

**RIBA-USA**  
**CONSTITUTION**  
**(Effective February 2005)**  
rev April 19<sup>th</sup> 2005

Comments or suggestions may be sent at any time to  
[riba-usa@anet.net](mailto:riba-usa@anet.net)

## **RIBA-USA CONSTITUTION**

April 19<sup>th</sup> 2005

### **SECTION I**

#### **CONSTITUTION & ORGANISATION**

Introduction

##### *Terms of reference of this Constitution*

The RIBA-USA Region and Chapters are an integral part of the RIBA. The RIBA Council Regulations provide a common basis for the operation of the Region and Chapters but with a flexibility that allows scope for supplementary local procedures.

#### **1. RIBA-USA Region and Chapters**

##### *Chapters as of February 2005*

- 1.1 The RIBA-USA Region shall encompass the USA geographical and political sub-divisions with the following (active) chapters –

California  
New York  
New England  
Mid West

As outlined in Appendix One

##### *Additional Chapters*

- 1.2 Changes in the number or boundaries of Chapters shall be made by the RIBA-USA Council only after consultation with the appropriate Chapter Committees and may be divided, depending on geography, member distribution and member interest, as follows –

North West  
Mid South  
Eastern  
South Eastern

As outlined in Appendix One

#### **2. RIBA-USA Regional and Chapter Electoral Registers and Voting procedures**

##### *Who is a member?*

- 2.1 The electoral register for the RIBA-USA Region shall be maintained by the Principal Executive Officer of RIBA indicating which Chartered Members shall be a member of and on the electoral register for the Region in which either their main residence is located or in which their workplace is located.

Voting Arrangements

- 2.2 **A Region or Chapter** election may be by postal or e-mail ballot or by ballot at **that Region or Chapter's** Annual General Meeting. If a postal or e-mail ballot is held, all Chartered Members must receive a written invitation to nominate or vote for candidates and be given a least two weeks in which to respond. If the elections are held at a **Region or Chapter** Annual General Meeting, notice of the meeting, with details of the elections to be held, must be sent to every member at least three weeks in advance of the meeting. If the AGM is scheduled to occur at a physical location, provisions for remote participation shall be made (for example by mail) for all members on any matters that require a member vote or input.

Changes of address

- 2.3 Unless a Chartered Member notifies the Principal Executive Officer, before the date for the close of nominations for elections, of a change of address or a change in the **Region or Chapter of** which he is entitled to be a member, the address used for the despatch of the Royal Institute's Journal and official Institute communications shall be the address included in the appropriate electoral register.

3. **Composition of RIBA-USA Regional Council** (hereinafter referred to as the "Council")

*Who can be on the Council?*

- 3.1 The RIBA-USA Region shall have a Council that shall include:
- 3.1.2 one member from each active Chapter Committee in the Region, who shall be proposed and seconded from among the Chartered Chapter membership and appointed by their Chapter Committee;
  - 3.1.3 one member who shall represent all members who are not represented by a Chapter, who shall be proposed and seconded from among the Chartered Chapter membership and appointed by Council.
  - 3.1.4 such number of further members from Chapter Committees and appointed by those Chapter Committees as shall be decided from time to time by the RIBA-USA Regional Council;
  - 3.1.5 the Regional Presiding Chair (PC), who shall be a Chartered member nominated by at least six Chartered members within the Region and shall be elected by a regional vote. A simple majority shall decide the election of the Presiding Chair. In the event of a tie, the current RIBA-USA Council shall have the casting vote;
  - 3.1.6 the Deputy Presiding Chair (DPC) shall be a Chartered member who secures a lesser number of votes for Presiding Chair or any current member of the Regional Electorate. The Presiding Chair shall have the privilege to decide whom to have as Deputy. If the Presiding Chair is unable to select a Deputy within 60 days of commencing office, Council shall determine an appointee by a majority vote;
  - 3.1.7 the immediate Past-Presiding Chair;
  - 3.1.8 the Chair of RIBA's Regional Committees, if the Council so chooses, who shall attend at his or her own expense.
  - 3.1.9 up to three co-opted members, who shall have the right to vote.

*Access by Members to meetings and papers*

- 3.2 Members of the Council shall have the right to be sent, on request to Council (acting in lieu of and until a regional director is appointed) all Council papers and be allowed to attend or otherwise participate in Council meetings.

*Student representation on Council*

- 3.3 Council shall make such Regulations as it deems fit prescribing the number of Student Members and the manner of their selection.

*Limit of term*

- 3.4 Unless specifically waived by a majority Council vote no member or co-opted member shall normally serve on the Council for more than six consecutive years nor shall any such member be eligible for a term of office which, if completed, would result in more than six consecutive years of service, except that a maximum of one additional year may be spent as an immediate-past officer to assist continuity. A one-year interruption is then required before an individual may stand again for election as a Council Member or Officer.

*Frequency of Meetings*

- 3.5 The Council shall meet as it deems necessary including meeting by virtual means.

*Death or Resignation*

- 3.6 Vacancies caused by the death or resignation of an elected Member of the Council may be filled for the remainder of their term of office at the discretion of the Council.

**4. Honorary Officers of the Regional Council**

*Adoption of Presiding Chair (PC)*

- 4.1 At its first meeting held on or after the first day of September, the RIBA-USA Regional Council shall adopt the elected Presiding Chair as its President and leader. At any time during the term of office of the current Presiding Chair, members may elect a Presiding Chair Elect to take up office as Presiding Chair at the conclusion of the current Presiding Chair's term of office. The Presiding Chair shall be elected for two years. Council may vote to extend this by a maximum of one further year. The Presiding Chair may then be elected for a further two years. Council may then vote to extend this second term by a maximum of one further year. The Presiding Chair's term of office shall conclude after one further year as immediate past Presiding Chair (totalling a maximum of seven years, consecutively, after which a one year interruption is required as specified in Clause 3.4).

*Adoption of Deputy-Presiding Chair (DPC)*

- 4.2 The Deputy Presiding Chair shall be appointed under the rules specified in Clause 3.1.6. At the first meeting held on or after the first day of September, the RIBA-USA Regional Council shall adopt the appointment of the Deputy-Presiding Chair. Unless the incumbent resigns or the Presiding Chair gives three months written notice to prematurely end the term of the Deputy, the Deputy-Presiding Chair shall hold office for the duration of the Presiding Chair's term of office, under the rules set out in clause 4.1 above.

*Election of Regional Officers*

- 4.3 At its first meeting held on or after the first day of September, the RIBA-USA Regional Council shall elect from among its membership, including co-opted members, such officers as it deems necessary. Until a Regional Director is appointed, these officers shall provide

day-to-day advice to the PC and DPC on Council's behalf. They shall include an Honorary Secretary to coordinate regional activity, keep records and call meetings and an Honorary Treasurer to keep accounts and present annual financial statements.

5. **Regional Executive Committees**

*Regional Board*

- 5.1 The Council may appoint a Board, which shall include the Presiding Chair, the Deputy-Presiding Chair and the other Honorary Officers of the Region.

*Regional Committees*

- 5.2 Regional Executive Committees shall be sub-ordinate to the Regional Council and shall report all actions taken to the next available meeting of the Regional Council.

6. **Regional Committees and Working Groups**

*Terms of Reference*

- 6.1 The Council may appoint such sub-groups as it deems fit. The composition of such groups may include members of the Council, Chartered Members on the electoral roll for the Region and Student Members resident in the Region.

7. **Regional Responsibilities**

*Representation on RIBA Council*

- 7.1 RIBA-USA's Council shall be responsible to the RIBA Council and shall have specific representation on RIBA Council to reflect this relationship.

*Accountability*

- 7.2 RIBA-USA's Council shall be responsible for administering funds allocated by RIBA Council. The funds shall be administered in accordance with the financial policy of RIBA Council. The Presiding Chair shall ensure that the Council does not enter into financial commitments in excess of the resources the Region.

*Fundraising*

- 7.3 RIBA-USA's Council shall have power to legally establish "not-for-profit" status, to invite donations and to seek sponsorship for general initiatives or particular activities.

*Auditing*

- 7.4 RIBA-USA's Council shall submit the Region's accounts to the Royal Institute in accordance with the accounting policies and programme laid down by the Royal Institute's Director of Finance, for inclusion in the Royal Institute's consolidated accounts for eventual submission to the Royal Institute's auditors.

*Line of responsibility*

- 7.5 Until a Regional Director is appointed, RIBA-USA's Honorary Officers are responsible to RIBA Council through the Executive Director, Professional Services. RIBA-USA's Council is responsible for the day-to-day direction of its Honorary Officers on matters that fall within their authority and for acting responsibly on the advice of those officers.

8. **Regional Annual General Meeting**

*Timing and Participation*

8.1 There shall be a RIBA-USA Regional Annual General Meeting at such a place and at such a time and on such date (not being later than 18 months after the previous AGM) as the RIBA-USA Regional Council shall determine, and in the case of a physical assembly, shall include arrangements for virtual participation by members who are unable to be present:

8.1.1 to receive the Council's Annual Report including the accounts of the Region for the preceding year and other reports from Regional Officers;

8.1.2 to report on the results of Regional elections, if held by postal ballot or to elect members to the Regional Council.

9. **Chapters**

*Chapter names*

9.1 Chapters may retain traditional titles incorporating within the heading that they are a chapter of the Royal Institute, or they may be known simply as a chapter of the Royal Institute. The current titles are given in paragraph 1.1 and 1.2 of this Constitution.

10. **Chapter Committees**

*Composition*

10.1 Chapter Committees may include elected Chartered Members, Affiliate Members, Student Representatives, the Immediate Past Chair of the Chapter (as provided at 10.5) and the Chapter's Elected Member of Council who should be co-opted if not otherwise elected.

*Minimum and Maximum numbers*

10.2 Chapter Committees shall have a minimum of three (Chair, Hon Secretary, Treasurer) and a maximum of sixteen members, including co-opted members. Subject to this, the Chapter Committee shall determine the number of elected Chartered Members of the Chapter Committee. Committee decisions by majority shall be considered valid only if at least four elected Chartered Members (a quorum) participate.

*Eligibility*

10.3 All Chartered Members who are on the electoral roll of the Chapter shall be eligible for election to the Chapter Committee. Candidates for election to the Committee shall be nominated by and seconded by a Chartered Member who is on the electoral roll of the Chapter. Elections must be held annually and committee members may not serve longer than three consecutive years, at least one year's interval being required before they serve again. At the discretion of the Chapter Committee these rules may be varied.

*Student Representation*

10.4 Up to two Student Members resident in the Chapter may serve as members of the Chapter Committee. Such representatives shall serve for one year and shall be eligible for re-election for further one-year terms subject to a maximum of three years. The Chapter Committee shall prescribe the method by which student representatives shall be elected.

*Immediate Past Chair*

10.5 The Immediate Past Chair of the Chapter shall be a member of the Committee for one year following completion of the term of office as Chair.

*Death or Resignation*

10.6 Vacancies caused by the death or resignation of an elected Member of the Committee may be filled for the remainder of the session at the discretion of the Committee.

**11. Chapter Honorary Officers**

*Scope*

11.1 Annually, from among its members, the following officers shall be elected by the Chapter Committee: Chair, Vice-chair, Honorary Secretary, Honorary Treasurer and such other officers as the Chapter Committee may direct.

*Chapter Chair*

11.2 The Chapter Chair shall be elected for two years and shall thereafter be eligible for re-election for one further year. Following completion of a term of office of one year as Immediate Past Chair, the member shall not be eligible for re-election as Chair until one further year has elapsed. Only a Chartered Member of the Chapter shall be eligible for the office of Chapter Chair.

*Chapter Vice Chair*

11.3 The Chapter Vice-Chair shall be elected for two years and shall thereafter be eligible for re-election for one further year after which there must be an interval of one year before an individual can be re-elected to a Chapter Committee.

*Other Honorary Officers*

11.4 Other Honorary Officers shall be elected as required by the Chapter Committee for up to three years after which there must be an interval of one year before an individual can be re-elected to a Chapter Committee.

**12. Chapter Committees and Working Groups**

*Terms of Reference*

12.1 Chapter Committees may appoint such sub-groups as it deems fit. The composition of such groups may include members of their Chapter Committee, Chartered Members on the electoral roll for the Region and Student Members resident in the Region.

**13. Chapter Responsibilities**

*RIBA-USA Regional Council*

13.1 Chapter Committees shall be responsible to RIBA Council through the RIBA-USA Regional Council.

*Accountability*

13.2 Chapter Committees shall be responsible for administering funds allocated to their Chapter by the RIBA-USA Regional Council in accordance with such financial policy as shall be laid down by Council. The Chapter Chair shall ensure that the Chapter Committee does not enter into financial commitments in excess of the Chapter's resources.

*Auditing*

13.3 Chapter Committees shall submit the Chapter's accounts to the Honorary Regional Officers (until a Regional Director is appointed) and to the Institute in accordance with the accounting policies and programme laid down by the Royal Institute's Director of Finance, for inclusion in the Royal Institute's consolidated accounts and submission to the Royal Institute's auditors.

*Fundraising*

13.4 Chapter Committees shall have power to invite donations and to seek sponsorship for particular activities.

14. **Chapter Annual General Meeting**

*Timing and Participation*

14.1 There shall be a Chapter Annual General Meeting at such a place and at such a time and on such a date (not being later than 18 months after the previous AGM) as the Chapter Committee shall determine, and in the case of a physical assembly, shall include arrangements for virtual participation by members who are unable to be present:

14.1.1 to receive the Annual Report of the Chapter Committee including the Chapter's accounts for the preceding year and other reports from Chapter Officers;

14.1.2 to report on the results of the Chapter elections, if held by postal or e-mail ballot, or to elect members to the Chapter Committee;

Signatories

Debbie Bentley  
Tim Clark  
Stephen Stenson  
Jonathan Wimpenny  
Zoka Zola

February 2005  
Revised April 19<sup>th</sup> 2005

## **SECTION II**

### **Administration of RIBA-USA Region and Chapters**

#### REGION

##### 1. **Function of the RIBA-USA Region**

The RIBA-USA Region's primary function is the achievement of certain key strategies and objectives set out in the current RIBA Chartered and RIBA-USA Regional plan, including:

- contact with clients/users.
- promotion of architecture.
- provision of services to members.
- helping members maintain their competence through CPD.
- Satisfying and maintainng US Legal presence and Not-for-Profit status.
- assist RIBA-USA Chapters to address the needs and priorities of local members.

When funds are in place on a regular and reliable basis (ie an inflation adjusted annual revenue) RIBA-USA region will also perform the following core activities (either directly, through the regional office, or indirectly, by commissioning other service providers):

- Administer an awards programme.
- Provide chapter support.
- Run a Regional clients' advisory service.
- Provide support and advice to RIBA council.
- Administer and run a conciliation and arbitration service.
- Co-ordinate communications (newsletter, RIBAnet etc.).
- Be responsible for local recruitment.
- Deal with relevant enquiries and issues raised by the RIBA.
- Liase with regional government and economic planning authorities.
- Maintain contact with students and schools.

In addition, the RIBA-USA Region shall support and generally encourage Chapter or Region-wide activity as appropriate and according to local capabilities, resources and interest:-

- Competitions; *see RIBA Guidelines.*
- CPD events; *building on RIBA's AIA Provider status.*
- Exhibitions.
- Sale of publications/bookshop and other goods and services.
- Encourage the founding of independent or joint Architecture Centres.
- Collaborate with kindred professions.
- Conferences/lectures /courses of study.
- Awards.
- Networking and social events
- Practice visits
- Local promotion of the profession

- Fundraising and sponsorship
- Student support and placements

## CHAPTERS

### 2. **Function of RIBA-USA Chapters**

Each Chapter is an integral part of the Institute and a focal point for membership involvement. It enables members to work as a network, to come together, discuss professional matters, influence RIBA policy, collaborate to promote the profession, develop CPD activity and generally create the means by which to support one another and strengthen the Institute. Chapters should become involved in local issues in ways that both compliment and benefit from existing relationships between RIBA-USA's Regional Council, RIBA Head Office and the national institutions of the USA. The Chapters' key tasks are as follows:

- Producing Chapter publications (e.g. Yearbook).
- Providing a local press service.
- Maintaining local membership and practice lists, updates to which shall be notified to RIBA, which in turn shall provide regular and accurate updates from its membership database.
- Accounts/administration.
- Initiating and maintaining Legal and Not-for-Profit status.
- Assist other Chapters in the Region to address needs and priorities.

In addition Chapters are encouraged to undertake the following tasks according to local capabilities and interests and to build a strong partnership with AIA in so doing:-

- Competitions, *where possible adapting RIBA Guidelines to local conditions.*
- CPD events – *RIBA is an official AIA Continuing Education Provider.*
- Exhibitions.
- Sale of publications/bookshop and other relevant goods and services.
- Establish or collaborate with an Architecture centre.
- Collaborate with kindred professions.
- Conferences/lectures /courses of study.
- Awards.
- Networking and social events.
- Practice visits.
- Local promotion of the profession.
- Fundraising and sponsorship.
- Student support and placements.

### 3. **Management of RIBA-USA Chapters**

Management of the Chapter is in the hands of an elected committee in each case, the constitution of which is set out in Section I.

### 4. **RIBA-USA Chapter Elections**

The process of Chapter elections is to be timed to fit in with those of the RIBA Headquarters and the nomination of members to the RIBA-USA's Regional Council.

COMMON ARRANGEMENTS FOR REGIONS AND CHAPTERS

6. **RIBA-USA Chapter/Regional Annual General Meetings**

The principal item for AGM is the Annual report (Chapter reports prepared by the Chapter Committee, Regional reports by the Honorary Corporate Officers (until a regional director is appointed) in consultation with the Honorary Treasurer). This should be sent to members with the agenda to allow time for study before the meeting. The Annual Report should be copied to the RIBA Membership & Regions Committee and the International Relations Committee in London.

The rules of debate shall be the RIBA Standing Orders for Debate for Council Meetings (copy appended)

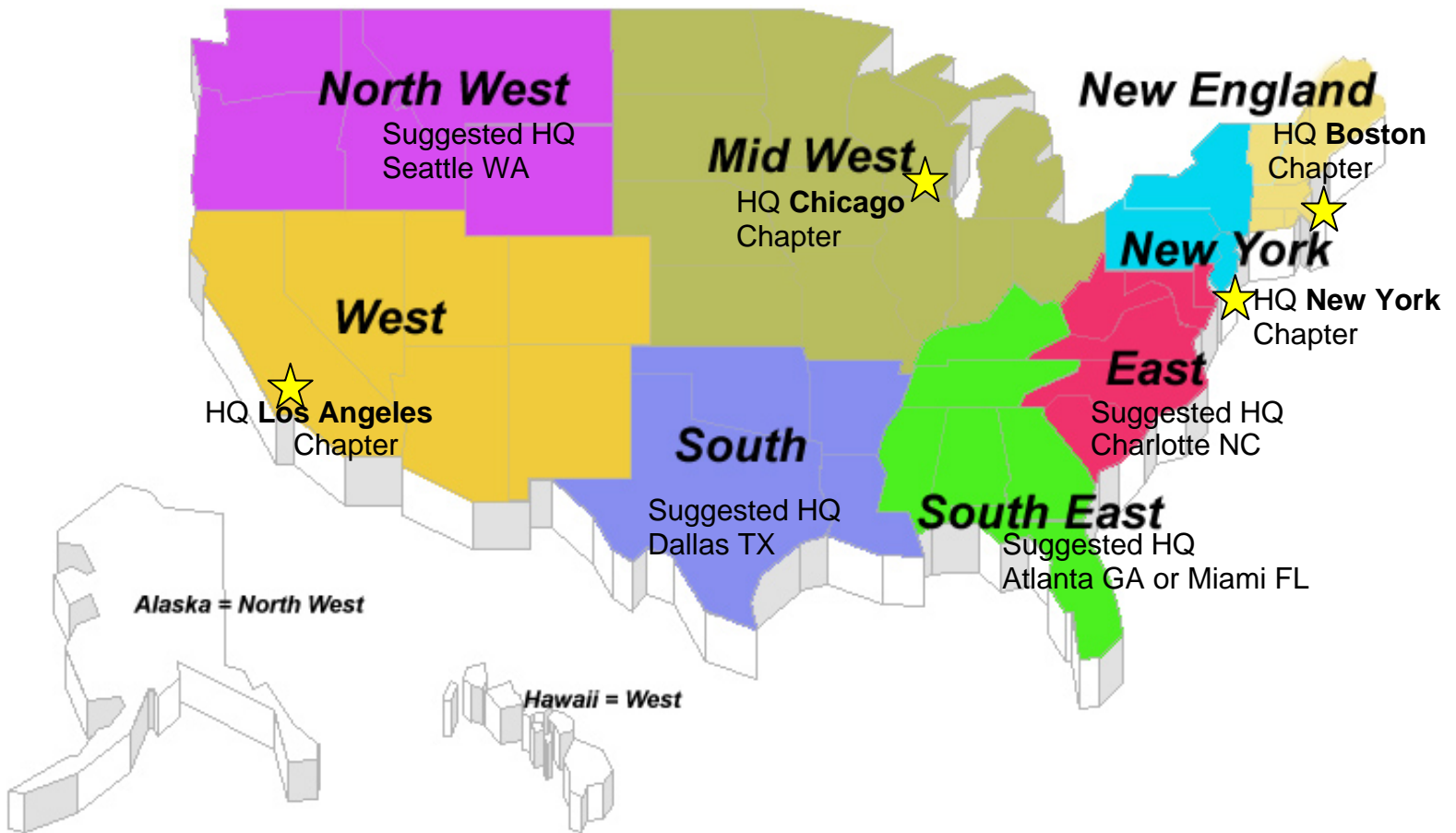
7. **RIBA-USA Chapter/Regional Accounts**

Chapter/Regional accounts are to be prepared annually, the fiscal year ending 31 December. Professional auditors are not required for Chapter accounts but may be checked by the Honorary Corporate Officers (until a regional director is appointed) who will forward as part of their Annual Report a consolidated statement of Chapter accounts for the Institute's auditors. Proforma for the balance sheets and income and expenditure accounts will be provided by RIBA HQ together with explanatory notes.

8. **RIBA Grants to Chapters and Region**

The RIBA-USA Region is responsible for the allocations and proper use of grant monies by the Chapters who will account to them annually for the direct grant money. The Region, in turn, will provide an account of the use of the grant to headquarters for the satisfaction of the Institute's auditors.

**APPENDIX ONE – US CHAPTER SUB-DIVISIONS:  
Active Chapter HQs indicated with a star**



Which States are in which Chapter? Position as at February 2005

**SPECIFIC SUBDIVISIONS** (one representative per Chapter)

- West** (Los Angeles, California); CA AZ UT NV CO NM HI (high member density in CA)
- Mid West** (Chicago) ND SD NE KS MO IA MN WI IL IN MI OH (High density in IL)
- New York** (NYC) NY PA NJ (high member density throughout)
- New England** (Boston) MA VT NH CT RI ME (high member density in MA)

**AMALGAMATED SUBDIVISIONS** (one representative until Chapters become active)

- North West WA AS OR ID MI WY (high member density in WA)
- South TX AK OK LA (high member density in TX)
- South Eastern MS AL GA FL TN KY (high member density in FL)
- Eastern DC NC SC MD WV VA (high member density in DC area)

*Map Source: RIBA-USA National Survey 2003*

## APPENDIX TWO – Model Nomination Form for Chapter Rep

### NATIONAL COUNCIL – RIBA-USA

Candidate for chapter representative

Requires Endorsement by Committee of candidate's Chapter.

Passport-sized photo of candidate

Name

riba membership number

DATE

a Proposed by

Seconded by

The above to be two current Chartered Members in the RIBA-USA region

b Name of Practice, address and contact details

c Position/title

d Qualifications

e Date of Birth

f Prepared to undertake the following Role (s) on Council (please indicate any or all and place asterisk if you can offer prior experience) Roles may be combined at discretion of Regional Council :-

Hon Secretary /Records Officer

Hon Treasurer /Budget Officer

Hon Program Officer

US /AIA/NCARB Liaison Officer

UK /RIBA/ARB Liaison Officer

External Relations Coordinating Officer

Public Relations/Press Officer

Fundraising Officer

Other (please state):

Other (please state):

Statement [Please summarise your priorities for RIBA-USA in the box below.]

I declare that, if elected, I agree to serve on RIBA-USA's national Council, to diligently fulfil the tasks allocated to me and to play a responsible part in it for the entire duration of my term of office as specified in the RIBA-USA Constitution.

Signed.....Date.....

Witness (name) ..... signed.....

Endorsed by Candidate's Chapter Committee

of the .....Chapter of RIBA-USA

Signed by Chapter Chair.....

**APPENDIX THREE – Model Nomination Form for Presiding Chair  
NATIONAL COUNCIL – RIBA-USA**

Candidate for Presiding chair

Name

riba membership number

DATE

Passport-sized photo of  
candidate

a Proposed by:.....

Seconded by:

1).....

2).....

3).....

4).....

5).....

6).....

The above to be seven current Chartered Members in the region

b Name of Practice, address and contact details

c Position/title

d Qualifications

e Date of Birth

Election Statement [Please summarise your aims and objectives in the box below.]

I declare that, if elected, I agree to serve on RIBA-USA's national Council, to provide it with leadership and responsibly advance its declared budgetary and policy aims for the entire duration of my term of office as specified in the RIBA-USA Constitution.

Signed.....Date.....

Witness (name) ..... signed.....

Nominations may be submitted by **post, fax and e-mail**.Proof of delivery is required that the original of this signed declaration form has reached a member of the National Council by the stated deadline.

## **APPENDIX FOUR – Model Letter to invite nominations from Members**

To all RIBA Members.  
United States of America

From Tim Clark, Presiding Chair, RIBA-USA

February 9<sup>th</sup> 2005

Dear Member

Please visit our website at [www.riba-usa.org](http://www.riba-usa.org) to see our new Constitution, which has been developed in close co-ordination with RIBA HQ in London, as part of its general commitment to internationalize the institute and its work (RIBA Council committed itself to this in October 2003). As currently the RIBA's only fully functional and constituted overseas region, we in the US therefore have a distinct advantage. We are about to elect a new Regional Council and want you to play your full part in the process. Participation is easy – mostly by email and via our website. You never had a better chance to make your voice heard in shaping our future and that of the RIBA.

Our call to you now is to participate in the vote for a regional council to take over from the Board of Chapter Chairs that has hitherto been doing all the work. Please study the Constitution to see how this will function. The existing Board (see website) will form the core of the new Council. Please email [riba-usa@anet.net](mailto:riba-usa@anet.net) if you wish to participate by email.

1. Please indicate on the attached form the name of the Chartered RIBA member who is proposed to stand as to **Presiding Chair** of RIBA-USA. Please give details of the Chartered member who proposes the nomination (insert your details if it is you) together with details of six Chartered member who have seconded this proposal. Candidates may not propose or second themselves. The proposed candidate should also complete the relevant parts of the same form. Within sixty days of their election the person elected is entitled to nominate a Deputy-Presiding Chair, using a procedure that is set out in the Constitution. Please note that having served for six years I (Tim Clark) am not eligible to stand this time as Presiding Chair.

As you will see from the Constitution, we currently have four Chapters, **New England**, headquartered in Boston, **Mid West**, based in Chicago, **New York** based in New York City and **California**, based in Los Angeles.. Further chapters may be developed according to local interest but for the time being our constitution provides for unattached members (those that currently do not have a Chapter) also to be represented by a member on the proposed national council on a **Direct** basis.

2. Your Chapter Chair is normally your Chapter Representative. However, the Constitution provides that any other chapter member may be proposed for this role. If you wish to make such a proposal, please indicate on the attached form the name of the Chartered RIBA member who is proposed to stand as your **Chapter Representative**. Please give details of the Chartered member who has proposed the nomination (insert your details if it is you) together with details of a Chartered member who has seconded this proposal. Candidates may not propose or second themselves. The proposed candidate should also complete the relevant parts of the same form. If your state is not in a currently active Chapter you may nominate a person from any location outside the currently active Chapter boundaries as indicated in the Constitution. *Whether or not more than one candidate is proposed, their Chapter Committee will decide which candidate will represent it. The Council itself will choose which candidate will represent areas without a Chapter (Direct Representative).*

Please complete and return the completed forms to Niall Saunders, Research Coordinator, RIBA-USA, Saunders+Wiant Architects, 250 Newport Center Drive Suite 204 Newport Beach, California 92660, by February 28<sup>th</sup> 2005.

*This Model letter calling for nominations of Presiding Chair and Chapter Representatives must be received by Voting Members at least two weeks' prior to deadline for nominations.*

**APPENDIX FIVE – Model procedure for nominating Chapter Rep**  
Procedure for nominating Chapter Representative.

Normally the Chapter Chair would be the automatic person of choice for a Chapter representative on the regional council. In case the Chapter Chair wishes to find another person to act as Chapter representative, the following letter of invitation is suggested:-

"The ..... Chapter would like you to act as its delegate to the RIBA USA Council for the purpose of maintaining the Chapter's involvement in the activities of RIBA-USA. Most of the task involves simply being our point of contact in case there are questions concerning our Chapter or to contribute to discussions about RIBA-USA's needs and priorities.

Contact with Council is normally maintained by email but exceptionally a conference call may occur and very exceptionally there may be an actual meeting in which case sponsorship would be found by the organizers for your attendance if you are available. All meetings and discussions will have provision for virtual participation.

The duties are light but important for our Chapter. Please read the **Constitution** (attached), which describes how the Council will function as well as the attached **Nomination Form** that asks you to indicate a preferred role on Council. Please indicate within seven days if you are willing to accept the nomination as the Chapter delegate to the RIBA-USA Council. If more than one person is willing to be nominated, the nomination will be decided from among these persons by the Chapter Committee. As indicated in the Constitution, the appointment is for a period of two years, renewable by mutual agreement, normally subject to a maximum of six years unless the RIBA-USA Council votes to extend this term."

(please find attached a copy of the RIBA-USA **Constitution** and the **Nomination Form**.)

Whether the Chapter Representative (delegate) is the Chapter Chair or an invited person from among the Chapter membership or a person that is independently proposed and seconded from among the Chapter membership, the final decision on which of these candidates will represent the Chapter will rest with the Chapter Committee.