

The Chartered Institution of Building Services Engineers

RULES FOR DIVISIONS & SOCIETIES OF THE INSTITUTION

Adopted by the CIBSE Board on 9 October 2019, Amended 29 February 2024, 2 April 2025, 30 September 2025, 30 January 2026.

0.1 Under Article 8 of the CIBSE Royal Charter, the Institution has established the following Divisions of the Institution, which are known by the following titles:

Society of Light and Lighting (1999)
Society of Public Health Engineers (2002)
Society of Façade Engineering (2004)
Society of Digital Engineering (2017)
CIBSE Patrons (2018)
Society of Vertical Transportation (2025)

1. INTRODUCTION

1.1 The CIBSE Regulations provide for the creation of Divisions under Regulations 70 and 71. Regulation 70 requires the CIBSE Board to make rules for their constitution and conduct.

“70. The Board may establish Divisions of the Institution comprising members interested in a particular branch of knowledge of building services engineering as defined for this purpose by the Board. Each Division shall be constituted and its affairs shall be conducted in accordance with Rules to be made from time to time by the Board, and may be titled a Society, Group, Network or such other term as the Board may decide.

Such Rules shall define the functions of the Division and shall make provisions concerning inter alia:

- 1) the election of a Divisional management committee
- 2) the election of a Chair of the Division: and
- 3) the expenses of the Division”

“71. The Board shall not delegate to a Region or to a Division any function the exercise of which would derogate from the rights of the corporate members of the Institution. The Board may from time to time alter the area of a Region, the subjects of a Division and the Rules as to the conduct of the affairs and meetings thereof, and shall have power to dissolve any Region or Division at any time after it has been formed except that a Region or Division shall not be dissolved without full consultation with members of that Region or Division.”

1.2 Subject to the over-riding authority and responsibility of the CIBSE Board, each Division is empowered to:

- a) organise meetings, conferences, seminars and training and general action to advance the status of the field of interest of the Division and to promote the discipline, working in collaboration with the secretariat of the Institution;
- b) prepare guidance on the discipline and promote such guidance in collaboration with the secretariat of the Institution;
- c) promote membership of the Division;
- d) assess the competence of applicants for corporate grades of membership of the Division against the competence criteria and promote professional competence in the discipline;
- e) produce journals or newsletters;
- f) promote the improvement of knowledge, education and research;
- g) liaise with other relevant organisations to promote the discipline of the Division.
- h) play an active role in industry for and maintain contact with related bodies in the industry, discipline or sector, including individual organisations, firms, trade associations, and professional bodies;
- i) participate in conferences and exhibitions concerned with the discipline;
- j) advise and participate in the Institution's Council, Divisions, Groups, Committees, Networks and Working Groups as appropriate;
- k) make recommendations to CIBSE Board for Institution Awards and manage Divisional Awards as agreed with the Board;

2. TERMS AND INTERPRETATION

2.1 Subject to the CIBSE Charter, By-laws and Regulations and except where inconsistent with the context:

"Division" means one of the established Divisions of the Institution, whether a **Society** or the **CIBSE Patrons**, as listed above in rule 0.1.

NOTE: The word "Division" is used throughout these Rules as the collective term for one or more of the established Divisions listed above in rule 0.1.

"Society" means a Division of the Chartered Institution of Building Services Engineers.

"CIBSE Patrons" means the **Division** of "the Institution" solely comprising **Company Members** represented by individuals who may also be CIBSE **Corporate Members**.

"Company Member" means a limited company, limited liability partnership, professional practice, trade or professional association, educational organisation or other organisation, sole trader or independent consultant which wishes to provide financial and other support to the **Division** by paying an annual subscription and by taking an active part in the affairs of the **Division** in other ways".

"Individual member" means any natural person who is a member of the Institution.

"Corporate member" means an individual member of a **Division** in any class of membership which has requirements for academic achievement, training and/or experience.

"financial year" means the period from 1st January in one year to 31st December in that year.

"the Charity" means The Chartered Institution of Building Services Engineers.

"the CIBSE Board" means the Board of The Chartered Institution of Building Services Engineers, which is the governing body of the Registered Charity.

"Trustee of the Registered Charity" means any voting member of **the CIBSE Board**.

"Institution" means The Chartered Institution of Building Services Engineers.

"Management committee of the Division" means the committee required by Regulation 70, which governs the affairs of the Division, and may be called the Steering Committee, Steering Group, Executive Committee or Board of the Division, as defined in the **supplementary rules** of the Division.

“Chair of the Division” means the elected leader of the management committee of the Division, and may be called Chair or President or other title as defined in the supplementary rules of the Division.

“Supplementary Rules” means the additional rules for each individual **Division** which regulate matters specific to that **Division**. These rules shall always take precedence over the supplementary rules of any **Division**.

“clear days” in relation to periods of notice means the period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect.

“executed” means any mode of execution.

“secretariat” means the staff employed by CIBSE, including those responsible for the regular support of the **Divisions** as well as finance, marketing, knowledge, training, events and technical staff, who may support the **Divisions** as appropriate.

2.2 This Rulebook has been compiled in accordance with and is subject to the provisions of the Royal Charter and By-laws and the Regulations of the Chartered Institution of Building Services Engineers and is to be interpreted accordingly.

3. MEMBERSHIP

3.1 The classes of individual membership of the Institution are specified in By-law 7.

“The membership of the Institution shall consist of the following classes of members, namely: Honorary Fellows, Fellows, Members, Companions, Associates, Graduates, Licentiates and Affiliates and all such persons shall be included in the general words "members" and "membership" where herein contained. Fellows, Members, Associates and Licentiates shall be corporate members of the Institution; members in other classes shall be non-corporate members. The qualifications required respectively for each class of membership, the examinations or tests prior to election, the methods of election, the entrance fees, annual subscriptions, and other sums (if any) payable by members and the rights and privileges of members and of the various classes of members shall be such as the CIBSE Regulations shall prescribe; provided that the qualifications prescribed in respect of the election of corporate members of the Institution shall be such as to ensure that the persons so elected shall be suitably qualified”.

3.2 Membership of any Division shall be open to persons who actively participate in the field of interest of that Division, including those who are a designer, manufacturer, contractor, consultant, technician, researcher, teacher or in any other capacity and whether employed, self-employed, retired or acting as a consultant or contractor or manufacturer or a partner as the case may be in a business in the said field or generally acting in the said field.

3.3 Members of any Division except CIBSE Patrons shall be members of the Institution in one of the Grades specified in By-Law 7 as summarised in Rule 3.1, which includes Affiliates and Students. Members of CIBSE Patrons shall be Company Members of the Patrons.

NOTE: Under By-law 9 all members of the Institution must undertake to “observe and be bound by the Charter and by the By-laws” and “subject to the Code of Conduct”.

3.4 Membership Classes

3.4.1 The Management Committee of the Division may from time to time create and discontinue classes of membership of the Division. Only those individual classes of membership having requirements for academic achievement, training and/or experience may be described as Corporate classes and have voting powers in the Division. The Management Committee of the Division, in

consultation with the Membership Panel of the Division and the Education, Training and Membership Committee of the CIBSE Board, shall define the criteria for each corporate class of membership, having regard to the Engineering Council requirements for registration and the requirements of the discipline.

3.4.2 The individual membership classes may include any or all of the following grades:

Honorary Fellow: an individual who the Management Committee of the Division wishes to honour and who in the opinion of the Management Committee of the Division has made a major contribution to the furtherance to the objects of the Division. A corporate member of the Division elected as an Honorary Fellow shall retain the rights and privileges of corporate membership. The CIBSE Board shall, in consultation with the Management Committee of the Division, set a limit to the number of Honorary Fellows of each Division;

Affiliate: any individual, other than a Student Member, who has not been elected to another class of membership;

Fellow: a member of the Division who meets the qualification and experience requirements currently laid down by the Management Committee of the Division¹ for the class of Fellow and is accepted for election to that class. This class shall be corporate;

Member: a member of the Division who meets the qualification and experience requirements currently laid down by the Management Committee of the Division¹ for the class of Member and is accepted for election to that class. This class shall be corporate;

Associate: a member of the Division who meets the qualification and experience requirements currently laid down by the Management Committee of the Division¹ for the class of Associate and is accepted for election to that class. This class shall be corporate;

Licentiate: a member of the Division who meets the qualification and experience requirements currently laid down by the Management Committee of the Division¹ for the class of Licentiate and is accepted for election to that class. This class shall be corporate;

Student: a member of the Division who is undertaking a recognised course of training or education or who at the time of becoming a member of the Division was already a Student member of CIBSE. A Student member of CIBSE who is elected to another grade of CIBSE membership shall automatically become an Affiliate of the Division.

3.4.3 In accordance with Regulation 2 of the Institution, the Management Committee of the Division may require the candidate to attend an interview or pass such other test as they may from time to time determine before forming an opinion or being satisfied that the candidate meets the requirements for admission to a grade of corporate membership.

3.4.4 Applicants for admission or for renewal of membership of a Division shall satisfy the Management Committee of the Division that they are in a position to further the objectives and purposes for which the Division is constituted, and shall satisfy the Management Committee of the Division that they are a person actively interested in the field of interest of the Division.

3.4.5 The Management Committee of the Division shall have an absolute discretion as to the admission of applicants for any of the classes of membership of the Division. These rules shall not in any way restrict the lawful rights of candidates not admitted to membership who may in the first

¹ in consultation with the Education, Training and Membership Committee of the Board

instance appeal decisions to the Management Committee of the Division, and if still not satisfied to the CIBSE Board.

NOTE: The Management Committee of the Division is not required to give reason for the exercise of its discretion, but must be aware that such exercise of discretion may prompt a subject access request under data protection legislation and that the full recorded reasons for the decision will then have to be disclosed to the candidate.

3.4.6 In accordance with Regulation 7, every Corporate member of a Division may receive a certificate of election to their class of membership on payment of such a fee as the CIBSE Board shall determine. Corporate Membership certificates remain the property of the Institution and their return may be requested to the Secretariat upon termination of Corporate membership.

3.5 Abbreviated titles and descriptions of membership

3.5.1 Members of Divisions may use descriptions and abbreviations of their membership grades, as appropriate, on their personal stationery. These are set out in the supplementary rules for the Division.

3.5.2 Honorary Fellows who were previously corporate members of a Division may prefix the corporate designation with the letters “Hon”, for example an honorary Fellow of the Society of Light and Lighting may use the designatory letters “HonFSL”.

3.5.3 Classes of membership should be described using the words “<class> of the <Division>” where <class> is the full name of the class of membership, ie Student, Affiliate, Fellow.

3.6 Company membership

CIBSE Patrons Division comprises Company members. The Management Committee of any other Division may decide to create a class of Company Members of the Division, as defined in Rule 2, for those companies who wish to participate in the activities of the Division. Company members shall pay subscriptions which shall be set in accordance with Rule 6.6. The Division may create a sub group or groups comprising company members, and shall agree supplementary rules for such a group that shall be approved by the Management Committee of the Division and by the CIBSE Board.

3.7 Termination of Divisional membership

Termination of Divisional membership is subject to CIBSE Regulations 23 and 24:

“23. If any member shall leave their subscription in arrears for three months and shall fail to pay such arrears within two months after a written application has been sent by the Chief Executive, then they may be struck off the register by the CIBSE Board at any time thereafter and shall thereupon cease to have any rights as a member, but shall nevertheless continue to be liable to pay the arrears of subscription due at the time of being struck off; provided always that this by-law shall not be construed as compelling the Board to remove any name if they shall be satisfied the same ought to be retained.

24. Any member notifying the Chief Executive in writing that they wish to withdraw from the Institution shall, after payment of all arrears, if any, then due, cease to be a member of the Institution and shall be removed forthwith by the CIBSE Board from the register of members of the Institution.”

4 RIGHTS AND PRIVILEGES OF MEMBERS

4.1 The rights and privileges of a member of any Division of whatever class are personal to the member and may not be transferred or transmitted in any way.

4.2 Regulation 6 of the Institution provides that “any member acting jointly with or practicing in partnership with any person not a member of the Institution or under the title of a firm shall not after

the joint names or after the title of the firm use any abbreviation descriptive of membership of the Institution or the name of Chartered Building Services Engineers.”

Further to Regulation 6, any member of a Division acting jointly with or practicing in partnership with any person not a member of the Division or under the title of a firm shall not after the joint names or after the title of the firm use any abbreviation descriptive of membership of the Division or which associates non-members with the Division.

CIBSE Patrons use of the Patrons logo to indicate that the company is a member of the Patrons is covered by separate rules.

5 CIBSE CREST AND COAT OF ARMS, CIBSE LOGO AND DIVISIONAL LOGOS

5.1 Use of the Institution’s Crest, Coat of Arms and logo and of any Divisional logos shall always comply with the Brand Guidelines² provided by the secretariat.

5.2 Divisional members, whether individual or Company members, may use the Divisional logo as permitted by the Management Committee of the Division from time to time, and in accordance with Rule 4.2 above and guidance provided by the secretariat.

5.3 Company members may make use of any logo approved by the CIBSE Board for the company members’ scheme as permitted by the Management Committee of the Division from time to time, and in accordance with Rule 4.2. Where this includes incorporating the logo on company stationery and literature, it must follow any requirements of the Management Committee of the Division or of the CIBSE Board.

6 FINANCE AND ADMINISTRATION

6.1 The CIBSE Board shall allocate an annual budget to each Division, having regard to CIBSE subscription rates, Divisional membership numbers, any reserves held by the Division and the annual budget proposals presented by the Management Committee of the Division to the Finance, Risk, Audit and Governance sub-committee of the CIBSE Board.

6.2 All Divisional financial transactions are financial transactions of CIBSE conducted using charitable resources of the Institution and shall be conducted in accordance with the rules for CIBSE financial transactions laid down from time to time by the CIBSE Board and in accordance with the statutory requirements for Registered Charities. All Divisional financial transactions shall be authorised by a member of the secretariat with the appropriate authority to commit the Institution as a legally contracting party.

6.3 Divisions may raise additional income through supplementary charges and sponsorship and may expend such income on any legitimate activities of the Division in accordance with the Divisional budget and subject to any constraints in the Charter and By-Laws and charity legislation. Divisions should consult the Managing Director of CIBSE Services about any revenue generating activities to ensure that they are fully co-ordinated with the commercial activities of the Institution undertaken by CIBSE Services and CIBSE Certification, and to ensure that they benefit from the support of professional staff in the secretariat. Consultation will also help to avoid Divisional activities potentially being in conflict with existing commercial commitments of the Institution covering, for example, sponsorship and advertising.

6.4 Commercial contracts must be signed by a CIBSE Director after consultation with the Managing Director of CIBSE Services.

² Brand Guidelines are available from the website here: <https://www.cibse.org/about-cibse/our-brand/>

6.5 The Division shall be supported by suitable CIBSE secretariat staff as agreed from time to time by the CIBSE Board and the Management Committee of the Division. Divisions shall not employ their own staff.

6.6 In accordance with the By-Laws, Divisional Subscriptions shall be set by the CIBSE Board, in consultation with the Management Committee of the Division.

7 GOVERNANCE

7.1 Each Division of the Institution shall have a Management Committee. The Management Committee is responsible to the CIBSE Board for the conduct of the Division.

7.2 The Management Committee shall have four Officer roles, Chair, Vice Chair, Honorary Treasurer and Honorary Secretary, who must all be corporate members of the Division. 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. In the case of the Society of Light and Lighting the structure and terms of the Management Committee are defined in the Supplementary Rules for the Division.

The Management Committee shall have a minimum of five corporate members of the Division and shall comprise of Officers and Elected Members. A Divisional Management Committee can also appoint sub-committee Chairs to the Management Committee.

It is recommended that a Divisional Management Committee has between 8-12 members in total.

In the case of CIBSE Patrons, the Chair and Vice Chair shall be individual members of CIBSE.

The CIBSE Board may appoint one non-voting member to the Management Committee of each Division.

7.2.1 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.

Elected committee members serve one-year terms and can serve up to twelve consecutive years in these positions.

7.2.2 If a committee member regularly does not attend meetings, the Chair can ask them to resign and can recommend a replacement until the next AGM.³

7.3 Each Division having Corporate membership grades shall appoint a Membership Committee to consider applications for Corporate membership and for transfer between classes of membership, and to make recommendations to the Management Committee. It shall normally be chaired by a Member or Fellow of the Division. The Chair of the Membership Committee shall be appointed to the Management Committee.

³ Volunteer expectations are outlined in the [Volunteer Handbook](#) and a copy of the Issue Resolution for Volunteers procedure can be requested from volunteering@cibse.org.

7.4 The Management Committee may establish such sub-committees, task groups, panels or working groups as they consider appropriate to achieve the objectives of the Division. Divisions other than CIBSE Patrons shall appoint Corporate members of the Division to chair each sub-committee.

7.5 Chairs of task groups, panels and working groups shall at all times be members of the committees which initiate them. Members of task groups, panels and working groups shall be appointed by the committees to which they report, subject to ratification by the Management Committee, and need not be members of the Division.

7.6 Task groups may be set up by the Management Committee of the Division and its sub-committees to carry out specific projects and shall be wound up when their project is complete. A task group will normally be expected to complete its work within three years.

7.7 Panels may be set up by the Management Committee of the Division and its sub-committees to monitor and advise a committee on a particular aspect of its work. Their terms of reference and composition shall be reviewed by the Management Committee of the Division at least once every three years.

7.8 Working groups may be set up by the Management Committee of the Division and its sub-committees to carry out specific tasks. They shall be wound up when the task is complete.

7.9 Chairs of any Divisional sub-committees shall be appointed for terms not exceeding three years. At the end of a term, they shall stand down, although they may be reappointed for a second term at the discretion of the appointing or nominating committee.

8 GENERAL MEETINGS OF DIVISIONS

8.1 Each Division must hold an Annual General Meeting between 1 March and the date of the CIBSE Annual General Meeting each year. Notice must be published at least 8 weeks prior to the meeting, including location, date and time.

Divisions can also hold Ordinary Meetings throughout the year.

8.2 All General Meetings of a Division other than the Annual General Meeting shall be called Extraordinary General Meetings.

8.3 The Management Committee of the Division may whenever it thinks fit convene an Extraordinary General Meeting. Extraordinary General Meetings shall also be convened on the requisition of twenty Corporate members of the Division, or Company members of CIBSE Patrons. The Notice calling the Extraordinary General Meeting shall state the nature of the business to be considered. Only matters included in the Notice shall be considered at the meeting.

8.4 Any requisition shall state the nature of the business to be considered at the meeting and shall list the names of the Corporate or Company members requisitioning the meeting. Requisitions and indications of support may be submitted to the secretariat electronically. All those named on the requisition shall confirm in writing to the Secretary that they support the requisition. Confirmation may be submitted electronically by submitting a copy of the requisition annotated to indicate support or accompanied by a digital statement of support.

8.5 On receipt of a valid requisition for a General Meeting of the Division the secretariat shall give Notice of such a meeting within twenty-one days from the date of deposit of the requisition. The meeting so convened shall be held within three months of the date of receipt of the requisition.

8.6 The Chair of any General Meeting may invite any advisers of the Division to be present at the Meeting whose advice may, in the opinion of the Chair, be helpful in matters under consideration. Any Trustee of the Registered Charity and any member of the Secretariat nominated by the Trustees may attend the whole of any General Meeting of any Division. If the Chair considers that any particular business shall be confined to Corporate members of the Division they may request non-corporate members to withdraw, but not Trustees or the Secretariat. No member or other persons attending any General Meeting may publish any account of the transactions which take place at such meetings without the prior consent of either the Management Committee of the Division or of the CIBSE Board.

8.7 At least twenty-one clear days' Notice shall be given of every Extraordinary General Meeting. The notice shall specify the place, day and hour of meeting and the nature of the business to be considered at the meeting and shall be given to such persons as are, under these Rules, entitled to receive such notices.

8.8 The accidental omission to give Notice of a meeting to, or non-receipt of such notice by, any person entitled to receive notice shall not invalidate any resolution passed or any proceedings at any meeting.

8.9 No business should take place at any general meeting unless the meeting is quorate. A quorum of five corporate members of the Division (or Company members of CIBSE Patrons) is required for an Annual General Meeting and 15 corporate members of the Division (or Company members of CIBSE Patrons) for an Extraordinary General Meeting.

8.10 If, within half an hour from the time appointed for the holding of a General Meeting convened by the Management Committee, a quorum is not present the meeting shall stand adjourned. It shall be reconvened on the same day in the next week, at the same time and place or at such other place as the Management Committee of the Division may determine. If, at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting it shall stand adjourned and await the decision of the Management Committee of the Division, who shall decide if the meeting should be re-convened, and, if so, when and where it will be re-convened, and provide at least seven clear days' notice.

8.11 If, within half an hour from the time appointed for the holding of a General Meeting convened on the requisition of members a quorum is not present, the meeting shall be dissolved.

8.12 The Divisional Chair shall preside as Chair at every General Meeting, or the Vice Chair in their absence, but if neither is present within fifteen minutes after the time appointed for holding the meeting and willing to preside, the members present shall choose some corporate member of the Management Committee of the Division who shall be present to preside.

8.13 The meeting chair may, with the consent of any General Meeting at which a quorum is present (and shall if so directed by the Meeting) adjourn a General Meeting from time to time, and from place to place, but no business shall be transacted at any adjourned General Meeting other than the business which might have been transacted at the General Meeting from which the adjournment took place. Whenever a General Meeting is adjourned for thirty days or more, notice of reconvening of the adjourned Meeting shall be given in the same manner as for the original meeting.

8.14 At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands. The Chair of the meeting or at least ten corporate members (or Company members of CIBSE Patrons) present may call for a poll, either before the show of hands or upon the declaration of the result of the show of hands. Unless a poll is called for, a declaration by the Chair of the meeting that a resolution has been carried, or carried unanimously or by a particular majority, or lost, or not carried by a particular majority, and an entry to that effect in the Minutes of the Division shall be conclusive

evidence of the fact without proof of the number of the votes recorded. The demand for a poll may be withdrawn at any point.

8.15 No poll shall be demanded on the election of a Chair of a Meeting or on a question of adjournment.

8.16 If a poll is demanded as described in Rule 8.14 then it shall be taken at such time and place as the Chair of the Meeting shall in their absolute discretion direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

8.17 If a poll is demanded as described in Rule 8.14 then it shall be taken either by a ballot of the Corporate members of the Division (or Company members of CIBSE Patrons) present at the Meeting or by a postal or electronic ballot of all the Corporate members of the Division (or Company members of CIBSE Patrons) entitled to vote. If a poll is taken at the meeting the Chair shall appoint two scrutineers to assist the Chair in counting the votes. The count agreed by the Chair and scrutineers shall be conclusive.

8.18 In the case of equality of votes, whether on a show of hands or on a poll, the Chair of the Meeting shall be entitled to a second or casting vote.

8.19 The demand for a poll shall not prevent the continuance of a Meeting for the transaction of any business other than the question on which the poll has been demanded.

8.20 Every Corporate member of the Division (or Company member of CIBSE Patrons) shall have one vote whether on a show of hands or on a poll, and all votes shall be given personally. Non-corporate members shall not be entitled to vote.

8.21 If a poll is taken outside the meeting it shall be conducted under the rules and procedures for member ballots set out from time to time by the CIBSE Board.

9 ELECTIONS

9.1 Committee Members are elected at the AGM to fill vacancies as they arise. A list of the vacant positions on a Division's Management Committee and the members the current committee are nominating for the positions must be sent to all members who can vote.

This calling notice must be sent at least 8 weeks prior to the meeting, including location, date and time.

9.2 Eligible members can nominate themselves for vacant 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 eligible candidates can be considered.

9.3 In the event of the number of candidates being equal to or less than the number of vacancies a ballot shall not be held and the nominated candidates shall be declared elected at the Annual General Meeting of the Division. Any remaining vacancies may be filled by the Management Committee by co-option. Any such co-opted member shall retire at the next Annual General Meeting of the Division and be eligible for re-election.

9.3.1 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 Division. An election will be held in accordance with CIBSE's current processes.

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 be referred to the CIBSE Governance Team/members of the Board.

Canvassing during the election process is prohibited.

9.4 Any vacancies arising during the year may be filled by the Management Committee by co-option. Any such co-opted member shall retire at the next Annual General Meeting of the Division and be eligible for re-election.

10 MINUTES OF COMMITTEES

10.1 The Management Committee of the Division and any sub-committees, task groups, panels or working groups shall keep minutes of their proceedings, and a signed copy shall be retained permanently by the secretariat to indicate that they have been approved by the committee as a true record of the meeting.

10.2 Sub-committees, task groups, panels and working groups shall submit regular written reports to their parent committees.

11 AMENDMENTS TO THE RULES

11.1 The CIBSE Board may, in their sole discretion, revoke, amend or add to any of these Rules consistent with the Royal Charter, By-Laws and Regulations of CIBSE. The CIBSE Board shall consult the Management Committees of the Divisions on any changes to these Rules.

Revision History (Since October 2025)

Revision published	Version	Summary of Change	Approval	Approval Date
6 February 2026	1.1 – Jan 2026	1.1, 3.3, 3.6 Updating document references to CIBSE Regulations, By-laws and Divisional Rules	Board	30 January 2026
6 February 2026	1.1 – Jan 2026	2.1 Addition to include variations for the term Chair	Board	30 January 2026
6 February 2026	1.1 – Jan 2026	5.1 Footnote 2, updated link to new CIBSE Brand Guidelines	Board	30 January 2026
6 February 2026	1.1 – Jan 2026	7.2 Amendment to confirm Management Committee Structure	Board	30 January 2026
6 February 2026	1.1 – Jan 2026	7.2.1 Addition to define maximum terms of office	Board	30 January 2026
6 February 2026	1.1 – Jan 2026	7.2.2 Addition to address persistent non-attendance at Management Committee meetings	Board	30 January 2026
6 February 2026	1.1 – Jan 2026	7.3 Consolidation of rules for Membership Committees and Membership Chair	Board	30 January 2026
6 February 2026	1.1 – Jan 2026	7.5 Amendment to provide consistency of terminology	Board	30 January 2026
6 February 2026	1.1 – Jan 2026	7.9 Removal of duplication regarding Officer roles, and clarification of term limits for sub-committees	Board	30 January 2026
6 February 2026	1.1 – Jan 2026	8.1 Amendments to scheduling and notification requirements	Board	30 January 2026

6 February 2026	1.1 – Jan 2026	8.9 Amendment to AGM quorum requirement	Board	30 January 2026
6 February 2026	1.1 – Jan 2026	9.1, 9.2, 9.5 Amendments to election notification, nomination process and scheduling. Renumbering of rule 9.5 to 9.31	Board	30 January 2026
1 October 2025	1.0 – 2025	0.1 – Amendments to the Divisions of the Institution 1. Removal of Institute of Local Exhaust Ventilation Engineers (ILEVE) 2. Addition of Society of Vertical Transportation (SoVT)	1. Board 2. Board	1. 29 February 2024 2. 2 April 2025
1 October 2025	1.0 – 2025	2.1 Removal of reference to Institute of Local Exhaust Ventilation Engineers.	Board	29 February 2024
1 October 2025	1.0 – 2025	5.1 Footnote 2, updated the link to the CIBSE Brand Guidelines to https://go.cibse.org/cibse-brand-guidelines	Director of Membership	30 September 2025