meeting and recorded in the minutes.</p> <p>13.5 Any member of the Committee who has a material interest relating to any decision to be made must declare that interest before the item relating to that decision is discussed and will not be entitled to vote on that decision. The Chairman will have the final ruling on whether or not the member is entitled to vote.</p>
<p>14.</p>	<p>General Meetings</p> <p>14.1 The members of the Professional Group shall meet in general meeting at least once every year.</p> <p>14.2 Notice of the date of the Annual General Meeting shall be sent to members as set out in 4.1 above not less than 21 days before the date of the GM</p> <p>14.3 A copy of the agenda, together with the minutes of the previous year's minutes and a copy of the Professional Group's Annual Report shall be sent by email to each member not less than 9 days before the date of the GM.</p> <p>14.4 At any AGM, a quorum shall be 10 members.</p>
<p>15.</p>	<p>Terms of Reference</p> <p>15.1 The Terms of Reference of the Commercial Agency Professional Group may be reviewed from time to time, the first such review to take place by April 2012.</p> <p>15.2 Any amendments to the Terms of Reference will be subject to the approval of the Council of Society of Chartered Surveyors Ireland.</p>