

RIBA



Royal Institute
of British Architects

RIBA Presidential Elections

Guidance Notes for Candidates

April 2018

Guidance Notes for Candidates for the RIBA Presidency

Introduction

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

The successful candidate will take up office on 1st September 2018 as **President Elect** for one year, and will serve as **RIBA President** for two years from 1st September 2019 and as Immediate Past President from 1st September 2021 for one year.

Candidates must be current Chartered Members or Honorary Fellows.

Please note the RIBA Council have resolved that RIBA Presidents or their practice or employer should receive some compensation for the time spent in office as President, however this is not a material amount.

Candidates for RIBA Presidency will preferably have served for any two of the previous five years on one or more of a Branch Committee or Council, Regional Council, RIBA Council, a main committee or RIBA Board, but this is not essential.

These notes are intended to provide you with practical information to assist you in the nomination and election process. Please do contact our external election services provider with any questions:

Electoral Reform Services Ltd
The Election Centre, 33 Clarendon Road
London, N8 0NW
Tel. 020 8365 8909, Fax. 020 8365 8587
E-mail: nominations@electoralreform.co.uk

What we need from you...

Once you have decided to stand, we need properly completed nomination documents from you. These comprise:

- signed **nomination forms**.
- a signed **declaration** that you are willing to serve if elected, a signed declaration of material interests (see item 9) and a declaration in respect of expenses (see item 22 below).
- biographical details and election statement for the **election leaflet** together with an up-to-date digital **passport photograph** of yourself.
- an optional election video.

The templates for all of the above are available to download from the web-site (www.architecture.com/elections or from the RIBA's voting platform at www.ersvotes.com/riba2018).

Deadline

The deadline for receipt of nominations is **5.00 p.m. on Tuesday 29th May, 2018.**

Send all documents to:

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You are strongly advised to submit your nomination papers well in advance of the deadline. Should there be a problem with any part of your nomination you will then have time to sort it out. However, this may not be the case if you leave your submission to the last minute and you may run the risk of the nomination being invalidated or your election statement could be published uncorrected if you have left no time to make amendments.

The deadline is strictly and impartially enforced to be fair to all candidates.

Nominations

1. You must be nominated by at least **sixty** current Chartered Members. Be careful to exclude anyone whose membership ceases prior to Tuesday 29th May 2018 as they will be ineligible to nominate you. Please see point 9 for information to be given to those nominating you.
2. You are strongly advised to collect *a few more* than the required sixty nominations. If any are invalidated you will then have additional nominations in reserve to make up the numbers. There are almost always some rejections in the verification process: some nominators are not current Chartered Members, others fail to provide a correct RIBA membership number, others provide details which cannot be matched to the membership record. Therefore, please ensure that your nominators provide the correct details: name, address and membership number (*not* the ARB registration number). It is helpful if you provide details of any nominators as soon as you have them so they can be checked in advance of the deadline. It is not necessary to wait until all names have been collected.
3. **Restrictions:** Chartered Members may only nominate ONE candidate for President-Elect and sign ONE nomination form. If a Member has signed more than one form, only the nomination received *first* will be accepted and included in that candidate's quota. Any subsequent nominations from that Member will be invalidated and the candidate(s) affected will have to find an alternative to make up the loss.
4. The number of nominations from a single source (such as your own office) should be limited to **seven**. You are advised to collect signatures from as wide a spread of the membership as possible.

During the nomination period you will be expected to conduct yourself as if you were a trustee. Therefore we advise you that your communications,

including your election statement, campaign website and social media should adhere to these guidelines:

- Don't publish offensive, demeaning or defamatory comments about individuals
- Be respectful of cultural differences
- Remember that you're legally responsible for anything you publish and this in turn can be quoted or published by the media
- Be mindful that if you are privy to confidential information during your communications with the RIBA that this is not to be disclosed

Always abide by the rules of the social network you are on.

Your Entry in the Election Leaflet

5. Candidates produce their own entry in the election leaflet using the template which can be downloaded from the web-site (www.architecture.com/elections or from the RIBA's voting platform at www.ersvotes.com/riba2018) . Please insert the required details at points b. to e. Remember that the published leaflet will be **A5**, so please use a font size that will be large enough to be read easily.

6. By convention, presidential candidates do not name all their nominators at point a. in the leaflet (it would use up too much space). So, point a. is already completed with: "Nominated by at least 60 Chartered Members of the RIBA."

If you wish to name particular individuals, you should do so in your statement and you may refer to a web-site that has a full list and further information.

7. **Election Statement:** Once you have inserted the necessary information at points b. to e., the remainder of the page, *plus* one complete further A5 page are yours to use as you wish. Please remember that the published leaflet is black on white or coloured paper and the leaflet will also be printed in black on white on the voting website. Take care with your text, as damaging remarks about any other candidates, or the RIBA itself, are unacceptable. If necessary, the Returning Officer (the RIBA Chief Executive) will be asked to adjudicate on contentious content before publication, and it may simply be deleted.
8. **Photograph:** Please include an up-to-date passport-sized digital photograph of yourself. It would be of great assistance if this could be scanned into the box indicated in the template. But if not, please submit your photo separately. Digital pictures are required.

Declarations 1-3

- 9.i. All candidates must sign a declaration that they are willing to serve as the RIBA President, should they be elected by the membership. This is Declaration 1.
- 9.ii It is RIBA policy that Council Members should declare material interests which are relevant to the business of the RIBA in order to prevent conflicts of interest or the perception of conflicts of interest arising. This is required of all serving Council and Board Members. Candidates for election should therefore also sign the declaration of material interests, Declaration 2.

Please note this declaration will be included in the register of interests held for public view in the Library if you are elected

- 9.iii Candidates should inform those nominating them of any material interests or affiliations which could reasonably be expected to influence their decision to sign the nomination form. Similarly, in their election leaflets candidates should declare any involvement likely to be material to members in casting their votes.
- 9.iv Declaration 3, confirming that you have complied with the campaigning rules, must be submitted at the end of the campaign period (see paragraph 23 below).

Submission of Documentation

- 10. The deadline for the submission of all nomination papers is **5.00 p.m. on Tuesday 29th May, 2018. This deadline is strictly enforced.**
- 11. There are specific requirements for the final submission of documents as set out below in points 12-15. Please note there are different requirements for the various different documents.
- 12. The signed nomination forms must be *received* by the deadline, so they should either be posted or scanned and emailed. Signatures must be original handwritten signatures and not electronic signatures. If emailed they must be emailed to nominations@electoralreform.co.uk. No other email address is acceptable.

If posted, they must be posted to:
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The Election Centre, 33 Clarendon Road
London, N8 0NW
Tel. 020 8365 8909, Fax. 020 8365 8587
E-mail: nominations@electoralreform.co.uk

- 13. The signed declaration forms 1 and 2 must be *received* by the deadline of **Tuesday 29th May, 2018**, so they should either be posted or scanned and emailed. Signatures must be original handwritten signatures and not electronic signatures. If emailed they must be emailed to the email address nominations@electoralreform.co.uk. The signed declaration form 3 must be

received by **Wednesday 11th July 2018** and may similarly be submitted by post or emailed.

14. **The entry for the election leaflet must be e-mailed to nominations@electoralreform.co.uk with a digital photograph.**

Validity of Nominations

15. For your candidacy to be valid, the nomination forms, signed declarations and entry for the election leaflet must all be received by the deadline. If your nomination is incomplete at the end of the nomination period your candidacy will be invalid unless there are exceptional circumstances (such as unexpected serious illness or accident) which explain the absence (or delay in submission) of the missing items to the satisfaction of the Returning Officer (see below). In any event, **no late submission of any required document will be accepted beyond seven days after the close of nominations**, and no new candidates will be accepted during this time.

Contingencies for Late Submissions

16. If, unfortunately, you fail to submit all the components of your nomination on time, the Returning Officer will decide whether the reason qualifies as an exceptional circumstance (NB. absence on holiday or 'too busy' are unlikely to qualify), in which case your late submission may be accepted according to the following criteria:
- at least two of the three components must have already arrived by the deadline (one of which should be the e-mailed entry for the election leaflet), and
 - the majority of the required nominating signatures must also have been submitted by the deadline, with only one or two outstanding.

Then, if the Returning Officer is satisfied with the reason why you were unable to submit all completed documents in time, you may be allowed up to seven additional days to send in the outstanding items.

17. However, if *no* part, or only *one* part, of the nomination has been received by the deadline, your candidacy cannot be accepted.

WARNING:

You must not regard these provisions as a general purpose safety net for failing to act in sufficient time. Only the most serious of reasons for failing to submit a complete nomination by the stated deadline will be accepted.

The Election Campaign

18. You may campaign for your election during the preparation period between the announcement of the candidates on the RIBA website and the target date of the ballot papers and elections leaflets. In 2018 this will be between **Wednesday 13th June, 2018** and **Monday 2nd July, 2018**.

When the ballot commences, with the exception of simple reminders to members to vote, presidential nominees should finish campaigning. Simple reminders include Social Media, however anything deemed as campaigning by the Chief Returning Officer may be scrutinized for removal.

19. **Video & Web Page:** Candidates to the Presidential seat may provide the RIBA with a short election video, which will be hosted on the Electoral Reform Services voting platform from **Wednesday 13th June 2018** until the end of ballots at **5:00 pm on Tuesday 7th August 2018**. A link to the candidate's own website could also be placed on the voting platform.

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 at section 7 - Election Statement will apply. The video should show head and shoulders only and no walking. The candidate will be solely responsible for arrangements and the costs involved in the production of their election videos.

The Chief Returning Officer has final say on communications that may be potentially damaging to the RIBA or to its staff/members.

20. **Hustings:** If you volunteer to visit a RIBA region or branch to promote your candidacy, the hosts must also invite the other candidates. However, the absence of other candidates does not prevent you from proceeding with your planned presentation either by yourself, or with whichever of the other candidates are present, provided the opportunity was afforded to the other candidates in good time.
21. **Sponsorship:** You may NOT accept commercial sponsorship in support of your election campaign – but you may accept support from your practice or colleagues, subject as provided below.
22. **Election Expenses:** The RIBA believes that around £5,000 is a sufficient and reasonable amount to spend on your election campaign. The RIBA would not expect you to spend more than £7,000 in total.

Declaration 3

23. At the end of the campaign period on **Monday 2nd July, 2018** and before **Wednesday 11th July 2018**, you must submit Declaration 3 to confirm that you have complied with the campaigning rules (19-23 above) and not used any money in your campaign which has come from a commercial source which could be interpreted as seeking advantage or influence. You must

also confirm that your election expenditure has not exceeded the limit indicated in paragraph 22 above.

The Balloting Process

24. The ballot will be conducted by **Electoral Reform Services**. ERS will publish the candidate election leaflets and ballot papers and send them to all the RIBA voters or email the information to those who will have an electronic vote.
25. Voting: The Single Transferable Vote method is used (voters rank their choices by preference, 1,2,3,4 etc). Ballot papers must be returned to the ERS by **5:00 pm on Tuesday 7th August, 2018**.

ERS will notify us of the results on Wednesday 8th August, 2018 and we will publish the results on Thursday 9th August, 2018 on the RIBA webpage at www.architecture.com/elections.