RULES FOR REGIONS


Interpretations
The interpretation given in By-law 1 applies also to these Rules.
- ‘CIBSE Board’ means the Board of the Institution.
- ‘Annual Meeting’ means Annual Meeting of the Region.
- ‘Ordinary Meeting’ means Ordinary Meeting of the Region.
- ‘Honorary Secretary’ means Honorary Secretary of the Region.
- ‘Member of the Region’ means any paid-up CIBSE member who is eligible for membership of the Region and is resident in the Region and has not asked to be a member of another Region or any paid-up CIBSE member who is eligible to be a member of the region and is resident outside the Region but who has requested to be a member of the Region.

Rules

<table>
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<tr>
<th>No.</th>
<th>Item</th>
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<tbody>
<tr>
<td>1.</td>
<td>The CIBSE Board may form Regions of the Institution consisting of any combination of the following classes: Honorary Fellows, Fellows, Members, Companions, Associates, Licentiates, Affiliates or Graduates of the Institution, and in such areas as afford evidence satisfactory to the CIBSE Board: (a) on demand for the formation of a Region on the part of members resident in the locality, and, (b) that a Region, if formed, will be so adequately supported and of such usefulness in the locality that the CIBSE Board will be justified in appropriating funds of the Institution towards its support.</td>
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<td>2.</td>
<td>The boundaries of the areas of each Region shall be defined by the CIBSE Board and all members of the respective classes of membership for which the Region was formed, whose addresses are within these boundaries, shall be entitled to be members of the Region. Any member of the Institution may attend the meetings of any Region without prior invitation, provided their class of membership is such as would render them eligible for membership of the Region visited. Additionally any eligible member may opt to become a member of the Region by advising the Institution in writing and registering an address for the communication of that Region's activities. No member may be in membership of more than one Region.</td>
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<td>3.</td>
<td>The object for which the Regions are established shall be to enable building services engineers to meet and to correspond and to promote the intellectual welfare of the members by periodic meetings to read, consider and discuss matters on such engineering services as are associated with the built environment and with industrial processes, and to arrange visits to works and objects of engineering and scientific interest.</td>
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<td>4.</td>
<td>All Regions shall comply with the Institution's Charter and By-laws and shall be under the control of the CIBSE Board.</td>
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<td>5.</td>
<td>The proposal for the formation of a Region shall be by petition to the CIBSE Board by such numbers of members of the appropriate class or classes residing in the area as the CIBSE Board shall consider adequate. Such petition shall be placed before the CIBSE Board for consideration at the earliest opportunity.</td>
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<td>6.</td>
<td>No additional subscription shall be payable by members of a Region in respect of their membership of the Region.</td>
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7. The CIBSE Board having approved the formation of a Region, the Region Committee shall convene an inaugural meeting by sending notices of the meeting to all members of the class or classes whose registered addresses are in the area and for whom the Region is to be formed. This first meeting shall be under the Chairmanship of a Member of the CIBSE Board nominated by the CIBSE Board.

8. The business of the first meeting shall be to elect officers and committee from the members of the Region to manage the affairs of the Region.

9. The CIBSE Board shall have power to dissolve any Region at any time.

10. The Region shall hold an Annual Meeting not later than 30 April in each year, and such Ordinary Meetings as the Region Committee shall decide.

11. The election of Officers for the ensuing session and the election of members of committee to fill vacancies caused by retirements shall be made at the Annual Meeting.

12. No business shall be transacted at any Annual Meeting unless a quorum is present. Save as herein otherwise provided, ten members of the Region personally present shall be a quorum for an Annual Meeting.

13. If within half an hour from the time appointed for the holding of an Annual Meeting a quorum is not present the meeting shall stand adjourned to the same day in the next week, at the same time and place or at such other place as the Regional Committee may determine, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall be a quorum.

14. At least twenty-one days' notice in writing of every Annual Meeting (exclusive both of the day on which it is served or deemed to be served and of the day for which it is given) specifying the place, the day and the hour of meeting and in the case of special business the general nature of that business shall be given to paid up members of the Region.

15. The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed or any proceedings at any meeting.

16. The Chair may, with the consent of any Annual Meeting at which a quorum is present (and shall if so directed by the Meeting) adjourn an Annual Meeting from time to time, and from place to place, but no business shall be transacted at any adjourned Annual Meeting other than the business which might have been transacted at the Annual Meeting from which the adjournment took place. Whenever an Annual Meeting is adjourned for thirty days or more, notice of the adjourned Meeting shall be given in the same manner as of an original Meeting. Save as aforesaid the members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned General Meeting.

17. At any Annual Meeting, other than a resolution for the election of members to the Committee of the Region, a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is, before or upon the declaration of the result of the show of hands, demanded by the Chair or by at least ten members present, and unless a poll be so demanded, a declaration by the Chair of the Meeting that a resolution has been carried, or carried unanimously or by a particular majority, or lost, or not carried by a particular majority, and an entry to that effect in the Minute Book of the Region shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution. The demand for a poll may be withdrawn.

18. If a poll be demanded in manner aforesaid, it shall be taken at such time and place as the Chair of the Meeting shall in their absolute discretion direct, and the result of the poll shall be deemed to be the resolution of the Meeting at which the poll was demanded. Provided always that such poll shall be taken either by a ballot of the members present at the Meeting or by a ballot of all members entitled to receive notices from the Region as the Chair in their discretion may decide. The acceptance or rejection of votes by the Chair shall be conclusive for the purposes of the decision of the matter in respect of which the votes are tendered, but the Chair may review their decision at the same meeting if any error be then pointed out.

19. No poll shall be demanded on the election of a Chair of a Meeting or on any question or adjournment.
In the case of an equality of votes, whether on a show of hands or on a poll, the Chair of the Meeting shall be entitled to a second or casting vote.

The demand of a poll shall not prevent the continuance of a Meeting for the transaction of any business other than the question on which the poll has been demanded.

Every member of the Region shall have one vote whether on a show of hands or on a poll, and all votes shall be given personally other than on resolutions for the election of members to the Committee of the Region.

The affairs of the Region shall be controlled by a committee consisting of a Chair, a Vice Chair, an Honorary Secretary and an Honorary Treasurer, who shall be termed the Officers, and other members as provided by Rule 25.

The Chair or Vice Chair of a Region must be a Corporate member of the Institution.

The committee shall consist of the Officers and not more than eight nor less than four elected members. Subject to the provisions of Rule 24 the Officers and Committee shall be elected from members of the Region by a ballot of members of that Region.

The Officers shall retire at each Annual Meeting of the Region and shall be eligible for re-election. The Chair shall not hold office for more than three consecutive years. Half the ordinary members of the committee shall retire at each Annual Meeting of the Region and shall be eligible for re-election subject to a maximum period of service of four consecutive years. Such committee members may be re-nominated after a lapse of one year. The retiring members of the committee shall be those who have been longest in office. In the case of two or more members being of equal seniority, those to retire shall be decided by lot.

The committee may fill any vacancy in the committee which shall occur between one Annual Meeting and the next, and the acting Officer or member of committee so appointed shall retire at the succeeding Annual Meeting and be eligible for re-election.

If any member of the committee fails to attend meetings of that committee with reasonable regularity, the Chair shall have the right to call for the resignation of that member and shall recommend to the committee a member to fill the vacancy until the next Annual Meeting.

The committee shall have the power to co-opt not more than four additional members to assist in special duties. Co-opted members shall not have a vote. Non-members of the Institution may not be co-opted to the committee, although the committee may invite non-members of the Institution to attend a meeting to give evidence or advice.

At least eight weeks before the Annual Meeting the committee shall cause to be circulated, by post or by electronic means, to all members entitled to vote a list of duly qualified persons whom the committee nominate for the vacancies about to occur in the office of Chair, Vice Chair, Honorary Secretary, Honorary Treasurer, and members of the committee at the next Annual Meeting. Those members circularised may submit additional nominations in writing to the Honorary Secretary within 21 days of the date of dispatch of the committee’s nominations, together with the written consent of such persons to accept office if elected. Only duly qualified persons who have been nominated by members in the classes of membership stated in Rules 13 and 14 shall be added to the list and the name of the member making the nomination shall follow the name of the candidate on the ballot paper.

A ballot paper, which may be in electronic form, containing the complete nominations shall be sent or made available by electronic means to each Region member entitled to vote. At least seven days must be allowed for the completion of the ballot papers, which must be in the hands of the Honorary Secretary at least three days before the Annual Meeting.

The ballot papers shall be opened prior to or at the Annual Meeting in the presence of not less than two scrutineers appointed for that purpose by members of the Region. The scrutineers shall take a count of the votes and report the results at the Annual Meeting.

The Chair of the Region shall have a second or casting vote in cases of equality of votes on any question at any meeting of the Region or of the committee.

Four persons shall constitute a quorum for meetings of the committee, and unless this number is present within half an hour of the time for which a meeting is called no business shall be transacted.
35. The Honorary Secretary shall conduct the correspondence in connection with the Region. He shall prepare an agenda for all meetings at which business is to be transacted and record minutes, and shall send to the Institution a copy of all such minutes.

36. The Honorary Secretary shall forward to the Institution, for record by the Institution, a copy of any circular or news sheet issued by the Region committee.

37. Meetings and visits of the Region for the ensuing session shall be arranged by the committee and details sent to the Institution prior to 1 June in each year for inclusion in the Institution’s programme of meetings.

38. The Region Committee may arrange joint meetings with other kindred societies and invite members of such societies to attend any meeting of the Region and take part in the discussion.

39. Special meetings of the Region may be convened by the Region committee at any time; such meetings shall also be convened on delivery of a requisition to the Chair of not less than ten members with voting powers, stating the business of the meeting.

40. Any member of the Region may invite visitors to meetings of the Region other than the Annual Meeting and Special Meetings. All those attending a meeting shall sign the attendance register.

41. The Region committee shall submit to the CIBSE Board, not later than 31 December of the preceding year, a detailed estimate of Region expenditure for the next financial year so as to enable the CIBSE Board to determine the sum which it will allocate to the Region for that year. The Region committee will be held responsible for any expenditure in excess of the monies allocated by the CIBSE Board.

42. The accounts of the Region up to 31 December in each year shall be independently examined by one member of the Region and submitted to the next Annual Meeting of the Region.

43. The Chair shall send to the Institution not later than 31 December each year a report on the work of the Region for the preceding twelve months.