



CIOB

The Chartered
Institute of Building

Hub Regulations

Date Approved: September 2024
Approved by: Board of Trustees
Date of next review: September 2026

Introduction

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

These Regulations were originally developed as a result of the Future of the Local CIOB project and approved by the Board of Trustees (“BOT”) in January 2016. The Governance Review 2020 subsequently reviewed the Hub engagement model and changes to these Regulations follow a full member consultation in 2020, focus groups with Local Hub Chairs or their representatives and a mini-survey of the Local Hub Committees. The changes include the introduction of more flexibility at the Local Hub level in relation to recruitment and the removal of the Regional Hub to enable greater engagement from Local Hub to Members’ Forum.

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

To assist the process, Guideline documents will be prepared where required.

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

1. Structure

- 1.1 The local structure shall fall into 2 parts - Local Hub and Members’ Forum.
- 1.2 Local Hubs are an administration point, which deliver events and services within a geographical boundary.
- 1.3 Members’ Forum shall act as a consultative body to the Board of Trustees.

2. Local Hubs

Types of Local Hub

- 2.1 There shall be 2 types of Local Hub – Established and Developing.
- 2.2 Established Hubs as noted in **Appendix 1** shall be those Established Hubs at the time of approval of these Regulations. Established Hubs shall have:
 - 2.2.1 A Hub Committee.
 - 2.2.2 Administration support from an Institute staff member.
 - 2.2.3 A minimum of 100 Chartered members within the Hub boundary.
 - 2.2.4 An exception to 2.2.3 was granted to those classified as Established Hubs when these Regulations were originally approved in June 2016.
- 2.3 Developing Hubs as noted in **Appendix 2** shall be those Developing Hubs at the time of approval of these Regulations. Developing Hubs shall be an

informal group of members who look to promote CIOB membership within the boundary with the aim of becoming an Established Hub.

Members

2.4 Members shall be assigned to a Local Hub on successful membership application to the Institute based on their primary correspondence address. The Institute shall use this address to send all official Institute communications, including but not limited to subscription renewals, any membership communication, including disciplinary matters, and election documentation.

2.4.1 Members can attend events in any Hub globally be it virtually or face to face.

3. Established Hubs

Local Hub Committee ("Committee")

3.1 An Established Hub shall form a Committee of Chartered members (MCIOB / FCIOB) (unless stated in the person specification).

3.2 The Committee shall have a minimum of 3 members and a maximum of 10 members. The size of the Committee is for the Local Hub Committee to determine.

3.3 The Committee members shall be recruited from the Chartered members (unless stated otherwise) who have their primary address or home / work address within the Local Hub boundary, and remain active in the construction industry.

3.4 The Committee shall include a Tomorrow's Leaders representative. This Committee member is required to be a CIOB member but is not required to be Chartered. This representative will have full voting rights on the Committee and forms part of the maximum 10 members of the Local Hub Committee.

3.5 The Committee shall act in accordance with their terms of reference as outlined in **Appendix 3**.

3.6 The Chief Executive, President, Chair of the Board of Trustees or their appointed representative, Regional Manager and Member Services Engagement Co-ordinator shall be ex-officio members of the Local Hub Committee, however with no right to vote.

3.7 The Committee may decide to assign lead roles to their Committee members and these may include but not limited to events, communication, employer engagement, Professional Review, education and policy. In addition, there may be Corporate Plan thematic leads / ambassadors (eg EDI, Sustainability, Client) on the Committee.

- 3.8 Retired members (RetMCIOB / RetFCIOB) may apply to join the Local Hub Committee on the following basis:
- 3.8.1 The total number of Retired members does not exceed 30% of the Committee size.
 - 3.8.2 That they are not the Chair or Vice Chair of the Committee or have a designated role under 3.7.
- 3.9 The Committee has the power to appoint 2 additional members to the Committee as co-opted members (this would bring the maximum on the Committee to 12). These members shall:
- 3.9.1 Be members of the Institute.
 - 3.9.2 Have a specific purpose assigned to them on appointment which shall be minuted accordingly.
 - 3.9.3 Have a specific period of time as a co-opted member which shall be minuted accordingly. This traditionally is 1 year.
 - 3.9.4 Not be co-opted year on year for the same purpose.
 - 3.9.5 They shall have the right to vote on Committee decisions.
- 3.10 The Nominations Committee shall audit Local Hub Committees in accordance with these Regulations as it sees fit.

Recruitment of the Local Hub Committee

- 3.11 The Committee shall recruit to their Local Hub Committee in accordance with the process below and the Guidelines¹ provided to candidates during the recruitment process.
- 3.11.1 Where a Local Hub Committee shows that they have a vacancy / vacancies, the Committee shall advertise for members to join the Committee ensuring that the advertisement goes as wide as possible to encourage new members to apply.
 - 3.11.2 Candidates complete a short application setting out why they want to join the Committee and what they can bring.
 - 3.11.3 CIOB staff shall undertake due diligence on applications received, ensuring that they work or live in the Local Hub, are Chartered and are active in the built environment.
 - 3.11.4 Hub Chair (or appointed representative), Committee member and Institute Regional staff member, (acting as adjudicator to the process) ("Recruitment Team") discuss the role with the candidate(s).
 - 3.11.5 Recruitment Team make a recommendation to the Committee and appoint accordingly.
- 3.12 Should a candidate that has followed the recruitment process be rejected, they have the right to appeal the decision of the Recruitment Team to the Nominations Committee, on the grounds of maladministration / malpractice.

¹ [Guidelines for Recruitment - Committee & Vice Chair.pdf](#)

Recruitment of the Local Hub Vice Chair

- 3.13 The Committee shall recruit to their Local Hub Committee the Vice Chair in accordance with the process below and the Guidelines² provided to candidates during the recruitment process.
- 3.13.1 Local Hub notify the Hub Committee that there is a vacancy for the position of Vice-Chair and ask for any candidates to come forward. If there are no candidates, this position shall be advertised in a similar way to 3.8.1 above.
- 3.13.2 Candidates complete a short application detailing why they wish to hold the position.
- 3.13.3 CIOB staff shall undertake due diligence on applications received ensuring that they work or live in the Local Hub, are Chartered and are active in the built environment.
- 3.13.4 Hub Chair (or nominated representative), Committee member and a member of the Nominations Committee (delegated to the Director of Governance or their representative) with an Institute Regional staff member in attendance (acting as adjudicator to the process) ("Recruitment Team") interview the candidate(s).
- 3.13.5 Recruitment Team make a recommendation to the Committee and appoint accordingly.
- 3.14 Should a candidate that has followed the recruitment process be rejected, they have the right to appeal the decision of the Recruitment Team to the Nominations Committee, on the grounds of maladministration / malpractice.

Tenure

- 3.15 With the exception of the Chair, Vice Chair and Tomorrow's Leaders representative³, the tenure of a Committee member shall be 3 years.
- 3.16 The tenure for a Vice Chair shall be 2 years, followed by 2 years as Chair.
- 3.17 If the Local Hub is a new Hub, transitional arrangements on tenure will be developed to ensure that there is consistency in representation on a Local Hub.
- 3.18 A member of the Committee can sit for a second term of 3 years, however must satisfy the recruitment procedure in place at the time of application.
- 3.19 On completion of 2 terms (6 years) a member must stand down from the Local Hub for a period of 1 year.
- 3.19.1 The member may be co-opted back to the Committee in line with 3.8, however on completion must stand down from the Local Hub Committee for a period of 1 year.

² [Guidelines for Recruitment - Committee & Vice Chair.pdf](#)

³ See Regulation 6 – Tomorrow's Leaders

Meetings / Administration

- 3.20 A Committee shall meet formally a minimum of twice and a maximum of 4 times a year. Meetings shall take place virtually or face to face as determined by the Committee and Regional team.
- 3.21 The Committee shall have a flexible nature to call ad-hoc meetings as they see fit however these may not be supported by a staff member.
- 3.22 An agenda will be prepared by CIOB staff in consultation with the Chair and disseminated to the Committee as notice of the meeting 1 week prior to the date of the meeting.
- 3.23 If voting is required, this shall be by show of hands with the number of votes, for, against and abstentions recorded in the minutes of the meeting. All Committee members shall have the ability to vote.
- 3.24 Minutes shall be prepared by CIOB staff, approved by the Chair and circulated to the Committee within 5 days of the meeting. The minutes shall remain in draft format until the next Committee meeting.
- 3.24.1 Minutes shall be notes of the meeting only, not verbatim detailing discussions, decisions and votes taken.
- 3.25 Meetings shall only be recorded for the purposes of minuting, if full consent is given by all present. There shall be no use of AI technology. All recordings should be deleted on the approval of the draft minutes.

Quorum

- 3.26 Quorum shall be 50% plus 1 (ie 10 members – quorum is 6). If quorum is not achieved within 15 minutes of the start of the meeting, the meeting shall continue but no decisions can be made.

Conflict of Interest

- 3.27 A Committee shall abide by the CIOB Conflict of Interest Policy⁴. Regional Managers shall be responsible for the implementation and management of the Policy and maintain the appropriate Register of Interests at a local level.
- 3.28 A standard agenda item of 'Declaration of Interests' shall be added to each Committee meeting to cover any expressions of interest in agenda items. If matters are declared these should be managed by the Chair of the Committee with the CIOB staff member.

⁴ [Conflict of Interest Policy.pdf](#)

Failure to attend

3.28 A Committee member may be removed from the Committee if there is a prolonged period of absence of 6 months with no good reason⁵.

Recognition of Achievement Award

3.29 The Local Hub may select 1 member of their Local Hub to be awarded a Recognition of Achievement Award each governance year. The Award will be given to a member that has made a major contribution to the development of the Institute at Hub level, to the extent that their contribution is recognised by their colleagues. All applications to be made in accordance with the Award criteria at the time. The Award will be noted at the AGM by the President each year and presented locally⁶.

3.30 These Awards shall be overseen by the Directors of Governance & Membership.

4 Emerging Markets

4.1 Emerging Markets shall be identified as set out in the Emerging Markets Strategy.⁷ The Emerging Markets at the time of the Regulations version are noted in **Appendix 2**.

4.2 Once identified, the Associate Director - International Market Development will work with the individual member or a group of members up to 10, to develop the CIOB profile and work towards the establishment of a Developing Hub.

5 Developing Hub

5.1 A Developing Hub shall be established when a group of 11 or more members express a wish to develop CIOB within a geographical boundary. A Developing Hub would usually develop from the Emerging Market Strategy as noted in Regulation 4 with the support from the Associate Director – International Market Development.

5.2 The Developing Hub shall form an informal group of CIOB members of which 51% or more shall be Chartered members, who reside within a geographical

⁵ See Standing Orders 8.7 - A Trustee may be removed from the Board if there is a prolonged period of absence of 6 months with no good reason (Bye-Law 93). This shall apply across all Committees of the Institute. (If this is to be exercised at Local Hub Committee – a discussion should take place with the Directors of Governance & Membership, with supporting evidence provided)

⁶ Recognition of Achievement Award – process to be established in 2025.

⁷ [Emerging Market Strategy_2024.docx](#)

boundary with an interest in raising the profile of the CIOB and eventually developing an Established Hub.

- 5.4 No dedicated staff member support will be given to a Developing Hub until they reach the stage of converting to an Established Hub. Staff will be able to provide tools and resources to members to develop the Hub. This shall be in line with the Regional Strategy for the Region.

6 Tomorrow's Leaders

- 6.1 In accordance with the Inspiring Tomorrow's Leaders Strategy (as updated from time to time), one of the positions on the Committee shall be held by a Tomorrow's Leaders Representative from the Local Hub.
- 6.2 The representative shall be appointed to the Committee from the Tomorrow's Leaders Community, using a similar process to that of a Committee member, in accordance with a person or role specification.
- 6.3 The tenure of the Tomorrow's Leaders Representative on the Local Hub Committee shall be 2 years with no right to reapply.
 - 6.3.1 At the discretion of the Hub Committee, the Tomorrow's Leaders Representative may extend their tenure for continuity purposes, as may be required.
- 6.4 The Tomorrow's Leaders Representative shall also be classed as a Tomorrow's Leaders Champion and, where the champion role has not been held previously, will be invited to attend a champion induction session. The position will automatically terminate if the person fails to continue as a Tomorrow's Leaders Champion or as part of the Tomorrow's Leaders Community.
- 6.5 Tomorrow's Leaders Champions will support the Tomorrow's Leaders Representative on the Local Hub Committee to deliver Tomorrow's Leaders activity as outlined in the Local Hub business plan and ensure knowledge transfer to the Tomorrow's Leaders Community.
- 6.6 All recruitment for Tomorrow's Leaders Representatives on Governance Committees and Local Hub Committees shall come from the Tomorrow's Leaders Community.

7 Regions

- 7.1 Regions, Super Regions or equivalent ("Regions") shall be Institute administrative terms that the Acquisition, Retention and International teams use to coordinate and exchange knowledge between staff teams on the activities within defined local areas.
- 7.2 Committees are encouraged to share knowledge and network with other Committees within their Region or global as they see fit.

- 7.3 Trustees will be linked to the Regions as Champions to ensure that the Hubs work in accordance with their Terms of Reference and promote the Corporate Plan.
- 7.4 The Chief Executive and President shall have engagement meetings with these Regions, Super Regions or Countries as appropriate during the Governance year.
- 7.5 Regional Strategies shall be prepared for each of the Regions with oversight of the CIOB Leadership Team and the Member Engagement Committee.

8 Members' Forum ("Forum")

- 8.1 Members' Forum shall be a consultative body 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 see fit.
- 8.2 The role of Members' Forum shall be defined by its terms of reference at [Appendix 4](#).
- 8.3 The Board of Trustees shall attend Members' Forum however do not have a voting right at Forum meetings.

Composition

- 8.4 The composition of the Forum shall develop with the developing Local Structure.
- 8.5 Each Local Hub Committee shall have one seat at Members' Forum. The detailed composition of Members' Forum at the date of these Regulations is listed at Appendix 4.
- 8.6 This position shall be filled by the Chair or in their absence the Vice Chair of the Committee. Should either of these be unable to attend, they must complete any work required for submission to the Forum and must nominate another Local Hub to feedback to them from the Forum meeting.
- 8.7 The tenure of the Members' Forum delegate will reflect that of the Local Hub Committee but shall not exceed 4 years.
- 8.8 The Members' Forum delegate shall be in position from Members' Forum June each year, until the commencement of the Members' Forum June meeting the next year. They will attend the June face to face Members' Forum and then 1 virtual Members' Forum each year. They must be approved by the Committee to be the Members' Forum delegate.
- 8.8 The Local Hub Committee will be required to determine their Members' Forum delegate for the coming governance year in January each year.

Role of the Members' Forum delegate

- 8.9 The role of the Members' Forum delegate shall be:
- 8.9.1 To attend the Forum meetings and report back to the Local Hub and members within the locality.
 - 8.9.2 To participate in consultations and communications from the Institute on the development of the Forum meetings and other associated events.
 - 8.9.3 Be a Chartered member.
- 8.10 All Members' Forum delegates will receive an induction pack on their first attendance to the Forum. 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 will be obtained from the outgoing representative by the supporting Regional team.

Chair of Members' Forum

- 8.11 Members' Forum shall be chaired by the Chair of the Board of Trustees or in their absence the President.

Meetings

- 8.12 Members' Forum shall take place twice each governance year (June to June), or unless otherwise agreed by Board of Trustees. One Forum will be linked to the Annual General Meeting ("AGM") of the Institute and the other arranged at a suitable time within the Institute's calendar.
- 8.13 The Institute shall have the flexibility in the delivery of the Forum, be it face to face or virtual.
- 8.14 A face to face Members' Forum will take place at a location agreed by the Board of Trustees and will be part of a larger series of events over a 3-5 day period. This shall include but not be limited to workshops, site visits, the AGM and Immediate Past President's event. A virtual Members' Forum will provide an update only and take place over the period of 1 day.
- 8.15 An agenda for the meeting will be prepared and all papers circulated to the Members' Forum within 1 week of the meeting.
- 8.16 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.
- 8.17 Minutes shall be prepared for each meeting. They shall be notes of the meeting with all decisions and votes (if necessary) recorded. The minutes shall be approved by the Forum Chair and circulated to the Forum within 14 days of the meeting.
- 8.18 Meetings shall only be recorded for the purposes of minuting, if full consent is given by all present. There shall be no use of AI technology. All recordings should be deleted on the approval of the draft minutes

Quorum

8.19 Quorum shall be 50% plus 1, calculated as the members of the Forum minus the Trustees.

Governance Committees ("Governance Committee")

8.20 Members' Forum shall appoint their members to the Governance Committees according to a defined person specification at the time. If appointed to this position, the member shall remain in this position unless:

8.20.1 The member wishes to stand down from the position

8.20.2 The member ceases to be a member of the Institute or subject to disciplinary proceedings

8.20.3 The member ceases to be a member of Members' Forum.

8.21 The position will be held for 1 year however if the representative continues to be a member of the Forum for a second year, the representative will be asked if they wish to continue This is subject to attendance and participation at the Governance meetings.

Staff

8.22 Members' Forum shall be overseen by the Director of Governance / Institute Secretary. The Leadership Team shall be ex-officio members of the Forum with no voting rights.

9 Other

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

9.2 All Local Hubs shall be part of the one Institute known as the Chartered Institute of Building ("CIOB").

9.3 The CIOB is a registered charity in England & Wales, Scotland and Australia.

9.4 Where local law prevails, the Institute will have a legal and financial framework appropriate to the Laws of the country.

9.5 The entities of the CIOB in the various countries where they are established shall be the responsibility of the CIOB.

9.6 All Committee members shall abide by the Royal Charter & Bye-Laws and all Regulations of the Institute.

- 9.7 All Committee members shall abide by the Conflict of Interest policy and declare as conflicts as they arise.
- 9.8 All members referenced in these Regulations are volunteers and are reimbursed for expenses for attendance at Committee meetings only in line with the CIOB Expenses Policy. Any other expenses must be discussed with the Regional Manager prior to the activity.

Appendix 1 – Established Hubs (June 2024)

Region (internal classification)	Local Hub
Americas	Toronto
Asia	Hong Kong
Asia	Malaysia
Asia	Singapore
Asia	Beijing
Asia	Shanghai
MENA	Abu Dhabi
MENA	Doha
MENA	Dubai
MENA	Manama
MENA	Muscat
MENA	Riyadh
Oceania	Auckland
Oceania	Brisbane
Oceania	Melbourne
Oceania	Perth
Oceania	Sydney
Sub-Saharan Africa	Accra
Sub-Saharan Africa	Cape Town
Sub-Saharan Africa	Johannesburg
UK & Ireland	Birmingham
UK & Ireland	Bristol
UK & Ireland	Cambridge
UK & Ireland	Central Scotland
UK & Ireland	Chelmsford
UK & Ireland	Cornwall & Plymouth
UK & Ireland	Exeter
UK & Ireland	Hemel Hempstead
UK & Ireland	Highland & Islands
UK & Ireland	Ipswich
UK & Ireland	London
UK & Ireland	Maidstone
UK & Ireland	Manchester
UK & Ireland	Merseyside & Cheshire
UK & Ireland	North East England
UK & Ireland	Northampton
UK & Ireland	Northern Ireland
UK & Ireland	Northern Scotland
UK & Ireland	Norwich
UK & Ireland	Nottingham
UK & Ireland	Oxford
UK & Ireland	Cumbria & Lancashire
UK & Ireland	Reading

UK & Ireland	Republic of Ireland
UK & Ireland	South Yorkshire
UK & Ireland	Wales
UK & Ireland	Wessex & Channel Islands
UK & Ireland	West Yorkshire
UK & Ireland	N&E Yorkshire & Humber

Appendix 2 – Developing Hubs & Emerging Markets (June 2024)

Developing Hubs:

- Cairo
- Guangzhou
- Chongqing
- Nigeria
- New York
- Christchurch, New Zealand
- Port Elizabeth

Emerging Markets:

- Adelaide
- Wellington, New Zealand
- Caribbean
- Calgary / Alberta / Vancouver
- Delhi

Appendix 3

Local Hub - Terms of Reference

1. To increase the awareness and understand of the Institute within the Local Hub
2. To identify and engage with Local Stakeholders to promote the values of the Institute
 - a. Stakeholders - Government, academia, industry (Clients, Contractor and supply chain), other associations
3. To ensure that the activities of the Local Hub are relevant and align with the Corporate Plan in force at the time
4. To promote the Institute to all grades of membership, non-members and support the growth of its membership
5. To provide guidance and input into the strategic delivery of events (including CPD) to members and other interested parties to help drive professional standards.
6. To facilitate and encourage networking and best practice locally and more widely
7. To promote equality, diversity and inclusion among the Committee and the Local Hub in respect of but not limited to age, gender, ethnicity, religion, disability and sexual orientation.
8. To provide inspiration and direction to the Local Hub
9. To support and mentor members and prospective members
10. To bring the voice of the Local members to Members' Forum

Appendix 4

Members' Forum - Terms of Reference (agreed June 2023)

Role

Members' Forum acts as a consultative body to the Board of Trustees and a communication channel for the members from Board to Forum and down to the local members and back up.

Terms of Reference

- To act as a consultative global body to the Board of Trustees
 - To participate in conversations and consultations with the Board
 - To seek the views of the members locally to assist in the above participation
 - To disseminate knowledge to the members locally

(Consultation)

- To share best practice across the Institute's global network
 - To promote and communicate best practice across the global network
 - To identify and address drivers for change that are relevant to the industry.

(Best Practice / Change)

- To hold conferences, seminars and events to promote the CIOB
 - To participate in conferences, seminars and events to share knowledge of the built environment
 - To act as ambassadors for the CIOB from the global membership at events to promote and disseminate knowledge

(Conferences, seminars and events)

- To ensure the communication of best practice and Institute knowledge is disseminated to the members and the locality

(Communication)

- To participate as required with the Governance Committees of the Institute as a Members' Forum representative

(Governance Committees)

- To identify the key stakeholders relevant to the Committee and maintain the appropriate relationships with them.
- To work and liaise with other Committees as required.
- To regularly review the Committee's composition and terms of reference to ensure maximum effectiveness and recommend changes if required.
- To report to the Board of Trustees on the nature and content of its discussion, recommendations and actions taken.

(General)

Composition of Members' Forum

1x Chartered member from each Established Local Hub defined as follows:

- UK & Ireland - Super Regions numbers - 30 (2021)
 - Scotland - 3
 - Ireland - 2
 - Wales - 1
 - North - 7
 - Midlands - 7
 - London - 2
 - South - 8

- International - 24 (2021)
 - MENA - 6 representative - Abu Dhabi, Doha, Dubai, Manama, Muscat, Riyadh
 - Asia - 6 representatives - China (3 representatives), Hong Kong, Singapore, Malaysia
 - Oceania - 6 representatives - Brisbane, Melbourne, Sydney, Perth, Auckland, Christchurch
 - SSA - 4 representatives - Accra, Cape Town, Port Elizabeth, Johannesburg
 - Americas - 1 representative - Canada

- Tomorrow's Leaders Champions - 6
 - 1 per internal region of the CIOB

Total: 59

Ex-officio – CEO / Chair / President / Board of Trustees