



RULES FOR REGIONS

Laid down in this form by the Council - 20 October 1977 and amended 5 March 1992, 24 June 1997, 19 January 2017. Amendments approved by CIBSE Board 9 October 2025.

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

No.	Item
1.	In accordance with CIBSE Regulation 69, the CIBSE Board may establish Regions of the Institution in areas that: <ul style="list-style-type: none">a) Demonstrate there is a demand for the formation of a Region by CIBSE members resident in the area, andb) that the potential Region will have enough support from members in that area, and be useful enough for them, to justify using CIBSE funds to support it.
2.	In accordance with CIBSE Regulation 69, the boundaries and membership of a Region will be defined by the CIBSE Board. All members of the membership classes the Region was formed for whose addresses are within the boundaries of the Region will be entitled to be members of the Region. Any member of the Institution can attend meetings in any Region without needing an invitation, so long as their membership class would make them eligible to be part of that Region.
3.	The purpose of the Regions 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 related to the built environment and industrial processes, as well as organising visits to sites and objects of engineering and science-related interest.
4.	All regions must comply with CIBSE's Charter and By-laws and will be under the control of the CIBSE Board.
5.	A proposal to form a Region must be made through a petition to the CIBSE Board. This petition must come from a sufficient number of members from the appropriate membership class or classes who live in the area, as decided by the Board. The petition will be reviewed by the Board as soon as possible.
6.	In accordance with CIBSE Regulation 72, CIBSE members will not be charged an additional fee, on top of their regular membership fees, to be part of a region.

7.	Once the CIBSE Board gives approval for a Region to be created, the first meeting should be organised by the regional committee. This will be done by sending invitations to all the members of the membership class or classes the Region was formed for whose registered addresses are within the region. This first meeting will be Chaired by a member of the CIBSE Board, who will be nominated by the CIBSE Board.
8.	The purpose of this first meeting will be to elect the Officers and elected members of the regional committee from the Region's membership to manage the affairs of the Region.
9.	In accordance with CIBSE Regulation 71, the CIBSE Board has the power to dissolve any region at any time.
10.	Each region 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.
11.	Committee members are elected at the Annual Meeting to fill vacancies as they arise, in accordance with rule 26.
12.	No business should take place at an Annual Meeting unless the meeting is quorate. A quorum of five corporate members of the Region is required for an Annual Meeting.
13.	If within half an hour of the scheduled start time for an Annual Meeting there are not enough members present for it to be quorate, the meeting should be postponed until the same day at the same time the following week. At this rescheduled meeting, if there are still not enough members for a quorum within half an hour of the meeting's start time, the members who are present will be considered enough to proceed with the meeting.
14.	Paid-up members of a Region must receive a notice about the Region's Annual Meeting at least 8 weeks before it happens. This notice must mention the date, time and location of the meeting, and if there are any special business items to discuss it should briefly describe the nature of those too.
15.	If a member of the Region does not receive a notice for a meeting, or is accidentally not sent notice, it will not make any decisions or discussions at the meeting invalid.
16.	With the agreement of those present (or if told to do so by them), an Annual Meeting can be adjourned to another time or place if needed by the Chair if a quorum is present at the meeting. However, the business discussed during the adjourned meeting must be the same as what was planned for the original Meeting. Whenever an Annual Meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same way as an original Meeting. If it is adjourned for less than thirty days, members shall not be entitled to a notice about the adjournment or the business to be discussed at the rescheduled meeting.
17.	During an Annual Meeting, most decisions are made by a show of hands, except for the election of the region's committee. But if the Chair or at least ten members want a poll instead, they can request it before or when the results from the show of hands are announced. If no poll is requested, the Chair's announcement about the decision and the minuted record of it is final, and the exact number or proportion of votes is not needed as proof. The request for a poll can also be withdrawn.
18.	If a poll is requested as explained above, it will happen at a time and place decided by the Chair. The result of this vote will be considered as the decision made during the Meeting where the poll was requested. The Chair has the power to decide whether only the members present at the Meeting or all members of a Region can participate in the vote. The Chair's decision about which votes are accepted or rejected is final, but if a mistake is identified during the same meeting the Chair can reconsider their decision.
19.	No poll can be demanded on the election of a Chair of a Meeting or on any question or adjournment.
20.	If there is a tie in votes, the Chair of the Meeting will get a second or deciding vote.
21.	Requesting a poll will not stop the meeting from continuing with other business.

22.	Every member of the region shall have one vote in a show of hands or poll. All votes will be made in person apart from when it comes to electing members to the Region's committee.
23.	A Region's affairs are managed by a committee made up of Officers (Chair, Vice Chair, Honorary Secretary, and Honorary Treasurer) and other elected members (in accordance with rule 25).
24.	The Officers of a Region 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.
25.	<p>A regional committee includes the Officers and up to eight elected members. In accordance with rule 24, they will be elected from members of the region by a ballot of members of that region. A member can only sit on the committee of their allocated Region.</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>
26.	<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>
27.	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.
28.	An individual can only hold two Officer roles on network committees at any one point in time.
29.	If a committee member regularly doesn't attend meetings, the Chair can ask them to resign and can recommend a replacement until the next AGM.
30.	The committee may invite non-members of the Institution to attend a meeting to give evidence or advice.
31.	At least eight weeks before the Annual General Meeting, a list of the vacant positions on a Region's committee, in accordance with rule 26, and the people the current committee are nominating for them must be sent to all members who can vote. Eligible members 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 24 and 25 can be added to the list.
32.	<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 Region. 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>

33.	The confirmed list of committee members and their positions for the upcoming year must be announced at the Region's Annual Meeting.
34.	If there is a tie in any vote at a Region or committee meeting, the Chair of the Region has a second vote to break the tie.
35.	A quorum of a minimum of four committee members 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.
36.	The Honorary Secretary will handle all correspondence for the Region. 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.
37.	The Honorary Secretary should record a copy of any circular or news sheet issued by the Region committee in accordance with CIBSE's current processes.
38.	Regions should follow CIBSE's current processes for organising and promoting their meetings and visits.
39.	The Region can hold joint meetings with similar societies and invite their members to join meetings and participate in discussions.
40.	Special meetings can be called by a Region's committee at any time, or by ten voting members with a specific agenda for the meeting making a request to the Chair.
41.	Any member of a Region can invite visitors to the Region's meetings, other than the Annual Meeting and Special Meetings. A record should be taken of all attendees at a meeting.
42.	<p>A Region's committee must apply for grant funding from CIBSE each year, following CIBSE's current application process and the deadlines given. The CIBSE Board will decide how much funding the Region receives.</p> <p>If the Region spends more than the amount approved, the Region committee will be responsible for covering the extra costs.</p>
43.	The accounts of a 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.
44.	When requested to by CIBSE, the Chair must send a report on their Region's work.

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 – 44 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.