

- (a) to comply with all reasonable instructions, to carry out and complete the work entrusted to him honestly, competently, diligently and expeditiously within the given time period and any cost limits previously agreed so far as reasonably possible.
 - (b) to fulfill Continuing Professional Development (CPD) obligations and when employing other Members on a full-time basis to allow them reasonable time to do likewise.
 - (c) to operate where appropriate an internal complaints procedure, which shall ensure that clients are informed whom to approach in the event of any problem with the professional service provided, and establish procedures, which shall ensure that complaints are properly and promptly attended to.
 - (d) to make arrangements with an appropriately qualified person for the running of their offices and administration of contracts during a period of absence and inform clients of those arrangements.
 - (e) to seek appropriate advice when faced with a situation which they recognize as being outside their own experience or knowledge.
 - (f) when in practice as an Individual Practitioner or Sole Proprietor to make reasonable attempts to establish professional contact with other Members which could provide opportunities for the mutual exchange of experience and knowledge.
 - (g) as a Principal, Partner or Co-Director of an Architectural Practice to have proper regard to the experience and capability of staff when delegating responsibility.
 - (h) not to lay claim to expertise which they do not have, or accept commissions which they know are beyond their skill and experience, without arranging for appropriate assistance and advice which will enable them to satisfy the Standard of Professional Performance in the discharge of their professional duties.
- (3) A Practice shall maintain records and follow accepted accounting practices in respect of the money received from and spent for clients.

6.5.3 Adhere to Manuals and Guidelines

The Practices shall at all possible times adhere to Office Manuals and Guidelines specified in Schedule 10.6 published by the Institute.

7. THE COUNCIL OF SRILANKA INSTITUTE OF ARCHITECTS, BOARDS AND COMMITTEES

7.1 The Council

The Council shall consist of twenty members as follows :

- (1)
 - (a) the President;
 - (b) the Senior Vice President;
 - (c) the Vice President;
 - (d) the Immediate Past President;
 - (e) the Honorary Secretary;
 - (f) the Honorary Treasurer;

- (g) the Honorary Assistant Secretary;
- (h) the Honorary Assistant Treasurer;
- (i) the Chairman, Board of Architectural Education (BAE);
- (j) the Chairman, Professional Affairs Board (PAB);
- (k) the Chairman, Board of Architectural Publications (BAP); and
- (l) the Chairman, Board of Management (BOM),

Who shall hold office for two years from the date of election and be eligible for re-election after the expiration of the succeeding period.

- (2) Seven Corporate Members who shall hold office for one year from the date of election and be eligible for re-election;
- (3) One member from the Registered Membership Category who shall hold office for one year from the date of election and be eligible for re-election.
- (4) Chairmen of Regional Chapters who are Members elected at the Annual General Meetings of the Regional Chapters as per the Chapter Codes approved by the Institute and may attend Council Meetings as observers, but shall not have voting rights.

7.1.1 **The President**

The President shall be the person who has held office of Senior Vice-President during the preceding term. The President shall hold such office for a period of two years, from the date of commencement of the period of office and shall not be elected or nominated to hold the same office or the post of Senior Vice President for a second term immediately following the period during which he held such office.

7.1.2 **The Senior Vice-President**

A Fellow Member who has served on the Council for at least three years shall be eligible for election as Senior Vice-President and shall hold office for a term of two years from the date of commencement of office. He shall not hold the office of Senior Vice-President for two consecutive terms immediately succeeding the period during which he holds such office.

7.1.3 **The Vice President**

A Fellow Member who has served on the Council for at least two years shall be eligible for election as Vice-President. Vice-President elected shall hold office for a term of two years from the date of commencement of the period of office and shall not be elected to hold such office for a second term immediately succeeding the period during which he held office.

7.1.4 **Immediate Past President**

The Immediate Past President shall be the person who held office as the President at the conclusion of the term.

7.1.5 **Honorary Secretary**

A Corporate Member who has completed five years of Membership and served on the Council for at least two years shall be eligible for election as Honorary Secretary. The Honorary Secretary shall hold such office for a term of two years from the date of commencement of office or otherwise specified and shall not be elected to hold such office for two consecutive terms.

7.1.6 Honorary Treasurer

A Corporate Member who has completed five years of Membership and served the Council for at least two years shall be eligible for election as Honorary Treasurer. The Honorary Treasurer shall hold such office for a term of two years from the date of commencement of office or otherwise specified and shall not be elected to hold such office for two consecutive terms.

7.1.7 Honorary Assistant Secretary

A Corporate Member who has served on the Council for at least one year shall be eligible for election as Honorary Assistant Secretary. The Honorary Assistant Secretary shall hold such office for a term of two years from the date of commencement of office or otherwise specified and shall not be elected to hold such office for two consecutive terms.

7.1.8 Honorary Assistant Treasurer

A Corporate Member who has served on the Council at least for a period of one year shall be eligible for election as Honorary Assistant Treasurer. The Honorary Assistant Treasurer shall hold such office for a term of two years from the date of commencement of office or otherwise specified and shall not be elected to hold such office for two consecutive terms.

7.1.9 Chairman of the Board of Architectural Education (BAE)

- (1) A Fellow Member who has served on the Council for at least two years shall be eligible for election as Chairman of the Board of Architectural Education.
- (2) The Chairman of the Board of Architectural Education shall be an Ex-Officio Member of the Council.
- (3) The Chairman shall hold such office for a term of two years from the date of commencement of office or otherwise specified and shall not be elected to hold such office for two consecutive terms.

7.1.10 Chairman of the Professional Affairs Board (PAB)

- (1) A Fellow Member who has served on the Council for at least two years and who has had continuous practice or been a Partner or Director of a Practice, for at least ten years shall be eligible for election as Chairman of the Professional Affairs Board.
- (2) The Chairman of the Professional Affairs Board shall be an Ex-Officio Member of the Council.
- (3) The Chairman shall hold such office for a term of two years from the date of commencement of office or otherwise as specified and shall not be elected to hold such office for two consecutive terms.

7.1.11 Chairman of the Board of Architectural Publications (BAP)

- (1) A Corporate Member who has been a member for five years and has served in Council at least for two years shall be eligible for election as Chairman of the Board of Architectural Publications.

- (2) The Chairman of the Board of Architectural Publications shall be an Ex-Officio Member of the Council.
- (3) The Chairman shall hold office for a term of two years from the date of commencement of office or otherwise as specified and shall not be elected to hold such office for two consecutive terms.

7.1.12 Chairman of the Board of Management (BOM)

- (1) A Fellow Member or an Associate Member with over ten years of Membership, who has served the Council for at least two years shall be appointed as the Chairman of the Board of Management by the Council at its 1st meeting for a period of two years.
- (2) The Chairman of the Board of Management shall be an Ex Officio Member of the Council.
- (3) The Chairman shall hold office for a term of two years from the date of commencement of office or otherwise as specified and shall not be nominated/elected by the Council to hold such office for two consecutive terms.

7.1.13 Representation of Non-Corporate Members

Registered Members shall be entitled to elect one member from among the Registered Members to represent them on the Council. Such Registered Member shall be entitled to have notice of Council Meetings, to participate, and to vote there-at. He shall hold office for a term of one year. Such Member shall be eligible for re-election in the succeeding year.

7.1.14 Other Members of Council

- (1) There shall be seven Corporate Members who shall be elected from the Membership to the Council. At least four of them shall be Associate Members with a minimum of two years of membership and shall hold office for a term of one year. Such Member shall be eligible for re-election to such office in the succeeding year.
- (2) The Chairmen of Regional Chapters or their representatives may attend Council meetings as observers. However, they shall not have any voting rights.

7.2 Elections to Office

7.2.1 Nominations

- (1) Any two Corporate Members may nominate from among themselves any other Corporate Member for election to any office in the Council, other than that of the President and the Immediate Past President.
- (2) Any two Registered Members may nominate from among themselves any other Registered Member for election to the Council.
- (3) The Senior Vice President shall not propose or second any candidate for election.
- (4) Such nominations shall be in writing and shall be signed by the nominee, proposer and seconder and shall contain a declaration signed by the candidate that he is qualified for election in terms of Regulations.
- (5) Such nominations shall be delivered to the Institute, addressed to the Honorary Secretary on or before 4.00 p.m., of the 15th day of January of the relevant year.

- (6) A special meeting of the Council shall be called at 5.30 p.m. on 15th January to open and finalize the nominations.
- (7) No candidate shall submit nominations for more than one office. If any candidate submits more than one nomination, he shall be disqualified from holding any office.
- (8) Any candidate, proposer and seconder shall have had paid fees, subscriptions and other dues except ARB fees prior to forwarding nominations.
- (9) Any Member or Principal, Partner or a Director of a Practice found guilty of the breach of regulations or reprimanded or suspended by the Council shall not be eligible to hold office in Council for five years from the date of such action by the Council. Any nominations received from any such person shall be rejected by the Council.
- (10) Any Member or Principal, Partner or Director of a Practice; found guilty of the breach of regulations or reprimanded or suspended by the Council shall not propose or second any candidate to the Council for a period of five years from the date of such action by the Institute. Any nominations received from any such persons being nominated or seconded shall be rejected by Council.
- (11)
 - (a) In the event of any nominations not being received, the Council shall by Resolution at a Special Council Meeting nominate candidates for each of the offices in the Council other than that of the President and Immediate Past President. Any such nomination shall be invalid unless the candidate within one week of such nomination make a signed declaration that he is qualified for election in terms of these Regulations.
 - (b) In such situation the candidate shall send the duly signed election form / declaration, and it shall be proposed and seconded by the Council or two Members of the Council except by Observer Members.
- (12) In the event of any such nominee or any previously nominated candidate withdraws or does not consent to be elected, the Procedures Committee shall nominate suitable candidate for such office.
- (13) In the event where the Associate Member Candidates are less than the required four and Fellow Member Candidates are more than the required three, the Council shall fill such vacancies as per provisions and the election shall be called only for the selection of Members among the Fellow Member Candidates.

7.2.2 **Circulation of Names of Candidates**

A list of all the candidates duly nominated shall be circulated among Members at least fourteen days prior to the date of the Annual General Meeting.

7.2.3 **Voting**

- (1) No Member shall be entitled to vote unless all fees, subscriptions and dues other than fees payable to ARB in respect of that calendar year and any arrears of such dues for any previous year have been duly paid.
- (2) Voting shall be by secret ballot at the Annual General Meeting.