

Guidance Notes for Candidates

**Royal Society of
Architects in Wales
Presidential Elections**

Guidance Notes for Candidates for RSAW Presidency

1. Introduction

Thank you for your interest in standing for the RSAW Presidency.

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 and so you are advised to familiarise yourself with them too.

The successful candidate will take up office on 1st September 2022 as President-Elect for one year and will serve as RSAW President for two years from 1 September 2023.

2. What we need from you...

Once you have decided to stand, the easiest way to apply is through the RIBA online election platform at www.cesvotes.com/riba2022.

Templates for the required elements are available to download from the RIBA's website at www.architecture.com/elections or from www.cesvotes.com/riba2022. Please note that paper nomination packs are for information only. You should submit your nomination pack online only.

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

- a) The nomination form and
- b) Declarations 1 and 2, and
- c) Your election statement and photograph for the Election Leaflet.

3. Deadline for submission

The deadline for receipt of nominations is **5:00 pm on Tuesday 14th June 2022**.

Candidates should complete the nominations process online at www.cesvotes.com/riba2022. **Submissions sent by post or by any other method will not be accepted.**

All documents must be received by the deadline. The deadline is strictly and impartially enforced to be fair to all candidates.

4. Eligibility and nominations

RSAW Presidency

If you wish to stand as RSAW President, you must -

- be a current RIBA Chartered Member, or a current RIBA Honorary Fellow, in Wales; and
- be nominated by at least **seven** current RIBA Chartered Members in Wales.

Please note that Civica Election Services will contact those nominators whose details are submitted via email, 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.

5. Conduct

During all stages of the election process, you will be expected to conduct yourself to the high standards of conduct we would expect of you if you become RSAW President. 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.

6. Declarations

- a) Declaration 1. All Candidates must declare their willingness to serve on the RSAW President for the term of office as set out above.
- b) Declaration 2. It is RSAW policy that all Officers 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.

7. Election Leaflet

Election Statement

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, 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 as outlined above in Section 5.

Photograph

Please upload an up-to-date and good quality head and shoulders digital passport-sized photograph of yourself. Full figure or out of focus photos will not be accepted.

8. Validity of Nominations

For your candidacy to be valid, your completed nomination pack must be submitted using the online platform by the deadline.

We remind you that Civica Election Services will contact your nominators via their email, in order to confirm their agreement to support your nomination. Unconfirmed nominations will be invalidated.

We require:

- The Nomination form and
- Declarations 1 and 2.
- The completed Election Leaflet, including your biographical details and election statement.
- Your photograph.

If your nomination is incomplete at the end of the nomination period, your candidacy will be invalid unless there are exceptional circumstances as indicated in Section 9 below. No new candidates will be accepted after the end of the nomination period.

9. Contingencies for Late Submissions

In the event that you fail to submit all the components of your nomination on time, the Returning Officer will decide whether the reason qualifies as an exceptional circumstance. This includes serious illness or accident, in which case your late submission may be accepted according to the following criteria:

- At least two of the three components must have already been completed and received by the deadline (one of which should be the entry for the election leaflet) and
- The majority of the required nominations must also have been submitted and confirmed/signed by the deadline, with only one or two outstanding.

Then, if the Returning Officer is satisfied with the reason you were unable to submit a complete nomination on time, you may be allowed up to seven additional days to send in the outstanding items.

However, if *no* part, or only *one* part, of the nomination has been completed and submitted by the deadline, your candidacy cannot be accepted.

Only the most serious of reasons for failing to submit a complete nomination by the stated deadline will be accepted. Candidates are warned not to regard these provisions as a general-purpose safety net for failing to act in sufficient time.

10. Campaigning

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

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..

Election Expenses. You may not spend more than £1,500 on your campaign. This includes third party campaigning on your behalf.

11. Declaration 3

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.

12. The Balloting Process

If the number of candidates is greater than one a ballot will be held. This will be conducted by Civica Election Services on behalf of the RIBA. Civica Election Services will e-mail electors with a secure link to their RIBA voting website where the election statements will be available.

13. Voting

The Single Transferable Vote method is used. Voting is done via the Internet (Civica Election Services will provide the details and access codes to secure voting pages).

The Ballot will open on 28th June 2022 and close at 5.00 pm on 26th July 2022.

The election results will be published on 2nd August 2022 on the RIBA website at www.architecture.com/elections.

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