

## Important Notice to Prospective Nominees

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This Nominee Information Package comprises four documents:

1. Ideal Council Nominee Description & Election Process Guide
2. Nomination Form
3. Statement Form
4. Declaration Form

Additional information is found at [aibc.ca/council-election](http://aibc.ca/council-election).

Instructions for completing the Nomination Form, Statement Form, and Declaration Form are found on the forms themselves. The Nomination Form, Statement Form, and Declaration Form must be executed and, along with the nominee's current résumé, submitted to Mark Vernon, CEO, by email to [nominations@aibc.ca](mailto:nominations@aibc.ca), or by mail to the AIBC, Suite100 – 440 Cambie St., Vancouver, B.C. V6B 2N5.

The Nomination Form, Statement Form and nominee's current résumé will be posted on [aibc.ca](http://aibc.ca) for eligible voters to view as part of the election process.

While every reasonable effort has been made to make the nomination process straightforward for prospective nominees, the Nominations Review Committee specifically declines any responsibility for the failure of any nominee to meet the requirements for nomination as set forth herein.

Nominees are solely responsible for ensuring they are aware of the information contained in these documents and on the web site. Further, nominees are responsible for being aware of, and following instructions relating to, the call for nominations timeframe and submission instructions, and specific nominee requirements for the 2018 election year. Failure to abide by the process outlined herein, as supported in AIBC Bylaw 21.0 and Council Rules 4, may result in a nominee being disqualified from seeking nomination.

## Ideal Council Nominee Description & Election Process Guide

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### Introduction

As noted in previous correspondence, a change this year is the role of a Nominations Review Committee in the election process. The role of the Nominations Review Committee is, in large part, to evaluate nominees putting their name forward for election to determine if they meet the stated competencies and recruitment requirements of council for that year. If they meet these criteria, they will be identified as, "Endorsed".

The terms of reference for the Nominations Review Committee require an open and transparent process. In its effort to meet this requirement, this "Ideal Council Nominee Description & Election Process Guide" has been prepared to assist members so they can consider how their skill, experience and competencies align with those sought in council members this year before declaring their candidacy.

## 2018 Council Positions

Each year, five council members are elected for a two-year term. Incumbent candidates with terms expiring in 2018 are eligible for nomination and are subject to the same considerations and evaluation in the nomination process as new nominees. The Nominations Review Committee will identify all those nominees meeting the specified requirements for council. It is important to note that the number of nominees identified as “Endorsed” is independent of the number of positions to be filled; the Nominations Review Committee is not recommending a slate.

## Attributes Sought in Council Candidates Every Year

The Declaration Form provides a comprehensive list of the responsibilities and commitments that elected council members agree, in writing, to uphold. Nominees are strongly encouraged to review that document thoroughly when considering their nomination.

In addition, all nominees will be assessed on the following personal & professional attributes:

- ✓ Meet the ethical standard and be free of any conflict of interests that would affect their eligibility requirements or ability to perform their duties as a council member;
- ✓ Possess collaborative interpersonal skills and sound business judgment;
- ✓ Place the interests of the Institute above any personal agenda; and
- ✓ Commit to sufficient time to prepare for and attend council, committee, and planning meetings, the annual planning retreat, and council member education and development sessions.

## Specific Competencies Sought for 2018 Council Candidates

The Governance Committee reviews the skills and experience of the continuing council members every year with a view to establishing the competencies of council members that year. The full list of competencies is provided on the Nominee Statement Form, with a particular emphasis on the following for 2018:

- ✓ **Registration & Licensing** – Experience with professional regulatory registration and licensing policies and processes: may include participation on an AIBC or national committee or board where registration criteria are examined; may include participation as a mentor for interns or alternative qualifications applicants, may include participation as an AIBC oral reviewer, may include experience as a lecturer in intern or other registration-related professional development courses; may include experience with recent registration, whether through internship or alternative qualifications; may include participation as subject matter experts in registration-related projects.
- ✓ **Professional Conduct** – Experience with professional regulatory conduct policies and processes: may include participation on an AIBC committee or board where professional conduct, complaints, or ethical and other professional standards and matters are examined; may include participation on disciplinary inquiry panels; may include involvement with an AIBC consensual resolution process.
- ✓ **Finance** – Experience with finance policies and processes: may include a sound understanding of budget and financial performance; may include the ability to meaningfully contribute to strategic financial deliberations; may include the running of a practice or business.

- ✓ **Strategic Thinking** – Experience with strategic thinking; may include leading or participating in a strategic planning exercise or process; may include development and review of policies that advance the long-term goals of organization; may include leading or participating in the development of a business plan.

## Nominee Evaluation and Election Process

The Nominations Review Committee will review each nominee with the objective of establishing whether the individual meets the requirements sought for 2018 council members. The review this year will include consideration of the nominees’ responses in the Nominee Statement Form, Declaration Form, résumé, and interview. Interviews are scheduled for March 22 and 26.

Following the interview, each nominee will be evaluated confidentially and objectively by the Nominations Review Committee to determine if he/she will be identified as “Endorsed”, meaning they meet the requirements for the 2018 election process.

On or before April 3, all candidates will be contacted by the Chair of the Nominations Review Committee to let them know the outcome of the evaluation process. While the nomination and election process must be open and transparent, the deliberations of the Nominations Review Committee are confidential; as such, the Chair will provide nominees with limited but specific reasons as to how the Nominations Review Committee arrived at its decision.

Nominees are encouraged to attend an AIBC Governance Workshop on either March 16 (1–4 p.m.) or March 21 (9 a.m.–12 p.m.). Attendance is optional for 2018, but will be mandatory in 2019 and beyond in order to become an “Endorsed” nominee.

Nominees who are not identified as “Endorsed” are still eligible to stand for election provided their nomination forms are in order, per Bylaw 21.0. Those nominees not identified as “Endorsed” and who choose not to move forward with their candidacy will have until April 5 to request their name be removed from the ballot.

The ultimate decision on who is elected to council rests with AIBC’s voting members and honorary members.

The Nominations Review Committee is committed to honouring every nominees’ desire to serve on council. Assessing whether the nominee is “Endorsed” or not, is taken seriously. Nominees are reminded that the decision is made in light of the requirements for that particular year and, should they not be “Endorsed” in a given year, they may be in a subsequent year.

## Key Dates

February 19                      Call for Nominations issued; nomination materials available at [aibc.ca/council-election](http://aibc.ca/council-election).

March 12	Nominations period closes at 4 p.m. PST; nomination materials to have been received by Mark Vernon, CEO by email to <a href="mailto:nominations@aibc.ca">nominations@aibc.ca</a> or by mail to Suite 100 – 440 Cambie Street, Vancouver BC V6B 2N5.
March 22 and 26	Nominee interviews with the Nominations Review Committee.
By April 3	Chair of Nominations Review Committee informs nominees as to whether or not they will be identified as “Endorsed.”
By April 5	Nominees who will not be identified as “Endorsed” may withdraw their name from the ballot by advising the Chair.
April 11	Nominees announced. Nominee materials posted to <a href="http://aibc.ca/council-election">aibc.ca/council-election</a> .
April 16	Council election E-Vote Notification sent to eligible voters per <i>Council Rules 4: Electronic Voting and Council Elections</i> .
May 7	12 p.m. election e-vote closes; results provided to Returning Officer and announced at the 99 <sup>th</sup> Annual Meeting.



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

# 2018/19 Council Election | Nomination Form

**Instructions:** A nominee must be a member in good standing. This Nomination Form, supported by the signatures of five members in good standing must be received by the AIBC office time stamped **before 4:00 p.m. on Monday, March 12, 2018**. Forms are to be sent by email to [nominations@aibc.ca](mailto:nominations@aibc.ca), or by mail to the attention of Mark Vernon, CEO, Architectural Institute of British Columbia, Suite 100 – 440 Cambie Street, Vancouver BC V6B 2N5. Although all five nominator signatures must be on one form when submitted to the AIBC, signatures may be gathered by circulating the form electronically.

We, the undersigned Architects in good standing in the Architectural Institute of British Columbia, hereby nominate

**Print name:** \_\_\_\_\_ Architect AIBC for election to AIBC Council at the May 7, 2018 Annual Meeting:

*Name:*

**1.** \_\_\_\_\_ Architect AIBC

*Tel:* \_\_\_\_\_

*E-mail:* \_\_\_\_\_ *Signature:* \_\_\_\_\_

**2.** \_\_\_\_\_ Architect AIBC

*Tel:* \_\_\_\_\_

*E-mail:* \_\_\_\_\_ *Signature:* \_\_\_\_\_

**3.** \_\_\_\_\_ Architect AIBC

*Tel:* \_\_\_\_\_

*E-mail:* \_\_\_\_\_ *Signature:* \_\_\_\_\_

**4.** \_\_\_\_\_ Architect AIBC

*Tel:* \_\_\_\_\_

*E-mail:* \_\_\_\_\_ *Signature:* \_\_\_\_\_

**5.** \_\_\_\_\_ Architect AIBC

*Tel:* \_\_\_\_\_

*E-mail:* \_\_\_\_\_ *Signature:* \_\_\_\_\_

**Nominee Signature:** \_\_\_\_\_ Architect AIBC      **Date:** \_\_\_\_\_



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

# 2018/19 Council Election | Statement Form

**Instructions:** Nominees must fully complete the Nominee Statement Form. Forms are to be sent by email to [nominations@aibc.ca](mailto:nominations@aibc.ca), or by mail to the attention of Mark Vernon, CEO, Architectural Institute of British Columbia, Suite 100 – 440 Cambie Street, Vancouver BC V6B 2N5.

First Name\* \_\_\_\_\_ Last Name\* \_\_\_\_\_ AIBC Reg. #L \_\_\_\_\_

Year of Registration\* \_\_\_\_\_ Place of Residence\*\* \_\_\_\_\_

Previous or present AIBC Council office held\*\* \_\_\_\_\_

\*as per official AIBC registration \*\*as per Council Rules 4, section 2.5

**Why I am seeking a position on AIBC Council and, if elected, what I believe I can contribute to council and the Institute:**

**My relevant regulatory experience includes:** (mark your level of experience in the appropriate box with an "X")

Registration & Licensing:	Significant	Moderate	Limited/None
<i>Describe your level of experience with regulatory registration policies and processes, including the AIBC's various programs and agreements.</i>			
Professional Conduct:	Significant	Moderate	Limited/None
<i>Describe your level of experience with regulatory investigations, discipline, consensual resolution or, more generally, professional conduct, either with the AIBC or another regulator.</i>			
Professional Practice:	Significant	Moderate	Limited/None
<i>Describe your level of expertise in the regulatory requirements of practice, and any dealing with Authorities Having Jurisdiction.</i>			

**My relevant skills and competencies are described in the following areas:** (mark your top three with an "X")

Note: This list is in alphabetical order, not by AIBC's priorities as determined by the Governance Committee.

<b>Business Management:</b>	This ranks among my top three skills and competencies
<i>Demonstrates sound understanding of the drivers of conducting good business. For example, experience in a leadership, management or stewardship role (CEO, President, Managing Partner or equivalent).</i>	
<b>Fiduciary, Governance:</b>	This ranks among my top three skills and competencies
<i>Understands the mandate and fiduciary responsibilities of a policy governing council or board. Recognizes and declares real or perceived conflicts of interest. Discerns when legal counsel should be sought. Include examples of board experience as applicable.</i>	
<b>Finance:</b>	This ranks among my top three skills and competencies
<i>Demonstrates sound understanding of budget and financial performance and meaningfully contributes to strategic financial deliberations.</i>	
<b>Personal Effectiveness:</b>	This ranks among my top three skills and competencies
<i>Communicates persuasively, effectively and respectfully. Open to another point of view, while also willing to ask the tough question or express a contrary view in a manner that encourages open dialogue.</i>	
<b>Strategic Thinking:</b>	This ranks among my top three skills and competencies
<i>Contributes meaningfully and knowledgeably to strategic future-oriented discussions. Provides insight and asks value-added and appropriately timed questions. Actively contributes to the development and review of policies that advance the long-term goals of organization.</i>	
<b>Team Player:</b>	This ranks among my top three skills and competencies
<i>Builds trust and respect among peers. Manages conflict constructively. Makes a significant contribution to the work – carries at least his/her share of the load. Accepts responsibility and accountability for decisions and behaves in alignment with those decisions outside the boardroom.</i>	

**Please Note:** A current resume or CV is requested to be submitted with this Statement Form, as per the Nominee Information Package.

By submitting this Nominee Statement Form, I agree to fully participate in the nominations review process as described in the Nominee Information Package.

Name: \_\_\_\_\_ Date: \_\_\_\_\_



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

# 2018/19 Council Election | Declaration Form

If elected to AIBC Council, I,

\_\_\_\_\_ Architect AIBC, of \_\_\_\_\_,  
*Print Name of Nominee* *City, Province of Primary Residence*

agree to dedicate the necessary time and energy to perform my duties by attending council meetings, orientation events and planning sessions, and contributing to the institute as set out in the personal declaration below.

### PERSONAL DECLARATION:

By accepting my election to a two-year term on AIBC Council, I agree to adhere to the standards, expectations and obligations outlined in the *Architects Act*, AIBC Bylaws, council policies and rules, and as indicated below:

#### I understand and accept that it is my responsibility to:

- Understand the role of the institute and its legislated mandate;
- Remain well-informed about the work of the institute and its specific objectives, and council policies;
- Act in accordance with the institute’s policy-focused governance model;
- Be thoughtful and objective in all deliberations;
- Make decisions in the context of the institute as a whole; and
- Declare any actual or perceived conflict of interest, and remove myself from such proceedings in keeping with the *Code of Conduct Including Conflict of Interest Guidelines for AIBC Council, Boards, Committees, Task Forces and Representatives*, which I have read in full.

#### As a Member of AIBC Council I hereby agree to:

- Represent the public interest and the good of the profession, rejecting any special interest, geographic or personal constituency;
- Attend and participate in all council meetings, planning sessions (including the annual council retreat), and assigned disciplinary committee, working group, task force, and/or committee meetings;
- Familiarize myself and at all times comply with the AIBC’s privacy, confidentiality and disclosure policies, rules, procedures and guidelines;
- Complete tasks and projects assigned and accepted;
- Show active support through participation in and support for institute programs and activities;
- Inform council of the needs and concerns of all architects and other registrants;
- Publicize the value and work of the institute, and broaden interest in it by using opportunities to explain the institute’s policies and services to relevant audiences;
- Self-evaluate performance as a council member each year;
- Contribute to council’s development of policy; and
- Foster positive relationships and communication between council and the public, architects and other registrants, and AIBC staff.

#### I furthermore understand and agree to support the major functions of AIBC Council, specifically:

- Maintain and sustain the institute as a viable, relevant, effective and legal entity;
- Plan for the institute’s future role and scope of activities;
- Assure and provide policy direction to operations; and
- Measure progress towards stated goals.

Nominee Signature: \_\_\_\_\_ Architect AIBC      Date: \_\_\_\_\_