

RIBA



Royal Institute
of British Architects

Guidance Notes for Candidates

RIBA Scotland North By-Election

Guidance Notes for Candidates in RIBA Scotland North

1. Introduction

Thank you for your interest in standing in the RIBA Scotland North By-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 below.
- c) Declaration 2 - It is RIBA policy that Council Members must 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 published on our website.

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. 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 at www.architecture.com/elections when nominations open.

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 between 9:00 on 6 August 2024 and 16:00 on 19 August 2024.

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

RIBA Scotland North Council Member By-Election - 1 Seat

If you are a Chartered Member whose name is included in the RIBA electoral register in the Scotland North 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 Scotland North Region. Successful candidates will serve until 31 August 2025.

Please note that we will contact your proposer, seconder, and assenters to confirm their agreement to support your nomination. Unconfirmed nominations will be invalidated at noon on 20 August 2024.

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.

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 9:00 on 27 August 2024 and close at 16:00 on 17 September 2024. Members entitled to vote will be emailed a secure link to the RIBA voting website when the ballot opens.

Voting will be by Single Transferable Vote method.

The election results will be published on our [website](#) on 19 September 2024.

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 ballot. 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, 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 ballot 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 that 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