
BOARD NOTICE

NOTICE 51 OF 2002

ARCHITECTURAL PROFESSION ACT, 2000 (ACT No. 44 OF 2000)

Nomination and Meeting Procedures and Establishment of Register.

Rules Published in Terms of Section 36(1) of the Act

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CHAPTER 1

Definitions

In these rules, unless contrary to the context, any expression or word to which a meaning has been assigned in the Architectural Profession Act, 2000 (Act 44 of 2000), shall bear the same meaning

'**president**' means the President of the South African Council for the Architectural Profession;

'**the Act**' means the Architectural Profession Act, 2000 (Act 44 of 2000).

CHAPTER 2

Nomination and representation on the council.

2.1 *Nomination procedure {section 4(1)}*

Voluntary organizations shall be invited in writing and by notice in the Gazette to submit nominations for membership of the council as provided for in section 3(1)(a)(i) and (ii) of the Act, within the period specified in section 4.

2.2 *Representation of categories of registered persons {section 3(1)(a)(ii)}*

Representation on the council in terms of section 3(1)(a) of the Act in respect of the various categories of registered person contemplated in section 18 of the Act, shall be proportionate to the registered membership (excluding candidates) of each category at the time of calling for nominations in terms of section 4 of the Act.

If the resultant calculation for a category indicates a figure of less than one but more than 0.75 that category shall be entitled to one representative. The categories, which are individually not entitled to a representative, will jointly be entitled to one representative.

CHAPTER 3

Meetings and procedure at meetings of the Council and Committees of the Council.

3.1 *Meetings of the Council*

3.1.1 Subject to the provisions of section 4(7) of the Act and rule 3.1.2, all meetings of the council shall be held at such times and places as may be fixed by the registrar in consultation with the **president**: Provided that the council shall meet at least once in every year.

3.1.2 The **president** may at any time call a meeting of the council to be held at such time and place as he may determine.

3.1.3 The registrar shall, upon a written request signed by not less than six members of the council, call a meeting thereof to be held within four weeks after the date of receipt of such request at such time and place as he, in consultation with the **president**, may determine. The members requesting the meeting shall state the object thereof.

- 3.1.4 Not less than two weeks' notice, in writing, of every meeting of the council, accompanied by an agenda, shall be sent by the registrar to each member of the council.
- 3.1.5 Only such business as is on the agenda shall be discussed at a council meeting, unless the council unanimously determines otherwise.
- 3.1.6 The registrar in consultation with the **president** shall prepare the agenda for any meeting.

3.2 *Quorum and procedure at meetings*

- 3.2.1 The provisions of section 9 of the Act are applicable in connection with decisions of the council.
- 3.2.2 Any member of the council having a personal or professional interest in a matter discussed at a meeting, shall disclose such interest and shall recuse himself or herself if the meeting so decides.

3.3 *Meetings of committees of the council*

- 3.3.1 The provisions of rule 3.2 are *mutatis mutandis* applicable to meetings of committees established by the council.

CHAPTER 4

Register of professionals and application for registration.

Establishment and keeping of register

- 4.1 A separate register shall be kept for each category of registered persons

Application for registration

- 4.2 The application form shall be in the format determined by the council from time to time.
- 4.3 The following shall be entered in the registers:
 - (i) registration number
 - (ii) full name
 - (iii) address at time of registration
 - (iv) date of registration
 - (v) qualifications
 - (vi) dates of renewal of validity of registration {section 11(b)}
 - (vii) date of termination of registration
- 4.4 Any entry that is proved to the satisfaction of the registrar to have been made in error or through fraudulent misrepresentation or under circumstances not tenable in law shall be deleted from the register.
- 4.5 Whenever any entry in respect of any person has been deleted, the registrar shall, within fourteen days of such deletion, notify the person concerned in writing thereof at his or her last known address.

CHAPTER 5

Chapters 2 and 3 of the rules published under Board Notice 76 of 1987 dated 11 December 1987 are hereby repealed.
