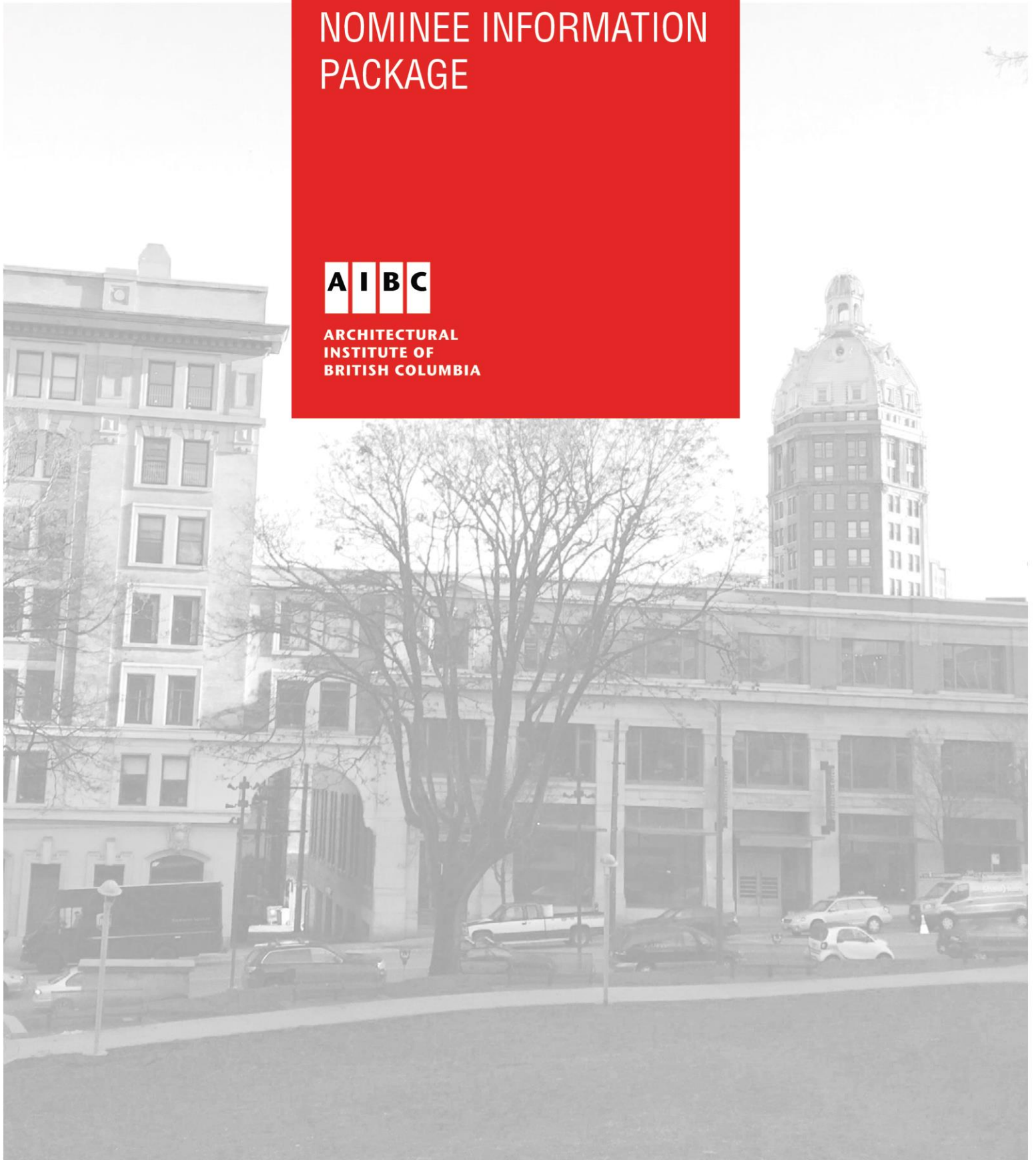


NOMINEE INFORMATION PACKAGE



ARCHITECTURAL
INSTITUTE OF
BRITISH COLUMBIA



This **Nominee Information Package** is inclusive of the following documents:

- Nominee Information and Process Guide
- [Nomination Form](#)
- [Nominee Statement Form](#)
- [Nominee Declaration Form](#)

NOMINEE INFORMATION AND PROCESS GUIDE

This is your opportunity to help shape the work of the body responsible for the self-governance of the architectural profession in British Columbia in the public interest. The work of AIBC Council is important to not only the Institute, but also the public trust. As a regulatory body serving the public interest, the AIBC has a challenging and significant mandate. Council's leadership allows the AIBC to remain a vibrant, active and effective organization. It also helps to ensure the ongoing success of – and interest in – the architectural profession and the built environment.

Important Notice to Prospective Nominees



Every reasonable effort has been made to make the nomination process straightforward for prospective nominees. However, nominees are responsible for being aware of and following instructions relating to the call for nominations document requirements and submission instructions, timeframes, and nominee requirements for the 2019 election year. Failure to abide by the process outlined herein may result in a nominee being disqualified from seeking nomination (see [AIBC Bylaw 21.0](#) and [Council Rules 4](#)).

The Nominations Review Committee specifically declines responsibility for the failure of any nominee to meet the requirements for nomination as set forth herein.

Submission Instructions: 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 fully executed and, along with the nominee's current résumé or C.V., submitted by **March 7, 2019 at 4 p.m.** to Mark Vernon, CEO, by email to nominations@aibc.ca, or by mail to the AIBC, Suite 100 – 440 Cambie St., Vancouver, B.C. V6B 2N5.

A list of each nominee's nominators, along with the Nominee Statement Forms will be posted on aibc.ca/council-election for eligible voters to view as part of the election process.

The Role of the Nominations Review Committee

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 the nominee meets these criteria, they will be identified as “endorsed”.

Nominees who are not identified as “endorsed” are still eligible to stand for election, provided their nomination forms are in order. **The ultimate decision on who is elected to council rests with AIBC’s voting members and honorary members.**

Each year, five council members are elected for a two-year term. Incumbent nominees with terms expiring in 2019 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 does not endorse a ‘slate’ of candidates but instead assesses nominees independently.

Council Nominee Description & Election Process Guide

The [terms of reference for the Nominations Review Committee](#) require an open and transparent process. In its effort to meet this requirement, the information below has been prepared to assist members, so they can consider how their skills, experience and competencies align with those sought in council members before declaring their candidacy.

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, as well as the following information thoroughly when considering their nomination.

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

- ✓ Meeting the ethical standard and being free of any conflict of interests that would affect their eligibility requirements or ability to perform their duties as a council member;
- ✓ Possessing collaborative interpersonal skills and sound business judgment;
- ✓ Placing the interests of the Institute above any personal agenda; and
- ✓ Committing to sufficient time to prepare for and attend council meetings and planning sessions, council committee meetings, the annual planning retreat, and Institute signature events. (See page 5 for more information on time commitment).

Specific Competencies Sought for 2019 Council Candidates

The Governance Committee reviews the skills and experience of the continuing council members every year to establish the competencies of council members for that election year. The full list of competencies is provided on the Nominee Statement Form, with a particular emphasis on the following for 2019:

- ✓ **Registration & Licensing** – Experience with professional 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 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 other business.
- ✓ **Fiduciary/Governance** – Experience with a governing council or volunteer board: understands the mandate and fiduciary responsibilities; recognizes and declares real or perceived conflicts of interest; discerns when legal advice should be sought.

Nominee Evaluation and Election Process

The Nominations Review Committee will review each nominee to establish whether the individual meets the requirements sought for 2019 council members. The review will include consideration of the nominees' responses in the Nominee Statement Form, Declaration Form, résumé or C.V., and interview. Also included in the “endorsed” nominee criteria is attendance at a **Nominee Orientation Workshop** on either **March 18** (9 a.m.–12 p.m.) or **March 22** (1–4 p.m.). Only those nominees who attend one of the sessions offered are eligible to be identified as an “endorsed” candidate. (Note that although remote attendance at the workshops is not available, if coming from outside the lower mainland assistance with travel costs will be provided.)

Interviews with the Nominations Review Committee are scheduled to be held on March 27 and 29.

Following the interview, each nominee will be evaluated confidentially and objectively by the committee to determine if he/she will be identified as “endorsed”, meaning they meet the requirements for the 2019 election process. (Note that remote attendance for the interview may be accommodated.)

On or before April 1, all nominees 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. The Chair will provide nominees with limited but specific reasons as to how the Nominations Review Committee arrived at its decision.

Nominees who are not identified as “endorsed” are still eligible to stand for election provided their nomination forms are in order. Those nominees not identified as “endorsed” and who choose not to move forward with their candidacy will have until April 1 to request their name not be included on the ballot. The Nominations Review Committee is committed to honouring every nominee's desire to serve on council. Assessing whether the nominee is “endorsed” 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.

Council Member Time Commitment

Nominees to council, and elected councilors, are asked to examine the demands on their time and energy to self-assess whether they will be, and can remain, contributing members of the council.

It is anticipated that council members be able to commit to the following council events to enable efficient and meaningful functioning of the Institute, which depends upon having a sufficient number of well-prepared and fully participating council members:

- **Meetings and Planning Sessions** – meetings and planning sessions take place the second Tuesday of each month (each lasting approximately two hours). Review of materials prepared for the monthly council meeting/planning session and distributed in advance requires one to two hours per month.
- **Annual Planning Retreat** – the annual retreat takes place over two days each June, within two driving hours of Vancouver.
- **Council Committee Meetings** – standing committee meetings take place approximately every two months (each lasting approximately two hours).

As governing council, councilors are expected and encouraged to attend the annual [Institute signature events](#).

See Council Policy 2.10 for more information on **Council Member Responsibilities and Benefits** at: www.aibc.ca/about/regulatory-authority/council-policy-protocols/.

2019 Key Dates



February 12	Call for Nominations opens; nomination materials available at aibc.ca/council-election .
March 7	Call for Nominations closes at 4 p.m. PST
March 18 and 22	Nominee Orientation Workshops (select one session only)
March 27 and 29	Nominee interviews with the Nominations Review Committee (approx. 45 minutes)
By April 1	Chair of Nominations Review Committee informs nominees whether they will be identified as “endorsed.” Nominees who will not be identified as “endorsed” may withdraw their name from the ballot by advising the Chair.
April 2	Nominees announced. Nominee materials posted to aibc.ca/council-election .
April 15	Council election E-Vote Notification sent to eligible voters per <i>Council Rules 4: Electronic Voting and Council Elections</i> .
May 6	12 p.m. election e-vote closes; results provided to Returning Officer and announced at the 100 th Annual Meeting.