

RIBA ELECTIONS

Introduction

These Election Rules are made by the Council of the Royal Institute of British Architects (RIBA) under RIBA Regulations 7.3.3 and 7.7.4.

They set out the process and criteria of the election by the membership for the RIBA President-Elect, seats on the RIBA Council, the RSAW Presidency, and makes provision for vacancies that may arise from time to time to be filled.

Reference to “Members” means individual members of the RIBA who have been admitted to the relevant category of membership of the RIBA at least ten days before the publication of the Notice of Election.

Election Rules

1 Notice of Election

Not less than 13 weeks before the close of poll, a notice shall be published on the RIBA website announcing-

- a. The offices and the number and type of Council Seats which are up for election;
- b. The timetable for the elections and how Members may participate in them.

1.1 Eligibility and participation

- a. All elections shall be conducted online.
- b. Postal methods of communication will only be permitted at the discretion of the Returning Officer following a request made by the relevant Member within 30 days of the publication of the Notice of Election. The Returning Officer will take into account all relevant circumstances when assessing such requests, but permission to use postal methods of communication, including to make a nomination or to vote by post, is entirely at the discretion of the Returning Officer and the decision of the Returning Officer shall be final, and no correspondence will be entered into.
- c. Unless an exception has been made by the Returning Officer under paragraph 1.1b above, Members must have a registered email address to participate in elections as candidate, proposer, seconder, assenter or voter.
- d. It is the responsibility of Members to ensure that their “main address” registered with the RIBA is the one which they wish to be used to identify the geographical location within which they are located to assess their eligibility to vote for any given Council Seat. Updates must be completed within ten days of the publication of the Notice of Election. This is a strict deadline, and there is no right of appeal should a Member fail to register the correct “main address” within the deadline. Correspondence on this point will not be entered into. It is the responsibility of the Member to check and update their records in time.
- e. Only individuals who have been admitted to RIBA membership at least ten days before the publication of the Notice of Election shall be eligible to vote.
- f. Members are only eligible to propose, second or assent a candidate for an Office or Seat in relation to which that Member would be eligible to vote. Members must not propose, second or assent more than one candidate for each Office or Seat for which they are eligible to do so.
- g. Proposers cannot also act as seconders or assenters for the same candidate or for another candidate standing for the same Office or Seat. These restrictions also apply in the same way to seconders and assenters. Please note that there is no

requirement for a Member who has proposed, seconded or assented a candidate to vote for that candidate.

- h. Further eligibility criteria for participation in an election is set out below according to the type of election concerned.

2 RIBA President

2.2 The Office

An election for the RIBA President is an election for the next President of the RIBA. Under RIBA Regulation 7.6.1(b, c and d) the person elected as President shall hold office as President-Elect for one year before taking up the office of President for two years. If the holder is not already an existing Council member, by virtue of RIBA Regulation 7.2.3 both offices entitle the holder to automatic appointment to a seat on the Council, as does the position of being the most immediate Past President. RIBA Regulation 7.3.7 prohibits a candidate from seeking election as President at the same time as seeking election for any other Council seat.

2.3 Candidate eligibility and nomination

Candidates for President must-

- a. be current Chartered Member;
- b. be nominated by a proposer, a seconder and at least 58 assenters, who must be current Chartered Members

2.4 Electorate

The electorate shall comprise all the current Members of RIBA.

2.5 Publication of Nominators

The names of candidates' proposer, seconder, and the first 58 assenters will be published on the RIBA website.

2.6 Term of Office

Under RIBA Regulation 7.6.1(b) to 7.6.1(d) the person elected as President shall hold office as President-Elect for one year before taking up the office of President for two years. On the expiry of the third Session, the President shall take up the office of Immediate Past President for a term of one year.

2.7 Duties

The duties of the President are set out in the relevant candidate pack.

3 Council Member Seats

3.1 Term of Office

Under RIBA Regulation 7.6.1(a) the person elected shall hold office for a term of three years from 1st September.

3.2 Candidate eligibility and nomination

Candidates for Council Member seats must;

- a. be current Chartered Members; and
- b. must be nominated by at least seven current Chartered Members

3.3 Electorate

The electorate shall comprise all current Chartered Members of RIBA on the electoral register.

3.4 Duties

The duties of Council Members shall include the following, in addition to a duty to attend and contribute to RIBA Council meetings and to adhere to the Council Member Code of Conduct:

- a. to obtain insight from members within their electoral college on topics specified by Council and to feedback to those members all relevant decisions of Council;
- b. to suggest agenda items to the Honorary Secretary based on member insight;
- c. to volunteer to lead Council task & finish groups or to take part in Council committees as appropriate to their areas of expertise and/or interest;
- d. to attend at least one meeting of each Regional Council, in rotation, during their term;
- e. to attend the meetings of Nations & Regions Council Committee upon request of the Committee Chair; and
- f. to make themselves available to be contacted by the Honorary Officers.

4 Regional Council Member Seats

4.1 Term of Office

Under RIBA Regulation 7.6.1(a) the person elected shall hold office for a term of three years from 1st September.

4.2 Candidate eligibility and nomination

Candidates for Regional Council Member seats must;

- a. be current Chartered Members who are on the electoral register of the Region where the seat is available; and
- b. be nominated by at least seven current Chartered Members who are on the electoral register of the Region where the seat is available.

4.3 Electorate

The electorate shall comprise all current Chartered Members of RIBA on the electoral register of that Region.

4.4 Regions

The Regions shall be as determined from time to time under RIBA Regulation 1.2.11 but at the date of making of these Electoral Rules they shall be:

- | | |
|--------------------------------|-----------------------------------|
| a. RIBA East (2 Seats) | i. RIBA Wessex (1 Seat) |
| b. RIBA East Midlands (1 Seat) | j. RIBA West Midlands (1 Seat) |
| c. RIBA London (6 Seats) | k. RIBA Yorkshire (1 Seat) |
| d. RIBA North East (1 Seat) | l. RIBA Scotland North (1 Seat) |
| e. RIBA North West (2 Seats) | m. RIBA Scotland South (1 Seat) |
| f. RIBA South (2 Seats) | n. RIBA Wales (1 Seat) |
| g. RIBA South East (2 Seats) | o. RIBA Northern Ireland (1 Seat) |
| h. RIBA South West (1 Seat) | |

4.5 Duties

The duties of Regional Council Members shall include the following, in addition to a duty to attend and contribute to RIBA Council meetings and to adhere to the Council Member Code of Conduct:

- a. to obtain insight from members within their electoral college on topics specified by Council and to feedback to those members all relevant decisions of Council;
- b. to suggest agenda items to the Honorary Secretary based on member insight;
- c. to volunteer to lead Council task & finish groups or to take part in Council committees as appropriate to their areas of expertise and/or interest;
- d. to attend meetings of their Regional Council;
- e. to attend the meetings of Nations & Regions Council Committee if there is not a separate Regional Chair in post;
- f. to make themselves available to be contacted by the relevant Regional Chair, or to carry out the duties of the Regional Chair if there is not a separate Regional Chair in post;
- g. to volunteer to lead Council task & finish groups or to take part in Council committees as appropriate to their areas of expertise and/or interest; and
- h. to make themselves available to be contacted by the Honorary Officers.

Please note that 4.5 d, e and f only apply to English Regions.

5 International Council Member Seats

5.1 Term of Office

Under RIBA Regulation 7.6.1(a) the person elected shall hold office for a term of three years from 1st September.

5.2 Candidate eligibility and nomination

Candidates for International Council Member seats must;

- a. be current Chartered Member who is on the electoral register of the international Region where the seat is available; and
- b. be nominated by at least seven current Chartered Members who are on the electoral register of the international Region where the seat is available.

5.3 Electorate

The electorate shall comprise all current Chartered Members of RIBA on the electoral register of that international Region.

5.4 International Regions

For this purpose, there shall continue to be four international regions, namely;

- a. Europe (excluding the UK);
- b. the Americas;
- c. Asia & Australasia; and
- d. the Middle East & Africa.

5.5 Duties

The duties of International Council Members shall include the following, in addition to a duty to attend and contribute to RIBA Council meetings and to adhere to the Council Member Code of Conduct:

- a. to obtain insight from members within their electoral college on topics specified by Council and to feedback to those members all relevant decisions of Council;
- b. to suggest agenda items to the Honorary Secretary based on member insight;
- c. to volunteer to lead Council task & finish groups or to take part in Council committees as appropriate to their areas of expertise and/or interest;
- d. to attend meetings of their Regional Council or to help establish one;
- e. to attend the meetings of Nations & Regions Council Committee if there is not a separate Regional Chair in post;
- f. to make themselves available to be contacted by the relevant Regional Chair, or to carry out the duties of the Regional Chair if there is not a separate Regional Chair in post; and
- g. to make themselves available to be contacted by the Honorary Officers.

6 Associate Member Seats on Council

6.1 Term of Office

Under RIBA Regulation 7.6.1(a) the person elected shall hold office for a term of three years from 1st September.

6.2 Candidate eligibility and nomination

Candidates for Associate Member seats must-

- a. be current Associate Members; and
- b. be nominated by at least seven Associate or Chartered Members.

6.3 Electorate

The electorate shall be the current Associate Members of RIBA on the electoral register.

6.4 Duties

The duties of Associate Council Members shall include the following, in addition to a duty to attend and contribute to RIBA Council meetings and to adhere to the Council Member Code of Conduct:

- a. to obtain insight from members within their electoral college on topics specified by Council and to feedback to those members all relevant decisions of Council;
- b. to suggest agenda items to the Honorary Secretary based on member insight;
- c. to volunteer to lead Council task & finish groups or to take part in Council committees as appropriate to their areas of expertise and/or interest; and
- d. to make themselves available to be contacted by the Honorary Officers.

7 Student Member Seats on Council

7.1 Term of Office

Under RIBA Regulation 7.6.1(a) the person elected shall hold office for a term of three years from 1st September.

7.2 Candidates eligibility and nomination

Candidates for Student Member seats on Council must-

- a. be current Student Members or be eligible to be Student Members (As a student on a RIBA recognised Part 1 or 2 course or during a year out between Part 1 and Part 2) at the time of nomination; and
- b. have attained the age of 18 at the time of nomination; and
- c. be nominated by at least seven current Student Members of RIBA.

7.3 Electorate

The electorate shall comprise the current Student Members of RIBA.

7.4 Duties

The duties of Student Council Members shall include the following, in addition to a duty to attend and contribute to RIBA Council meetings and to adhere to the Council Member Code of Conduct:

- a. to obtain insight from members within their electoral college on topics specified by Council and to feedback to those members all relevant decisions of Council;
- b. to suggest agenda items to the Honorary Secretary based on member insight;
- c. to volunteer to lead Council task & finish groups or to take part in Council committees as appropriate to their areas of expertise and/or interest; and
- d. to make themselves available to be contacted by the Honorary Officers.

8 RSAW President – ex officio role on Council representing RIBA Wales seat

8.1 Term of Office

The person elected as RSAW President shall hold office as RSAW President Elect for one year before taking up the office of RSAW President for two years.

8.2 Candidate eligibility and nomination

Candidates for RSAW President must-

- a. be current Chartered Members who are on the electoral register in Wales; and
- b. be nominated by at least seven current Chartered Members who are on the electoral register in Wales.

8.3 Electorate

The electorate shall comprise of all current Chartered Members on the electoral register in Wales.

8.4 Duties

The duties of the RSAW President are set out in documentation produced by RSAW.

9 Nomination – applies to all seats

- a. Each candidate for an election must be nominated by the required number of RIBA members.
- b. The nomination period for all elections shall be ten working days.
- c. Unless an exemption has been granted further to paragraph 1.2(b), Nomination forms, declarations and election leaflets must be submitted electronically. They may either be submitted on the online elections portal for members with registered email addresses or they may be scanned and emailed from a Member's registered email address to elections@riba.org. Electronic or digital signatures may be used, including a typed full name provided it is clear from the correspondence that this is intended as a signature. Any query as to intention in this regard will be assessed by the Returning Officer, whose decision shall be final, and no correspondence shall be entered into.
- d. With the exception of the seat of Vice President Membership, no candidate may be nominated for more than one type of Council seat (including for President). Should multiple nominations occur, only the initial nomination will be eligible and all subsequent nominations shall be voided upon receipt.

10 Declaration – applies to all seats

Each candidate must declare in writing:

- a. that they are willing, if elected, to serve on Council in the seat for which they are standing and in any associated roles.
- b. With effect from the date of nomination, they will adhere to the Council Members' Code of Conduct and will honestly and faithfully report the views of those RIBA members within their geographical location to Council on relevant matters disclosing when those conflict with their own personal views on the matters being discussed;
- c. that they will adhere to these Election Rules, acknowledging that any finding by the Returning Officer of a breach of the Rules will be treated as a professional conduct matter and reported to the Professional Standards team;
- d. any sponsorship (including financial support and services in-kind) from their practices or colleagues employed or engaged by those practices to participate in this process; and any commercial interests or membership of other societies, institutes, political parties or other bodies which might be relevant if they were elected.
- e. These declarations must be submitted with a candidate's nomination forms.

11 Election leaflet – applies to all seats

Every candidate must also submit with their nomination forms standard biographical details, an up-to-date portrait photograph of themselves and an election statement (together referred to as an 'election leaflet'). The content of the statement is at the candidate's own discretion. Defamatory or unlawful content, or damaging or inaccurate or unsubstantiated remarks about any other candidates or about RIBA, its staff, its volunteers, its members or its suppliers and business contacts in any form, whether within the elections leaflet, during hustings, during campaigning or on social media or in press articles, during the elections period are strictly prohibited. If necessary, the Returning Officer will adjudicate on contentious or erroneous content before publication and the candidate may be afforded an opportunity to make deletions or revisions. By submitting a nomination form, candidates agree to be subject to social media screening by a third party appointed to that role by the Returning Officer. The decision of the Returning Officer shall be final and no correspondence will be entered into. The use of prohibited content in election material and during the elections process will be considered a breach of these Elections Rules, which is a matter of professional conduct, and the Returning Officer shall refer the matter to the RIBA Professional Standards team.

12 Validity of Nominations – applies to all seats

For a candidacy to be valid, the nomination forms, declarations and election leaflet must all be received by the deadline as published by the Returning Officer. If a nomination is incomplete or deemed unpublishable at the end of the nomination period, the candidacy will be invalid unless there are exceptional circumstances that explain the absence (or delay in submission) of the missing items to the satisfaction of the Returning Officer whose decision shall be final. No correspondence shall be entered into. In any event, no late submission of any required document will be accepted beyond three working days after the close of the nomination period, and no new candidates will be accepted during this time.

13 Returning Officer – applies to all seats

By virtue of RIBA Regulation 7.3.5 the Honorary Secretary shall be the Returning Officer. The timetable for the election shall be determined by the Returning Officer. Should a decision be necessary on the validity or acceptability of a nomination or on any other aspect of the conduct of an election, it shall be taken by the Returning Officer. That decision shall be final and binding and no correspondence shall be entered into.

14 Unopposed Seats and Vacancies – applies to all seats

If the number of candidates matches the number of seats available, those candidates shall be deemed to have been elected to the seats for which they have been nominated. If there are insufficient candidates for the seats available, the unfilled seats shall remain vacant. Any such vacant seat shall be filled by a by-election which shall be conducted under the Rules below:

14.1 Casual Vacancy

If a casual vacancy arises by;

- a. Resignation – is made in writing¹ to the President or the Secretary to the Council. The resignation is effective at the date of receipt – RIBA has no procedure for a resignation to be withdrawn.
- b. Death – the vacancy occurs on date of death.
- c. Disqualification – through bankruptcy, conviction, breach of Professional Standards or failure to retain qualification, failure to retain RIBA membership, failure by Student member to obtain RIBA membership before the first Council meeting of that session. – effective from the date of the occurrence.
- d. Failure to take up office.
- e. Failure to attend meetings of the Council – if three consecutive meetings are missed without mitigating circumstances which are accepted as reasonable by the President and Honorary Secretary – the vacancy occurs at the conclusion of the third Council Meeting.
- f. No Council member who has been removed from office under Byelaws 7.3.4 (d) to (g) inclusive may stand in any election to Council that will take place within five years of the individual's removal

14.2 Notification of Vacancy

The Secretary to the Council is responsible for notifying the Returning Officer and the Elections Office of the vacancy, stating the councillor's name and reason for the vacancy.

¹ Writing shall have the same meaning it has in the Byelaws but it includes email or textual communication by other electronic means

14.3 Council Seat vacant since last election

If a casual vacancy arises following a Council Seat being unfilled at the last round of elections, a by-election may be called by:

- a. Council Member Seat – any ten or more Chartered Members
- b. Regional and International Members Seat – any ten or more Chartered Members on the electoral register of the Region or International Region where the seat is available
- c. Associate Member Seat – any ten or more Associate or Chartered Members
- d. Student Member Seat – any ten or more Student Members.

acting together and writing² to the Returning Officer requesting the seat be filled by a by-election.

14.4 Last six months of Term of Office

A vacancy that occurs in the last six months of a term of office shall remain unfilled until the next round of elections.

14.5 Term of Office following by-election triggered by casual vacancy

Successful candidates shall serve for the unexpired portion of the original term of office.

14.6 Publication of the Casual Vacancy and Election Timetable

Within 14 days of receiving the notification of vacancy from the Secretary to the Council, the Returning Officer, in conjunction with the Elections Office, will prepare and publish the Casual Vacancy Notice and a 45 day (working days) timetable for the by-election.

Timetable

- D-45 Publication of Notice of Election
- D-30 Nominations Open
- D-21 Nominations Close
- D-20 Publication of Notice of Poll
- D-15 Polling Opens (if required)
- D-0 Polling Close (if required)

For the purposes of a by-election, the Returning Officer may delegate the functions of Returning Officer.

14.7 Contested elections

If there are more candidates than vacancies in any election, the Returning Officer shall announce the candidates on the RIBA website, shall arrange for an online ballot amongst the Members eligible to vote for the available seats and may authorise an independent election services provider to conduct the ballot on behalf of the RIBA.

² Writing shall have the same meaning it has in the Byelaws but it includes email or textual communication by other electronic means

15 Conduct - applies to all seats

Every candidate's conduct and communications in an election (including their election statements and any social media communications) shall comply with the "Conduct Rules including use of Social Media" and the Council Member Code of Conduct attached at Appendix A. The Returning Officer shall have the power to reprimand, caution or disqualify any candidate who does not meet these expectations. Any such decision made by the Returning Officer shall be final and binding. Any breach of these Election Rules will be considered a matter of professional conduct and the Returning Officer shall refer the matter to the RIBA Professional Standards team.

16 Campaigning – applies to all seats unless otherwise stated

- a. All candidates may campaign for their election. Candidates are entitled to use the RIBA Election Visual Identity artwork online and on social media. Candidates will be provided with the visual identity pack on submission of a valid nomination. Any candidate using any other RIBA assets is responsible for ensuring they have the correct category of membership and are using those assets in line with the relevant licence or requirements
- b. Candidates for the RIBA President seat will be expected to participate in hustings, the dates, times and locations of which will be made available to those candidates by the Returning Officer upon receipt of their nomination and published on the RIBA website.
- c. Candidates must not accept commercial sponsorship in support of their campaigns, but they may accept support from their practices or colleagues. The value of this support, either cash or in-kind (such as hours/days spent in support), must be disclosed on the election return form.
- d. Within ten working days of the close of poll, a candidate must make and submit a return of election expenses, setting out the amount of expenditure that they have spent and confirming that-
- e. They have complied with these Election Rules and any Guidance Notes on campaigning; and
- f. They have not taken commercial support in support of his or her campaign which could be interpreted as seeking advantage or influence
- g. The Returning Officer shall have the power to reprimand, caution or disqualify any candidate who breaches this Rule or any Guidance Notes. Any such decision made by the Returning Officer shall be final and binding and no correspondence will be entered into. Any breach of these Rules will be considered a matter of professional conduct and the Returning Officer shall refer the matter to the RIBA Professional Standards team.

17 Ballots and Voting – applies to all seats

- a. By virtue of RIBA Regulation 7.3.4 voting shall be by Single Transferable Vote.
- b. Ballot papers and candidate's election leaflets shall be made available online to all electors and published on the RIBA website. Candidates shall be ordered alphabetically within each seat category. Information shall only be distributed to individuals by post where a decision has been made to do so by the Returning Officer in accordance with 1.1(b).
- c. The date on which an election opens for voting and the final date and time by which ballots shall be returned shall be determined by the Returning Officer and published on the RIBA website.
- d. Any ballot paper that has not been completed or returned according to the directions for use may be rejected and its vote or votes may be lost.
- e. An elector may only vote once per seat for which they are eligible to vote.
- f. Where an elections services provider is used, ballots shall be returned to the election services provider and counted under its direction and control.

18 Counting and Results – applies to all seats

- a. Where an election services provider is used, the election services provider shall be required to complete the count no later than seven days after the close of poll.
- b. Having counted the ballots and determined the results, the electoral services provider shall provide the following information to the Returning Officer, certifying also that the ballots have been counted, and the results have been determined, accurately and correctly:
 - i. the total number of ballots returned;
 - ii. the number of ballots declared void;
 - iii. the quota required to be elected;
 - iv. the number of first count votes for each candidate;
 - v. the number of counts required to determine a complete result;
 - vi. the final number of votes retained or held by each candidate elected; and
 - vii. the candidate or candidates elected.
- c. If there is a tie for the last vacancy, the election services provider shall conduct one recount of the votes cast for the tied candidates. If, after a recount, there should still be a tie for the vacancy the electoral services provider shall determine the successful candidate by the toss of a coin.
- d. When there are vacancies in the same category of seat for differing terms of office, the vacancy with the longest term shall be filled by the candidate who first reached the electoral quota or was otherwise declared elected. All further vacancies shall be filled using the same criteria.
- e. As soon as the results of the election are available, the Returning Officer shall formally declare them and arrange for them published on the RIBA's website, including the information submitted by the service provider. Upon such publication, on the website, the results shall be final and binding on all parties.

19 Disputes relating to the conduct of the poll – applies to all seats

If a dispute arises about the conduct of any election then the Returning Officer, having regard to advice obtained from the election services provider, shall decide whether the poll has been properly conducted in accordance with these Rules. Such decision shall be final and binding and no correspondence shall be entered into.

20 Conduct Rules, including use of Social Media – applies to all seats

Candidates must not:

- a. breach the Election Rules;
- b. publish or circulate offensive, demeaning, defamatory or untrue comments about individuals;
- c. make unsubstantiated allegations which are damaging to the reputation and integrity of the RIBA, its staff, volunteers, members and business contacts;
- d. disclose confidential information that you are privy to during your communications or association with the RIBA.

Candidates must:

- a. act in the best interests of the RIBA and not place your personal interests ahead of those of the organisation as set out in the [Essential Trustee Guide](#);
- b. be respectful of others;
- c. remember that you are legally responsible for anything you publish and this in turn can be quoted or published by the media;
- d. remember that any breach of the Election Rules will be considered a professional conduct matter
- e. respect the decisions of the Returning Officer

For the purposes of these Rules, social media and networking sites can include, but are not limited to, Facebook, Twitter, LinkedIn, Instagram, Google+, blogs and forums.

Candidates are accountable and legally responsible for their actions and activities when using social networking sites. They are expected to observe the standards, conduct and behaviour outlined in the RIBA Code of Professional Conduct, Policies, Regulations, Charter and Byelaws, as well as national legislation such as the Data Protection Act and Equality Act, at all times.

The RIBA has no direct control over the information candidates choose to disclose on the internet or social media. Candidates must respect the need to protect the reputation of the RIBA, their own privacy, the privacy of staff, volunteers, members and business contacts of the RIBA, and the confidentiality of RIBA information or data, in any communications or statements they make available to members of the general public (including private accounts and closed or secret groups).

Candidates must not:

- a. engage in activities on the internet or social media, both personally and professionally, which might bring the RIBA into disrepute;
- b. make any politically sensitive statements;
- c. disclose private or confidential information without prior written consent from the individual to which the information relates and from whom the information from obtained (if different);
- d. use the internet or social media to disparage staff or volunteers or members or business contacts of the RIBA in any way;
- e. imply RIBA endorsement of personal views and views that the RIBA would not wish to be associated with; nor
- f. violate the terms and conditions of the social media network being used.
- g. Candidates must be respectful of others and courteous at all times.

21 Complaints Regarding Elections – applies to all seats

RIBA is committed to providing a high-quality service to all of our members. When something goes wrong, we need you to tell us about it. This will help us to both address what has gone wrong and to improve our standards.

If you have a complaint, please contact us in writing with the details. To help us undertake our investigation, it will be helpful if you can provide as much detail as possible at this stage.

You must provide your name, address and RIBA Membership No. as we will not deal with anonymous complaints. In addition, any complaints that are considered to be vexatious or of a repeat nature will not be considered.

What will happen next?

- a. We will acknowledge receipt of your complaint in writing³ within three working days of receiving it, enclosing a copy of this document.
- b. We will then investigate your complaint. This will normally involve passing your complaint to the Returning Officer, who will carry out a review. If the complaint relates to the actions of the Returning Officer, the matter will be referred to another member of Council for review as nominated by the President. If the complaint relates to the actions of any staff members, the matter will be referred to their line-manager for review.
- c. Within 14 working days of sending you the written acknowledgement, you will receive details of the initial investigation into your complaint and we will give you the opportunity to comment or provide us with any further information.
- d. We will send you a detailed written reply to your complaint within 28 working days of sending you the written acknowledgement. The level of detail included in our written responses will be at our sole discretion, taking into account the nature of your complaint, the individuals involved, the need to process personal data and all other relevant circumstances, including any legal or other advice we may have received.
- e. At this stage, if you are still not satisfied, you should contact the President, who will undertake a further review of the decision or arrange for someone unconnected with the matter to do so. If the original complaint was made against a member of staff, you should contact the Chief Executive, who will undertake a further review of the decision or arrange for someone unconnected with the matter to do so.
- f. We will write to you within 14 working days of reviewing the decision, confirming our final position on your complaint and explaining our reasons. This decision shall be final.
- g. Please send your complaint by email to the Elections/AGM Officer at elections@riba.org.uk

³ Writing shall have the same meaning it has in the Byelaws but it includes email or textual communication by other electronic means

Appendix 1 – Council Member Code of Conduct

Candidates for Council Member seats shall abide by the Council Member Code of Conduct as if they are already Council Members.

This is available here [RIBA Council \(architecture.com\)](https://www.riba.org.uk/council).

In the event of any conflict, these Election Rules prevail during the period to election.

END