



INTERNATIONAL BUILDING PERFORMANCE SIMULATION ASSOCIATION

*ibpsa-england.org*



## CHARTER

Established Friday 10<sup>th</sup> March 2006

### IBPSA-England Scope and Mandate

IBPSA-England's objective is to provide a forum for the exchange of information between researchers, developers and practitioners operating in the area of building performance simulation and related issues.

IBPSA-England is founded to advance and promote the science and technology of building performance simulation in order to improve the design, construction, operation, maintenance and refurbishment of buildings.

IBPSA-England will strive to achieve these objectives through cyclic meetings and conferences at national and regional level (and in co-operation with IBPSA-Scotland and other British regional affiliates), an interactive web site and e-mail discussion groups.

### IBPSA-England Organisation

IBPSA-England is the English regional affiliate of the world-wide acting *International Building Performance Simulation Association* ([www.ibpsa.org](http://www.ibpsa.org)) and is linked to this association but acts as an independent organisation.

The association is founded with the name "IBPSA-England".

IBPSA-England operates as a network of volunteers and will expand the facility to hold and administer finances if required, including the appointment of a treasurer to the Board.

IBPSA-England will operate a website at [www.ibpsa-england.org](http://www.ibpsa-england.org) as the main gateway to the affiliate organisation.

## **Modus Operandi of the Association – The Board**

The Association operates through the member meetings and the Board.

The Board controls the policies and procedures of IBPSA-England.

It is anticipated that IBPSA-England's charter will evolve over time in response to the needs of the membership. The Board of the association will approve all changes to this governing charter if in accordance with IBPSA-England's objectives.

- The Board will meet half yearly.
- The Board will be composed of a Chair, Vice Chair, Secretary and up to six committee members.
- The Board will be elected from members for a two year period, renewable for multiple terms.
- The Board will have the power to co-opt up to two members on a temporary basis for a specific purpose.
- Board members should normally be involved in building energy/ environmental simulation in some capacity and preferably have participated in an IBPSA World conference.
- The Board will strive to reach decisions by consensus. Where this is not possible, decisions will require a two-thirds majority vote.
- Attendance by half of the Board members will be required to establish a quorum for voting.
- In the case of a voting tie a decision is made by the Chair at the Board meeting.

### **Chair , Vice Chair and Secretary**

- The Board will elect a Chair, Vice Chair and Secretary from amongst its membership
- The Chair, Vice Chair and Secretary positions will be for a two year term, renewable for multiple terms.
- The Chair (or Vice Chair in the Chair's absence) will Chair the Board meetings.
- The Chair and Vice Chair will actively participate in the meetings to realise the mandate of the organisation.

## **Membership**

- Any individual with an interest in the field of building simulation can become an individual member of IBPSA-England.
- Any organization based in England and active in the field of building simulation can become a corporate member of IBPSA-England. Organisations are allowed to specify up to three individuals for joining a members meeting.
- The Board has the final say on membership of IBPSA-England and the right to refuse membership.
- Membership will be registered via IBPSA-England's web site.

- All individual members will have access to the restricted area of the IBPSA-England's web site, participate in general e-mail discussions and will receive announcements of forthcoming events and activities.
- All corporate members have the possibility to list their organizations building simulation services on the IBPSA-England's web site, subject to the policies established by the Board.
- There will be no membership fee.
- Members can withdraw their membership at any time. In this case, the member's data are removed from the e-mail discussion lists and from the affiliate's homepage.
- In the event of cogent causes, the Committee can vote for the exclusion of a member. This may be the case if the member infringes the rules of the organization.

## General Meeting of Members

- The general meeting of members will take place not later than every two years and will be normally part of a relevant event.
- Proposals for the agenda have to be submitted in writing to the Board at least four weeks before the meeting.
- The Board can call an extraordinary member meeting at any time giving four weeks notice. In this case the agenda shall be submitted at the same time. The Board must call for an extraordinary member meeting if more than 30% of all members vote for this. Usually, a call is made using electronic media.
- The member meeting is able to constitute a quorum independent from the number of participating or represented members.
- The format of the general meeting shall be protocolled. The minutes are to be signed by the secretary who shall keep a record.
- Each member has a single vote. A member can represent at most one other member or not more than one organisation. Authorisation must be approved by written power of attorney.
- Organisations will have one vote.
- During the voting a member cannot act as an individual member and as an organization representative at the same time. In this situation the member shall announce his/her position prior to the voting.
- Decisions of the member meeting are established by simple majority. In the case of a voting tie at first a second vote shall take place before a request is regarded as rejected.
- Proposals with respect to alterations in the articles or to the liquidation of the association must be handed in at least eight weeks before a member meeting and must be evident from the agenda.
- In order to constitute a quorum for alterations in the articles or for the liquidation of the association, a majority of  $\frac{3}{4}$  of the members at the meeting.

## Events

It is the intention of IBPSA-England to hold an annual event at national level. The launch event will be held in the Autumn of 2006 in Sheffield and will comprise of a one day seminar/ information event focusing on contemporary research in building simulation.

The second event being discussed is a conference in conjunction with IBPSA-Scotland. This conference will bring together those active in the UK and will form a platform for IBPSA-Scotland to organize a major event prior to the possible hosting of an IBPSA International event. (Are the details of this correct – I'm not familiar with them....)

It will also be the intention of IBPSA-England to hold regional events focusing on local issues and bringing together those active in simulation at a local level.

## IBPSA-England Organising Committee / Initial Board

The founding meeting of IBPSA-England on Friday 10<sup>th</sup> March 2006 formed an Organising Committee /Initial Board as outlined below:

### *Chair and Affiliate Representative:*

Ian C Ward

Building Energy Analysis Unit, School of Architecture, University of Sheffield  
Western Bank, Sheffield, S10 2TN

### *Chair and 2<sup>nd</sup> Affiliate Representative:*

Malcolm Cook

Institute of Energy and Sustainable Development, De Montfort University  
Queens Building, The Gateway, Leicester, LE1 9BH

### *Secretary:*

Pieter J.C.J. de Wilde

Environmental Building Group, School of Engineering, University of Plymouth  
Reynolds Building, Drake Circus, Plymouth, PL4 8AA

### *Committee Members:*

Jonathan Wright, Loughborough University

Simon Rees, De Montfort University

Dejan Mumovic, Bartlett School, University College London

Mike Davies, Bartlett School, University College London

Martin Mayfield, ARUP

Open slot, member from Buro Happold?

## Signatures of proposers for an IBPSA-England

1. ....  
Ian Ward  
(University of Sheffield)

2. ....  
Malcolm Cook  
(De Montfort University)

3. ....  
Pieter de Wilde  
(University of Plymouth)

4. ....  
Jonathan Wright  
(Loughborough University)

5. ....  
Martin Mayfield  
(ARUP)

6. ....  
Dejan Mumovic  
(University College London)

7. ....  
Simon Rees  
(De Montfort University)

8.

.....  
Hasim Altan  
(University of Sheffield)

9.

.....  
Andrew Wright  
(De Montfort University)

10.

.....  
Open slot  
(Buro Happold??)