

- (e) Five other Members as specified in Standing Orders in Schedule 10.8.
- (f) Three Chairmen of Standing Committees (Non Council Members)
- (3) Chairman BAE with the consent of the Procedures Committee shall appoint the following Standing Committees, as specified in Standing Orders in Schedule 10.8.
  - (a) Examination Committee (EC)
  - (b) Membership Enrolment Committee (MEC)
  - (c) Educational Standards Committee (ESC)

#### 7.7.2 Professional Affairs Board (PAB)

- (1) There shall be a Board called and known as the Professional Affairs Board (hereinafter referred to as the “PAB”) to assist, advice and control Professional Practice procedures, preparation of Practice documents, and to advise the Council on all professional matters in relation to the Members and Practices.
- (2) **The PAB shall consists of –**
  - (a) Chairman PAB as elected by the General Membership or any Member as set out in the 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)
  - (e) Five other Members appointed as per the Standing Orders.
  - (f) Three Chairmen of Standing Committees who shall be Non Council Members.
- (3) Chairman PAB with the consent of the Procedures Committee shall appoint the following Standing Committees as per the Standing Orders :
  - (a) Committee on Practice Related Affairs (CPRA)
  - (b) Continuing Professional Development Committee (CPD)
  - (c) Membership Administration Committee (MAC)

#### 7.7.3 Board of Architectural Publications (BAP)

- (1) There shall be a Board called and known as the Board of Architectural Publications (hereinafter referred to as the “BAP”) to assist, advise and control and manage the printing and publications for the Institute either in printed, electronic or digital format. This Board will regulate, modify, amend, edit and publish all the documents approved by the Council and other Boards. The distribution, dissemination, or sale of such documents shall be the responsibility of each Board that forwarded such material to be printed or published.

- (2) The BAP shall consists of the following Members:
  - (a) Chairman BAP as elected by the General Membership or any Member as per the 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) The Honorary Treasurer or his nominee who shall be the Honorary Assistant Treasurer.
  - (e) Secretary of the Board (A Council Member)
  - (f) Six other Members as per the Standing Orders.
  - (g) Three Chairmen of Standing Committees (Non Council Members)
- (3) Chairman BAP with the consent of the Procedures Committee shall appoint the following Standing Committees as per Standing Orders
  - (a) Printing & Publication Committee (PPC)
  - (b) Graphics Committee (GC)
  - (c) Library Committee (LC)

#### 7.7.4 Board of Management (BOM)

- (1) There shall be a Board called and known as the “Board of Management” (hereinafter referred to as the “BOM”) to assist, advice, control, guide and manage any event connected with the conducting of classes and lectures in relation to Architectural education or any other course or any institution formed under the Institute for related activity. All courses shall be approved by the Council.
- (2) The BOM shall consists of-
  - (a) Chairman BOM as nominated by the Council at its first Council Meeting or any Member as per the 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 who shall be a Council Member.
  - (e) Five other Members as per the Standing Orders.
  - (f) Three Chairmen of Standing Committees who shall be Non Council Members.
- (3) The Chairman BOM with the consent of the Procedures Committee shall appoint the following Standing Committees as per Standing Orders:-
  - (a) Colombo School of Architecture Committee (CSA)
  - (b) Sri Lanka Association of Project Managers Committee (SLAPM)
  - (c) Committee on any other course approved by the Council

#### 7.7.5 Board of Trustees (BOT)

As specified by the Institute (Amendment) Act No. 14 of 1996.

#### 7.7.6 Architects Registration Board (ARB)

As specified by the Institute (Amendment) Act No. 14 of 1996.

## 7.8 Standing Committees and Working Committees

- (1) The Council and Boards shall appoint the following committees for the purpose of advising and assisting the Council and Boards, upon specific matters connected with the objects of the Institute or the functions of the Council & Boards as the Council and Boards may think fit.
- (2) The Council and Boards may authorize and delegate powers to the Committees to execute its related work as specified in Standing Orders in Schedule 10.8.
- (3) All Committees shall be constituted by the Committee Chairmen in consultation with the Board and forward for approval by the Procedures Committee or by the Council, within one month from the date of the Annual General Meeting.
- (4) Any Member or Principal, Partner, Shareholder or Director of a Practice, found guilty of breaching the regulations, reprimanded, or suspended by Council, shall not be eligible to hold office as a Committee Member in any Committee for a period of five years from the date of action by the Institute.
- (5) The Chairman or any Member of a Committee whose presence may contradict the impartiality of such Committee, shall refrain from being a Member of such Committee or attending such meeting. If such Member does not comply with above, the Chairman or any other Member shall report to the Council of such status and the Council reserves the right to remove such Member from such Committee.
- (6) The Committees shall submit a Report / Minutes of the proceedings of the preceding month to be tabled at the following Council Meeting.
- (7) A Council Member except office bearers shall not be in more than three Committees.
- (8) A Non Council Member shall not be in more than three Committees.
- (9) Quorum for a Standing Committee or Working Committee Meeting shall be three. Such Quorum shall be present until the end of such Meeting.
- (10) The Chairman or Secretary of the Standing Committee or Working Committee shall preside the Meeting. If such Members are not present voting for a decision shall be postponed to the next Standing Committee Meeting or Working Committee Meeting. Voting for a decision at the Committees may be by show of hands and simple majority.

### 7.8.1 Standing Committees

- (1) The Council shall appoint the following Standing Committees with the consent of the Chairmen of Boards and as specified in Standing Orders in Schedule 10.8. Each Standing Committee shall have not less than three and not more than five Members unless otherwise stated.
- (2) The Chairman BAE shall with the consent of the Procedures Committee appoint the following Standing Committees, as specified in Standing Orders in Schedule 10.8:-
  - (a) the Examination Committee (EC);
  - (b) the Membership Enrolment Committee (MEC); and
  - (c) the Educational Standards Committee (ESC).
- (3) The Chairman PAB shall with the consent of the Procedures Committee appoint the following Standing Committees as specified in Standing Orders in Schedule 10.8:-
  - (a) the Committee on Practice Related Affairs (CPRA);
  - (b) the Continuing Professional Development Committee (CPD); and
  - (c) the Membership Administration Committee (MAC).

- (4) The Chairman BAP shall with the consent of the Procedures Committee, appoint the following Standing Committees as specified in Standing Orders in Schedule 10.8:-
  - (a) the Printing and Publication Committee (PPC) comprising of a maximum of fifteen members ;
  - (b) the Graphics Committee (GC) ; and
  - (c) the Library Committee (LC).
- (5) The Chairman BOM shall with the consent of the Procedures Committee, appoint the following Standing Committees as specified in Standing Orders in Schedule 10.8:-
  - (a) the Colombo School of Architecture Committee (CSA);
  - (b) the Sri Lanka Association of Project Managers (SLAPM); and
  - (c) the Committee on any other course approved by the Council.
- (6) The Council shall appoint the following Standing Committees as per Standing Orders at Schedule 10.8, that would function directly under the Council of the Institute.
  - (I) Procedures Committee
    - (i) The Members of the Procedures Committee shall be as follows:
      - (a) the President;
      - (b) the Honorary Secretary as the Secretary to the Committee
      - (c) the Senior Vice President;
      - (d) the Vice President;
      - (e) the Immediate Past President;
      - (f) the Honorary Secretary; and
      - (g) the Honorary Treasurer.
    - (ii) The Procedures Committee may attend to the management issues and may decide on any matter subject to approval by the Council.
    - (iii) The Procedures Committee shall hold at least one meeting per two weeks.
    - (iv) The Procedures Committee shall not decide on any matter that does not fall within the scope of 'day to day' activities of the Council, unless otherwise specified in the Regulations.
    - (v) The minutes of the Procedures Committee shall be part of the minutes of the Council Meetings.
    - (vi) The quorum for a meeting shall be three Members with the President or the Honorary Secretary presiding at such meeting.
  - (II) Investigation Committee
    - (i) The Members of the Investigation Committee shall be as follows:
      - (a) Vice President as the Chairman of the Committee.
      - (b) Any one (01) Council Member appointed by the Council.
      - (c) Any three (03) Non Council Members appointed by the Council.