

Institution of Lighting Professionals



Rules for the operation of Lighting Delivery Centres

1 Rules

- 1.1 The proceedings of the Institution of Lighting Professionals Lighting Delivery Centres (LDCs) shall be governed by these Rules, subject to compliance with the Memorandum and Articles of Association and the current Bye-laws of the Institution.
- 1.2 Amendments to these Rules shall require the approval of the Executive Board.
- 1.3 These Rules shall be amended or added to in such a manner as the Executive Board may from time to time determine but, in each case, due consideration will be given to the interests of LDCs before any final decision is made.
- 1.4 The LDCs and members shall be subject to and bound by all decisions of the Council and Executive Board.

2 Relationship with the Institution

- 2.1 All LDCs are formed and continue to function only with the official approval of the Council and Executive Board.

3 Aims and Objectives

- 3.1 The objectives of the LDC are identical to the aims and objectives of the Institution insofar as such objectives are and can be applicable to an LDC.
- 3.2 Any member of the Institution may engage with and attend any meeting of any LDC wherever situated.
- 3.3 The LDC shall bring the work of the Institution to the attention of all concerned in relevant disciplines and promote membership of the Institution.
- 3.4 The LDC shall provide members of the Institution and others associated with lighting with opportunities, by meetings and other means, for discussion and interchange of information and the development of knowledge about the art and science of lighting practice, including technical, economic and managerial matters.



- 3.5 The LDC shall endeavour to encourage the preparation and presentation of papers, technical sessions, etc, which promulgate the Institution's national continuous professional development (CPD) curriculum.
- 3.6 The LDC shall focus on delivering CPD and networking opportunities to the members of the Institution and encourage and develop the participation of younger members.

4 Control of the LDC

- 4.1 Each LDC shall have a Main Committee who shall oversee the affairs of the LDC acting in the best interest of the ILP.
- 4.2 Each LDC shall have an Organising Group which shall comprise any number of Officers and members as may be determined by the Council and Executive Board in collaboration with the Council from time to time.

5 Formation of new LDCs

- 5.1 The Executive Board, in collaboration with the Council may, at any time, form any number of new LDCs or amalgamate or dissolve any existing LDC to ensure the efficient delivery of Institution's CPD programmes at local level.

6 Voting Powers and Eligibility for Office

- 6.1 All members of the Institution shall be eligible to become LDC Main Committee Officers.
- 6.2 The Chair, Vice Chair, Secretary/Bursar, and any other Officers of the LDC Main Committee shall be elected annually at a date to be agreed with Council and the Executive Board.
- 6.3 Each LDC Main Committee Officer shall have one vote and the Chair may exercise an additional casting vote.
- 6.4 Elections to an LDC Main Committee shall be governed by the Executive Board in collaboration with the Council and overseen by the Chief Executive of the Institution.



7 LDC Main Committee Officers

- 7.1 The LDC Main Committee shall have a Chair, Vice Chair, YLP member, Secretary/Bursar, Immediate Past Chair and any other Officers as may be determined by the Executive Board and Council.
- 7.2 All Officers shall hold office for one year after which the retiring Chair shall remain a Member of the Committee for one year as Immediate Past Chair.
- 7.3 All Officers shall be eligible for immediate re-election.
- 7.4 All Officers shall end their term of office at the next national Annual General Meeting of the Institution, but it is expected that the Vice Chair will be elected to the role of Chair for the coming year.
- 7.5 No Officer shall receive any remuneration for holding office.

8 LDC Vice President Representatives

- 8.1 The LDC shall have a Vice President Liaison Representative for the Institution's core Vice President roles as determined by the Executive Board.
- 8.2 It is desirable but not essential for the LDC to have Vice President Liaison Representatives for the Institution's other Vice President roles.

9 LDC Organising Group

- 9.1 The LDC Organising Group shall consist of the LDC Main Committee Officers and the LDC Vice President Liaison Representatives.
- 9.2 The number of members shall be as determined at any time by the Executive Board in collaboration with the Council and will include a minimum of one member of the YLP.
- 9.3 No LDC Main Committee Officer or LDC Vice President Liaison Representative may serve on more than one LDC Organising Group at any time, without the approval of the Council and Executive Board.
- 9.4 Any LDC Main Committee Officer or LDC Vice President Liaison Representative who misses three or more meetings during any twelve month period shall, automatically, cease to be a member of the LDC Main Committee and/or Organising Group and vacate their post unless, in the view of the LDC Organising Group and the Council, there is adequate and just cause for such absence.



10 Election of LDC Main Committee Officers and LDC Vice President Liaison Representatives

- 10.1 At a date to be determined in any year by the Executive Board, the Chief Executive of the Institution, in consultation with the LDC Chairs, shall issue a notice to all members of the Institution indicating all forthcoming vacancies on LDC Main Committees and Organising Groups. Any such member may put themselves forward as a nominee for any vacancy in any LDC wheresoever situated.
- 10.2 From nominations received, the Secretary/Bursar shall prepare, in discussion with the LDC Chair, a list of duly qualified persons whom the LDC Main Committee may propose for election.
- 10.3 In respect of the proposal for Vice Chair, who is expected to become Chair the following year, the LDC Main Committee Officers shall have regard to the most suitable candidate, which shall take precedence over all other considerations including length of service.
- 10.4 The Secretary/Bursar shall send all such proposals for approval by the Council.

11 Proceedings of the LDC Main Committee and Organising Group

- 11.1 If a casual vacancy should occur for an Officer or Vice President Liaison Representative, the LDC Main Committee may co-opt any other ILP member to fill such a vacancy until the next round of LDC appointments.
- 11.2 LDC Main Committee and Organising Group meetings shall be held at such frequency as to ensure the effective delivery of Council policy and in any manner so determined by the Chair, in compliance with all ILP policies.