

Nomination and Election Processes Information Sheet

Background

The composition of the ARBV Board includes two elected representatives of architects as prescribed by s47(2) c) of the Architects Act 1991 (the Act). Those two Board positions are currently vacant.

The Architect Regulations 2015 (Part 4) prescribe the processes for the election of architects for nomination to the Board. The Architect Regulations 2015 can be downloaded at the following link:

http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/b12e276826f7c27fca256de50022686b/b2752f7278842f21ca257e4a000c671e!OpenDocument

In summary the processes are:

- Election notice and call for nominations *
- Eligible candidates nominated (requires nomination by two eligible architects)
- In the unlikely scenario where the number of candidates is less than or equal to the number of vacancies to be filled (2) those candidates will be declared elected and the Minister advised.
- In the more likely scenario an election is required if more than two nominations are received.
- Election
 - Candidate profiles provided on ARBV website
 - Ballot materials provided to architects eligible to vote *
 - Election opens *
 - Following closing of election counting of votes commences
 - Declaration of result *
 - Responsible Minister advised of result

* *Architects will be contacted by ARBV via email at these points.*

Eligibility

The two required nominators (two) and the proposed candidate must be architects registered in accordance with the Act and must not be a member of the Architects Tribunal as constituted under the Act.

Where an election is required, all architects registered under the Act are eligible to vote in the election. An architect must not vote more than once in the election.

Nomination Form

The Nomination Form requires completion by two eligible nominators and the proposed candidate. The form is available for downloading.

Candidate Requirements

Candidates at the time of nominating are required to:

1. Provide the relevant details and their written consent to the nomination as indicated in the Nomination Form.
2. Submit a profile of no more than 200 words using the Candidate Profile Form. The profile must be limited to relevant professional information about the candidate and any other information directly relevant to the functions or operations of the Board under the Act. If an election is required, candidate profiles will be made available to registered architects and published on ARBV's 2019 Board Member Election website page.
3. The Candidate Profile Form is available for downloading.
4. To avoid a nomination being declared invalid candidates are encouraged to review the relevant sections (s26 5 & 6) of Part 4 of the Architects Regulations 2015. Reference to the Part 4 link is provided on page 1.

Candidates are strongly encouraged to read the following documents:

- *Victorian Government Board Appointments* which outlines the various consideration and requirements associated with the appointment process e.g. probity checks and declarations of private interests for conflict of interest consideration purposes; and
- *About the Architect Registration Board of Victoria* which provides background to the ARBV and the roles, responsibilities and functions of the ARBV Board.

Appointment

On declaration of the outcome the Responsible Minister will be informed of the candidates elected. Subject to candidates satisfying the Governments eligibility requirements for appointments to the Board of a Victorian public sector entity, the formal appointment process will be initiated.

Enquiries

Enquiries as to how the nomination process and election process will be conducted (if required) can be directed to Richard Kidd (Returning Officer) by either email (rkidd@austelect.com) or phone (1800 224 420).