



Consultation 2010/06 – Changes to ARB’s electoral scheme

Schedule 1, Part I of the Architects Act provides for the Board to make an electoral scheme to govern the process of electing architect members to the Board. The scheme requires Privy Council approval.

The scheme has been rewritten in line with the principles of Plain English. This is in keeping with our Single Equality Scheme, produced under the equality legislation, in which we state our commitment to take a barrier-free approach to all our work, by removing (amongst other things) potential communication and information barriers.

As well as simplifying the language of the electoral scheme, a number of new elements have been introduced including guidance on canvassing by candidates. This element was missing from previous schemes, leaving candidates without a structure under which to plan and conduct any canvassing they might wish to undertake. The revised scheme also introduces guidelines for any election material the candidates may produce.

Response from:

(Name)
(Job Title)
(Organisation)
(Postal address)
(email address)

Please complete and return to Architects Registration Board, 8 Weymouth Street, London W1W 5BU, by **5pm on Monday 20 December 2010**.

This response form is available to download in Word or pdf format, and may be returned by email to Elaine Stowell on elaines@arb.org.uk . Responses may also be returned by fax to 020 7436 5269



Original document (Version 3)	Proposed new version (Version 4)	Commentary by ARB	Response
<p>Interpretation</p> <p>In this Scheme unless the context requires otherwise:</p> <p>“the Act” means the “Architects Act 1997”</p> <p>“Ballot material” means the ballot papers, the internet voting website, the candidates’ election statements and the envelopes for the despatch and return of ballot papers</p> <p>“Candidate” means a person who has been validly nominated to stand for election to the Board</p> <p>“Registered Person” means an individual whose name appears in the Register</p> <p>“Election” means the procedure by which the members of the Board are elected as set out in this Scheme</p> <p>“Register” means the Register of Architects established under the Act excluding any person who is</p>	<p>Interpretation</p> <p>In this scheme:</p> <p>“the Act” means the Architects Act 1997</p> <p>“ballot material” means the ballot papers, the internet voting website, the candidates’ election statements and the envelopes for the despatch and return of ballot papers</p> <p>“candidate” is a person who has been validly nominated to stand for election to the Board</p> <p>“architect” is an individual whose name appears in Part 1 of the Register of Architects</p> <p>“election” means the procedure set out in this scheme for electing architects to the Board</p> <p>“Register” means Part 1 of the Register of Architects established under the Act. It excludes any</p>	<p>The wording in the “Interpretation” section has been updated in line with Plain English principles, as has all the wording of the scheme.</p> <p>“Architect” replaces “registered person” throughout the scheme</p>	

<p>registered only either in Part 2 thereof or (for the avoidance of doubt) in the list of visiting EEA architects</p> <p>“Returning Officer” means an individual appointed in accordance with Paragraph 2.1 of this scheme</p> <p>“the Registrar” is the person appointed by the Board as Registrar of Architects</p> <p>“Election Year” is any year in which the triennial term of office of the elected members of the Board is due to expire</p> <p>“Working Day” means a day other than a Saturday or Sunday</p> <p>References to paragraphs are to the paragraphs in this electoral scheme</p> <p>References to a person shall be construed so as to include any individual, firm, company, association, agency, joint venture or partnership (whether or not having separate legal personality) Reference to the singular includes the plural and vice versa.</p>	<p>architect who is registered in Part 2 of the Register or in the list of visiting EEA architects</p> <p>“Returning Officer” is the person appointed under paragraph 2.1 of this scheme</p> <p>“the Registrar” is the person appointed by the Board as the Registrar of Architects</p> <p>“election year” means any year in which the three-year term of office of the elected Board members is due to expire</p> <p>“working day” means a day other than a Saturday or Sunday</p> <p>References to paragraphs are to the paragraphs of this scheme</p> <p>References to a person shall be interpreted to include any individual, company, firm, association, agency, joint venture or partnership (whether or not they have a separate legal personality) Any reference to the singular includes the plural, and vice versa.</p>		
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	<p>Postal disruption</p> <p>Appendix – Rules for counting votes</p>		
Election timetable	Election timetable	No change	
<p>The role of a Board member carries a significant degree of responsibility. You are standing for election to a body that Parliament has created to carry out the functions in the Architects Act 1997. Those who are subsequently elected to the Board must abide by the rules of the Board.</p> <p>The Board has to carry out its duties taking into account the interests of the public, as well as the interests of architects registered under the Act or those who wish to be registered. Board members are involved in decisions which are likely to have an impact - perhaps immediately, perhaps in the future. It is incumbent upon Board members to act with probity and integrity at all times. In developing and implementing the Board's policies, they must ensure that entry to and remaining on the Register is regulated to the high standards expected by</p>	<p>Introduction</p> <p>The Board has to carry out its duties taking the public interest into account. This includes, but is not limited to, the interests of users of architects' services and architects. Board members are involved in making decisions which are likely to have an impact on the profession, and on the public more generally. They have a responsibility to act with integrity and in accordance with the Board's rules.</p> <p>Candidates should read the booklet that accompanies this scheme, "Information for Prospective Board Members", which sets out in more detail what is expected of Board members.</p>	Heading added. Wording updated and amended	

<p>Parliament and the general public.</p> <p>It is recommended that candidates read the booklet accompanying this Scheme, Information for Prospective Board Members, which sets out in more detail what is expected of Board members.</p>			
<p>1.Elections and Period of Office</p> <p>1.1 There shall be seven members of the Board elected in accordance with this Scheme.</p> <p>1.2 All seven elected members shall be elected and retire simultaneously.</p> <p>1.3 Each member of the Board shall serve for a three-year period of office which shall commence on the first day of April immediately following the announcement of the result of the election at which that</p>	<p>1.Elections and period of office</p> <p>1.1 Seven architect members of the Board will be elected in accordance with this scheme. All seven will be elected simultaneously, and will retire simultaneously when their terms of office expire.</p> <p>1.2 The period of office for Board members elected under this scheme is three years. The term of office begins on the first day of April immediately following the announcement of the result of the election at which the members were elected. It shall end on the last day of March three years later.</p> <p>1.3 Elected members may stand as a candidate for a second consecutive three-year term. However, any member who has been elected for two consecutive terms of office may not stand again until at least three years have</p>	<p>Paragraphs 1.1 and 1.2 from the existing version have been combined in proposed version 4. The remaining text of paragraphs 1.1 to 1.3 has been rewritten following the principles of Plain English.</p> <p>This amendment corrects an error to the term of office of an elected member</p>	

<p>member was declared to be elected and which shall end on the first day of April three years following commencement.</p> <p>1.4 On expiry of the first three-year term of office, elected members may stand again as a candidate. However, a person who has held office as a member of the Board for a continuous period of six years may not be elected as a member until at least three years have elapsed since they last held office.</p>	<p>passed since they last held office.</p>		
<p>2. Returning Officer</p> <p>2.1 The Registrar of Architects shall be the Returning Officer for the election and shall be responsible for the conduct of the election in accordance with, and subject to, this Scheme.</p> <p>2.2 The Returning Officer shall appoint an independent body to supervise the conduct of the election. The independent body so appointed shall be responsible for arranging the printing and distribution of ballot material and for counting the votes cast in accordance with this Scheme. The independent body shall arrange for the printing and distribution of the ballot material by the most cost effective</p>	<p>2. Returning Officer</p> <p>2.1 The Registrar of Architects shall be the Returning Officer for the election, and is responsible for the conduct of the election in line with the terms of this scheme.</p> <p>2.2 The Returning Officer shall appoint an independent body to supervise the conduct of the election. This independent body shall be responsible for printing and distributing the ballot material by the most appropriate and cost-effective method, and for counting the votes cast in line with this scheme. The Board shall provide the independent body with sufficient funds to carry out the functions described in this</p>	<p>Wording updated in line with principles of Plain English.</p> <p>There was some concern at the last election that the Registrar should be the Returning Officer for the election. However, after having had advice from Electoral Reform Services and benchmarking with other bodies that hold elections for their professional members, this practice is commonplace and has therefore been retained in ARB's electoral scheme.</p>	

<p>method deemed appropriate by the Returning Officer. The Board shall provide the independent body with sufficient financial resources for the independent body to carry out its functions described in this paragraph.</p> <p>2.3 The Returning Officer shall appoint an independent body which he or she reasonably believes has the experience, capacity and recognised independence to carry out its functions described in paragraph 2.2 in a fair and competent manner.</p>	<p>paragraph.</p> <p>2.3 The Returning Officer shall appoint an independent body which he or she reasonably believes has the expertise, capacity and independence to carry out the functions described in paragraph 2.2 in a fair and competent manner.</p>		
<p>3. Electoral Roll</p> <p>3.1 On the tenth day of January in any election year the Returning Officer shall cause an electoral roll to be formed. The electoral roll shall comprise the names and addresses of all persons entered on the Register of Architects on the date that the electoral roll is formed.</p> <p>3.2 Any person whose name appears on the electoral roll on the date at which it is formed shall be entitled to one vote in any election which takes place during the next twelve months.</p>	<p>3. Electoral roll</p> <p>3.1 On 10 January in any election year, the Returning Officer will ensure that an electoral roll is formed, consisting of the names and addresses of all architects on Part 1 of the Register on that date.</p> <p>3.2 Any architect whose name is listed on that electoral roll is entitled to one vote in any election that takes place during the next 12 months. Individuals whose names do not appear on that roll are not entitled to vote, neither can they stand as a candidate in the relevant election, nor act as a</p>	<p>Wording updated in line with principles of Plain English.</p> <p>Added for greater clarity</p>	

	supporter for any candidate standing for election.		
<p>4. Notice of Election</p> <p>4.1 By the last working day of October in any year immediately preceding an election year the Returning Officer shall publish an election notice.</p> <p>4.2 The election notice shall specify the following information:</p> <p>(a) the number of persons to be elected to the Board;</p> <p>(b) an address from which a nomination paper for the election may be obtained;</p> <p>(c) an address from which this Scheme governing the election may be obtained;</p> <p>(d) the name and address of the Returning Officer to whom the nomination papers shall be sent;</p> <p>(e) the latest date and time by which nomination papers and election statements shall be received by the Returning Officer;</p> <p>(f) the date upon which the ballot material for the election shall be distributed;</p> <p>(g) the date upon which the votes for the candidates shall be received;</p> <p>(h) the name of the independent body which is responsible for arranging the printing, distributing and counting of the ballot</p>	<p>4. Notice of election</p> <p>4.1 The Returning Officer shall publish an election notice by the last working day of October in any year immediately before an election year.</p> <p>4.2 The election notice will include the following:</p> <p>(a) the number of architects to be elected to the Board</p> <p>(b) the address for obtaining a nomination paper</p> <p>(c) the address for obtaining a copy of this electoral scheme</p> <p>(d) the name and address of the Returning Officer (for submitting the completed nomination papers)</p> <p>(e) the latest date for the Returning Officer to receive the nomination papers and election statements</p> <p>(f) the date when the ballot material will be circulated</p> <p>(g) the date for receiving votes for the candidates</p> <p>(h) the name of the independent body responsible for printing, circulating and counting the ballot material</p> <p>(i) the date for announcing the results of the election</p> <p>(j) any other information that the Board considers appropriate.</p>	<p>Wording rewritten in line with the principles of Plain English</p>	

<p>material; (i) the date upon which the result of the election shall be announced; and (j) any other information which the Board may from time to time deem to be appropriate.</p> <p>4.3 The notice of the election shall be announced to all Registered Persons by the last working day of October in any year immediately preceding an election year. In addition, the Board may further publish the election notice in any manner that it deems to be appropriate.</p>	<p>4.3 The Returning Officer may publish the election notice in any way that he or she considers appropriate.</p>	<p>This paragraph has been amended to give more discretion for publishing election notice</p>	
<p>5. Nomination</p> <p>5.1 Any Registered Person is entitled to seek nomination as a candidate. Any such nomination shall be supported in writing by at least twelve other persons who are Registered Persons on the final date by which the nomination must be received in accordance with paragraph 5.6.</p> <p>5.2 A Registered Person submitting a nomination paper shall be a person whose name is entered on the Register on the final date by which the nomination may be received in accordance with paragraph 5.6. A candidate may reside or work</p>	<p>5. Nomination</p> <p>5.1 Any architect is entitled to submit a nomination to stand as a candidate in the election. The nomination must be supported in writing by ten other architects, whose names must be on the relevant electoral roll.</p> <p>5.2 A candidate can live or work in the United Kingdom and overseas, but if they are elected, they will only be entitled to claim reasonable travel expenses to attend meetings commensurate with travel expenses incurred in the UK.</p>	<p>Rewritten following the principles of Plain English.</p> <p>Number of supporters required for nomination reduced.</p>	

<p>in the United Kingdom or abroad but, if that candidate is elected, he or she shall only be entitled to reasonable travel expenses from the Board to attend meetings to the extent that such travel expenses are incurred within the United Kingdom.</p> <p>5.3 Nominations shall be made on the nomination paper provided by the Returning Officer at the address specified in the election notice.</p> <p>5.4 The nomination paper shall state:</p> <p>(a) the full name, age (if desired) and address of the candidate; (b) title (eg. Mr/Mrs/Ms/Prof); (c) designatory letters; (d) contact telephone number/fax/e-mail (Registered address); (e) the candidate's registration number; (f) the candidate's current appointment or professional field of practice; (g) the names and addresses of the twelve Registered Persons supporting the nomination, together with their registration numbers and signatures; (h) any other information which the Board may from time to time deem to be appropriate.</p>	<p>5.3 Nominations must be made on the nomination paper supplied by the Returning Officer, and shall state:</p> <p>(a) the candidate's full name and address (b) the candidate's title (Mr/Mrs/ Miss/Ms/Professor etc.) (c) post-nominal titles (eg. educational degrees, membership of professional organisations) (d) contact telephone number, fax, email and registered address (e) the candidate's registration number (f) the candidate's current appointment or professional field of practice (g) the names and addresses of those architects supporting the nomination (a minimum of six), together with their registration numbers and signatures (h) any other information that the Returning Officer may consider appropriate at the time.</p>	<p>Paragraphs 5.3 and 5.4 have been combined in the proposed new scheme, and subsequent paragraphs renumbered as a result.</p> <p>The option for candidates of stating their age in 5.3(a) has been removed because of the age discrimination regulations.</p>	
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<p>5.5 The candidate shall sign the nomination paper to confirm that:</p> <p>(a) the information provided is correct; and (b) he or she is willing to serve as a member of the Board; and (c) he or she undertakes to observe and comply with the Board's General Rules and Board Members' Handbook.</p> <p>Any nomination which does not comply with these requirements shall be deemed invalid.</p> <p>5.6 A nomination paper shall be received by the Returning Officer at the address specified in the election notice by noon on the tenth day of January in an election year. Any nomination paper received after that time on that date shall be ruled invalid. Proof of posting shall not constitute proof of receipt, but the Returning Officer will acknowledge actual receipt immediately. A nomination paper may not be withdrawn after that time and date.</p>	<p>5.4 The candidate shall sign the nomination paper to confirm that:</p> <p>(a) the information provided on the paper is correct; (b) they are willing to serve as a member of ARB's Board; and (c) they undertake to observe and comply with the Board's General Rules and the Board Members' Code of Practice.</p> <p>A nomination will be invalid if it does not comply with the requirements in paragraphs 5.3 and 5.4 in any material respect.</p> <p>5.5 The Returning Officer must receive completed nomination papers at the address given in the election notice by noon on 10 January in an election year. A nomination paper cannot be withdrawn after that time and date. Candidates should submit their nominations in good time, as any that are received outside that deadline will be invalid. Proof of posting shall not be taken as proof of receipt, but the Returning Officer will acknowledge receipt of all nominations as soon as they are received. Candidates who do not receive a prompt acknowledgement of receipt should contact the Returning Officer at the address given in the</p>	<p>New. Included to avoid a candidate unwittingly being excluded from standing in the election.</p>	
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<p>5.7 A candidate is permitted to provide an election statement, accompanied by a passport-sized photograph if they so wish, which shall be circulated to all Registered Persons entitled to vote in the election in which they are a candidate. In preparing an election statement, candidates are reminded that the Board has both to deliver and to discharge the functions and requirements of the Act as it is written. Any election objectives that a candidate might have should therefore be confined to those functions and requirements which the Act permits. An election statement shall not exceed 250 words. The election statement shall be submitted in typewritten format so as to be received by the Returning Officer by noon on the tenth day of January in any election year. Any election statement received after that time on that date shall not be circulated.</p> <p>5.8 The Returning Officer shall have the right to edit any election statement if, in his or her opinion,</p>	<p>election notice well before the expiry of the deadline.</p> <p>5.6 Candidates are allowed to submit an election statement, along with a passport-size photograph if they wish, which will be circulated to all architects who are eligible to vote in the election in which the candidate is standing. In preparing their election statement, candidates are reminded that the Board has to discharge the functions and requirements of the Architects Act as it is written.</p> <p>5.7 Election statements should not express views on the ability or integrity of other candidates. They must not be defamatory nor should they contain misleading statements.</p> <p>5.8 Election statements must be written, legible and not exceed 250 words. Only statements submitted to the Returning Officer by noon on 10 January in an election year will be circulated. Candidates may submit their statements by email, by fax or by post.</p> <p>5.9 The Returning Officer has the right to edit any election statement if it exceeds the permitted number of words or, in his or her opinion, it</p>	<p>New. To prevent aspersions being cast on other candidates.</p> <p>Previously part of paragraph 5.7. Now a stand-alone paragraph in its own right.</p>	
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<p>he or she believes that the statement requires editing. In particular, but without limitation, the election statement shall be edited for reasons of style, because it exceeds the permitted number of words or because it contains statements of a misleading or inaccurate nature. In such a situation, the candidate will first be offered the opportunity to edit their own election statement. If they reject this offer, the Returning Officer will edit the statement as appropriate.</p>	<p>contains statements that are inaccurate or misleading, or it breaches any of the terms in paragraphs 5.6 to 5.8 above. The Returning Officer will invite the candidate to submit an amended statement. If the Returning Officer does not receive an acceptable statement by the deadline referred to in 5.8 above, he or she may instruct the independent body not to circulate any statement for the candidate.</p>	<p>To take new paragraph 5.7 into account.</p> <p>The option for the Returning Officer to edit misleading or inaccurate statements has been removed, and the onus is on the candidate to submit an accurate statement. Instead, the Returning Officer is given the discretion to instruct the independent body not to circulate a statement if it is misleading or inaccurate, or if it breaches any of the terms in paragraphs 5.6 to 5.8 if the candidate declines to amend it</p>	
<p>6. Invalid Nominations</p> <p>6.1 Where, in the opinion of the Returning Officer, a person's nomination is invalid because it is not in accordance with this scheme, the Board's rules or other legal requirements, the Returning Officer shall immediately notify the person to that effect by telephone and in writing, stating the reasons why the nomination is considered to be invalid.</p>	<p>6. Invalid nominations</p> <p>6.1 Where the Returning Officer considers that a nomination is not valid (because it is not in accordance either with this scheme, or the Board's rules or other legal requirements), he or she will notify the candidate immediately by telephone. The telephone call will be followed with written confirmation (either by email or letter), giving the candidate reasons why their nomination is invalid.</p>	<p>Rewritten following the principles of Plain English</p>	

<p>6.2 A person whose nomination has been ruled invalid may appeal in writing against the Returning Officer's decision stating the reasons why he or she believes the nomination should be validated. Any such appeal shall be received by the Returning Officer not more than seven clear days after the day by which the candidate's nomination paper was required to be received in accordance with paragraph 5.6. The Returning Officer shall consider any such appeal and make a ruling on the appeal, any such decision being final.</p>	<p>6.2 A candidate whose nomination has been ruled invalid may apply for a reconsideration of the Returning Officer's decision. The application must:</p> <ul style="list-style-type: none"> (a) be in writing (email or post) ; (b) state the reason/s why the candidate believes the nomination should be accepted as valid; and (c) be received by the Returning Officer no more than seven clear days after 10 January in an election year. <p>The Returning Officer's decision on the application will be final.</p>	<p>Clearer guidance on lodging an appeal.</p>	
	<p>7. Canvassing</p> <p>7.1 Canvassing by candidates is allowed under this scheme, within the following guidelines.</p> <ul style="list-style-type: none"> (a) No canvassing is to take place until the ballot material has been circulated. (b) Material must comply with the terms of paragraph 5.7 above. (c) Candidates must not offer any financial or other improper incentive to secure support. (d) Candidates must notify the 	<p>New paragraph 7 to give guidance on canvassing. Subsequent paragraphs renumbered.</p> <p>7.1.(d) accords with the</p>	

	<p>Returning Officer immediately of any contribution to their expenses in excess of £100, together with the identity of the donor. The Returning Officer will publish details of all contributions on ARB's website.</p> <p>In the event of any breach of this paragraph, the Returning Officer may, at his or her discretion, either require a candidate to remedy that breach if it is remediable, or disqualify the candidate, or take any other action that he or she believes to be reasonable in the circumstances.</p>	<p>principles of transparency underpinning political expenses and donations</p>	
<p>7. Conduct of the Election</p> <p>7.1 In accordance with paragraph 2.2, an independent body shall be responsible for arranging the printing and distribution of ballot material and the counting of votes cast in accordance with paragraph 2.2, subject to the provisions of paragraphs 7.2 to 8.6.</p> <p>7.2 The independent body shall prepare ballot material for the election and shall cause sufficient numbers of such material to be printed for</p>	<p>8. Conduct of the election</p> <p>8.1 In line with paragraph 2.2 of this scheme, an independent body shall be responsible for printing and distributing the ballot material. Also in line with paragraph 2.2, the independent body is responsible for counting the votes cast, subject to the terms of paragraphs 8.2 to 9.6 of this scheme.</p> <p>8.2 The independent body shall prepare the ballot material for the election, and shall print sufficient numbers of this material to distribute to architects on the</p>	<p>Paragraph 8 (old paragraph 7) rewritten in line with the principles of Plain English.</p>	

<p>distribution to the persons on the electoral roll.</p> <p>7.3 The ballot paper shall include the following information:</p> <p>(a) the surnames of the candidates listed in random order;</p> <p>(b) instructions on how to vote (both via post and online);</p> <p>(c) the name and address of the independent body to which the ballot paper shall be returned; and</p> <p>(d) the date and time by which the votes shall be received by the independent body.</p> <p>7.4 Each ballot paper shall be sequentially numbered for the purpose of security and shall contain security codes to provide voters with secure access to the online voting site. The ballot shall be secret and the serial number and security codes of the ballot paper issued to any person shall not be recorded.</p> <p>7.5 Any person on the Roll who has not received a voting paper, or who inadvertently spoils or destroys his or her voting paper shall, on requesting a further voting paper from the independent body, be sent another voting paper. The</p>	<p>electoral roll.</p> <p>8.3 The ballot paper shall include the following:</p> <p>(a) the surnames of the candidates listed in random order;</p> <p>(b) instructions on how to vote (both by post and online);</p> <p>(c) the name and address of the independent body to which the ballot paper shall be returned; and</p> <p>(d) the time and date when the votes must reach the independent body.</p> <p>8.4 Each ballot paper shall be numbered sequentially for security purposes, and shall contain security codes for voters to gain access to the online voting site. The ballot is a secret ballot, and the serial number and security codes for the ballot papers issued to voters are not recorded.</p> <p>8.5 Any architect on the electoral roll who has not received a voting paper, or who inadvertently spoils or destroys his or her voting paper, can request a replacement paper. The independent body will send a replacement voting paper, along</p>		
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<p>independent body, when sending a replacement voting paper, shall include a form of undertaking for that person to sign saying that he/she will not submit more than one voting paper in the election.</p> <p>7.6 The independent body shall prepare a document containing the election statements submitted by the candidates in accordance with paragraph 5.7 and shall ensure that sufficient numbers of each are printed for distribution to the persons on the electoral roll.</p> <p>7.7 The independent body shall despatch to each person on the electoral roll by the first of February in an election year:</p> <p>(a) a ballot paper prepared in accordance with paragraphs 7.3 and 7.4;</p> <p>(b) an election statement document prepared in accordance with paragraph 7.6, which will also be posted on ARB's website, together with any other information which the Board may from time to time deem to be appropriate;</p> <p>(c) an envelope pre-addressed to the independent body for the purpose of returning the ballot paper; and</p> <p>(d) instructions for voting by</p>	<p>with a form of undertaking for the architect to sign, stating that he/she will not submit more than one voting paper in the election.</p> <p>8.6 In line with paragraph 5.7, the independent body shall prepare a document containing the candidates' election statements, and shall ensure that sufficient numbers are printed and distributed to everyone on the electoral roll.</p> <p>8.7 By 1 February in an election year, the independent body shall send to each architect on the electoral roll:</p> <p>(a) a ballot paper prepared in line with paragraphs 8.3 and 8.4;</p> <p>(b) a document containing the election statements (see paragraph 8.6), which will also be posted on ARB's website, together with any other information the Board may consider appropriate at the time;</p> <p>(c) a pre-addressed envelope to the independent body for returning the voting paper; and</p> <p>(d) instructions for voting online.</p>		
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internet.			
<p>8. Election System and Count</p> <p>8.1 The election shall take place by the single transferable vote system as defined in the rules specified in the Appendix which are based on rules prepared by the Electoral Reform Society of Great Britain and Ireland.</p> <p>8.2 In accordance with paragraph 7.7, each voter shall have one single transferable vote and shall mark numbers against the names of the candidates either on the postal ballot paper or via the internet voting site, to indicate the order of his or her preference for the candidates.</p> <p>8.3 If voting by post, each voter shall place the completed ballot paper in the reply envelope provided and post it so that it is received by the independent body by noon on the first of March in any election year, subject to the provisions of paragraph 10.1. Internet voters must also cast their votes by this time and date.</p> <p>8.4 After the last date for the receipt of votes cast, the independent body shall</p>	<p>9. Election system and count</p> <p>9.1 The election shall take place by the single transferable vote system described in the Appendix. The system is based on rules prepared by the Electoral Reform Society of Great Britain and Ireland.</p> <p>9.2 Each voter shall have one single transferable vote. They will mark numbers against the names of candidates, either on the postal ballot paper or on the internet voting site, to indicate the order of their preference for the candidates.</p> <p>9.3 If voting by post, each voter shall place their completed ballot paper in the envelope provided, and post it so that it is received by the independent body no later than noon on 1 March in an election year, subject to the terms of paragraph 11. Internet voters must also cast their votes by no later than this time and date.</p> <p>9.4 The independent body shall establish the validity of the votes cast after the last date for</p>	<p>Rewritten in line with the principles of Plain English</p>	

<p>determine the validity of each vote cast and shall proceed to conduct the election in accordance with the rules specified in the Appendix.</p> <p>8.5 If a candidate dies following the circulation of ballot papers but prior to the completion of the count, only votes for that candidate shall be disregarded. If an elected candidate dies following the completion of the count, a casual vacancy will be deemed to have arisen.</p> <p>8.6 By not later than the tenth day of March in each election year, the independent body shall provide the Returning Officer with a certified report specifying the following particulars:</p> <p>(a) the total number of ballot papers distributed; (b) the total number of valid votes received by post and by internet; (c) the total number of invalid votes received by post and by internet; and (d) the names of the candidates who have been elected.</p> <p>8.7 The certified report shall be signed by a duly authorised</p>	<p>receiving votes, before conducting the election in line with the rules in the Appendix.</p> <p>9.5 If a candidate dies, is disqualified or withdraws after the ballot papers have been circulated but before the count is completed, votes for that candidate shall be disregarded. If a candidate dies, is disqualified or withdraws after the count has been completed but before taking office, the candidate with the next highest number of votes shall be declared elected.</p> <p>9.6 By no later than 10 March in an election year, the independent body shall provide the Returning Officer with a certified report containing the following information:</p> <p>(a) the total number of ballot papers distributed; (b) the total number of votes received by post and internet; (c) the total number of invalid votes received by post and internet; and (d) the names of the candidates who have been elected.</p> <p>9.7 The certified report shall be signed by an authorised officer of</p>	<p>Added to give greater clarity to the process</p>	
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<p>officer of the independent body and shall be accompanied by a result sheet detailing the votes credited to each candidate at each stage of the election count.</p> <p>8.8 The Returning Officer shall ensure that the results of the election are:</p> <p>(a) notified to the candidates and Board members; and</p> <p>(b) published on ARB's website, and issued as a news release.</p>	<p>the independent body. It shall be accompanied by a result sheet, detailing the votes credited to each candidate at each stage of the election count.</p> <p>9.8 The Returning Officer shall ensure that the election results are first notified to the candidates and Board members. The results will then be published on ARB's website, and issued as a news release. A detailed summary of the results will be available on request.</p>		
<p>9. Casual Vacancies</p> <p>9.1 Where a person relinquishes his or her seat on the Board (for whatever reason) before that person's period of office has expired, a casual vacancy shall be created. The Board shall fill any casual vacancy in accordance with the specific requirements of the Act.</p>	<p>10. Casual vacancies</p> <p>A casual vacancy will be created where an elected Board member dies, resigns or ceases to be eligible to hold office before their term of office expires. The Board will fill a casual vacancy in line with the requirements of the Act. For elected members, this will usually, but not always, be the candidate who polled the next highest number of votes to the seven who were elected in the election.</p>	<p>Paragraph rewritten to provide greater clarity on casual vacancies</p>	
<p>10. Postal Disruption</p> <p>10.1 In the event of a disruption to postal services the Returning Officer may extend the deadlines by which nomination papers and ballot papers shall be returned at</p>	<p>11. Postal disruption</p> <p>If there is any disruption to postal or other communication services while the election is running, the Returning Officer has the discretion to extend the deadlines</p>		

<p>his or her discretion.</p>	<p>for returning nomination and/or ballot papers. Any change to the deadlines will be announced on ARB's website.</p>	<p>Sentence added to direct voters to ARB's website for information.</p>	
<p>11. Timing of Electoral Procedure</p> <p>11.1 The date upon which the period of office of members of the Board elected in accordance with this Scheme shall begin, as specified in paragraph 1.3, may be amended by the Board from time to time. In the event of such an amendment being made all other dates specified in this Scheme shall be amended accordingly.</p>		<p>Paragraph deleted from proposed new version. Changing the start date of a term of office would affect the length of the term of office, which is laid down in the Act. It would therefore need legislation to effect this; it is not something in the gift of the Board.</p>	
<p>Appendix</p>	<p>Appendix</p>	<p>No change</p>	



Consultation Questions

We would welcome your general views, specifically in response to the following:

1. Is the new scheme more user- and reader-friendly?
2. The Board would appreciate your view on whether the number of supporters required for the nomination form (reduced from 12 to 10) is pitched at the right level.
3. Does paragraph 7 (canvassing) create clearer guidance for the candidates and make the process more transparent?
4. Do the new provisions help to give greater integrity to the election process?
5. Do you have any further comments you'd like to make?