

RIBA



Royal Institute
of British Architects

Guidance Notes for Candidates

**RIBA Council
RIBA Scotland South
By-Election**

October 2022

Guidance Notes for Candidates in the RIBA Scotland South By-Election

1. Introduction

Thank you for your interest in standing in the RIBA Scotland South By-Election for the RIBA Council. These notes are intended to provide you with practical information to assist you in the nomination and election process. The elections are administered in accordance with the RIBA Election Rules as published on our website www.architecture.com/elections.

You are advised to familiarise yourself with them too.

2. What we need from you

Examples of the required elements are available to download from the RIBA's website at www.architecture.com/elections.

The following forms must be completed as part of the nomination process online:

- a. The nomination form and
- b. Declarations 1 - All Candidates must declare their willingness to serve on the RIBA Council for the term of office as set out above.
- c. Declaration 2 - It is RIBA policy that Council Members should declare material interests that are relevant to the business of the RIBA to prevent conflicts of interest or the perception of conflicts of interest arising.

Please note that Declaration 2 will be included in the RIBA Register of Interests which is publicly available. Candidates should inform their nominators of any material interests or affiliations which could reasonably be expected to influence their decision to nominate them.

- d. Election Statement and photograph for the Election Leaflet - This is your 'Election Statement'; the content is entirely up to you, with a limit of 300 words. For example, you could provide a C.V. or a manifesto or explain your vision for the future of architecture.

There are a few rules on content, and candidates may not make damaging or inaccurate remarks about other candidates or the RIBA. Should the contents of an election statement cause concern, the Returning Officer will decide whether the candidate must make amendments or whether to take any action.

- e. Photograph - You must email elections@riba.org an up-to-date and good-quality head and shoulders digital photograph of yourself. Full-figure or out-of-focus photos will not be accepted.

You must submit your nomination pack online only using the link below.

3. Nominations

Once you have decided to stand, for your candidacy to be valid, your completed nomination pack must be submitted online.

Nomination packs can be submitted to the Returning Officer [using this link](#) between 09:00 on Wednesday, 9th November 2022 and 16:00 on Wednesday, 22nd November 2022.

All documents must be received by the deadline. No new candidates will be accepted after the close of nominations. The deadline is strictly and impartially enforced to be fair to all candidates.

4. Eligibility and nominations

To be eligible to stand you must be a current RIBA Chartered Member who is on the electoral register in the RIBA Scotland South area, and you must be nominated by seven (proposer, seconder, and five assenters) current RIBA Chartered Members from the RIBA Scotland South area.

For the purpose of this election, RIBA considers the following three Chapters, Edinburgh, Glasgow and Stirling, to be in the RIBA Scotland South area

Please note that we will contact your proposer, seconder, and assenters in order to confirm their agreement to support your nomination. Unconfirmed nominations will be invalidated.

It is your responsibility to ensure that the details you provide, in particular email addresses and RIBA membership numbers, are correct so that we can check that all your nominators are eligible to nominate you.

We would encourage you to submit your nomination well in advance of the deadline as late or incomplete nominations cannot be excepted.

5. Term of Office

The term of office will be until 31st August 2023.

6. The Balloting Process

If the number of candidates is greater than the number of seats, a ballot will be held. This will be conducted online on behalf of the RIBA. The ballot will open at 09:00 on Wednesday, 30th November 2022 and close at 16:00 on Wednesday, 21st December 2022. Members entitled to vote will be emailed a secure link to the RIBA voting website on Wednesday, 30th November 2022, when the vote opens.

Voting will be by Single Transferable Vote method.

The election results will be published on our [website](#) Thursday, 22nd December 2022.

7. Conduct

During all stages of the election process, candidates will be expected to conduct themselves to the high standards of conduct we would expect of you if you became a RIBA Council Member. Under Rule 15 of the RIBA Elections Rules, there are Conduct Guidelines, and Social Media Guidelines, to which you must adhere. You are asked to read those Guidelines and ensure that all your communications, including your election statement and social media, comply with them.

The Returning Officer has the power to reprimand, caution or disqualify any candidates who breach the Conduct and Social Media Guidelines.

8. Campaigning

You may campaign for your election from the day you submit your nomination Pack until the close of poll.

- a. Sponsorship - You may not accept commercial sponsorship in support of your election campaign – but you may accept support from your practice or colleagues, subject as provided below. See Rule 16(c) of the RIBA Election Rules.
- b. Election Expenses - You may not spend more than £1,500 on your campaign. This includes third party campaigning on your behalf.

9. After the election

Under Rule 16(d) of the RIBA Election Rules, within ten working days of the close of poll, candidates must make and submit a return of Declaration 3, setting out the amount of expenditure and donations received. Candidates must also confirm that they have complied with the campaigning rules and not used any money in the campaign which

has come from a commercial source which could be interpreted as seeking advantage or influence.

If you require any further guidance or information or have any questions relating to any part of the election process, please email our elections team at elections@riba.org or telephone 020 7307 3603