

RIBA



Royal Institute
of British Architects

Branch and Chapter Committee and Regional Council Elections Guidance Notes for Candidates

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1. Introduction

Thank you for your interest in standing in a RIBA Branch and Chapter Committee or Regional 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 Branch, Chapter and Regional 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. The nomination form and
- b. Declaration 1 - All Candidates must declare their willingness to serve on the Branch or Chapter Committee or Regional Council for the term of office as set out in the Notice of Election.
- c. Declaration 2 - It is RIBA policy that you 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.

- 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 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.

- e. Photograph - when you have submitted your nomination forms, you will receive an email from elections@riba.org requesting an up-to-date and good-quality head and shoulders digital photograph of yourself. You will need to reply to the email, follow the instructions and ensure you name the file in the required format, as we use an automated system to save attachments. Please note that full-figure or out-of-focus photos will not be accepted.

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 the date and times listed on the Notice of Election.

Please Note: 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.

3. Eligibility and nominations

The eligibility criteria is set out in the Branch, Chapter and Regional Election Rules for each role available at www.architecture.com/elections

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

4. Term of Office

The term of office is set out in the Branch, Chapter and Regional Election Rules for each role available at www.architecture.com/elections and as set out in the Notice of Election.

5. The Balloting Process

If more than one candidate is nominated, a ballot will be held. This will be conducted online on behalf of the RIBA. Members entitled to vote will be emailed a secure link to the RIBA voting website when the vote opens.

The election results will be published on our www.architecture.com/elections.

6. Conduct

During all stages of the election process, candidates will be expected to conduct themselves to high standards of conduct. There are Conduct and Social Media Guidelines as part of the Branch, Chapter and Regional Election Rules to which you must adhere. You are asked to ensure that all your communications, including your election statement and social media, comply with them.

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

7. Campaigning

- a) You can 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.
- b. Election Expenses – For Branch and Chapter elections, you may not spend over £750 on your campaign. This includes third-party campaigning on your behalf.
- c. Election Expenses – For Regional elections, you may not spend over £1,500 on your campaign. This includes third-party campaigning on your behalf.

Please note that you cannot claim back election expenses from RIBA

8. After the election

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