

CIOB Hub Regulations 2019

Original approved by Board of Trustees – July 2016

Board of Trustees – June 2019

Introduction

The Hub Regulations shall be the governing document for the function of the Local Institute structure, and its reporting into the main Governance structure as determined by the Institute's Royal Charter and Bye-Laws.

These Regulations have been developed as a result of the Future of the Local CIOB project, approved by the Board of Trustees in part in July 2015, with final approval of the Board in January 2016. Subsequently the project has been renamed 'One CIOB'. The aim of the project was to ensure that all our members wherever they are can access the same services, high quality events and CPD, and ensure that we grow and represent the members' views.

The Board of Trustees shall oversee these Regulations and any amendment to the Regulations shall be approved by the Board in the first instance.

Each Regulation shall have a set of Appendices that can be amended from time to time by the Board of Trustees.

These Regulations shall be supported by a Staff Handbook detailing their role and interaction with the Hubs.

Words importing the masculine shall include the feminine and words in the singular shall include the plural and vice versa.

Regulation 1 – Structure

The structure shall fall into 3 parts with their function defined in Regulation 2, 3 and 4 accordingly:

- Local Hub
- Regional Hub
- Members' Forum

An outline of the Structure is attached at Appendix 1.

Regulation 2: Local Hubs

Local Hubs

A Local Hub is an administrative point, which will deliver events and services within a geographic area. It will have dedicated staff, budget and a committee of six elected Chartered members. Hubs can plan and deliver events, CPD, support and advice to members, as well as engaging key employers, local government and the education sector. Local Hubs report to Regional Hubs.

Local Hubs shall be focussed around cities / major towns and provide members with increased flexibility to function at locations of their choice.

Members shall be assigned to a Local Hub on successful membership application to the Institute based on his primary address. The Institute shall use this address to send all official Institute communications, including but not limited to subscription renewals and ballot documentation.

Each Local Hub boundary has been defined within the Appendix 2. A Committee to the Local Hub shall be formed if the number of Chartered members within the Local Hub is in excess of 100.

Where the Local Hub has less than 100 Chartered members, the designated procedure below shall apply.

Terms of Reference

The role of the Local Hub shall be defined by its Terms of Reference at Appendix 2 with its primary role to deliver the right services to members using the appropriate delivery mechanisms and actively attract potential new members to enable growth and expansion.

Composition of Local Hub Committee

The Committee shall consist of Chartered members (MCIOB / FCIOB) who have a primary address or work within the Local Hub boundary. The number of members within the Committee is determined according to the type of Local Hub – see below. All members will be elected to the Committee through an election of Chartered members within the Local Hub defined area. There shall be no Retired members on the Committee. All Committee members must be active in the construction industry.

The role of the Chair has been defined in Appendix 2.

In addition to the above, the Development Manager to the Local Hub will be a member of the Committee; however will have no voting power.

The CIOB President, Chief Executive or their appointed representative and Regional Hub Manager shall be ex-officio members of the Local Hub, with no voting power.

Types of Hub

There shall be 3 types of Local Hub:

- Established – over 100 Chartered members
 - A committee of 6 Chartered members

- Established – under 100 Chartered members
 - A committee of 3 Chartered members
- Developing – under 100 Chartered members
 - Form a ‘Group’ unlimited in number but due diligence followed.

Co-opted members

The Local Hub Committee may co-opt up to 2 Chartered members to the Committee. These members shall be co-opted to the Committee for a specific purpose and time frame. This co-option should be minuted accordingly.

For the first year of the Local Hub Committee, the Chair of the previous Branch or Centre in the boundary of the Local Hub, may be co-opted to the Committee to provide knowledge to the newly formed Committee.

In addition, a member of the applicable Local Novus Group shall be co-opted to the Committee for a tenure equivalent to that of the Novus Group.

Assessment and Election for Local Hub Committee Members

The application and election procedures for Local Hub Committee members shall be found at Appendix 2.

Established Local Hub Committees:

- The application procedures will be followed to determine successful candidates.
- If more candidates than vacancies, all candidates will move to election.
- If less candidates than vacancies, Nominations Committee will have a delegated power from the Board of Trustees to form a Committee without election. Any vacant positions on the Committee shall remain vacant until the next round of recruitment for that Local Hub Committee.

If an election polls less than 10% of the Local Hub electorate or 30 Chartered members of the Local Hub voting whichever is the highest, the election will be declared null and void. The Local Hub will then be guided for 1 year by the Regional Hub with no Local Hub Committee in place.

Thereafter:

- Each year there shall be a call for Chartered members to join the Committee with an election to follow.

Tenure of Local Hub Committee

The tenure of all members of the Local Hub Committee shall be 3 years. A member of the Committee can apply for a second term, however must satisfy the assessment process in place at the time of application, and be subject to an election if required.

A member can stand for a maximum of 2 terms. On completion of 2 terms (6 years) a member must stand down from the Local Hub for a period of 1 year.

Transition arrangements will apply to the first 3 years from the Local Hub implementation – see Appendix 2.

Appointment of the Chair

At the first meeting of the Local Hub Committee following the Members' Forum meeting, the Committee shall appoint their Chair.

The term of office for the Chair and Vice Chair shall be 2 years each. The Vice Chair shall automatically become Chair of the Local Hub Committee following the completion of a term (2yrs).

An interested member shall inform the Committee verbally at the first meeting of the new Committee year as to why they wish to be the Vice Chair of the Committee, and the Committee shall vote by show hands. This vote shall be recorded and the appointment of the Vice Chair confirmed in the minutes of the meeting.

Meetings & Minutes

Each Local Hub Committee shall meet four times a year. These meetings may be virtual or face to face as determined by the Committee.

There shall be an agenda for each meeting prepared by the Member Services & Events Co-ordinator and all papers circulated to the Committee within 1 week of the meeting.

If voting is required at a Local Hub Committee meeting, this shall be by show of hands, with the minutes recording the number of votes, For or Against plus any abstentions.

Minutes shall be prepared for each meeting by the Member Services & Events Co-ordinator and approved by the Chair prior to circulating. All minutes shall then be approved by the Committee at their next meeting.

Meetings shall not be recorded. Minutes shall be notes of the meeting with all decisions and votes (if necessary) recorded.

A copy of all minutes shall be forwarded to Headquarters within 1 month of the meeting.

If a member of the Local Hub Committee fails to attend 3 meetings, his position will be terminated and the vacancy shall remain on the Committee until the next election. If this member is a member of the Regional Hub or appointed to another Board / Committee as a result of his position on the Local Hub Committee, these positions shall also terminate.

There shall be no requirement for an Annual General Meeting unless the Local Laws prevail.

Observers shall be able to attend the meeting and speak if agreed by the Local Hub Chair.

Quorum

The quorum for any Local Hub Committee meeting shall be 50% plus 1.

If quorum is not achieved within 15 minutes of the allotted time of the meeting, the meeting shall continue however no decisions can be made.

Attendance

If a Committee member fails to participate in 3 meetings without a valid reason, the Chair of the Local Hub shall have the ability to request the member to leave the Committee. This position, then remains as a vacancy until the next round of recruitment.

Funding

These meetings shall be funded through the Local Hub business plan. Meetings outside of the standard 4 per year will not receive funding.

The Development Manager shall be responsible for the development of the business plan, budgeting and forecasts, in conjunction with the Local Hub Chair and / or his representative.

Staffing

Each Local Hub shall be overseen by a Development Manager with assistance from a Member Services & Events Co-ordinator. This Development Manager shall be responsible for the management of the CIOB within their defined area and report to the Regional Hub Manager.

The Local Hub Committee shall not have any control over the workings or recruitment of the staff members.

Developing Hubs

A Developing Hub shall be a Local Hub where there are less than 100 Chartered members and the area is classed as a developing location for the Institute.

Applications shall be sourced for Chartered members within the Developing Hub boundary to form a 'Group' of unlimited number. There shall be no application form, however any candidate must pass the due diligence of Chartered, active in the industry and work or reside within the Hub boundary.

The role of the 'Group' will be to Champion the CIOB within the associated boundary to grow membership. Targets will be set and overseen by Headquarters with the aim to develop the Group into an Established Local Hub.

There shall be no local staffing resource attached to a Developing Hub. Any assistance to the Developing Hub will be provided from Headquarters.

The tenures of members of the Group shall be the same as that of a Local Hub Committee.

Formation of additional Local Hubs

To create an additional Local Hub, the following must be considered:

- The consequence of the growth of Chartered membership, and;
- The achievement of the growth strategy in line with Corporate Plan and business strategy.

If members wish to apply to establish a Local Hub, they must consider the above in their application in addition to the impact that the new Local Hub would have on membership of the surrounding Local Hubs. On receipt of the application the CIOB Executive will review for transparency and accuracy.

The Local Hub is an administration point and therefore it is a business decision on the advice of the CIOB Executive if an additional Local Hub is to be formed.

Regulation 3: Regional Hubs

Regional Hubs:

In accordance with the structure at Appendix 1, there shall be 7 Regional Hubs namely:

- Europe
- Middle East & North Africa (MENA)
- Americas
- South Asia
- Asia
- Sub-Saharan Africa
- Oceania

Terms of Reference

The role of the Regional Hub shall be defined by its Terms of Reference at Appendix 3 with its primary role to ensure that the Local Hubs delivery the CIOB Strategy.

Composition of Regional Hub Committee

The Committee shall consist of:

- Chairs (or their representatives) of the reporting Local Hubs Committees

The role of the Chair has been defined in Appendix 3.

All members of the Committee shall be full Chartered members of the Institute – MCIQB or FCIQB. There shall be no retired members on the Committee.

In addition to the above, the Regional Manager to the Regional Hub will be a member of the Committee.

The CIOB President, Chief Executive or their appointed representative shall be ex-officio members of the Regional Hub Committee.

A member of the Board of Trustees (not an Officer) shall act as a Champion to the Regional Hub and provide knowledge and guidance to the Hub as required.

Co-opted members

The Regional Hub Committee may co-opt up to 2 Chartered members to the Regional Hub Committee as they see fit for a specific purpose and time frame. This co-option should be minuted accordingly.

In addition, the Regional Hub Committee shall co-opt a member of the linked Novus Regional Group to the Committee.

Tenure

The tenure of all members of the Regional Hub Committee shall be in accordance with their term of office on the Local Hub Committee.

The exception is the Chair of the Regional Hub Committee who shall be elected annually.

Appointment of the Chair

At the first meeting of the Regional Hub Committee following the Members' Forum meeting, the Committee shall appoint their Chair.

An interested member shall inform the Committee verbally as to why he wishes to be the Chair of the Committee, and the Committee shall vote by show hands. This vote shall be recorded and the appointment of the Chair confirmed in the minutes of the meeting. If this meeting is virtual – all members shall be asked for a For / Against verbal vote.

Where a Vice Chair is to be appointed (see Appendix 3), following the appointment of the Chair, the same process shall be followed for the Vice Chair. It shall not be the case that the Vice Chair becomes the Chair though.

Meetings & Minutes

Each Regional Hub Committee shall meet twice a year. These meetings may be virtual or face to face as determined by the Committee.

There shall be an agenda for each meeting prepared by the Regional Hub Manager and all papers circulated to the Committee within 1 week of the meeting.

If voting is required at a Regional Hub Committee meeting (role of Chair), this shall be by show of hands, with the minutes recording the number of votes, For or Against, plus any abstentions.

Minutes shall be prepared for each meeting by the Regional Hub Manager and approved by the Chair prior to circulating. All minutes shall then be approved by the Committee at their next meeting.

Meetings shall not be recorded. Minutes shall be notes of the meeting with all decisions and votes (if necessary) recorded.

A copy of all Minutes shall be forwarded to Headquarters within 1 month of the meeting.

If a member of the Regional Hub fails to attend 2 meetings (ie 1 year), the Regional Hub Chair will speak to the Local Hub Chair for consideration on an alternative representative.

Quorum

The quorum for any Regional Hub Committee meeting shall be 50% plus 1.

If quorum is not achieved within 15 minutes of the allotted time of the meeting, the meeting shall continue however no decisions can be made.

Attendance

If a Committee member fails to participate in 2 meetings without a valid reason, the Chair of the Regional Hub shall have the ability to request the member to leave the Committee. This position then remains as a vacancy until the next round of recruitment.

Funding

All funding for the Regional Hub shall be controlled from CIOB headquarters in accordance with a prepared business plan.

Staffing

Each Regional Hub shall be overseen by a Regional Hub Manager. The role of the Hub Manager shall be

- To implement CIOB's corporate objectives through managing, monitoring, developing and planning activities and operations of within the Hub.
- To increase the profile and membership of the Institute within the Region.
- To identify new areas for development and establish links with the team through employers and training providers which result in promotion, growth and achievement of the Institute's corporate objectives
- To prepare a business plan for the Regional Hub

The Regional Hub Committee shall not have any control over the workings or recruitment of the staff members.

Regulation 4: Members' Forum

Members' Forum

Members' Forum shall act as a consultative Forum to the Board of Trustees. Under Bye-Law 81(c) the Board of Trustees shall establish a Members' Forum for such purposes and with such powers within their authority as they shall think fit.

Terms of Reference

The role of Members' Forum shall be defined by its Terms of Reference at Appendix 4.

Composition

Composition of the Forum shall develop with the formation of the Local structure, with the final composition as determined in Appendix 4. There shall be various business areas within the composition which shall be as determined below:

- Regional Hub – this shall be the Chair of the Regional Hub Committee or his appointed representative
- Regional Hub representatives – this shall be additional members from the Regional Hub, elected by the Regional Hub to sit on the Forum
- Congress representatives – additional representatives from the Local Hub Committees as defined in Appendix 4
- Novus – this shall be the Chair of the Novus Regional Group or his appointed representative
- Employer Engagement – a representative from the Company members within the Regional Hub shall be appointed.

All members of the Forum shall be Chartered members of the Institute – MCIQB or FCIOB. There shall be no retired members on the Forum. The only exception to this may be the Novus representatives.

In addition, the Board of Trustees shall be part of the Members' Forum.

Tenure

The tenure of the members of the Forum shall differ depending on their position within the Forum.

- Regional Hub – the tenure shall reflect that of the Regional Hub Committee position.
- All Congress members shall be appointed for a period of 3 years.
- Novus – shall be equivalent to that of the Regional Hub
- Employer Engagement – shall be elected for a period of 3 years.

All members on the Forum shall be eligible to stand for a second term, within the same or alternative position on the Forum. Congress members shall be elected to their position and shall be eligible to apply for a second term, however will be subject to the application and election process.

No person who has completed 2 terms (max of 6 years) on the Forum, in the same or different position shall be eligible for another term until 1 year has lapsed.

Chair

The role of the Chair has been defined in Appendix 4 and shall be the President of the Institute.

His Vice Chair shall be the Senior Vice President.

Congress members

The application and selection procedures for the Congress members to the Forum shall be as defined in Appendix 4.

Meetings & Minutes

Members' Forum shall meet once per year at a location determined by the Members' Forum the previous year. This meeting shall be face to face.

The Members' Forum meeting will be part of a larger series of events over a 3-5 day period. This shall include but not limited to workshops, site visits, the Institute AGM and the Presidential Dinner. If appropriate a conference may be added to the Agenda.

There shall be an agenda for each meeting prepared by the Institute Secretariat and all papers circulated to the Members' Forum within 1 week of the meeting.

If voting is required at a Members' Forum meeting, this shall be by show of hands, with the minutes recording the number of votes, For and Against the motion, plus any abstentions.

Minutes shall be prepared for each meeting by the Institute Secretariat and approved by the Chair prior to circulating. All minutes shall then be approved by the Forum at their next meeting, however once circulated in draft, actions will be followed through.

Meetings shall not be recorded. Minutes shall be notes of the meeting with all decisions and votes (if necessary) recorded.

Quorum

The quorum for Members' Forum shall be 50% plus 1. This quorum shall be calculated on the composition of the Forum, minus the Trustees.

Governance Committees and Operational Boards

Members' Forum shall appoint on an annual basis their members to the following Governance Committees and Operational Boards:

- Nominations
- Audit and Risk
- Resources
- Business Development
- Education Qualifications, Standards and Practice
- Policy

The number of representatives from the Forum on these Committees / Boards shall be determined by the terms of reference of the respective Committee / Board.

Funding

Members' Forum shall be funded through a budget and business plan agreed by Resources Committee each year and controlled from CIOB Headquarters.

Staffing

The Members' Forum shall be overseen by the Institute Secretariat as part of the Institute main Governance structure.

All CIOB Management Board members shall be ex-officio members of the Members' Forum, however hold no voting rights.

Induction

All new members to Members' Forum shall receive an induction pack from CIOB HQ. It shall be the responsibility of the outgoing representative to induct the new member to the Forum. A statement confirming that this has taken place must be submitted to CIOB HQ in accordance with any deadlines set.

Regulation 5: Other Matters

Novus

Novus shall develop a structure to mirror the Regional and Local Hub structure. Their formation shall be subject to separate terms of reference at this time, and be controlled by the Novus team based at CIOB headquarters.

Conflict of Interest

Any member of a Committee shall declare a conflict of interest as it arises during their tenure. Any conflict shall be recorded in the notes for the meeting.

Legal Status / Entity

All Regional and Local Hubs shall be part of the one Institute known as CIOB.

The Chartered Institute of Building is a registered charity in England & Wales, Scotland and Australia.

Due to legal reasons, there are only 2 countries where the CIOB will operate under a separate entity –

- China – Englemere Building Consultancy Services (Chongqing) Ltd, with additional branches in Beijing and Shanghai.
- Malaysia – Institut Binabangunan Berkanum Malaysia (Chartered Institute of Building Malaysia)

The entities of the CIOB in the various countries where it is established shall be the responsibility of the CIOB headquarters. If required, the CIOB staff may seek comment from Local Hub Committee members.

Local Law

The Institute and its workings shall be governed by the Laws of England & Wales as this is the country of registration, except where local law may prevail.

Bank accounts

The CIOB finance team shall be responsible for the bank accounts of the Local Hubs overseas, where possible.

All UK & Ireland Local Hubs shall not have designated bank accounts.

Data Protection

All Hubs shall abide by the Institute's policy and procedures regarding Data Protection.

Regulation 6: Glossary of Terms:

Development Manager –

- To be responsible for the promotion of products and services across the defined boundary, focusing on Employer Engagement to generate membership growth and growth of other revenue generating streams.
- To act as the main point of contact for members providing an excellent service, support and membership advice at a local level. To be a conduit for corporate information to the Local Hub committee(s) ensuring the goals and objectives of the Institute are delivered.

Local Hub –

- Administration centre run by staff. This does not require a physical address or presence unless Local Law prevails.

Local Hub Committee –

- A Committee comprising of 6 elected Chartered Members with a defined terms of reference.

Member Services and Events Co-ordinator –

- To be the main point of contact for members providing excellent service, support and membership advice at a local level.
- To be a conduit for corporate information to the Local Hub Committee(s) ensuring the goals and objectives of the Institute are delivered.
- To organise and publish a programme of events locally including: networking, CPD, new member and upgrade workshops.

Regional Hub Manager –

- To implement CIOB's corporate objectives through managing, monitoring, developing and planning activities and operations of Regional Hub network of staff and members

Regulation 7: China

Unless stated in this Regulation 7, all other requirements within these Hub Regulations are valid for China.

Hub Structure

China will have 4 Local Hub Committees (Beijing, Shanghai, Chongqing and Guangzhou) which shall fall within the prescribed types as in Regulation 2.

Where the Local Hub Committees falls within the Established type, a Committee shall be formed. A Committee shall have the same number of members of a laid down in Regulation 2 however the election procedure will not apply.

All candidates must apply for a position on the Local Hub Committee. Up to 6 Chartered members depending on type shall be appointed to the Committee. The same application process shall apply with the Nominations Committee responsible for appointing the candidates directly to the Committee.

Staffing

Each Local Hub (Established only) will be managed by a member of staff (Development Manager) with the General Manager responsible for Hub network overall.

Country Hub

China shall form a Country Hub, managed by the General Manager. This Hub, shall oversee the strategic activities of the Local Hubs, ensuring their work is in accordance with the Corporate Plan. All Local Hubs shall report to the Country Hub.

The Country Hub shall consist of 2 members of each Local Hub Committees, appointed by the Local Hub Committees. Ideally one of these members will be the Chair or Vice Chair. Tenure on the Country Hub will be dependent on tenure at Local Hub level.

There shall be an overall Chair to the Country Hub as determined by the Country Hub Committee.

The Country Hub shall report to the Regional Hub (Asia) with representatives on the Regional Hub (Asia) as determined.

Transitional Period

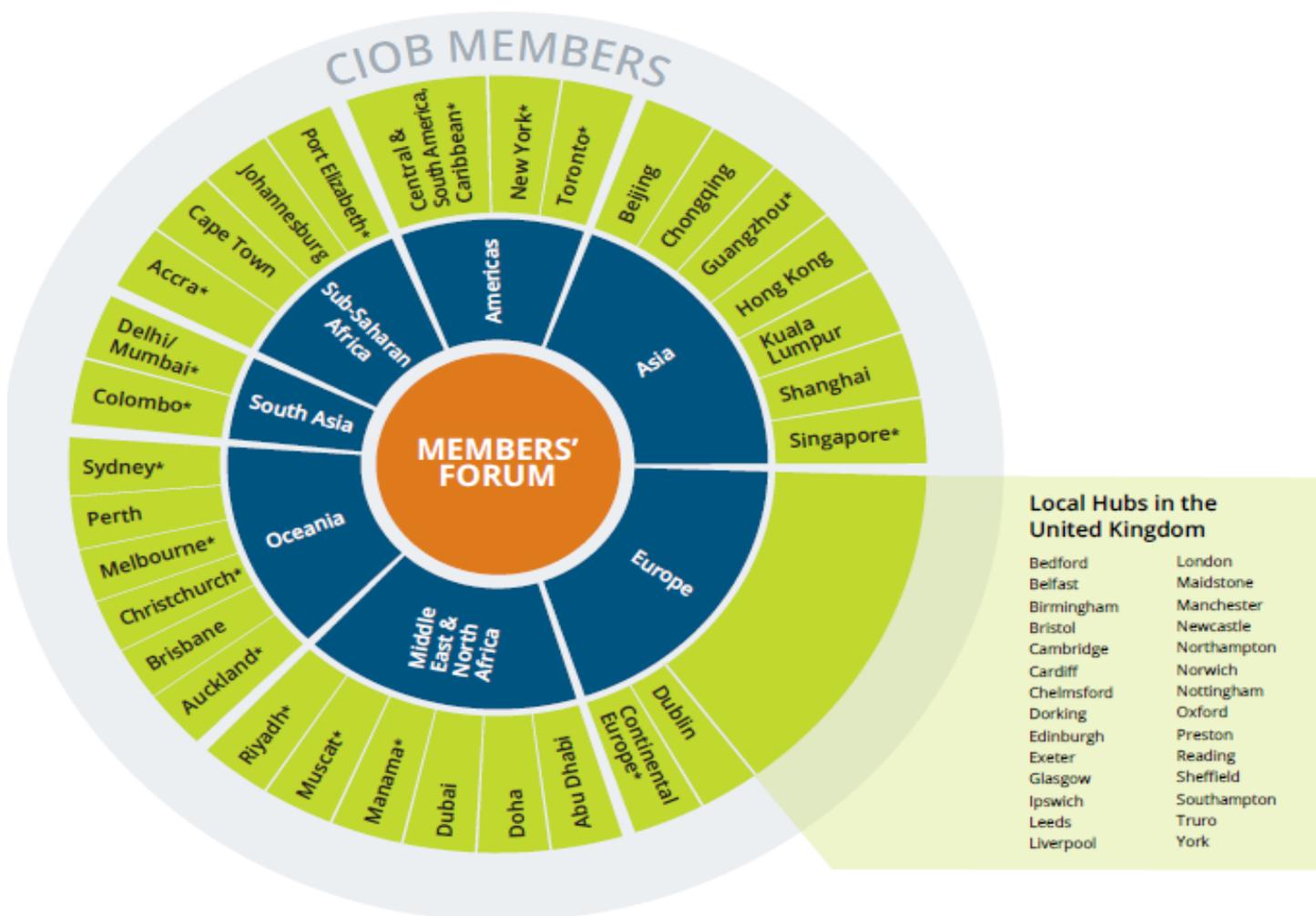
The aim is for China to have transitioned to this new structure within the next 3 years. Where there are Committees currently in place the following process shall apply:

Year 1 (2020) – the General Manager (with oversight of the Country Chair) will determine the tenure of the current Committee members and agree with the Committee the retirement in rotation schedule for the next 3 years, with the aim to reduce the Committee to a size of 6 (or appropriate) by year 3 (2023).

Appendix 1

Hub Structure

The diagram below shows the reporting of the Hubs from Local Hub to Regional Hub to Members' Forum and vice versa.



*Local Hubs that are in development e.g. no committees or staff or only a mentor in post

Appendix 2: Local Hub

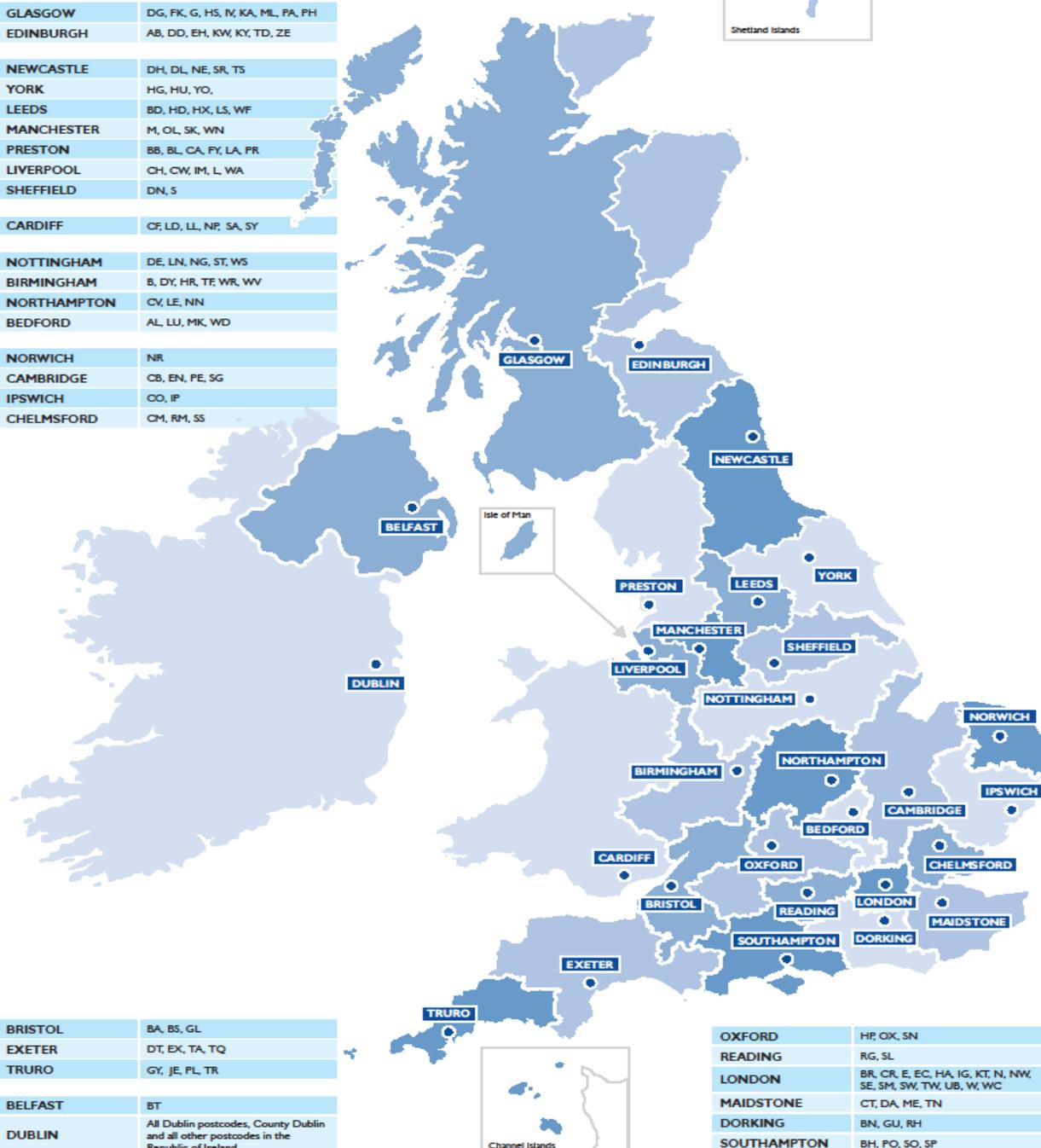
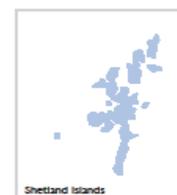
Europe Local Hub boundaries



Local Hub boundary areas and postcodes

LOCAL HUB	POSTCODES
GLASGOW	DG, FK, G, HS, IV, KA, ML, PA, PH
EDINBURGH	AB, DD, EH, KW, KY, TD, ZE
NEWCASTLE	DH, DL, NE, SR, TS
YORK	HG, HU, YO
LEEDS	BD, HD, HX, LS, WF
MANCHESTER	M, OL, SK, WN
PRESTON	BB, BL, CA, FY, LA, PR
LIVERPOOL	CH, CW, IM, L, WA
SHEFFIELD	DN, S
CARDIFF	CF, LD, LL, NP, SA, SY
NOTTINGHAM	DE, LN, NG, ST, WS
BIRMINGHAM	B, DY, HR, TF, WR, WV
NORTHAMPTON	CV, LE, NN
BEDFORD	AL, LU, MK, WD
NORWICH	NR
CAMBRIDGE	CB, EN, PE, SG
IPSWICH	CO, IP
CHELMSFORD	CM, RM, SS

BRISTOL	BA, BS, GL
EXETER	DT, EX, TA, TQ
TRURO	GY, JE, PL, TR
BELFAST	BT
DUBLIN	All Dublin postcodes, County Dublin and all other postcodes in the Republic of Ireland



OXFORD	HP, OX, SN
READING	RG, SL
LONDON	BR, CR, E, EC, HA, IG, KT, N, NW, SE, SM, SW, TW, UB, W, WC
MAIDSTONE	CT, DA, ME, TN
DORKING	BN, GU, RH
SOUTHAMPTON	BH, PO, SO, SP

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- To align the activities of the Local Hub with the Corporate Plan in force at the time
- To plan and deliver events and services (including CPD) within a geographical boundary to members and other interested parties
- To provide inspiration and direction to the Local Hub.
- To support and mentor members
- To engage with local key employers, local government and education establishments
- To promote the CIOB to local stakeholders
- To report to the Regional Hub

Job description for Chair

The Chair of the Local Hub Committee working with the staff team shall:

- Raise the profile of the CIOB by representing the CIOB / speaking at key events, seminars and conferences
- Establish and maintain good relationships with local Government, employers and education providers
- Ensure that the CIOB policies are properly communicated to members
- Ensure that the activities of the hub are in line with the Corporate Plan
- Ensure that the Hub Committee complies with the Royal Charter and Bye Laws
- Chair all Local Hub meetings, assist staff member in creating agendas for meetings and approve meeting minutes
- Support staff to put together 12 month activity plan
- Mentor the Committee to drive the Local Hub

Other roles within the Local Hub Committee

These are indications of the types of role that maybe required within the Local Hub Committee. All Committee members will work alongside the staff team to:

Finance

- Support the production of and monitor a 12 month business plan and budget in line with the Corporate plan and strategic goals
- To oversee KPIs and report back to hub committee

Events

- Support the production of and monitor a 12 month activity plan, assisting to put together topics for CPD events and source relevant speakers, venues and sponsorships in line with the Corporate Plan

Communication

- Work on communications for local members providing newsworthy articles for publication (advertising a company or organisation is prohibited)

Employer Engagement

- Highlight key employers in the Local Hub and pass contacts to the staff members.
- Establish and maintain good relationships with local employers

PR

- Liaise with local staff to promote and raise the profile of the CIOB
- Work on communications for local media

Education

- Promote increased engagement with education providers utilising the Novus Local Group Champion

Policy

- Further develop relationships with Local Government, Employers, education providers and key stakeholders to increase the recognition of the CIOB within the Local Hub, and report to HQ as appropriate.

Assessment and Election procedures

The Nominations Committee will have the complete oversight of the application and election process for Local Hub Committees and their decision will be final.

The complete application and election procedures for candidates applying for a position on the Local Hub Committee can be found in the document 'Guidelines for Candidates' which is updated from time to time by the Nominations Committee. This document shall be placed on the CIOB website at the start of any recruitment cycle.

Application

In order to stand for election as a Local Hub Committee member, the Board of Trustees requires that candidates first demonstrate their ability to perform the role. The application form requires the candidate to provide a career resume (150 words) and a personal statement (300 words) which is based around a specific question. Both of these will be inserted into the ballot documents if an election is called.

The Nominations Committee will act as the moderator of the application process and will use their judgement to ensure that the following areas are covered:

- Appropriateness
- Propriety
- Leadership
- Industry knowledge in the Local Hub area

Full details of the moderation will be included in the 'Guidelines for Candidates'.

A completed written application must be submitted to the Institute Secretary in accordance with the requirements on the call for candidate's email.

Election:

If a candidate has passed the application process and if there are more candidates than vacancies for an Established Hub, then an election shall be called.

Members within the Local Hub will be able to vote for up to the number of positions available at the time of the election. The candidates polling the highest number of votes at the close of the election shall be deemed as duly elected.

All Chartered members whose primary address is within the Local Hub area will be eligible to vote. These are MCIOB, FCIOB, RetMCIOB, and RetFCIOB.

All elections will be online only with the ability to request a postal ballot if required. The election period will be 2 weeks.

The overall responsibility of the election and its validity lies with the Institute Secretary.

Transition arrangements - tenures

To maintain continuity to the Local Hub Committee, the first Committee shall have the tenures as follows:

- Chair and Vice Chair – following the election of the Committee, the Chair and Vice Chair of the Committee will be selected by the Committee for a tenure of 2 years.
 - After 2 years, the Chair will stand down from the Local Hub Committee.
 - The Vice Chair shall take the role of Chair for a period of 2 years.
- The other 4 members will be asked to pull a number from a hat – these numbers shall be 1 or 3 years.
- Those that sit on the Local Hub Committee for 1 year will be automatically placed on the ballot for the next election, subject to acceptance.

Thereafter the tenures of the Chair and Vice Chair shall be 2 years, with the other elected members having a tenure of 3 years.

Thereafter, the Vice Chair shall be selected by the members within the Local Hub.

Appendix 3: Regional Hub

Terms of Reference of Regional Hub Committee

- To ensure the strategic development of the Institute in accordance with the Corporate Plan within the Regional Hub
- To promote the CIOB
- To identify opportunities for the CIOB to develop membership and engage with employers, education providers, local Government and other relevant stakeholders to achieve this.
- Identify relevant and topical content for networking events.
- To oversee and inspire the working of the Local Hub Committee
- To formally report to Members' Forum annually on the workings and outcomes of the Regional Hub

Job Description of the Chair

The Chair of the Regional Hub Committee working with the staff team shall:

- Ensure that the activities of the Regional Hub and its supporting Local Hubs align to with Corporate Plan
- Lead the development of the vision and strategy of the Regional Hub
- Chair the Regional Hubs and other forums as required
- Assist with the development of a Regional Business plan and monitor and measure its performance accordingly.
- Support the Hub Business Development Manager and their team to ensure that the CIOB and its policies are correctly communicated to the members through the Hub network.
- Ensure attendance of Committee members of the Regional Hub, and active and effective contribution
- Provide firm and strategic direction to the Regional Hub
- Raise the profile of the Institute through attendance at meetings, events within the regional Hub area as agreed.
- Establish and maintain good relationships with key stakeholders
- Represent the Regional Hub at Members' Forum and other events where the Chair is required from time to time.

Vice Chair

The Vice Chair of the Regional Hub Committee working with the staff team shall:

- Assist and / or deputise for the Chair of the Regional Hub Committee in accordance with the job description for the Chair above.

Composition of the Regional Hub

For Regional Hubs, with less than 10 Local Hubs, each Local Hub may appoint 2 members to the Regional Hub Committee.

Once 10 Local Hubs are achieved within the Region, each Local Hub may appoint 1 member to the Regional Hub Committee.

Regional Hub	No. of Local Hubs	No of Local Hub Reps	Novus	Total of Regional Hub Committee	Vice Chair required
Europe	30	30	1	31	Y
MENA	6	12	1	13	Y
Americas	2	4	1	5	X
South Asia	2	4	1	5	X
Asia	7	14	1	15	Y
Sub Saharan Africa	4	8	1	9	X
Oceania	5	10	1	11	Y

Appendix 4: Members' Forum

Terms of Reference:

Charter Objectives:

- To create templates of best practice.
- To identify and address drivers for change that are relevant to the industry.
- To hold conferences, meetings, seminars and discussions.
- To consider other items of interest in support of the objectives of the Charter.

Board specific:

- To act as a sounding board for the Board of Trustees and its Committees of Governance.
- To make recommendations to the Board of Trustees and its Committees of Governance.
- To nominate one member to each of the Governance Committees and Operational Boards
- To develop strategies for improving engagement and communication with the membership and public at large.

General

- To regularly review the Corporate Plan and, in cooperation with other Boards and Committees to ensure its delivery.
- To co-opt additional persons to work within the Forum as required and to ensure adequate competency skills for the specified time
- To regularly review the remit, composition and performance of Members Forum.
- To report to and be represented on the Resources Committee including preparation of an annual business plan and budget

Composition

Zone	Europe	Sub-Saharan Africa	MENA	Asia	Oceania	South Asia	Americas	Total
Number of Chartered Members	16,105	257	369	3004	270	42	180	20,227
As % of Chartered membership	79%	1%	2%	15%	1%	0.2%	1%	100%
Regional Hub representative (Chair)	1	1	1	1	1	1	1	7
Additional Regional Hub representative* (based on Chartered membership proportion)	8	0	0	3	0	0	0	11
*nominations will come from the Regional Hub committee and then selected at a Regional Hub meeting.								
Congress representative (an elected role from outside of the Hub committee and based on proportion of Chartered Membership in the Regional Hub – minimum 1 representative per Hub)	9	2	2	4	1	1	1	20
Novus representative	1	1	1	1	1	1	1	7
Employer Engagement representative	3	1	1	2	1	1	1	10
Total number of members at Forum	22	5	5	11	4	3	4	55

Composition based on the Chartered member numbers at June 2016.

Not all Regions will have representation until the momentum builds locally. The total number of 55 may not be fulfilled until future years. As Members' Forum is an annual event and a sounding board for the Board of Trustees, it is important to provide the proposed composition in its entirety.

Job Description – Chair

COMPLIANCE:

- To ensure that the Members Forum complies with the Royal Charter and any other relevant legislation or regulations.
- To ensure that the Members Forum pursues all objectives and applies all resources solely in pursuance thereof.
- To help ensure that the other Boards and Committees on which Members Forum have representation, comply with the Royal Charter and any other relevant legislation and regulation.

LEADERSHIP AND TEAMWORK

- To contribute actively and effectively to the Members Forum and to ensure representatives contribute to any other relevant Boards or Committees.
- To give firm strategic direction to Members Forum by working in accordance with their Terms of Reference, reviewing relevant policy, defining goals and setting targets.
- To ensure attendance and effective participation at other relevant Board or Committee meetings.
- To Chair the Members Forum meetings.
- To declare any conflict of interest whilst carrying out the duties of a Forum, Committee or Board member.

REPRESENTATION AND IMAGE

- To safeguard and promote the good name and values of the organisation.
- To represent the organisation at events and meetings.
- To abide by the equal opportunities policy.

GENERAL

- To be a Fellow of the CIOB and President of the CIOB.
- To serve as Vice-Chair of the Forum for a term of 1 year, followed by 1 year as Chair of the Forum.
- To use any specific knowledge or experience to assist Members Forum in reaching sound decisions.
- To keep updated about the activities of the organisation and the wider issues which affect its work.

Appointment of Regional Hub Committee members to Members' Forum

Europe and Asia only.

This process is for additional Regional Hub representatives to join Members' Forum.

At the first Regional Hub Committee meeting following Members' Forum, following the appointment of the Chair:

- The Chair shall ask for additional representatives to join Members' Forum.
- Committee members shall submit a written statement to the Committee why they wish to sit on Members' Forum.
- Committee members shall then vote on a ballot paper provided and submit to the Regional Manager

- Those polling the highest numbers of votes shall be appointed to the Forum.

If there are insufficient applications for the positions available, then those applicants shall be deemed appointed to the Forum.

The outcome of this process is to be recorded within the minutes and names submitted to the Institute Secretariat as soon as practicable.

Job Description for Congress Representative

To be eligible to apply for a position as a Congress member on Members' Forum, you must:

- Be a Chartered member of the Institute (MCIQB / FCIQB)
- Not be a member of a Local / Regional Hub Committee
- Keen and dedicated to drive the policy of the Institute through the Region
- Attend Members' Forum once a year, at a venue defined by the Forum, for a consecutive period not exceeding 5 working days.
- Be prepared to report back to the membership of your Region following the Forum on the workings of the Institute (1,000 words report). This may be a combined report in Hubs where there are multiple Congress representatives.
- Be prepared to commit to the role for 3 years.

Procedure for the recruitment of Congress Members

A call for applications for Congress membership shall be made to those Local Hubs that do not have a member appointed as Regional Hub Chair or Additional Regional Hub representative on Members' Forum. Maximum 2 per Local Hub.

Candidates must submit a short CV and a personal statement as to why they wish to take up this role.

Regional Hub form a Regional Hub shadow Nominations Committee to select the Congress members.

Employer Engagement

The representative shall:

- Be a Chartered member of the Institute (MCIQB / FCIQB)
- Not be a member of a Local / Regional Hub Committee
- Keen and willing to drive the policy of the Institute through the Region
- Attend Members' Forum once a year, at a venue defined by the Forum, for a consecutive period not exceeding 5 working days.
- Be prepared to report back to the membership of your Region following the Forum on the workings of the Institute (1,000 word report). This may be a combined report in Hubs where there are multiple Employer Engagement representatives.
- Be prepared to commit to the role for 3 years.

The Regional Hub will look for potential members to join the Forum, with the Employer Engagement Committee having the final sign off of a representative(s).

The representative(s) shall be from across the Region and be a mix of Contractor, Consultant, Client, SME or other.

Transitional Composition for 2017

For 2017 the composition of Members' Forum Cardiff shall be:

- Novus, Employer Engagement representatives and Regional reps where possible.
 - If no Region in place, current Branch rep remains.
- No congress elected – TZ reps for 2016 remain in place in the interim.
 - Commence Congress elections in line with Local Hubs Q3 2017.
- MF reps on Governance Committees and Operational Boards – remain in place for a further year, if they agree.

Agreed Transitional status for Members' Forum 2018 (Board of Trustees – June 2017):

The Regional Hub structure will continue to develop over 2017/18 and following this completion, the Congress members to the Forum can be recruited.

MF2018 is another transitional year for the Forum, with representation from all Regional Hubs, Novus and Employer Engagement representatives, and Congress members where there has been an opportunity to recruit them.

The Congress member is a Chartered member who is not a member of the Local or Regional Hub. The Congress members will be recruited from those Local Hubs that do not have representation at the Regional Hub level, to ensure that there is proportionate representation within the Region.

Regulation History

July 2016 - Original approved by Board of Trustees

June 2017 - Amendments approved by Board of Trustees

July 2018 – Amendments approved by Board of Trustees – regarding Local Hub recruitment/election

June 2019 – Inclusion of Regulation 7 – China – approved by the Board of Trustees.