



CVSP 1/2022

23 February 2022

To: each Director of Service (Community)

CC: PPN Resource Worker for onward transmission to the PPN Secretariat.

**Emergency update to PPN Handbook**

DRCD published a PPN Handbook in November 2020 (supported by circular CVSP 7/2020) to replace the previous User Guide. As clarified at the Handbook launch webinar, it is a living document that will be updated from time to time as required.

The present circular represents an emergency update to the Handbook to address an issue encountered by a number of PPNs in respect of the quorum of member groups required to attend plenary meetings in order for these meetings to be valid. While a 15% quorum remains best practice, the update to the Handbook allows for a more flexible and immediate response in the event that this quorum cannot be met.

The text of the update can be found in the Appendix to this circular. All wording from 'Registration for meetings...' onwards is mandatory. The new wording is highlighted for ease of reference.

The update is valid from the date of this circular onwards. However, as with the Handbook itself, we recognise that it will take time for this change to bed down given that it requires changes to PPN constitutions and to established practices. We expect that the PPNs will implement it as soon as is possible for them, with a view to the update taking full effect across all PPNs within 12 months of the date of this circular.

Any queries in relation to this the above should be addressed to [ppn@drcd.gov.ie](mailto:ppn@drcd.gov.ie).

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Ciara Bates', is written over a horizontal line.

Ciara Bates  
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## **Appendix - text of update in Section 3 of the PPN Handbook**

### **Attending the Plenary Meetings**

The main decision making body of the PPN is the Plenary (i.e. all the independent Member Groups of the PPN) which should, unless in exceptional circumstances, meet at least twice a year to review how the PPN is working and to set the work agenda for the coming period.

The main role of the Plenary is to direct the operations of the PPN, to set overall PPN policy and procedures and to agree the annual Workplan and budget. The elected Secretariat is responsible for the administration of the PPN between Plenary meetings. Subsets of the PPN such as Municipal District PPNs and Linkage / Thematic Groups also inform the process.

Registration for meetings is mandatory and includes registration by members, Secretariat members and staff.

A Plenary Meeting shall be deemed a valid meeting if at least 15 per cent of the Member Organisations are represented and also only if at least four of those present are members of the Secretariat. There must also be an automatic and guaranteed 21 days' notice of the meeting.

If a quorum is not available, those present may elect to proceed with either of the following:

#### **Option A**

- The meeting should be postponed and rescheduled for a more suitable date, no later than one calendar month after the date of the original meeting.
- In the event that a quorum is not present at the rescheduled meeting, and provided that those in attendance consist of a simple majority (that is, half plus one) of all groups registered to attend the meeting, the number of participants present will be deemed to be the quorum and the meeting will be validly held.
- No objections to proceedings, including resolutions, ratifications and decisions, of the rescheduled meeting shall be permitted on the basis that there was no valid quorum in attendance at the originally scheduled meeting.

#### **Option B**

- Determine that the current attendance at the plenary is sufficient for the plenary to proceed. Decisions made at this plenary will be validly passed by a simple majority (that is, half plus one) of those in attendance.

In any event, if over 50% of the Secretariat Members' terms have expired by the date of the holding of the Plenary meeting, or the rescheduled Plenary meeting, whichever shall apply, the requirement that the quorum include four Secretariat Members will cease to apply.



Every PPN must amend its Constitution to provide for the above in respect of a quorum.

Decisions made between Plenary meetings must be presented for ratification to the following meeting of the Plenary. Each full independent Member Group has one vote in the Plenary. Plenary meetings are an ideal place for Member Groups to meet and network and to hear about matters of interest to them.