

RIBA



Royal Institute
of British Architects

Guidance Notes for Candidates

Royal Society of Architects in Wales Presidential Elections

Guidance Notes for Candidates in the RSAW Presidential Elections

1. Introduction

Thank you for your interest in standing for the RSAW 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 RSAW President for two years from 1 September 2025.

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 five assenters who are current Chartered Members in Wales.
- b) Declaration 1 - All Candidates must declare their willingness to serve on the RSAW President for the term of office as set out above.
- c) Declaration 2 - It is RIBA policy that candidates must declare material interests relevant to the RIBA business to prevent conflicts of interest or the perception of conflicts of interest from 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.

- d) Election Statement - Through the Nomination Statement, candidates must demonstrate the following, using no more than 300 words, such as a CV, case study, project plan or links to material on the internet:

Candidates must not make damaging or inaccurate remarks about other candidates or the RSAW or 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.

- 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.

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 RSAW President, you must,

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

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 RSAW and 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 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.

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.

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 £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 \[elections@riba.org\]\(mailto:elections@riba.org\) or telephone 020 7307 3603](#)