

RIBA



Royal Institute
of British Architects

Guidance Notes for Candidates

RIBA Council Elections

Guidance Notes for Candidates in the RIBA Council Elections

1. Introduction

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

You are advised to familiarise yourself with the role description and all other guidance published by the Returning Officer at www.architecture.com/elections.

2. What we need from you

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

- a) Nomination form – including the name, address, RIBA membership number and email address of your seven nominators. You can submit up to ten nominators, and we strongly advise you to do so in case any are invalid.
- 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 relevant to the RIBA business to prevent conflicts of interest or the perception of conflicts of interest arising.

If elected, Declaration 2 will be included in the RIBA Register of Interests, which is publicly available.

Candidates should also inform their nominators of any material interests or affiliations which could reasonably be expected to influence their decision to nominate them.

- d) 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 CV 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 [using this link](#)

3. Nominations

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

Nomination packs can be submitted to the Returning Officer [using this link](#) between 09:00 on Wednesday, 3rd May 2023 and 16:00 on Thursday, 18th May 2023.

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

4. Eligibility and nominations

Council Member Seats – 2 seats

If you wish to stand for a Council Member seat, you must be a current Chartered Member of the RIBA, and seven current Chartered Members must nominate you. Successful candidates will serve a 3-year term from 1st September 2023.

Regional Council Member Seats

In 2023 the following seats are available:

- RIBA London: 6 Seats
- RIBA South East: 2 Seat
- RIBA South West: 1 Seat
- RIBA Wessex: 1 Seat
- RIBA West Midlands: 1 Seat
- RIBA Scotland South¹: 1 Seat

If you wish to stand for a Regional Seat, you must be a Chartered Member whose name is included in the RIBA electoral register for that Region. You must be nominated by **seven** Chartered Members whose names are included in that Region's RIBA electoral register. Successful candidates will serve a 3-year term from 1st September 2023.

International Regional Council Member Seats

In 2023 the following seats are available:

- Europe (excluding the UK): 1 Seat
- The Americas: 1 Seat
- Asia and Australasia: 1 Seat
- The Middle East and Africa: 1 Seat

If you wish to stand for an International Regional Seat, you must be a Chartered Member whose name is included in the RIBA electoral register for that International Region. You must be nominated by **seven** Chartered Members whose names are included on the RIBA electoral register within that International Region. Successful candidates will serve a 3-year term from 1st September 2023.

¹ For the purpose of this election, RIBA considers the following three Chapters, Edinburgh, Glasgow and Stirling, to be in the RIBA Scotland South area.

RIBA East Midlands Regional Council Member By-Election - 1 Seat

If you are a Chartered Member whose name is included in the RIBA electoral register in the East Midlands Region, and you would like to stand, you must be nominated by **seven** Chartered Members whose names are included in the RIBA electoral register for the East Midlands Region. Successful candidates will serve a 1-year term from 1st September 2023.

Associate Council Member By-Elections – 2 Seats

If you wish to stand for an Associate Member Seat, you must be a current RIBA Associate Member and nominated by **seven** Associate or Chartered Members. Successful candidates will serve a 2-year term from 1st September 2023.

Please note that we will contact your proposer, seconder, and assenters to confirm their agreement to support your nomination.

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 encourage you to submit your nomination well before the deadline as late or incomplete nominations cannot be accepted.

Unconfirmed nominations will be invalidated at 12 noon the day after the close of nominations.

5. The Balloting Process

A ballot will be held if the number of candidates is greater than the number of seats. This will be conducted online on behalf of the RIBA. The poll will open at 09:00 on Monday, 19th June 2023 and close at 16:00 on Friday, 30th June 2023. Members entitled to vote will be emailed a secure link to the RIBA voting website when the vote opens.

Voting will be by Single Transferable Vote method.

The election results will be published on our [website](#) on Tuesday, 4th July 2023.

6. 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 25 of the RIBA Elections Rules, there are Conduct 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.

7. Campaigning

Under RIBA Election Rule 26(a), you may campaign for your election from the day the Returning Officer confirms your nomination has been accepted until the

close of the poll. Please note that you must not declare or publish yourself as a candidate or campaign for your election until you receive this confirmation.

- a. Sponsorship - You may not accept commercial sponsorship to support your election campaign – but you may receive support from your practice or colleagues, subject as provided below. See Rule 26(d) of the RIBA Election Rules.
- b. Election Expenses - You may not spend over £1,500 on your campaign. This includes third-party campaigning on your behalf.

8. After the election

Under Rule 26(e) of the RIBA Election Rules, within ten working days of the poll's close, candidates must 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