

- (3) The Senior Vice President (Presiding Officer), whose decision in regard to the conduct of voting shall be final and shall be responsible for the preparation, issue of ballot papers, the preparation of ballot boxes and the counting of votes.
- (4) The Senior Vice President may appoint not more than two Fellow Members and two Associate Members who are not candidates and have neither proposed nor seconded any candidates for any office, to assist him in the conduct of the election at the Annual General Meeting.
- (5) In the event of the Senior Vice President for any reason whatsoever is not able to carry out his duties, the Chairman shall nominate any Fellow Member who has served the Council at least for three years acceptable to the house as the Presiding Officer to carry out such duties.
- (6) In a situation where the voting has taken place for the seven vacancies from the Corporate Membership, the number of votes received by the candidates shall be arranged as per the composition of Fellow Members and Associate Members. Thereby the first four vacancies shall be filled by the Associate Members irrespective of the number of votes received by Fellow Member candidates.
- (7) Only the Corporate Members and the Registered Members shall be entitled to vote.

7.3 Meetings of the Council

7.3.1 Monthly Meetings

The Council shall meet once a month, and the last meeting of the term shall be held on or before the 31st day of January every year. The dates of such monthly meetings shall as far as possible, be fixed at the first meeting of the Council. Such meetings shall be summoned by the Honorary Secretary or Honorary Assistant Secretary of the Institute.

7.3.2 Special Council Meetings

A Special Meeting of the Council shall be summoned-

- (1) by the Honorary Secretary if directed by the President ;or
- (2) upon receipt of a written request signed by at least four members of the Council; or
- (3) otherwise specified in these Regulations.

At least forty-eight hours notice shall be given to the Members of the Council, of the date, time and venue of such meeting and the agenda for the said meeting.

7.3.3 Quorum for a Council Meeting or Special Council Meeting

The quorum for a meeting of the Council or Special Council Meeting shall be seven including the non Corporate Members other than the Observer Members. Such quorum shall remain until the end of such meeting.

7.3.4 Presiding Officer for a Council Meeting or Special Council Meeting

The President or Senior Vice President or Honorary Secretary or Vice President or any other Member who may be selected by the Members of the Council shall preside at meetings of the Council.

7.3.5 Voting at a Council Meeting or Special Council Meeting

The President or Senior Vice President or Honorary Secretary shall preside at meetings of the Council. In the absence of such Members the voting shall be postponed to the next meeting of the Council. Voting at the Council shall be by secret ballot and simple majority.

7.3.6 Procedures Committee Meetings

Procedures Committee shall meet at least once in two weeks and attend to, day-to-day matters of the Institute. These matters shall be matters of urgency or matters where prior approval has been obtained from the Council. The minutes of such meetings shall be submitted to the Council for approval.

7.4 Vacation of Office and Casual Vacancies

7.4.1 Vacation of Office

- (1) A Member of the Council shall cease to hold office if-
 - (a) he ceases to be a Member of the Institute,
 - (b) by letter addressed to the President or the Honorary Secretary such Member intimates his desire to resign from office,
 - (c) he fails to attend three consecutive meetings of the Council.
- (2) The Council may exempt any Member in Council for a period not exceeding three (03) months on application being made in writing for reasons acceptable to Council.

7.4.2 Casual Vacancies

- (1) In the event of the vacation of office by death or resignation of the President, the Senior Vice-President or Vice President may take over as the post of "Caretaker President" until the completion of the balance period. If the Senior Vice President and Vice President do not accept such posts then a Member of the College of Past Presidents, elected at a Special General Meeting shall take over as the Caretaker President and shall hold office for the unexpired period of the term of office of the President whom he succeeds.
- (2)
 - (a) In the event of the death or vacation of office of the Senior Vice-President, the Honorary Secretary or the Honorary Treasurer, such vacancy may be filled by the Vice-President, the Honorary Assistant Secretary or the Honorary Assistant Treasurer respectively and such successor shall hold office for the unexpired period of the term of office of the Senior Vice-President, Honorary Secretary or Honorary Treasurer whom he succeeds, provided that such Council Members are eligible to hold such post as per Regulations.
 - (b) If the Vice President, Honorary Assistant Secretary or Honorary Assistant Treasurer do not accept such position the Council shall fill such vacancy from among Council Members or from non Council Members, for the unexpired period, provided that such person is eligible to hold such office as specified in the Regulations.

- (3) In the event of the death or vacation of office of the Vice President or Honorary Assistant Secretary or Honorary Assistant Treasurer or in the event of any one of the above position falling vacant such vacancy may be filled by a Member in the Council by a Council Resolution and such successor shall hold office for the unexpired period of the term of office of the Member whom he succeeds, provided that such Council Members are eligible to hold such post as per the Regulations.
- (4) In the event of the death or vacation of office of the Chairman of Board of Architectural Education, Chairman of Professional Affairs Board and Chairman of Board of Architectural Publications, such vacancy may be filled by a Member in Council or a Non Council Member by a Council Resolution and such successor shall hold office for the unexpired period of the term of office of the Member whom he succeeds, provided that such Member is eligible to hold such post as per the Regulations.
- (5) In the event of the death or vacation of office of the Chairman of Board of Management, such vacancy may be filled by a Non Council Member by a Council Resolution and such successor shall hold office for the unexpired period of the term of office of the Member whom he succeeds, provided that such Member is eligible to hold such post as per the Regulations.
- (6) In the event of the death or vacation of office of the Chairman of a Regional Chapter, such vacancy may be filled by a Member elected / nominated and such successor shall hold office for the unexpired period of the term of office of the Member whom he succeeds as per the SLIA approved Chapter Code as specified in Schedule 10.7.
- (7) The vacancy created in Council by such appointment shall be filled as per the Regulations, by the Member/s from among the unsuccessful candidates for such position based on the preference received from the Membership at the previous election and as per Regulations. If there is no unsuccessful candidate or if such candidate/s refuse to serve in the Council, the Council shall reserve the right to appoint any suitable Member to fill such vacancy or hold elections for any such office for such unexpired period.

7.5 **Vacation or Resignation by a Majority of Council Members**

In the event of vacation or resignation by a majority of Council Members such vacancies shall be filled at a Special General Meeting, in accordance with the regulation for election to Council and all such appointed Members shall hold office for the unexpired period of the term of office of such Council Member whom he succeeds.

7.6 **Common Seal**

- (1) The Common Seal of the Institute shall be determined and devised by the Council and may be altered in such manner as may be approved at a Quarterly General Meeting or Special General Meeting.
- (2) The Seal of the Institute shall be in the custody of the Honorary Secretary.
- (3) The Seal shall be affixed to such certificate, deed or any document by the Honorary Secretary, in the presence of two (02) other office bearers, as the Council may authorize from time to time by resolution, and such office bearers shall attest the affixing thereof.

7.7 The Boards

- (1) The Council shall appoint the following Boards for the purpose of advising and assisting the Council on matters relating to the objects of the Institute or the functions of the Council as the Council may consider necessary.
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(2) The Council may delegate powers to any such Board to exercise its related work as per Standing Orders at Schedule 10.8.
- (3) Every Board shall be constituted by the Chairman, in consultation with the Procedures Committee before the first meeting of the Council, pending approval by the Council.
- (4) Any Member or Principal, Partner, Shareholder or Director of a Practice; found guilty of breaching the Regulations or reprimanded or suspended by Council shall not be eligible to hold office as a Board Member in any Board for a period of five years from the date of such action by the Institute.
- (5) The Chairman or any Member of a Board whose presence may contradict the impartiality of such Board, shall refrain from being a Member of such Board or attending such meeting. If such Member does not comply with this condition, the Chairman or any other Member shall report to the Council and the Council reserves the right to remove such Member from such Board.
- (6) The Chairman of the BAE, PAB, BAP or BOM may take over the functions of a Standing Committee by giving notice to the Chairman of the respective Standing Committee in the event of non-functioning of such Standing Committee.
- (7) The Boards shall submit a Report / Minutes of the proceedings of the preceding month and it shall be tabled at the following Council Meeting.
- (8) A Council Member except office bearers shall not be in more than two Boards.
- (9) A Non Council Member shall not be in more than three Boards.
- (10) Quorum for a Board Meeting shall be five. Such quorum shall be present until the end of such Meeting.
- (11) The Chairman or Secretary of the Board shall preside the Meeting. If any such Members are not present voting at such meeting shall be postponed to the next Board Meeting. Voting for a decision at the Boards may be by show of hands and simple majority.

7.7.1 Board of Architectural Education (BAE)

- (1) There shall be a Board called and known as the Board of Architectural Education (hereinafter referred to as the “BAE”) and shall assist, advise and control the education of students in Architecture, the conduct of examinations and all matters connected therewith.
- (2) The BAE shall consists of the following Members:
 - (a) Chairman BAE as elected by the General Membership or any Member as set out in Regulations
 - (b) The President (Ex-officio Member) or his nominee who shall be an office bearer.
 - (c) The Honorary Secretary or his nominee who shall be the Honorary Assistant Secretary.
 - (d) Secretary of the Board (A Council Member)