

RIBA



Royal Institute
of British Architects

Guidance Notes for Candidates

Honorary Secretary Election 2025

Guidance Notes for Candidates - Honorary Secretary Election

1. Introduction

Thank you for your interest in standing in the RIBA Honorary Secretary Election. 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 talk with the Chair of the Board before submitting your nomination, 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; they must be RIBA Chartered members.
- 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 and Trustees must declare all 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 available for inspection.

- d. Personal Statement - This is your personal statement; please outline your ability to perform the role and provide 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 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.

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 7 July 2025 and 16:00 on Friday, 1 August 2025.

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 will serve a two-year term from 1 October 2025.

6. The Election Process

The electoral college for this election will be RIBA Council members as of 1 September 2025.

The RIBA Nominations Committee will review all applications against an agreed skills matrix and, if necessary, will conduct interviews to shortlist candidates, ensuring that Council is presented with no more than three suitable candidates.

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 Thursday, 18 September, from 12.30 until 14.15

A ballot will be held during the Council meeting on Thursday, 25 September 2025, as required by the constitution.

RIBAs CEO will be the Returning Officer; however, the President will oversee the election at the Council meeting, supported by the Governance Manager, 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 confirmed by the Nominations Committee.

- 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 election 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