

RIBA



Royal Institute
of British Architects

Guidance Notes for Candidates

RIBA Presidential Elections

Guidance Notes for Candidates in the RIBA Presidential Elections

1. Introduction

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

These notes are intended to provide practical information to assist you in the nomination and election process. The elections are administered per the RIBA Election Rules as published on our website, www.architecture.com/elections, so you are advised to familiarise yourself with them too.

The successful candidate will take office on 1 September 2024 as President-Elect for one year and serve as RIBA President for two years from 1 September 2025. Both offices confer a seat on the RIBA Council, and after serving as President, the successful candidate will also have a seat on the RIBA Council as Past President for one year. As RIBA President, the successful candidate will also be a member of the Board of Trustees of the RIBA.

Please note that the RIBA Board has resolved that the RIBA President should receive compensation for the time spent in office as President. Further information is available in the RIBA President Role Description Pack.

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. You must have a proposer, a seconder and at least **fifty-eight** assenters, who must be current Chartered Members. Please download this spreadsheet to submit this information. You can submit up to seventy assenters, and we strongly advise you to do so in case any are invalid.
- b) Declaration 1 - All Candidates must declare their willingness to serve on the RIBA Council for the term of office as set out below.
- c) Declaration 1A -
- d) 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 will be available 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.

- e) Election Statement - Through the Nomination Statement, candidates must demonstrate the following, using no more than 2000 words and no more than five

pages of supporting information, such as a CV, case study, project plan or links to material on the internet:

- a genuine interest in the profession of architecture and the built environment
- experience of influencing high-profile stakeholders and decision-makers in support of architects or a cause relating to architecture or the built environment
- experience (or an understanding of the requirements) of a non-executive role
- integrity and resilience in difficult situations, and the ability to handle sensitive issues respectfully and confidentially
- a commitment to diversity and inclusion
- respect for the RIBA and what it is trying to achieve
- their election promises align with the RIBA's charitable objectives and the goals set out in the 2034 Masterplan and can be fully implemented during your term of office (2025/2027).

Candidates must 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 below in Section 6.

- f) 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.

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 1 May 2024 and 16:00 on 15 May 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 President

To be eligible to stand as RIBA President, you must, under RIBA Election Rule 2.3(a):

- be a current Chartered Member or Honorary Fellow;
- be nominated by a proposer, a seconder and at least **fifty-eight** assenters, who must be current Chartered Members.

Please note that RIBA Regulation 7.3.7 prohibits a candidate from seeking election as President at the same time as seeking election for any other seat on the RIBA Council.

Please note we will contact your proposer, seconder and assenters, whose details are submitted via email, to confirm their agreement to support your nomination. Unconfirmed nominations will be invalidated at noon on 17 May 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.

You are strongly advised to seek more than the required assenters in case any are invalidated.

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

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. The poll will open at 9:00 on 17 June 2024 and close at 16:00 on 28 June 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 2 July 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.

Video - Candidates may provide the RIBA with a short election video, which will be hosted on the RIBA voting platform from 17 June 2024 until 28 June 2024. The election video must be no longer than two minutes and submitted in a regular video file format (e.g. avi, flv, mov, etc.). The same rules on content described above in section 6 will apply. The

video should show head and shoulders only. The candidate will solely be responsible for arrangements and the costs of producing their election videos.

Social Media and Website - A link to the candidate's social media and website could also be placed on the voting platform.

The Returning Officer has the final say on communications.

Hustings - RIBA will organise two online and one in-person hustings between 27 May 2024 and 14 June 2024. Candidates must not accept any other invitations to attend any other hustings or election meetings not agreed upon by the Returning Officer. No hustings or election meetings may occur once the ballot has opened on 17 June 2024.

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.

Election Expenses - You may not spend over £5,000 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 \[elections@riba.org\]\(mailto:elections@riba.org\) or telephone 020 7307 3603](#)