



21<sup>st</sup> August 2019

Dear Members,

**MALAYSIAN INSTITUTE OF PLANNERS**  
B-01-02, Jalan SS 7/13B, Plaza Kelana Jaya  
47301 Petaling Jaya, Selangor Darul Ehsan  
Malaysia

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### **MIP EXTRA ORDINARY GENERAL MEETING – WEDNESDAY, 11<sup>th</sup> SEPTEMBER 2019**

Notice is hereby given that the Extra Ordinary General Meeting of the Malaysian Institute of Planners will be held as follows:

**DATE** : **WEDNESDAY, 11<sup>th</sup> SEPTEMBER 2019**

**TIME** : **2.30PM – 5.00PM**

**VENUE** : **MIP TRAINING CENTRE,  
MALAYSIAN INSTITUTE OF PLANNERS  
B-1-02, JALAN SS7/13B, PLAZA KELANA JAYA  
47301 PETALING JAYA, SELANGOR**

#### **AGENDA**

1. Address by the President.
2. To pass the resolutions to adopt in the MIP Constitution and MIP Membership Rules. (Appendix 1)
3. To discuss any other matters for which due notice has been given.

Looking forward to your attendance and participation.

By order of the Council,

**DATIN TPr HJH NORAIDA SA'UDIN**  
Honorary Secretary  
Malaysian Institute of Planners



**Resolutions to be tabled for approval at the Extra Ordinary General Meeting of Malaysian Institute of Planners (MIP)**

**AMENDMENT OF THE CONSTITUTION FOR APPROVAL (RESOLUTION 1 TO 4)**

**RESOLUTION 1**

Proposed amendment to the **Constitution** of MIP Clause 6 - Membership

Clause 6 – Membership, Paragraph 4 shall be amended:

NO	EXISTING CLAUSES IN THE CONSTITUTION	PROPOSED CHANGES	REMARKS
1	<p><b>CLAUSE 6 MEMBERSHIP</b> Membership of the Pertubuhan shall be divided into six (6) classes namely</p> <ul style="list-style-type: none"> <li>Honorary Fellow (Fellow Kehormat)</li> <li>Fellow (Fellow)</li> <li>Corporate (Korporat)</li> <li>Graduate (Siswazah)</li> <li>Student (Pennuntut)</li> <li>Associate (Bersekutu)</li> </ul> <p>The names of all members shall be entered on the Register of the Pertubuhan (hereinafter referred as the Register)</p> <p>Every application for Corporate, Associate, Graduate and Student membership shall be proposed and seconded by two (2) existing Fellow or Corporate members and shall be forwarded to the Honorary Secretary who shall submit to the Council for consideration. The Council may at its discretion approve or reject any application without assigning any reason for such action.</p>	<p><b>CLAUSE 6 MEMBERSHIP</b></p> <p>Every application for Corporate, Associate, Graduate and Student membership shall be proposed and seconded by two (2) existing Fellow or Corporate members and shall be forwarded to the Honorary Secretary who shall submit to the Council for consideration.</p>	No change
			No change
			No change



## APPENDIX 1

*Resolutions & Explanation Notes for Extra Ordinary General Meeting  
11 September 2019*

NO	EXISTING CLAUSES IN THE CONSTITUTION	PROPOSED CHANGES	REMARKS
		The Council may at its discretion approve or reject any application without assigning any reason in the best interest of the Pertubuhan.	Rewording new paragraph

### EXPLANATION OF RESOLUTION 1

- Administrative amendment is to improve transparency in the decision making process within the Pertubuhan.

### **RESOLUTION 2**

Proposed amendment to the **Constitution** of MIP Clause 13 - Entrance Fee, Subscription and Other Dues

To insert sub-clause 13.6 under Clause 13 of the Constitution

NO	EXISTING CLAUSES IN THE CONSTITUTION	PROPOSED CHANGES	REMARKS
1	CLAUSE 13 ENTRANCE FEE, SUBSCRIPTION AND OTHER DUES	<p>13.6 The National Council may upon request, consider a member who has been a Fellow or Corporate Member for not less than 20 years and who has reached the age of 60 years, to be exempted from paying subscriptions. The member however, must have retired from practice and have ceased to receive remuneration from the town planning services.</p>	New insertion on the waiver of subscription fee for retired members

### EXPLANATION OF RESOLUTION 2

- To allow member who has retired from planning practice to maintain his/her membership with the Pertubuhan.
- This will allow the member to be active and involved in activities conducted by Pertubuhan.



**RESOLUTION 3**

Proposed amendment to the **Constitution** of MIP Clause 19 - Continuing Professional Development (CPD)

To insert clause 19.2 of the Constitution.

NO	EXISTING RULES	PROPOSED CHANGES	REMARKS
1	CLAUSE 19 CONTINUING PROFESSIONAL DEVELOPMENT (CPD)	CLAUSE 19 CONTINUING PROFESSIONAL DEVELOPMENT (CPD)  19.2 The National Council may upon request, consider a member who has been a Fellow or Corporate Member for not less than 20 years and who has reached the age of 60 years, be exempted from submission of CPD. The member however, must have retired from practice and have ceased to receive remuneration from the town planning services.	New insertion on the waiver of CPD for retired members

**EXPLANATION OF RESOLUTION 3**

1. To allow member who has retired from planning practice to still maintain his/her membership with the Pertubuhan.
2. This will allow the members to still active with the activities conducted by Pertubuhan

**RESOLUTION 4**

**Proposed administrative amendments to the overall MIP Constitution**

**EXPLANATION OF RESOLUTION 4**

The administrative amendments for the MIP Constitution involved the following:

- i. Renumbering
- ii. Reformatting
- iii. Correcting grammatical errors



**AMENDMENT OF THE MEMBERSHIP RULES (2018) FOR RATIFICATION (RESOLUTION 5 TO 8)**

**RESOLUTION 5**

Proposed amendment to the MIP Membership Rules (2018) on Clause 2 - Application of Membership, paragraph 4

NO		EXISTING RULES	PROPOSED CHANGES	REMARKS
1	<b>2. Application For Membership</b>  All application for membership shall be made to the Pertubuhan in the prescribed form and manner and to be accompanied by the prescribed requirements and fees.  The Pertubuhan shall issue to the applicant whose application has been approved by the Pertubuhan, a certificate of membership upon receipt of the prescribed fees.  A member who has lost his certificate of membership shall be issued a duplicate certificate of registration on application made by him and payment of the prescribed fees.  The certificate of registration shall expire on 31 <sup>st</sup> December of the year in which it is issued and is renewable annual upon payment of the prescribed fees.	<b>2. Application For Membership</b>  The certificate of registration shall expire on 30 <sup>th</sup> September of the year in which it is issued and is renewable annually upon payment of the prescribed fees.	No change  No change  No change  Change on the date	

**EXPLANATION OF RESOLUTION 5**

1. The change in date is in line with the amendment of the Constitution (Amendment 2017) approved in 45<sup>th</sup> Annual General Meeting in 2017.



**RESOLUTION 6**

Proposed amendment to the MIP Membership Rules (2018) for Clause 4 - Criteria for Membership - Sub Clause 4.2.3, 4.2.4, 4.2.5 and 4.4.1

NO	EXISTING RULES	PROPOSED CHANGES	REMARKS
1	<p><b>4.2 Corporate membership</b></p> <p>4.2.1 A citizen or a permanent resident of Malaysia.</p> <p>4.2.2 A registered Graduate Member of the Pertubuhan for at least a period of 1 year prior to his application for Corporate Membership.</p> <p>4.2.3 Has two years working experience and completed and submitted a log sheet together with the application form. The log sheet is to be verified by the applicant's supervisor who must be a Corporate Member of the Pertubuhan.</p> <p>4.2.4 Has to undertake the MIP Course and pass MIP Examination prior to being called for an interview for admission</p>	<p><b>4.2 Corporate membership</b></p> <p>4.2.3 Has completed two years working experience as a town planner and submitted a log sheet together with the application form prescribed by Pertubuhan. The log sheet is to be verified by the applicant's supervisor or working associates who must be a Corporate Member of the Pertubuhan.</p> <p>4.2.4 Has fulfilled the followings: i. Undertake Board of Town Planners Professional Course. ii. Pass the Board of Town Planners Professional Examination. iii. Pass the Pertubuhan's Corporate Interview</p> <p>4.2.5 For town planners in public sector including academicians, the admission criteria are subjected to the administrative procedures of the Pertubuhan.</p>	<p>No change</p> <p>No change</p> <p>Rewording</p> <p>New requirement</p> <p>Reference administrative procedures</p>



2	<p><b>4.4 Student Membership</b></p> <ul style="list-style-type: none"> <li>Must be a student from any university or institute of higher learning accredited by the Pertubuhan.</li> <li>Requires a Corporate Member (who may be a lecturer) to sign the application form.</li> </ul>	<p><b>4.4 Student Membership</b></p> <p>4.4.1 Must be a student from any university or institute of higher learning in Malaysia accredited by the Board of Town Planners or any university outside Malaysia that has been accredited by the Pertubuhan.</p>	<p>New requirement</p> <p>No change</p>
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**EXPLANATION OF RESOLUTION 6**

1. The proposed changes is in line with the letter of novation given by Board of Town Planners to the Pertubuhan dated 27<sup>th</sup> June 2018.
2. The proposed changes is in line with the power of accreditation by Board of Town Planners.

**RESOLUTION 7**

Proposed amendment to the MIP Membership Rules (2018) Clause 5 – Sub Clause 5.1 on the review of membership subscription fees for category Corporate and Fellow Members.

Sub Clause 5.1 The proposed subscription fees are as follows:

MEMBERSHIP CLASS	ENTRANCE FEES	CURRENT ANNUAL SUBSCRIPTION	PROPOSED ANNUAL SUBSCRIPTION	REMARKS
Fellow	Nil	RM150.00	RM200.00	Increase of RM 50.00
Corporate	RM 100.00	RM150.00	RM200.00	Increase of RM 50.00



**EXPLANATION OF RESOLUTION 7**

1. The revised sub clause 5.1 will be read as follows:

<b>NO</b>	<b>MEMBERSHIP CLASS</b>	<b>ENTRANCE FEES</b>	<b>ANNUAL SUBSCRIPTION</b>
1	Honorary Fellow	Nil	Nil
2	Fellow	Nil	RM 200.00
3	Corporate	RM 100.00	RM 200.00
4	Graduate	RM 50.00	RM 100.00
5	Student	RM 30.00	Nil
6	Associate	RM 100.00	RM 100.00

3. The review of the annual subscription fee was proposed in the MIP 46<sup>th</sup> Annual General Meeting in 2018 and MIP 47<sup>th</sup> Annual General Meeting in 2019 by MIP members.
4. The last revision of subscription fees was in 1995.
5. MIP's operating expenses in the last two (2) years have increased due to additional staffing and other expenses. The increase of annual subscription will partly contribute to cover the operating expenses.

**RESOLUTION 8**

**Proposed administrative amendments to the overall MIP Membership Rules**

**EXPLANATION OF RESOLUTION 8**

The administrative amendments for the MIP Constitutions involved the following:

- i. Renumbering
- ii. Reformatting
- iii. Correcting grammatical errors