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The Royal Institute of the Architects of Ireland
The Registration Body for Architects in Ireland

BY-LAWS

of

THE ROYAL INSTITUTE OF THE ARCHITECTS OF IRELAND

Incorporating all amendments adopted up to and including the AGM of 14 September 2017.

INTERPRETATION

A word or expression used in these By-Laws which is not otherwise defined and which is also used in the Constitution shall have the same meaning here as it has in the Constitution.

Any form, proper form, proposal form, balloting paper, application, notification, letter or house list referred to in the following By-Laws shall be that prescribed from time to time by the Board. Balloting, when necessary, shall be by a mechanism agreed by the Board. Methods employed either alone or simultaneously with other methods may include electronic ballot, paper ballot or any other such appropriate form as the Board may decide.

SECTION I

THE ADMISSION OF MEMBERS

1. Any person desirous of being admitted into the Institute as a member shall apply in the proper form.
2. No applicant shall be admitted as a member except by an affirmative decision of a majority of those present at a meeting of the Board of Architectural Education Admissions Committee, not less than four members of the committee being present and voting.
3. Council may from time to time, propose for election to the rank of Fellow:
 - (i) Members who have 25 years of membership of the Institute and who are deemed by Council, by simple majority vote, with sixteen members of Council present and voting, worthy to be raised to the rank of Fellow.
 - (ii) Members who have exceptional achievements in the field of architectural activity and are deemed by Council, by a unanimous affirmative vote, not less than sixteen

members of Council being present and voting, worthy to be raised to the rank of Fellow. The names of such Members shall be brought before Council for consideration upon the recommendations of at least three Registered Members, who must state the grounds on which they consider the Member entitled to such a distinction, or by Council on its own initiative.

4. A ballot shall be taken in the manner set out in By-Law 5. The number of votes requisite for the election of a Fellow shall be a simple majority of the total number of votes recorded in a valid poll. The number of votes required to constitute a valid poll shall be not less than 10% of registered membership on the day which occurs seven days before the ballot notice is issued to Members and Fellows for voting.
5. A ballot notice shall be sent to each Registered Member entitled to vote, not less than seven days before the date of election, together with a statement from Council indicating the grounds on which the candidate is deemed by Council worthy to be raised to the rank of Fellow.
6. The Council may of its own initiative, or upon the recommendation of at least three Registered Members, nominate any person who is qualified according to the Constitution of the Institute and who, in the opinion of the Council, is worthy to be elected as an Honorary Member or an Honorary Fellow as the case may be. The name of the person so nominated shall be placed on the agenda for the Council meeting immediately following that at which the nomination was made and a vote shall be taken. No person shall be elected as an Honorary Member or Honorary Fellow except by a unanimous affirmative vote, not less than sixteen Council Members being present and voting.
7. In the case of non-election as, Fellow, Honorary Member or Honorary Fellow no notice shall be taken thereof in the minutes, but no person shall be balloted for a second time within a period of six months.
8. When a person is admitted as a member, he or she shall be informed by letter and on payment of the entrance fee (if any) and first annual subscription the said person shall be entitled to the rights and privileges of a member of the Institute subject to the Constitution and these By-Laws.
9. When a Member is elected to the class of Fellow, he or she shall be informed by letter and shall be deemed a Fellow.
10. The Certificate of Student membership, Architectural Technologist membership, Architectural Technology Graduate membership, Architectural Graduate membership, Membership or Fellowship shall be sealed and signed by the President and the Honorary Secretary. All Certificates shall remain the property of the Institute, but shall be tenable by the individual holders thereof while each such person remains a member of the Institute. When the holder of a Certificate shall cease to be a member, that person shall

within seven days of demand being made in writing, return the Certificate but should that person or that person's legal representatives fail to do so, or fail to explain any inability to do so to the satisfaction of the Council, the Council are hereby empowered to annul the said Certificate and to sue for and recover the same with costs, and a notice of such annulment shall be given by the chairperson at the next general meeting and shall be published in such manner as may from time to time be decided by Council.

SECTION II

THE ELECTION OF OFFICERS AND COUNCIL MEMBERS

11. The election of Officers and Council Members shall be held by way of ballot. A ballot notice shall be sent to each member entitled to vote, at least fourteen days before the date of election. If two or more candidates at any ballot shall receive an equal number of votes, the election in such case shall be decided by lot; provided always that when there are three or more candidates in a ballot for the election of an Officer, the election shall be conducted by using the single transferable vote. Council shall appoint a returning officer to oversee the elections of the Officers and Council Members. The results of the elections of the Officers and Council Members shall be communicated to the members promptly following each election.
12. When a President is to be elected, the Council shall nominate a Fellow or Member of the Institute as President to remain in office for two years from the following first day of January. If more than one nominee is proposed by Council Members, a vote of Council Members shall be taken by ballot or ballots as the case may be and the Fellow or Member receiving a majority of votes shall be nominated. Notice of the Fellow or Member nominated shall be sent to all Registered Members of the Institute entitled to vote and any ten Registered Members may propose another Fellow or Member, not being the President in office, as a candidate or candidates for the position, by depositing at the registered office of the Institute within fourteen days of the date of the notice, a proposal form setting out the name or names of the person or persons proposed; the said form to be signed by ten Registered Members together with a letter signed by each person proposed stating that each such person is willing to accept the office of President if elected. If within fourteen days no other Fellow or Member be proposed for the office of President, then the Fellow or Member nominated by the Council shall be declared elected as President, but if any other name or names be proposed, ballot papers shall be issued to the Registered Members entitled to vote seven days before the next scheduled ordinary Council Meeting with the name and address thereon of the candidate nominated by the Council and the other candidate or candidates duly proposed. A scrutiny shall take place at or before the ordinary Council Meeting, using the single transferable method of voting as provided for in By-Law 11, and the candidate who first achieves the quota shall be declared elected.

13. All Registered Members shall be entitled to vote in the election of President, Honorary Secretary, Honorary Treasurer and Ordinary Members of Council.
14. The First Vice-President and the Second Vice-President shall be elected by the Council at the last meeting before the expiry of the then current Vice Presidents' terms of office. At the said meeting of the Council any Fellow or Member of the Institute who is willing to act if elected may be proposed as First Vice-President by one and seconded by another Council Member. If only one Fellow or Member be proposed such Fellow or Member shall be declared elected as First Vice-President. If more than one name be proposed there shall thereupon be an election by ballot or ballots at the said meeting and the candidate receiving a majority of the votes shall be declared elected as First Vice-President.
15. At the said meeting of the Council any Fellow or Member of the Institute who is willing to act if elected may be proposed as Second Vice-President by one and seconded by another Council Member. If only one Fellow or Member be proposed such Fellow or Member shall be declared elected as Second Vice-President. If more than one name be proposed there shall thereupon be an election by ballot or ballots at the said meeting, and the candidate receiving a majority of the votes shall be declared elected as Second Vice-President.
16. When a Vice-President is elected who was already an Ordinary Member of Council or a Panel Member of Council, that member's former place on the Council shall be taken by the person who received the greatest number of votes in the election of Ordinary Members of Council or the relevant Panel Member of Council but failed to be elected.
17. After the Vice-Presidents have been elected by Council at the said meeting of the Council, one person, being a Fellow or Member of the Institute, not ineligible for election under By-Law 23, shall be elected as a Council Member at the said meeting in the manner prescribed for the election of the First Vice-President, and the person elected shall remain in office for a term of two years.
18. When an Honorary Secretary or an Honorary Treasurer, or both, are to be elected, such election shall be carried out in the manner prescribed for the election of the President.
19. The President, the First Vice-President, the Second Vice-President, the Honorary Secretary, and the Honorary Treasurer shall take up office and enter upon their duties on the 1st of January following their respective election and their terms of office shall be two years. The terms of office of the First Vice-President and the Second Vice-President shall run concurrently with the term of office of the President. The terms of office of the Honorary Secretary and the Honorary Treasurer shall not run concurrently with the term of office of the President and their terms of office shall commence in the year following the year in which the President takes up office.
20. The Ordinary Members of the Council and the Panel Members of Council shall be elected by ballot in the manner hereinafter appointed. The elections for the Ordinary Members of Council and the elections for the Panel Members of Council shall be staggered so that

the elections for the Ordinary Members of Council shall be held in one year and the elections for the Panel Members of Council shall be held in the following year. The Council shall appoint two competent persons as scrutineers who shall examine the voting papers and report on the ballot. The Ordinary Members of Council and the Panel Members of Council shall hold office for a term of two years.

21. At a regular Council Meeting in the second half of each year the Council shall prepare a house list (hereinafter called the “**House List**”). The House List shall propose two Registered Members for each Ordinary Member of Council to be elected or two members from within the relevant Panel for each Panel Member of Council to be elected (the latter the “**Panel Nominees**”) (as the case may be depending on which elections are due in that year). The House List shall be sent to all members entitled to vote and members shall be afforded the opportunity to propose alternative nominees. In respect of the election of Ordinary Members of Council, any five Registered Members may propose an alternative candidate or candidates willing and eligible to server. In respect of the election of each Panel Member of Council, any five members from within the membership of the relevant Panel in question may propose an alternative candidate or candidates willing and eligible to serve. Notice of such alternative candidates must be deposited at the registered office of the Institute within fourteen days of the date of the House List by way of a proposal form setting out the names of the persons proposed. The said form must be signed by the required number of relevant members as aforesaid and must be accompanied by a letter signed by each person proposed stating that each such person is willing to accept the office of Council Member if elected. If within fourteen days of the date of the House List, no additional candidates are proposed, then the ballot shall be taken based on the House List as originally published. If other candidates are validly proposed, the House List shall be amended to include the additional candidates and the House List with such additions shall constitute the names to be entered on the ballot papers.
22. In the election of Panel Members of Council for the Northern, Southern, Eastern and Western regions, only Registered Members whose registered address is within the relevant region shall be entitled to vote in the election of the Panel Member of Council for that region. Only Architectural Technologists members shall be entitled to vote in the election of the Panel Member of Council for Architectural Technologists. Only Architectural Graduate members shall be entitled to vote in the election of the Panel Member of Council for Architectural Graduates. Only Retired Members and Retired Fellows shall be entitled to vote in the election of the Panel Member of Council for Retired Members and Retired Fellows. In the election of all other Panel Members of Council, Registered Members of the Institute only shall be entitled to vote.
23. The following shall be ineligible for election as Ordinary or Panel Members of Council:

Two of the retiring members of Council who have served six continuous years on Council, but service as President, Vice-President, Honorary Secretary, Honorary Treasurer or Immediate Past President not to be counted either as service or as a break in continuous

service for the purpose of this rule. If there be three or more Council Members to whom this rule applies who shall have an equal length of service, the two to be ineligible for re-election shall be decided by lot.

24. An attendance book for Council meetings shall be kept in which Council Members shall sign their names at each meeting. The Council may credit with attendance any Council Member who is absent on Institute business, and an absent Council Member whose attendance is so credited by formal entry in the minutes may sign the attendance book at the next meeting at which that Council Member attends.
25. The names of outgoing Council Members shall be identified on the ballot and the number of attendances at meetings of Council of each such member during the year of office shall be stated.
26. Any balloting paper for the election of Council Members containing more votes than the number of vacancies to be filled shall be invalid and shall be rejected by the scrutineers.

SECTION III

ROTATION/TERM OF OFFICE OF DIRECTORS (OTHER THAN THE OFFICERS)

27. At the last ordinary Council Meeting in each year, one-third, or if their number is not divisible by three, the number nearest to one third, of the Council Elected Directors shall retire by rotation under By-Law 28 but may, subject to By-Law 30 offer themselves for re-election by the Council.
28. The Council Elected Directors to retire by rotation shall be those who have been longest in office since their last election. As between persons who were elected on the same day, those to retire shall (unless they agree otherwise among themselves) be determined by drawing lots.
29. Where a Council Elected Director is required by virtue of the rotation provisions of By-Law 27 to retire, his or her retirement shall take effect on the 31st of December of that year.
30. No Council Elected Director shall serve for more than 6 consecutive years.
31. The independent Director elected by Council under Article 37 (vii) of the Constitution (the “**Independent Director**”) may be appointed by Council for a term of up to three years, at the end of which term he or she shall retire. The Independent Director shall be eligible for re-election by Council for up to a further term of three years. No Independent Director shall serve for more than 6 consecutive years.

32. The term of office of the Council Elected Directors and the Independent Director shall commence on the 1st of January.

SECTION IV

THE CONTRIBUTIONS OF MEMBERS

33. The Board shall from time to time propose, for approval in general meeting, the contribution and fees to be paid in respect of annual charges and membership fees by any or all classes of members and registrants (except Honorary Members and Honorary Fellows who shall not be required to pay such fees. The Board shall seek the approval of the Minister for the Environment, Community and Local Government in determining the level of certain fees payable as required under the Building Control Act.
34. In respect of Members and Fellows, the fees charged for registration in the register, which shall be specified in accordance with Section 62 of the Building Control Act 2007, constitute the fees for membership as a Member or Fellow also.
35. Applications must be made with payment of applicable fee.
36. Annual subscriptions shall be paid in advance, and except as provided by these By-Laws or as otherwise decided by the Board, shall be due on the first day of January in the subscription year. An annual subscription may be paid by way of any instalment system approved by the Board, who may deem it paid on receipt of first instalment, provided there is no default of subsequent instalments.
37. Every Student, Architectural Technologist, Architectural Technology Graduate or Architectural Graduate shall be liable for the payment of the annual subscription, less any amount reduced or remitted under By-Law 41, until such person either ceases to be a member or resigns his or her membership by written notice to the Institute (provided all arrears have been paid up to the date of resignation).
38. Every Student, Architectural Technologist, Architectural Technology Graduate or Architectural Graduate whose annual subscription or an instalment of it (other than any amount later due by an instalment system approved under By-Law 36, or the amount of a reduction or remission under By-Law 41) remains unpaid for two months following the date on which it was due, shall receive notice thereof and, in the event of the said subscription not being paid within a month of the date of the notice shall be deemed to be a "Defaulter". A Defaulter shall not receive literature or correspondence (other than reminders of the overdue subscription) from the Institute and shall forfeit any entitlement to vote in the affairs of the Institute that he or she may have.

39. A Defaulter shall be notified of the fact that he/she is a Defaulter not more than two months after the member has so become. If the subscription has not been paid by the date called for in the notification, then at a meeting of the Council thereafter, the Defaulter shall be suspended or expelled by resolution of Council.
40. A Defaulter who has been expelled may be re-admitted to membership by the Board or a Defaulter who has been suspended may have the rights and privileges of membership restored upon giving any explanation of the non-payment of subscription requested by the Board, or the payment of such other reinstatement fee, as the Board thinks proper. Upon such re-admission or restoration the member shall cease to be a defaulter.
41. The Board may, if it finds good reason for doing so, reduce or remit the annual subscription and any arrears due from any Architectural Technologist, Architectural Graduate, Architectural Technology Graduate or Student and may further, if it thereafter finds good reason for doing so, reinstate that member's former position.

SECTION V

PROCEEDINGS OF THE COUNCIL

42. Council shall hold at least four meetings in each calendar year but the President or any three Council Members may by notice to the Honorary Secretary require a special meeting to be called. The dates of meetings of Council shall be decided at its first meeting in each calendar year. Due notice of every meeting of the Council shall be sent by the Honorary Secretary to every member thereof.
43. At meetings of the Council twelve members thereof shall form a quorum.
44. All questions shall be decided in the Council by open voting, unless a ballot be demanded. In the case of equality of votes, save where otherwise provided, the chairperson shall have a second or casting vote.
45. Notice of motion to rescind or correct any resolution or minute shall be given promptly to the Honorary Secretary on receipt of the minutes.
46. A resolution in writing, signed by all of the Council Members for the time being entitled to receive notice of a meeting of the Council, shall be as valid as if it had been passed at a meeting of the Council duly convened and held. The resolution may consist of several documents in like form signed by one or more Council Members and for all purposes shall take effect from the time that it is signed by the last Council Member.
47. A meeting of the Council may consist of a conference in the manner described in By-Law 45 for meetings of the Board of Directors.

SECTION VI

PROCEEDINGS OF THE BOARD OF DIRECTORS

48. The Board of Directors may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they think fit provided that the Board shall hold a minimum of six meetings in each year and not more than two months shall elapse between each meeting. Where there is an equality of votes, the chairperson shall have a second or casting vote. The President or any two Directors may at any time summon a meeting of the Directors.
49. The quorum necessary for the transaction of the business of the Directors shall be five.
50. A resolution in writing, signed by all the Directors for the time being entitled to receive notice of a meeting of the Directors, shall be valid as if it had been passed at a meeting of the directors duly convened and held. The resolution may consist of several documents in like form signed by one or more Directors and for all purposes shall take effect from the time that it is signed by the last Director.
51. A meeting of the Directors or of a Committee of the Institute may consist of a conference between some or all of the Directors or, as the case may be, members of the Committee who are not all in one place, but each of whom is able (directly or by means of telephone, video or other electronic communication) to speak to each of the others and to be heard by each of the others and:
 - (i) A Director or member of the Committee taking part in such a conference shall be deemed to be present in person at the meeting and shall be entitled to vote and be counted in a quorum accordingly; and
 - (ii) such a meeting shall be deemed to take place (a) where the largest group of those participating in the conference is assembled; (b) if there is no such group, where the chairperson of the meeting then is; if neither subparagraph (a) or (b) applies, in such location as the meeting itself decides.

SECTION VII

THE DUTIES OF THE PRESIDENT

52. In addition to any duties prescribed by the Constitution the President shall take cognisance of all matters and occurrences affecting the general welfare of the profession from time to time, and shall summon the Council and/or the Board to consider the same, or shall personally take such action thereon as the President shall deem expedient in the

interests of the profession as the occasion or emergency may suggest and report such action to the Board and/or the Council according to remit (as appropriate) at the next meeting.

SECTION VIII

THE DUTIES OF THE HONORARY SECRETARY

53. The Honorary Secretary, or, in the case of that officer's unavoidable absence, an alternate nominated by the Honorary Secretary or by the chairperson of the meeting shall attend all general meetings of the Institute, all meetings of the Council and all meetings of the Board; ensure that minutes of all the proceedings are taken and that they are entered in the proper books provided for that purpose.

SECTION IX

THE DUTIES OF THE HONORARY TREASURER

54. All monies belonging to the Institute shall be lodged in a bank to be approved by the Board, to an account in the Institute's name.
55. All cheques or electronic funds transfer shall require the written authority of any two of the following: the President, the Honorary Secretary, the Honorary Treasurer or the CEO.
56. The Honorary Treasurer shall be the Chairperson of the Finance Committee.

SECTION X

COMMITTEES, BOARDS AND JURIES

57. The Council shall, at its first meeting in each calendar year, appoint:
 - (i) a **Board of Architectural Education** consisting of not less than eleven persons, including the President and Honorary Secretary, of whom at least seven shall be Registered Members of the Institute;
 - (ii) a **Board of Architectural Education Admissions Committee** consisting of not less than seven persons of whom at least five shall be Registered Members of the Institute;

- (iii) an **Architectural Technologists Committee** consisting of eleven persons, including the President and Honorary Secretary, of whom seven shall be Architectural Technologists who shall be appointed to the Committee by the Architectural Technologists members of the Institute and two Fellows, Members or Architectural Technologists, taking into consideration the names of those who have offered to serve on it and the recommendations of the committee for the previous year;
 - (iv) a **Practice and Members Services Committee** consisting of eleven persons who shall be appointed to the Committee by Council taking into consideration the names of those persons who have offered to serve on the Committee and the recommendations of the Committee for the previous year;
 - (v) an **International Affairs Committee** consisting of seven persons who shall be appointed to the Committee by Council taking into consideration the names of those persons who have offered to serve on the Committee and the recommendations of the Committee for the previous year; and
 - (vi) an **Architecture and Public Affairs Committee** consisting of eleven persons who shall be appointed to the Committee by the Council taking into consideration the names of those who have offered to serve on the Committee and the recommendations of the Committee for the previous year.
58. The Board shall, at its first meeting in each calendar year, appoint:
- (i) a **Finance Committee** consisting of the President, the Honorary Treasurer, the previous Honorary Treasurer and not less than four Council Members. The Honorary Treasurer shall be the chairperson of the Finance Committee; and
 - (ii) a **Registration Committee** consisting of at least one Board member, and not less than six registered architects. Registered architects include Members, Fellows and register only classes of architect. The Board shall appoint the chairperson of the Registration Committee.
59. The Council and the Board shall each have the power to appoint such other committees, boards, taskforces and juries (each a “Committee”) and to nominate representatives on such other bodies as each may from time to time consider desirable. The President and the Honorary Secretary shall be ex officio members of all Committees of the Institute excluding the Professional Conduct Committee or any other committees established under the Building Control Act 2007.
60. The functions of the Board of Architectural Education shall be to consider and investigate any subject appertaining to the branches of the profession of Architecture with which it

is entrusted and to make reports and recommendations thereon to the Council and to perform such duties as shall from time to time be assigned to it by the Council.

61. The function of the Board of Architectural Education Admissions Committee shall be to evaluate applications for all categories of RIAI membership and to make, on behalf of the Council, all decisions on admission.
62. The function of the Architectural Technologists Committee shall be to consider and investigate any subject appertaining to Architectural Technology and to the interests of Architectural Technologists and to make reports and recommendations thereon to the Council and to perform such duties as shall from time to time be assigned to it by the Council.
63. The function of the Practice and Members Services Committee shall be to consider and investigate any subject appertaining to the practice of architecture and the services provided by the Institute to support the membership and to make report and recommendations thereon to the Council and to perform such duties as shall from time to time be assigned to it by the Council.
64. The function of the International Affairs Committee shall be to monitor, consider and investigate any matters appertaining to the profession of Architecture from developments or changes in international legislation or regulation and to make reports and recommendations thereon to the Council and to perform such duties as shall from time to time be assigned to it by the Council.
65. The function of the Architecture and Public Affairs Committee shall be to consider and investigate any matter appertaining to the profession of Architecture and to make reports and recommendations thereon to the Council and to perform such duties as shall from time to time be assigned to it by the Council.
66. The function of the Finance Committee shall be to consider all matters relating to the finances of the Institute including audit and remuneration and to make reports and recommendations thereon to the Board and to perform such duties as shall from time to time be assigned to it by the Board.
67. The function of the Registration Committee shall be to consider and investigate any subject relating to the Institute's function as Registration Body as provided for in the Act and to make reports and recommendations thereon to the Board and to perform such duties as shall from time to time be assigned to it by the Board.
68. Each Committee shall appoint its own secretary.
69. Four members shall form a quorum for a meeting of the Board of Architectural Education, of the Board of Architectural Education Admissions Committee and of the Architectural

Technologists Committee and three members shall form a quorum for a meeting of any other Committee.

70. A Committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and when there is an equality of votes, the chairperson shall have a second or casting vote.

71. **RIAI nominee to Statutory Boards established under Part 3 of the Building Control Act 2007 and passed at an extraordinary general meeting of the RIAI held on 12 March 2012:**

1. Interpretation

“the Act” means the Building Control Act 2007

“Appointment Date” means the date on which those Candidates who are deemed to have been elected are appointed to the relevant Statutory Board, subject to that Candidate having complied with the requirements of these By-Laws. The Appointment Date in the case of each Election shall be advised in the information papers provided with the ballot for that Election.

“Candidate” means a person who has demonstrated eligibility, in accordance with these by laws, to be a Candidate and is seeking to fill a Vacancy.

“Council” means the Council of the Royal Institute of the Architects of Ireland

“Election” means a specific electoral event held by the Registration Body for the purpose of electing a specified number of Candidates to fill one or more Vacancies on a specified Statutory Board for a specific term.

“Electoral roll” means the electorate established for an election and shall include those persons on the Register on the date that the call for nominations is issued and those persons who have been deemed eligible to register by the Admissions Board within the previous three months.

“Person” means a natural person

“Register” means the register for architects established under Section 14(1) of the Act

“Registrar” means the person appointed by the Registration Body in accordance with section 19(1) of the Act

“Registration Body” means The Royal Institute of the Architects of Ireland (the RIAI) which is the Registration Body for architects in accordance with Part 3 of the Act

“Statutory Board” means each of the four bodies established by the RIAI in accordance with Part 3 of the Act. They are: the Admissions Board; the Technical Assessment Board; the Professional Conduct Committee; and the Appeals Board.

“Vacancy” means a position on a Statutory Board which is to be filled by a nominee of the Registration Body.

“Valid Nomination” means a nomination paper signed and completed by a person on the Electoral Roll in accordance with these By-Laws.

2. These by laws are made in accordance with section 69 of the Act for the purpose of enabling the Election of Candidates to fill Vacancies on the Statutory Boards.
3. The Registrar shall be the Returning Officer for all Elections carried out under this By-Law 64.
4. Any person on the Electoral Roll shall be eligible to seek nomination as a Candidate for an Election.
5. Any person on the Electoral Roll may nominate another person on the Electoral Roll for the purposes of an Election.
6. A person cannot nominate himself or herself.
7. A person must submit three valid nominations on or before the deadline set by the Returning Officer to be deemed to have been nominated for Election.
8. A person who has been nominated for Election must demonstrate eligibility to stand as a Candidate in accordance with these By-Laws prior to inclusion on the ballot by the Returning Officer.
9. To demonstrate eligibility to stand as a Candidate a person must, in addition to being deemed to have been nominated, complete the following steps prior to such deadline date as may be set by the Returning Officer, which date shall be advised at the time of issue of the call for nominations, and which date shall be before the date of issue of ballot papers:
 - a. demonstrate to the Returning Officer normal residency in the State on the date on which the call for nominations is issued, and

- b. sign and send to the Returning Officer a standard declaration in such format as may be provided by the Registration Body confirming his or her commitment to uphold the objectives of the Act, and
 - c. sign and send to the Returning Officer a standard declaration in such format as may be provided by the Registration Body confirming his or her ability to assess the documentation provided and to engage in the deliberations of the Statutory Board to which he or she is seeking Election.
10. Any person on the Electoral Roll may vote in an Election.
 11. The Election shall be by way of ballot in the manner specified in these by laws.
 12. Where the number of Candidates equals or is less than the number of vacancies, an Election shall not be required and those eligible Candidates shall, on the order of Council, be deemed elected. If all vacancies are not filled, supplementary ballots shall be held until those vacancies are filled.
 13. Balloting, when necessary, shall be by a mechanism agreed by Council. Methods employed either alone or simultaneously with other methods, may include electronic ballot, paper ballot or any such appropriate form as the Board may decide.
 14. Ballots, save where otherwise provided, shall be issued by the Returning Officer to each person on the Electoral Roll at least seven days before the date of Election.
 15. Returned ballots, to be deemed valid, must be returned duly completed to the specified address and without any extraneous distinguishing marks on or before the deadline. Details of the return address and deadline shall be given as part of the Election information included with the ballot.
 16. If two or more eligible Candidates at any ballot shall receive an equal number of votes the Election in such case shall be decided by lot drawn by the Returning Officer; provided always that when there are three or more eligible Candidates in a ballot to fill a vacancy, the Election shall be conducted by using the single transferable vote.
 17. 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 appointment by the RIAI, the Candidate with the next highest number of votes shall be declared elected.

18. Where a Candidate is deemed to have been elected, he or she must complete the process of registration and in accordance with Sections 13, 21, 23 and 24 of the Act must be on the Register prior to appointment to a Statutory Board and must maintain that registration through the entire term of office served.
19. If a Candidate is not on the Register on the Appointment Date, he or she shall be deemed ineligible for appointment and the Candidate with the next highest number of votes who is on the Register shall be declared elected and appointed.
20. In the event that there is a delay in appointing a Candidate to a Statutory Board beyond the Appointment Date, the outcome of the relevant Election shall not be invalidated.