



# RIAS

# The Royal Incorporation of Architects in Scotland

## **Incorporation Representatives on RIAS Council 2019-22 Guidance Notes**

There are five vacant places for nationally elected Incorporation Representatives on RIAS Council for the coming session. The Council is the body charged with providing the governance and strategy of the Incorporation. Members of the RIAS are now invited to nominate Fellows and Members of the Incorporation to fill these vacancies, on the form below.

The President, Robin Webster, hopes that members from all sections of the profession, and of all ages, will consider standing for election. However, should there be insufficient candidates to fill the vacancies the RIAS may make its own nominations.

### **Procedure**

Each candidate must be eligible to stand as an RIAS Council member and Charity Trustee and be proposed by **five** Chartered Members. The form should be accompanied by an undertaking that the candidate is willing to serve for the full three year term and the candidate's written statement/manifesto of up to 200 words.

On election, the Incorporation Representatives will become Trustees of the RIAS Charity and is bound by the requirements of the 2005 Charities Act to ensure that the RIAS conducts its business in line with best practice as outlined by the Office of the Scottish Charity Regulator (OSCR). For further info see: <https://www.oscr.org.uk/>.

Current RIAS Council members are not eligible for nomination, however if they are due to demit office prior to any election they will be eligible.

### **Date of return**

Nomination papers must be returned to the RIAS by **5pm, Friday 29<sup>th</sup> March 2019**, accompanied by the candidate's election statement of no more than 200 words.

Nominations received after 5pm on **29<sup>th</sup> March 2019** will be invalid.

If more than five nominations are received, online voting instructions will issued by email on 8<sup>th</sup> April 2019. Voting will open on 8<sup>th</sup> April and will close on 6<sup>th</sup> May. The results will be announced to the membership thereafter and confirmed at the Incorporation's AGM in Edinburgh on 5<sup>th</sup> June 2019. Those newly elected Council Members will be expected to attend the Council Meeting on 5<sup>th</sup> June 2019.

### **Voting / Ballot**

Voting information will be delivered electronically, co-ordinated by Mi-Voice.

Members who have recently changed their contact details are asked to update their information as soon as possible. This can be done by contacting the RIAS at [membership@rias.org.uk](mailto:membership@rias.org.uk), Tel: 0131 229 7545.

For assistance with the documents and the submission of completed election documents, candidates should contact the RIAS.



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All Chartered Members of the RIAS are entitled to vote. The ballot will be conducted by a single transferable vote submitted online.

In the event that five or fewer nominations are received, the nominees (if eligible) will be elected unopposed and any vacancies filled by Council.

**Karen Stevenson**  
**Acting Secretary**