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1.0 Introduction, Nomination Submission Instructions, Key Dates

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. As a regulatory body serving the public interest, the AIBC has a challenging and significant mandate. Council’s leadership allows the AIBC to remain an active and effective regulatory organization.

Nomination 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 candidate’s current résumé or C.V., submitted by **4:00 p.m. on March 6, 2020** 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.

Every reasonable effort has been made to make the nomination process straightforward for prospective candidates. However, candidates are responsible for being aware of and following instructions relating to the call for nominations document requirements and submission instructions, timeframes, and candidate requirements for the 2020 election year. Failure to abide by the process outlined herein may result in a candidate 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 candidate to meet the requirements for nomination as set forth herein.
2019/20 Key Dates

December 10  Call for Nominations opens; nomination materials available at: [aibc.ca/council-election](http://aibc.ca/council-election).

January 23 or February 25  Governance Session, part of the AIBC Governance Lunch + Learn Series (12-2 p.m.) (select one session only)

March 6  Call for Nominations closes at 4 p.m. PST

March 11 and 16  Candidate interviews with the Nominations Review Committee (45 minutes)


April 13  New Date for Council election E-Vote Notification sent to eligible voters per Council Rules 4: Council Elections.

April 9  New Date

May 4  12 p.m. election e-vote closes; results provided to Returning Officer and announced at the 101st Annual Meeting.

2.0  Council Member Obligations and Time Commitment

2.1  Council Member Obligations

First and foremost, council members are ‘fiduciaries’, with legal obligations.

A fiduciary is someone who, because of their position, must act primarily for someone else’s benefit, rather than their own. As a fiduciary, a council member must:

- Be loyal and act in the best interests of the public and the organization;
- Avoid conflicts of interest;
- Act honestly and in good faith;
- Place interests of the public and the organization ahead of your own interests; and,
- Maintain council confidentiality.

2.2  Council Member Time Commitment

Candidates 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 and distributed in advance requires one to two hours per month.

- **Annual Planning Retreat** – the annual retreat takes place over two and a half days each June, within two driving hours of Vancouver.

- **Council Committee Meetings** – standing and discretionary 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: aibc.ca/about/regulatory-authority/council-policy-protocols/.

### 3.0 Candidate Nomination Process

#### 3.1 The Role of the Nominations Review Committee

Each year, five council members are elected for a two-year term. Incumbent candidates with terms expiring in 2020 are eligible for nomination and are subject to the same considerations and evaluation in the nomination process as new candidates.

The role of the Nominations Review Committee is, in large part, to evaluate candidates putting their name forward for election to determine if they meet the stated competencies and recruitment requirements of council for that year. If the candidate meets these criteria, they will be identified as “endorsed”. Candidates 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.

It is important to note that the number of candidates 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 candidates independently.
3.2 Candidate Competencies

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 architects, so they can consider how their skills, experience and competencies align with those sought in council members, before declaring their candidacy.

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

Of primary importance is for council members to be well versed in the pillars of professional regulation, which are:

- Setting the qualifications for entry (registration/licensing);
- Setting the standards to which registrants must adhere (professional development/practice advice);
- Overseeing conduct of registrants (professional conduct and illegal practice); and,
- Helping the public to understand what to expect from registered professionals and accessing functions of the regulator (public awareness).

Candidates will be assessed on the following personal and professional attributes:

- Placing the interests of the public and the Institute above any personal agenda;
- Meeting the ethical standard and being free of any conflicts of interest that would affect their eligibility requirements or ability to perform their duties as a council member;
- Integrity, to perform and uphold the duties and functions of a council member with objectivity and honesty, and to act ethically and in accordance with the Council Code of Conduct, and the AIBC Code of Ethics and Professional Conduct;
- Possessing sound business, financial and strategic skills; 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.
The full list of competencies is provided on the Candidate Statement Form, with a particular emphasis for the 2020/21 Council on the following:

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

- **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; participation on disciplinary inquiry panels; and/or involvement with an AIBC consensual resolution process.

- **Finance** – Experience with finance policies and processes: may include a sound understanding of budget and financial performance; the ability to meaningfully contribute to strategic financial deliberations; and/or the running of a practice or other business.

A list of each candidate’s nominators, along with the Candidate Statement Form will be posted on aibc.ca/council-election for eligible voters to view as part of the election process.

### 3.3 Candidate Evaluation Process

The Nominations Review Committee will assess each candidate to establish whether the individual meets the requirements sought for 2020/21 council members. The review will include consideration of the candidate’s responses in the Candidate Statement Form, Declaration Form, résumé or C.V., and interview. Also included in the “endorsed” candidate criteria is attendance at a Governance Session on either January 23 (12–2 p.m.) or February 25 (12–2 p.m). **Attendance at this session is mandatory for council candidates to be eligible for endorsement by the AIBC Nominations Review Committee.** (Note that remote attendance is available, and that prior attendance at an AIBC-provided Governance Session may be considered.)

The Nominations Review Committee will receive from the AIBC’s Professional Conduct Department information about each candidate’s professional conduct history while registered with the AIBC, comprised of past and current complaint and discipline history.
This information will be reviewed in confidence by the Nominations Review Committee and returned to the Professional Conduct Department for disposal without further disclosure, within 30 days of its receipt. The information will be used solely as part of the overall assessment of a candidate’s personal and professional attributes. A complaint or discipline history does not constitute automatic grounds for the Nominations Review Committee to refuse to endorse a candidate.

**Interviews with the Nominations Review Committee are scheduled to be held on March 11 and 16, 2020.** Following the 45-minute interview, each candidate 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 2020 election process. (Note that remote attendance for the interview may be accommodated.)

**Candidates will be contacted by the Chair of the Nominations Review Committee to let them know the outcome of the evaluation process, on or before March 20, 2020.** While the nomination and election process must be open and transparent, the deliberations of the Nominations Review Committee are confidential. The Chair will provide candidates with limited but specific reasons as to how the Nominations Review Committee arrived at its decision.

Candidates who are not identified as “endorsed” are still eligible to stand for election provided their nomination forms are in order. Those candidates not identified as “endorsed” and who choose not to move forward with their candidacy will indicate such when contacted by the Chair on March 20. In this case, their name not be included on the ballot. The Nominations Review Committee is committed to honouring every candidate’s desire to serve on council. Assessing whether the candidate is “endorsed” is taken seriously. Candidates 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.
4.0 Candidate Checklist

- Register for and attend a Governance Session (January 23 or February 25, 2020)

- By March 6, 2020 complete, sign and submit all required call for nomination forms, including:
  - Nomination Form signed by 5 members (Architects AIBC) in good standing
  - Candidate Statement Form
  - Résumé or C.V
  - Declaration Form

- Schedule and attend an interview with the Nominations Review Committee (either March 11 or 16, 2020)