

THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

RULES FOR GROUPS

Laid down in this form by the Board 14 December 1995 and modified 26 March 1998, 14 October 2005 and 9 October 2025.

Interpretations

- i The interpretations given by Bylaw 1 apply also to these Rules.
- ii 'Board' means Board of Trustees of the Institution
- iii 'Annual Meeting' means Annual Meeting of the Group
- iv 'Ordinary Meeting' means Ordinary Meeting of the Group
- v 'Secretary' means Secretary of the Institution
- vi 'Group Secretary' means Secretary of the Group
- vii 'Groups Manager' means the CIBSE Manager of the Groups

No.	Item
1.	In accordance with CIBSE Regulation 70, the CIBSE Board may establish Groups of the Institution consisting of CIBSE members and potential members who demonstrate to the satisfaction of the Board: <ul style="list-style-type: none">a) that they share a common interest in a subject related to the art, science and practice of building services engineeringb) that there is sufficient demand for the formation of a Group on the subject by CIBSE membersc) that the potential Group will have enough support from members, and be useful enough for them, to justify using CIBSE funds to support it.
2.	The purpose of the Groups is to help building services engineers connect, communicate, and support each other's professional development. This will be done through regular meetings to discuss topics within a Group's terms of reference, as well as organising visits to sites and objects of engineering and science-related interest.
3.	A proposal to form a Group must be made through a petition to the CIBSE Board. This petition must come from a sufficient number of members, as decided by the Board. The petition must define the subject matter of the Group. The petition will be placed before the Board by the Groups and Societies Committee and reviewed by the Board as soon as possible.
4.	Terms of reference for each Group shall be defined by the Board and all CIBSE members shall be entitled to be members of the Group.
5.	Once the CIBSE Board gives approval for a Group to be created, the first meeting should be organised by sending invitations to all CIBSE members who have indicated an interest in the formation of the Group, and by notice in the CIBSE Journal. This first meeting will be Chaired by a Corporate Member of CIBSE, who will be nominated by the CIBSE Board.

6.	The purpose of this first meeting will be to elect the Officers and elected members of the Group committee from the members to manage the affairs of the Group.
7.	A Group's affairs will be managed by a committee made up of Officers (Chair, Vice Chair, Honorary Secretary, and Honorary Treasurer) and other elected committee members (as defined in rule 11).
8.	The Officers of a Group must be corporate members of CIBSE. Should no corporate members come forward to take on an Officer role, the CIBSE Board may approve a non-corporate member standing for nomination if they demonstrate a clear commitment to working towards obtaining corporate membership.
9.	Each Group must hold an Annual Meeting between 1 March and the date of the CIBSE Annual Meeting each year. They can also hold Ordinary Meetings throughout the year.
10.	Committee members are elected at the Annual Meeting to fill vacancies as they arise, in accordance with rule 12.
11.	<p>A Group committee includes the Officers and up to eight elected members. In accordance with rule 8, they will be elected from members of the Group by a ballot of Group members who are CIBSE members.</p> <p>There can only be one of each Officer role on a committee, however the Vice Chair, Honorary Secretary and Honorary Treasurer roles can be shared between two individuals.</p>
12.	<p>Officers can serve for three-year terms without needing annual re-election. They can serve a maximum of two consecutive terms (six years total) in the same Officer role. An election is held at the end of each three-year term, and Officers may choose to step down at any time. An individual may serve as an Officer for up to four consecutive terms (twelve years total) across any combination of Officer roles before they must step down. In exceptional cases, the CIBSE Board may approve an additional year.</p> <p>Elected committee members serve one-year terms and can serve up to twelve consecutive years in these positions.</p>
13.	Co-option is only an option to be used when people are joining after a network's AGM and as a temporary measure to fill a vacant role.
14.	An individual can only hold two Officer roles on network committees at any one point in time.
15.	If a committee member regularly does not attend meetings, the Chair can ask them to resign and can recommend a replacement until the next Annual Meeting.
16.	The committee may invite non-members of the Institution to attend a meeting to give evidence or advice.
17.	At least eight weeks before the Annual Meeting, a list of the vacant positions on a Group's committee, in accordance with rule 12, and the people the current committee are nominating for them must be sent to all members who can vote. Eligible members of the Group can nominate themselves for these positions by responding to the calling notice within fourteen days of it being circulated. Members may also

	nominate other persons for the vacant roles, together with those persons' written consent to accept office if elected. Only the people who meet the qualifications mentioned in Rules 8 and 12 can be added to the list.
18.	<p>If multiple nominations are received for one or more vacant roles on a committee CIBSE will organise an election and a ballot paper (which can be electronic) listing all the nominated candidates must be sent or made available online to every voting member in the Group. An election will be held in accordance with CIBSE's current processes.</p> <p>If an election is tied, the Chair will make the final decision unless they need to disclose a conflict of interest, or the election is for the Chair position. If there is a conflict of interest or the election is for the Chair position, the Vice Chair will then have the deciding vote. If there is situation where the Chair or Vice Chair cannot make the final decision, the matter will referred to the CIBSE Governance Team/members of the Board.</p> <p>Canvassing during the election process is prohibited.</p>
19.	The confirmed list of committee members and their positions for the upcoming year must be announced at the Group's Annual Meeting.
20.	If there is a tie in any vote at a Group or committee meeting, the Chair of the Group has a second vote to break the tie.
21.	A quorum of a minimum of four members, two of whom must be Officers of the Group, must be present within half an hour of the stated start time of a committee meeting to conduct business, or else no business can be done.
22.	The Honorary Secretary will handle all correspondence for the Group. They will prepare the agenda for meetings where business will be discussed, take meeting minutes, and record a copy of those minutes in accordance with CIBSE's current processes.
23.	The Group Secretary will send to CIBSE Papers that have been presented to Group meetings that they think are worthy of publication by CIBSE. The Editorial Panels of <i>Building Services Engineering Research & Technology</i> or of <i>Lighting Research & Technology</i> , as appropriate, will decide whether to accept or reject the Papers.
24.	The Group Secretary should record a copy of any circular or news sheet issued by the Group committee in accordance with CIBSE's current processes.
25.	Groups should follow CIBSE's current processes for organising and promoting their meetings and visits.
26.	The Group can hold joint meetings with similar societies and invite their members to join meetings and participate in discussions.
27.	Special meetings of a Group can be called by the Group committee at any time, or by ten voting members with a specific agenda for the meeting making a request to the Chair.
28.	The Group committee must apply for funding from CIBSE each year, following CIBSE's current application process and the deadlines given. The CIBSE Board will decide how much funding the Group receives.

	If the Group spends more than the amount approved, the Group committee will be responsible for covering the extra costs.
29.	The Groups Manager will provide details of a Group's income and expenditure on request of the Group Treasurer or Chair.
30.	When requested to by CIBSE, the Chair must send a report on the Group's work.
31.	An additional subscription may be payable by members of a Group relating to their membership of the Group if the CIBSE Board approves it on recommendation of the Groups and Societies Committee.
32.	Any CIBSE member may attend any meetings of any Group without a prior invitation.
33.	Any member may choose to become a member of a Group by advising CIBSE in writing and if a Group chooses to require it, completing a registration form.
34.	Any member of a Group can invite visitors to Group meetings, other than the Annual General Meeting and Special Meetings. A record should be taken of all attendees at a meeting.
35.	All Groups must comply with CIBSE's Charter and By-laws and will be under the control of the CIBSE Board.

Revision History (Since October 2025)

Revision publish date:	Version	Summary of Change	Approval Name:	Approval Date:
11 December 2025.	1.0 – 2025	<ul style="list-style-type: none"> Changes to CIBSE Network Governance approved by CIBSE Board on 17 December 2024 incorporated. Rules 1 – 35 re-worded to reduce ambiguity. Duplicate rules from the CIBSE Regulations removed, replaced with clear reference to their original source. Processes and deadlines referred to in the rules amended to reflect current practice. 	1. Board	9 October 2025.