

RIBA



Royal Institute
of British Architects

Guidance Notes for Candidates

RIBA Honorary Secretary & Honorary Treasurer Election

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1. Introduction

Thank you for your interest in standing in the RIBA Honorary Secretary & Honorary Treasurer Elections. These notes are intended to provide practical information to assist you in the nomination and election process.

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

If you would like to have a conversation with either of the incumbent Officers during the process, we will be happy to facilitate this for you. Please email elections@riba.org

2. What we need from you

The following information must be supplied as part of the online nomination process:

- a. Nomination form – including the name, address, RIBA membership number and email address of your proposer and seconder.
- b. Declaration 1 - All Candidates must declare their willingness to serve on the RIBA Council, the RIBA Board and as a RIBA Trustee for the term of office as set out below.
- 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.

- d. Personal Statement - This is your personal statement; Please outline your ability to perform the role and relevant experience the content is entirely up to you, with a limit of 1,250 words.

There are a few rules on content. However, candidates may not make damaging or inaccurate remarks about other candidates or the RIBA.

- 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.

Nominations can be submitted [using this link](#) between 09:00 on Tuesday, 2 May 2023 and 16:00 on Tuesday, 30 May 2023.

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

You must be a current RIBA Chartered Member to be eligible to stand.

5. Term of Office

The successful candidate for the Honorary Secretary will serve a two-year term from the September 2023 Council Meeting.

The successful candidate for the Honorary Treasurer will serve a three-year term from the September 2023 Council Meeting.

6. The Election Process

The electoral college for this election is the RIBA Council members at the time of the first meeting of the new Session of the Council (RIBA Councillors continuing in office to the next term and members who will become RIBA Councillors on 1 September 2023).

The RIBA Nominations Committee will review all applications against an agreed skills matrix and, if necessary, will carry out interviews to shortlist candidates, ensuring that Council is presented with a choice of no more than three suitable candidates for election for each role.

We will facilitate (online) meetings for the candidates and the electoral college. Candidates will be asked to make a short presentation and take questions from the meeting on the following dates;

Honorary Secretary - Tuesday, 11 July, from 15:00 until 16.30
Honorary Treasurer – Thursday, 13 July, from 15:30 until 17:00

A ballot will be held during the first Council meeting of the Session, as required by the constitution.

The President will be the Returning Officer, supported by the Elections/AGM Officer, who will administer the election.

Voting will be by Single Transferable Vote method.

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 Member of the RIBA Council, RIBA Board and RIBA Trustee.

8. Campaigning

- a) Candidates may campaign for their election from the day they receive confirmation that their 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 - You may not spend over £1,500 on your campaign. This includes third-party campaigning on your behalf.

9. After the election

Within ten working days of the poll closing, 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](mailto:elections@riba.org)